

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, January 7, 2019

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[Edouard Haba, Council President, Ward 4](#)

[Kevin Ward, Council Vice President, Ward 1](#)

[Bart Lawrence, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Shani N. Warner, Ward 2](#)

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Paula J. Perry, Ward 4](#)

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING! Your participation at this public meeting is valued and appreciated.

Agenda/Packet: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Audible Devices: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

Replay Schedule: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/councilagendas.

City Information: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

Inclement Weather: In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.



[Twitter](#)



[Facebook](#)



[Instagram](#)



[Vimeo](#)

1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
Hyattsville Boy Scout Troop #224 will preform the annual ceremonial presentation of the flags to open the new year.
3. **Approval of Agenda**
4. **Approval of the Minutes**

4.a) **Approval of the Minutes**
HCC-225-FY19
I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of August 6, 2018, December 3, 2018, and the Public Hearing of December 17, 2018.
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
[Minutes Aug 6 2018 CM final.docx](#)

[Minutes Dec 3 2018 CM.docx](#)

[Minutes Dec 17 2018 PH final.docx](#)
5. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
6. **Presentations (8:20 p.m. - 8:35 p.m.)**

6.a) **2018 Claus Applause Award Presentation (5 minutes)**
HCC-203-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

6.b) **City Administrator Update (5 minutes)**
HCC-221-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

6.c) **FY17 & FY18 Audit Update (5 minutes)**
HCC-222-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

7. Consent Items (8:35 p.m. - 8:40 p.m.)

7.a) Landscape Maintenance Contract

HCC-171-FY19

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$65,000, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7.b) Decatur Street Road Surfacing

HCC-205-FY19

I move that the Mayor and Council authorize an expenditure not to exceed \$31,000 to NZI Construction for the resurfacing of Decatur Street, under their existing contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Decatur Street Resurfacing.pdf](#)

7.c) Wells Boulevard Green Street Design

HCC-206-FY19

I move that the Mayor and Council authorize an expenditure not to exceed \$108,000 to Johnson, Mirmiran, and Thompson, Inc. (JMT) for the design and permitting of Wells Boulevard/Parkway green street improvements under their existing contract with the City.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[TO - 11A - Wells Blvd - Green St. Program PCO 1 docx.pdf](#)

7.d) Leaf Grinding Services

HCC-209-FY19

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Denchfield Landscaping, Inc. to provide Leaf Grinding Services, and authorize an expenditure not to exceed \$14,775 for the life of the contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Scanned from a Xerox Multifunction Printer \(23\).pdf](#)

7.e) Re-Appointments to the Board of Supervisors of Elections

HCC-214-FY19

I move that the Mayor, with Council approval, re-appoint Bessie McLean (Ward 1) and Anna Frankle (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years to expire on January 7, 2023.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Committee Application_BOE_Bessie McLean W1.pdf](#)

[Committee Application_BOE_Anna Frankle W2.pdf](#)

7.f) Re-Appointment to Code Compliance Advisory Committee

HCC-215-FY19

I move that the Mayor and Council re-appoint Gloria Felix-Thompson (Ward 1) and Paul Koch (Ward 1) to the Code Compliance Advisory Committee for a term of 2 years, ending on January 7, 2021.

Lead Sponsor: Haba

Co-Sponsor(s): N/A

[Committee Application Code Gloria Felix-Thompson W1.pdf](#)

[Committee Application Code Paul Koch W1.pdf](#)

7.g) Re-Appointments to the Planning Committee

HCC-216-FY19

I move that the Mayor and Council re-appoint Maureen Foster (Ward 2), Nkosi Yearwood (Ward 2), and Jonathan Mueller (Ward 4) to the Planning Committee for a term of two (2) years to expire on January 7, 2021.

Lead Sponsor: Wright

Co-Sponsor(s): Haba

[Committee Application Planning Maureen Foster W2.pdf](#)

[Committee Application Planning Nkosi Yearwood W2.pdf](#)

[Committee Application Planning Jonathan Mueller W4.pdf](#)

7.h) Memorandum of Understanding: Maryland DHCD Grant Funds

HCC-219-FY19

I move to authorize the City Administrator to execute an agreement between the City of Hyattsville and Urban Investment Partners (UIP) for the purpose of establishing a legal instrument for the administration of the \$250,000 National Capital Strategic Economic Development Fund (NCSEDF) awarded to the City of Hyattsville by the Maryland Department of Housing & Community Development for the purpose of supporting demolition and site development activities for the Hyattsville Armory Apartments project, subject to the legal review of the City Attorney.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

7.i) Proclamation Recognizing the Brothers of Shelton D. Redden Lodge #139 for their Service to the Community

HCC-220-FY19

I move that the Mayor and Council adopt a proclamation in recognition of the brothers of Shelton D. Redden Lodge #139 for their service to the community.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Proclamation for SDR Lodge 139.docx](#)

7.j) Letter of Support - Streetcar82 Request for Food Truck Hub

HCC-223-FY19

I move the City Council authorize the Mayor to send a letter to Prince George's County in support of the request made by Streetcar 82 Brewing Co., for the establishment of a Prince George's County Food Truck Hub.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Ward, Wright

[Food Truck Hub Letter of Support.pdf](#)

8. Action Items (8:40 p.m. - 9:10 p.m.)**8.a) Petition for Traffic Calming on Maryhurst Drive (10 minutes)****HCC-224-FY19**

I move that the Mayor and Council deny the petition requesting the installation of permanent traffic calming device(s) on the 5800 block of Maryhurst Drive between 31st Avenue and Nicholson Street but authorize additional measures be implemented, per staff recommendations.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Maryhurst Traffic Calming-Memo \(1\).docx](#)

[Petition for Traffic Calming Maryhurst Drive Final Redacted.pdf](#)

[Resident Notification Traffic Calming Petition Maryhurst Drive.pdf](#)

[Traffic Calming Device Map Maryhurst Dr & Madison Pl Signage 10292018\[69683\].pdf](#)

[Traffic count Maryhurst Madison Pl to Nicholson St. 10-9-2018.pdf](#)

[Traffic count Maryhurst Madison St to Madison Pl. 10-9-2018.pdf](#)

8.b) DPW Facility New Construction Project - Purchase of Furniture (10 minutes)**HCC-207-FY19**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement to purchase furniture for the new DPW Facility, and authorize an expenditure not to exceed \$115,000 to Douron for furniture purchases through the Mid Atlantic Purchasing Team (MAPT) Contract, of which the City is a member.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[JN-25212 HYATTSVILLE DPW-FURN PLAN-BUDGETARY R2 010219.pdf](#)

8.c) 4310 Gallatin Street - HVAC Repairs and Service (10 minutes)**HCC-208-FY19**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Wallmark Services Co, LLC. to repair and service the HVAC units at 4310 Gallatin Street in response to RFP #DPW18-008. In addition it is moved that an expenditure not to exceed \$50,000 be authorized to cover the cost of the proposed repairs and service agreements over the life of the agreement.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Scanned from a Xerox Multifunction Printer \(22\).pdf](#)

9. Discussion Items (9:10 p.m. - 9:40 p.m.)

9.a) 38th Avenue Park Joint Use Agreement (10 minutes)

HCC-218-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[38th Avenue - memo for Council.docx](#)

[NFC Item Packet.pdf](#)

[Exhibit A Thirty Eighth Avenue Park.pdf](#)

[MNCPPC Park Rules Regs 2018.pdf](#)

[City of Hyattsville Thirty eight Avenue Use Agreement - MNCPPC Final.docx](#)

9.b) Age-Friendly Action Plan (20 minutes)

HCC-202-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[City Plan Council Discussion.pdf](#)

10. Council Dialogue

11. Community Notices and Meetings

11.a) City Calendar: January 8, 2019 - January 22, 2019

HCC-217-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Main City Calendar Jan 8 - Jan 22 2019.docx](#)

12. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Approval of the Minutes

HCC-225-FY19

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of August 6, 2018, December 3, 2018, and the Public Hearing of December 17, 2018.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Aug 6 2018 CM_final.docx](#)

[Minutes_Dec 3 2018 CM.docx](#)

[Minutes_Dec 17 2018 PH_final.docx](#)

Summary Background:

See attached.

Next Steps:

Upon approval, final minutes will be posted on the City's website.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 6, 2018

Present: Candace Hollingsworth, Mayor
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3

Absent: Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Paula Perry, W4
Joseph A Solomon, W5
Erica Spell, W5

Also present were the following City staff members:

Tracey Nicholson, City Administrator
Amal Awad, Interim Chief of Police
Ron Brooks, City Treasurer
Laura Reams, City Clerk
Lillie Littleford, Assistant City Clerk
Katie Gerbes, Community Planner

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 8:01 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Croslin
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Suiter, Wright
NAYS:	None
ABSENT:	Haba, Ward, Perry, Solomon, Spell

4) [Approval of the Minutes](#)

4.a) Approval of the Minutes HCC-15-FY19

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Work Session of March 28, 2018 and the Public Hearing of May 14, 2018.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Minutes_Mar 28 2018.pdf](#) 

[Minutes_May 14 2018 PH.pdf](#) 

RESULT:	APPROVED [UNANIMOUS]
---------	----------------------



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 6, 2018

MOVER:	Lawrence
SECONDER:	Croslin
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Suiter, Wright
NAYS:	None
ABSENT:	Haba, Ward, Perry, Solomon, Spell

5) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

Jarius Smith, owner of Your Dollar Store located in Ward 3 addressed the Mayor and Council with concerns regarding increased police presence at the store and conditions at University Town Center. Mayor Hollingsworth thanked Mr. Smith for his comments and requested staff to follow up with him.

6) [Presentations \(8:20 p.m. - 8:40 p.m.\)](#)

6.a) FY-2017 Audit Update (5 minutes)

HCC-49-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

6.b) Community Sustainability Plan Progress Report (15 minutes)

HCC-47-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Progress_Report_MEMO_Draft_7.30.18__1_.docx](#)

[2018 Progress Report_Final Draft_](#)

[FY2018_Progress_Report_PPT_4.3.pptx](#)

Community Planner Gerbes presented a progress report on the City's Sustainability Plan. Councilmembers thanked Ms. Gerbes for work on the Plan. Councilmember Wright confirmed a completion goal of all action items in 2021. He asked if completion of the goals were done in partnership or independently. Ms. Gerbes said it was a mix and highlighted partnerships, including those with City Advisory Committees. Councilmember Wright encouraged additional partnership opportunities.

7) [Consent Items \(8:40 p.m. - 8:45 p.m.\)](#)

7.a) FY19 DPW Vehicle Purchase - Cab-Over Compact Trash Truck

HCC-18-FY19

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$106,000 for the purpose of purchasing a 2018 Isuzu Cab-over with an 8-yard Load-Master refuse packer from Johnson Truck Center, utilizing the District of Columbia, NJPA local government contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Memo_-_DPW_Vehicle_and_Equipment_Purchases_2018_LR.docx](#)

[Cabover Trash Truck.pdf](#)

7.b) FY19 DPW Equipment Purchase - Leaf Vacuum Units



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 6, 2018

HCC-20-FY19

I move that the Mayor and Council authorize the expenditure of FY19 Capital Improvement Funds in an amount not to exceed \$114,000 for the purpose of purchasing two (2) 2018 Leaf Vacuum Units from Old Dominion Brush Company, utilizing the NJPA #041247 local government contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Memo_-_DPW_Vehicle_and_Equipment_Purchases_2018_LR.docx](#)

[Leaf Machine Quote.pdf](#)

[Old Dominion Contract 041217.pdf](#)

- 7.c) Cost Reimbursement Agreement Between the United States Secret Service and the City of Hyattsville Police Department

HCC-37-FY19

I move that the Mayor and Council approve a cost reimbursement from the United States Secret Service and the City of Hyattsville Police Department, and authorize the City Administrator to execute the reimbursement agreement, and amend the FY19 budget to accept and appropriate a reimbursement in an amount not to exceed \$1,500 from the United States Secret Service for the purpose of overtime payment or equipment purchases related to the National Region Fraud Task Force.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Hyattsville 2018 CRA.pdf](#)

- 7.d) Asphalt Inspection and Management - City Wide

HCC-34-FY19

I move that the Mayor and City Council authorize the City Administrator to enter into a contract with IMS Infrastructure Management Services, LLC, and authorize the expenditure of \$55,000, to provide Asphalt Inspection and Management - City Wide, pending legal approval.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[180709 - memo - rfp DPW18-003 selection of IMS Infrastructure Management Services.pdf](#)

[IMS proposal.pdf](#)

- 7.e) Citizen Relationship Management Software

HCC-42-FY19

I move that the Mayor and Council authorize the City Administrator to negotiate a contract with See Click Fix, renewable for up to three years, at a cost not to exceed \$15,000 per year, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Firm_Selection_Memo_See_Click_Fix.docx](#)

- 7.f) Playground Resurfacing

HCC-43-FY19

I move that the Mayor and Council authorize an expenditure from the FY19 Operating Budget in an amount not to exceed \$16,000 for the purpose of resurfacing seven City playgrounds using the quote submitted by Playground Specialists, Inc.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 6, 2018

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Playground Resurfacing FY19.pdf](#)

7.g) Repair of Case Front Loader

HCC-44-FY19

I move that the Mayor and Council authorize an expenditure from the FY19 Operating Budget in an amount not to exceed \$20,000, for the purpose of repairing the 2001 Case front loader using the proposal submitted by Groff Tractor, a sole source provider for Case equipment repair.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Front Loader proposal.pdf](#)

7.h) Appointment to Race and Equity Task Force

HCC-46-FY19

I move that the Mayor and Council appoint Jeannette Soon-Ludes (Ward 1) to the Ad Hoc Race and Equity Task Force for a term to expire 120 days after the first meeting of the committee.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Cover Page](#)

[Committee Application_RETf_Soon-Ludes w1.pdf](#)

7.i) Hyattsville Ordinance 2018-02: State Mandated Changes to Ethics Code

HCC-25-FY19

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-02, an Ordinance whereby the City of Hyattsville amends its ethics provisions to conform to recent updates to State law as to financial reporting and conflicts of interest (SECOND READING/ADOPTION).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Ordinance 2018-02 Ethics_FINAL.docx](#)

[2018 Ethics changes.pdf](#)

7.j) FY19 Budget Appropriation: \$1,600 Grant from Governor's Office of Crime Control and Prevention for 2017 National Night Out Against Crime

HCC-48-FY19

I move that the Mayor and Council accept and appropriate in the FY2019 Police Department budget a grant from the Governor's Office of Crime Control and Prevention in the amount of \$1,600 to support the National Night Out Against Crime celebration.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

7.k) Life Cycle Computer Replacement for Cable Studio

HCC-50-FY19

I move that the Mayor and Council authorize the purchase of computers and related equipment from B&H Photo at a cost not to exceed \$19,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 6, 2018

[Cover Page](#)

[Memo_Computer_Lifecycle_Replacement.docx](#)

7.l) Re-Appointment to Police and Public Safety Citizens' Advisory Committee

HCC-52-FY19

I move that the Mayor and Council re-appoint Angela Kenny (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on August 6, 2020.

Lead Sponsor: Perry

Co-Sponsor(s): Spell

[Cover Page](#)

[Committee Application_PPSAC_Kenny W2.pdf](#)

7.m) Amendment to Capital Projects Grant Agreement

HCC-53-FY19

I move the City Council authorize the City Administrator to execute an amendment to the Maryland Board of Public Works Capital Projects Grant Agreement to extend the term to June 1, 2020.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Memo - BPW Bond Bill Extension .doc](#)

[Parking Garage extension.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Lawrence
SECONDER:	Warner
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Suiter, Wright
NAYS:	None
ABSENT:	Haba, Ward, Perry, Solomon, Spell

5) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

Mayor Hollingsworth returned to Public Comment to accommodate late arriving members of the public wishing to address the Council.

Danny Schaible, a Ward 2 resident, relayed information on the Planning Board hearing for the Magruder Pointe development. He stated concern that the Planning Board voted on a rezoning request the City Council had not considered. He continued that he believed the Board considered the City's purchase of a portion of the Magruder Pointe property as general approval of the project. Mr. Schaible said he would continue to organize opposition to the project.

William Doerner, a Ward 1 resident and member of the M-NCPPC Planning Board, provided information on the Planning Board's decision-making process on Magruder Pointe. Mr. Doerner said it would be helpful for the Board to have additional transparency into the City's decisions including staff and City Planning Committee review. Mr. Doerner provided an update on State Highway Administration work to complete a sidewalk in Ward 3 and encouraged the City to support trail projects. He also provided an informational handout on how the City may obtain a stoplight on Jefferson and Route One and design suggestions for crosswalks.

8) [Council Dialogue](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD AUGUST 6, 2018

Councilmember Croslin reminded residents of National Night Out.

9) [Community Notices and Meetings](#)

[Cover Page](#) 

[Main City Calendar_Aug 7 - Sep 17 2018.docx](#) 

10) [Motion to Adjourn](#)

The meeting adjourned at 8:36 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Wright
AYES:	Hollingsworth, Lawrence, Croslin, Warner, Suiter, Wright
NAYS:	None
ABSENT:	Haba, Ward, Perry, Solomon, Spell



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3 (arrived at 8:03 p.m.)
Joseph A Solomon, W5
Erica Spell, W5

Absent: Thomas Wright, W3
Paula Perry

Also present were the following City staff members:

Tracey Nicholson, City Administrator
Jim Chandler, Assistant City Administrator & Director of Community & Economic Development
Amal Awad, Interim Chief of Police
Ron Brooks, City Treasurer
Laura Reams, City Clerk

1) [Call to Order and Council Roll Call](#)

Mayor Hollingsworth called the meeting to order at 8:00 p.m.

2) [Pledge of Allegiance to the Flag](#)

3) [Approval of Agenda](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Spell
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Solomon, Spell
NAYS:	None
ABSENT:	Suiter, Wright, Perry

4) [Approval of the Minutes](#)

4.a) Approval of the Minutes

HCC-169-FY19

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of May 7, 2018.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Minutes May 7 2018 FINAL.pdf](#) 

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Solomon, Spell



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

NAYS:	None
ABSENT:	Suiter, Wright, Perry

5) [Public Comment \(8:10 p.m. – 8:20 p.m.\) Limit 2 minutes per speaker](#)

Ruth Ann Fraizer, a Ward 5 resident, announced the upcoming Sonny Fraizer Toy Drive and recapped the recent 8th Annual Hyattsville Heroes' bowl, noting the Fire Department won the game. Ms. Frazier thanked the Council for supporting the events.

Connor Flynn and Alina Edgeambe, students of St. Jerome Academy, thanked the Council for supporting a fundraising run at Magruder Park and presented a plaque of appreciation.

6) [Presentations \(8:20 p.m. - 8:40 p.m.\)](#)

- 6.a) FY17 Audit Update (5 minutes)
HCC-166-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

[Cover Page](#) 

City Treasurer Brooks provided an update on the FY-17 audit, noting it was on track to close at the end of the month.

- 6.b) Hyattsville Circulator Feasibility Study (15 minutes)
HCC-160-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A

[Cover Page](#) 

[CityCouncilPresentation_CirculatorStudy FINAL.pdf](#) 

[Transit Circulator Study_Updated Final.pdf](#) 

Assistant City Administrator Chandler introduced the Circulator Study by providing background information. He said the study began in May 2018, upon a request from Council to evaluate routes, service frequency, and costs associated with a City-wide circulator system. He introduced R.J. Eldridge from Toole Consulting to brief the Council on the findings.

Mr. Eldridge summarized the purpose and scope of the study and reviewed resident input. He highlighted various service models and the costs associated with them, which ranged widely from \$715,000 to \$4,300,000 annually, depending on service route and frequency. Mr. Eldridge reviewed several funding structures, including City funding, State funding, potential advertising revenue, or partnership structures. He noted the cost estimates did not account for potential contributions from outside sources including the County which currently spends \$660,000 annually on bus service in the City. Mr. Eldridge said circulator systems did not cover their own costs and would require subsidies to operate. He concluded the presentation by reviewing the next steps to include a determination of the desired operational characteristics, ownership/operator structure, funding sources, and possibly initial conversations with potential partners.

Councilmember Suiter asked if the recommended headways of 10-15 minutes were throughout the day or only for peak hours. Mr. Eldridge said estimates assumed 10-15-minute headways all day and acknowledged that there could be savings if those headways were only for peak operating hours. Councilmember Suiter



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

asked if cost estimates included annual maintenance and operating costs, to which Mr. Eldridge responded affirmatively.

Councilmember Lawrence asked how closely the existing Shuttle 113 mirrored the proposed circulator route. Mr. Eldridge said it was close, however the City's proposed route was more neighborhood centric on the west side. Council Vice President Ward asked how many busses the cost assumed, to which Mr. Eldridge responded the range was two (2) to three (3) vehicles. Council Vice President Ward asked if there were any circulators considered to be self-sufficient. Mr. Eldridge said he was not aware of any that were completely self-sustaining.

Council President Haba inquired about a ridership fee. Mr. Eldridge responded that revenues could potentially bring in approximately \$5,000 to \$30,000 per month depending on the model but noted that if the City were to include compatibility with the SmartTrip fare system, the integration would likely have its own costs. Council President Haba requested current ridership numbers for Shuttle 113. He also asked how the City could move forward with establishing a private partnership. Mr. Eldridge said the City would need to develop a scope of work and issue a request for proposals. He recommended looking at solicitations of other jurisdictions as a model.

Councilmember Solomon asked if models other than busses were explored, such as trolleys. Mr. Eldridge said they did look at trolleys and heard universally that they are difficult to maintain and loading and unloading of passengers was difficult. He said they also looked at smaller platform buses but did not look at on demand service models such as Uber or Lyft.

Mayor Hollingsworth asked if estimates included amortization of capital investment, to which Mr. Eldridge expressed uncertainty and said he would follow up. Mayor Hollingsworth confirmed that trip estimates were for unique trips, not riders and the circulator was not assumed to be limited to residents. She also inquired about the proposed route, suggesting inclusion of a MARC station stop. Mayor Hollingsworth requested additional information on trip times, population densities along the proposed route, and for the route maps to be overlaid with the origin maps.

7) [Consent Items \(8:40 p.m. - 8:45 p.m.\)](#)

7.a) Phone System Lease Agreement
HCC-137-FY19

I move that the City Council authorize the City Administrator to execute a lease agreement for voice over IP phone system services with RingCentral, 20 Davis Drive, Belmont, CA 94002. The lease agreement will include a 36-month term, plus two additional 12 month terms and the annual cost will not exceed \$25,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Memo - Phone System Lease Agreement.docx](#) 

7.b) FY19 Budget Appropriation: Target Corporation Donation
HCC-148-FY19

I move that the Mayor and Council accept and appropriate into the FY19 budget a donation in the amount of \$1,500 from Target Corporation to the Community Action Team for the purpose of purchasing gift cards for children's use during the City's annual Shop with a Cop event.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

7.c) FY19 Budget Appropriation: Franklin's Restaurant
HCC-147-FY19

I move that the Mayor and Council accept and appropriate into the FY19 budget a donation in the amount of \$547.20 from Franklin's Restaurant to Community Action Team for the purpose of purchasing gift cards for children's use during the City's annual Shop with a Cop event.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

7.d) FY19 Budget Appropriation: Aggressive Driving Enforcement Grant Award
HCC-158-FY19

I move that the Mayor and Council amend the FY19 budget to accept and appropriate the grant award in the amount of 2,000 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[MD Highway Safety Aggressive Driving.pdf](#)

7.e) Variance Request V-125-18: 3320 Gumwood Drive
HCC-161-FY19

I move that the City Council authorize the City Administrator to issue correspondence to the Prince George's County Board of Zoning Appeals stating the City of Hyattsville's support of V-125-18, a zoning variance application for the subject property at 3320 Gumwood Drive, for a zoning variance of five (5) feet front yard depth and a waive of the parking area location requirement.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[V-125-18 Memo to Council.docx](#)

[V-125-18 Application.pdf](#)

[V-125-18 Statement From Applicant.docx](#)

[City of Hyattsville Zoning Variance Policy Statement & Variance Process_ENGLISH.pdf](#)

7.f) University of Maryland Shuttle Program MOU – 2019 Extension
HCC-164-FY19

I move the City Council authorize the City Administrator to execute a MOU extension with University of Maryland Department of Transportation Services for the purpose of continuing the City's participation in the UMD Shuttle program through December 31, 2019 at a cost not to exceed \$6,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Memo - UMD Shuttle MOU Extension - 11.28.2019.docx](#)

7.g) Red Light Camera Contract - Annual Renewal
HCC-159-FY19

I move that the Mayor and Council authorize the City Administrator to renew the City's agreement with Verra Mobility to provide digital camera traffic enforcement services, related citation management and back office processing for the Red Light Camera Program for 2019.

Lead Sponsor: At the Request of the City Administrator



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

Co-Sponsor(s): N/A

[Cover Page](#)

[HYATTSVILLE Amendment Renewal.docx](#)

[Memo to Tracey Nicholson.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Wright, Perry

8) Action Items (8:45 p.m. - 9:20 p.m.)

8.a Hyattsville Ordinance 2018-06, Repeal and Replace Chapter 8, Elections (5 minutes)

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-06, an Ordinance whereby the City of Hyattsville repeals and replaces, in its entirety, Chapter 8 of the Hyattsville City Code to update, reorganize, and refine Chapter 8 to improve its overall clarity and better define the City's election policies and procedures. (SECOND READING/ADOPTION).

HCC-150-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Chapter 8 Revisions_11.15.18.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Wright, Perry

8.b Hyattsville Ordinance 2018-07, Amendment to Chapter 10, Ethics (5 minutes)

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-07, an Ordinance whereby the City of Hyattsville amends its ethics provisions to conform with contemporaneous changes to the City's Election laws. (SECOND READING/ADOPTION).

HCC-151-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Chapter 10 Revisions_10.11.18.pdf](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Wright, Perry



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

- 8.c Hyattsville Ordinance 2018-08: Adoption of Ordinance to Authorize General Obligation Debt for the Public Works Facility and 3505 Hamilton Street (5 minutes)
I move that the Mayor and Council adopt Hyattsville Ordinance 2018-08 authorizing the issuance of (1)(A) general obligation bonds and (B) general obligation bond anticipation notes, each in an original aggregate principal amount not exceeding Thirteen Million Eight Hundred Twenty-Five Thousand Dollars (\$13,825,000), and (2) general obligation refunding bonds, provided that the original aggregate principal amount of any series of refunding bonds shall not exceed one hundred thirty percent (130%) of the aggregate principal amount of the bonds refunded. The proceeds of the sale are to be used and applied for the public purpose of financing, reimbursing or refinancing costs (as defined in the ordinance) of the projects identified as Public Works Facility, 3505 Hamilton Street and Cost of Issuance. In accordance with applicable budgetary procedures or law the authorized bonds, bond anticipation notes and refunding bonds shall be sold at private sale, unless by resolution City Council provides for the sale of the obligations by another permissible manner. The full faith and credit and unlimited taxing power are pledged to the prompt payment of debt service on each series of the obligations. Details of any series of the obligations shall be determined or provided by resolution of the City Council (SECOND READING/ADOPTION).

HCC-125-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[HO 2018-08_Bond Ordinance.docx](#)

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Wright, Perry

- 8.d Hyattsville Transportation Study (20 minutes)
I move that the City Council adopt the 2018 Hyattsville Transportation Study, the study shall serve as the City's transportation policy and action plan, guiding the City of Hyattsville's prioritization of transportation infrastructure investment.

HCC-163-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Transportation Study Adoption Memo 1.docx](#)

[Final Report HVL_112918.pdf](#)

[Appendix A: Hyattsville Transportation Study - Existing Conditions Memo](#)

[Appendix B: 2037 AM_Build](#)

[Appendix B: 2037 AM_No Build](#)

[Appendix B: 2037 PM_Build](#)

[Appendix B: 2037 PM_No Build](#)

[Appendix C: Wayfinding Submittal](#)

[Appendix D: Hyattsville TS Planning Level Cost Estimate](#)

[2018-09-26_Final Report Presentation to City Council.pdf](#)

[Transportation_Study_Council_Meeting_comments_FINAL \(1\).docx](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 3, 2018

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Wright, Perry

Mayor Hollingsworth opened the floor, highlighting the two (2) remaining items for Council discussion. Council President Haba recommended changing item NS-1, to a non-motorized only connection from Toledo Terrace to Heurich Park. Mayor Hollingsworth suggested including a notation regarding prioritization, noting low priority for the NS-1 item.

Regarding recommendation BB-5, to designate and design a bike boulevard on Oglethorpe Street to improve east-west connectivity; Councilmember Suiter said she was agreeable to the inclusion of design elements for cyclist safety.

Councilmember Solomon inquired on the timeline for the County's Ager Road project and its potential impact on the Transportation Study recommendations. Planner Gerbes said the project did not currently include a light at Ager Road and Nicholson Street but if that changed, the City's plan may require adjustment.

9) [Council Dialogue](#)

Councilmember Solomon thanked the Health, Wellness, and Recreation Advisory Committee for their work on the welcome packet. Council Vice President Ward extended wishes for a Happy Hanukah and reflected on the recent passing of President Bush.

Mayor Hollingsworth announced Community Planner Gerbes's resignation from the City and thanked her for her service.

10) [Community Notices and Meetings](#)

[Cover Page](#) 

[Main City Calendar_Dec 4 - Dec 17 2018.docx](#) 

11) [Motion to Adjourn](#)

The meeting adjourned at 9:08 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Lawrence, Croslin, Warner, Suiter, Solomon, Spell
NAYS:	None
ABSENT:	Wright, Perry



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 17, 2018

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Bart Lawrence, W1
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3
Joseph A Solomon, W5
Erica Spell, W5

Absent: Kevin Ward, W1 (Council VP)

Also present were the following City staff members:

Tracey Nicholson, City Administrator
Jim Chandler, Assistant City Administrator & Director of Community & Economic Development
Ron Brooks, City Treasurer
Lesley Riddle, Director of Public Works
Nicola Konigkramer, Deputy City Clerk
Hal Metzler, DPW Project Manager
Sam Alexander, Police Lieutenant

Notice of Public Hearing

The City of Hyattsville Mayor & Council held a Public Hearing on Monday, December 17, 2018 at 7:30 p.m. to allow for residents to comment on a petition for the installation of traffic calming device(s) on the 5800 block of Maryhurst Drive between 31st Avenue and Nicholson Street.

The Mayor & Council will announce their decision to approve, approve with modifications, or deny the requested traffic calming device within fifteen (15) days of the close of the hearing, unless, due to extraordinary circumstances, the time limit is extended by a majority vote of the City Council. The petitioners will be notified of the decision of the Mayor and City Council by the City Clerk and the decision will be published in the Hyattsville City Council Meeting Minutes.

1) Call to Order

Mayor Hollingsworth called the Public Hearing to order at 7:38 p.m. and read the Notice of Public Hearing.

2) Introduction and Background Information

2.a) Background Information - Petition for Traffic Calming on Maryhurst Drive HCC-195-FY19

I move that the Mayor and Council postpone action on Traffic Calming measures on the 5800 Block of Maryhurst Drive for 21 days until the next City Council meeting on January 7, 2019 in order for the staff to complete their analysis and provide a coordinated recommendation.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Petition for Traffic Calming_Maryhurst Drive_Final_Redacted.pdf](#)

[Resident Notification Traffic Calming Petition_Maryhurst Drive.pdf](#)

[Traffic Calming Device Map_Maryhurst Dr & Madison Pl_Signage_10292018\[69683\].pdf](#)

[Traffic count Maryhurst Madison Pl to Nicholson St. 10-9-2018.pdf](#)



PUBLIC HEARING OF THE CITY COUNCIL, HYATTSVILLE MD
DECEMBER 17, 2018

[Traffic count Maryhurst Madison St to Madison Pl. 10-9-2018.pdf](#) 

Director of Public Works Riddle summarized the initial traffic study findings, noting speeding was not found to be an issue but there was a high volume of traffic on the street. Staff requested additional time to discuss traffic circulation of the area with the City's Transportation Consultant, Toole and to examine police reports for the area.

Council President Haba noted that the map included in the Council packet was incorrect and that a new map, showing the correct circulation had been distributed to Council.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Ward

3) Public Comment (7:30 p.m.)

There were no individuals present who wished to address the Mayor and Council.

4) Motion to Adjourn

The Public Hearing adjourned at 7:41 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Lawrence
AYES:	Hollingsworth, Haba, Lawrence, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Ward



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Presentation

Agenda Section:

SUBJECT

2018 Claus Applause Award Presentation (5 minutes)

HCC-203-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Claus Applause Awards are presented to select homes creatively decorated for the holidays. First, second, and third place winners are selected in each ward. A green award and a Mayor's Choice award are also selected.

Next Steps:

The following winners will be presented with gift certificates:

Mayor's Award – 4209 Kennedy Street

Green Award – 3300 Gumwood Drive

Ward I

1st – 4201 Queensbury Road

2nd – 6207 Carrollton Terrace

3rd – 6217 Carrollton Terrace

Ward II

1st – 5703 40th Avenue

2nd – 4216 Jefferson Street

3rd – 5500 40th Avenue

Ward III

1st – 3312 Rosemary Lane

2nd – 3300 Gumwood Drive

3rd – 7109 Pony Trail Court

Ward IV

1st – 2900 Lancer Drive

2nd – 3203 Kimberly Road

3rd – 3107 Kelliher Road

Ward V

1st – 5025 37th Place

2nd – 5611 Jamestown Road

3rd – 5619 29th Avenue

Fiscal Impact:

N/A

City Administrator Comments:

Congratulations to Award Winners

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Report

Agenda Section:

SUBJECT

City Administrator Update (5 minutes)

HCC-221-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City Administrator Douglas will present the 2018 Employee of the Year award.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Ron Brooks
Submitting Department: Finance
Item Type: Audit
Agenda Section:

SUBJECT

FY17 & FY18 Audit Update (5 minutes)

HCC-222-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The analytical side of the FY17 audit is complete and we are currently working through the closing reports. I anticipate the audit document will be available by January 28th followed by the required State filing. Any new issues that surface and alter the projected date for filing the FY17 audit will be communicated to Council ASAP. The FY18 audit starts on January 9th beginning with identifying the areas and documents needed for review in phase one, with completion of this audit projected around the end of March 2019.

Next Steps:

Continue to work through the audits until completion.

Fiscal Impact:

Late audit filings can result in loss of State Grants and loss of revenues from the State of Maryland.

City Administrator Comments:

See summary above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Lesley Riddle
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

Landscape Maintenance Contract

HCC-171-FY19

Recommendation:

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$65,000, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City of Hyattsville relies on an outside contractor to perform a portion of the landscaping services in the parks and green spaces throughout the City. The current contract has a three year extension.

The Contractor shall furnish all labor, equipment, tools, services, skills, etc., required to maintain the landscape in an attractive condition throughout the contract period. Maintenance of landscape areas shall include but not be limited to mowing, edging, pruning, fertilizing, watering and cleanup. The intent is to maintain a superior appearance of the properties and the Contractor shall maintain such appearance.

Staff recommends that we contract with the incumbent contractor Level Green Landscaping LLC for a one (1) year contract not to exceed \$60,000 with a (3) three contract extension years. Level Green Landscaping offered the best price and best overall value. As the incumbent, they also possesses the knowledge, skills and ability to fully execute the requirements of the scope of work.

Next Steps:

With Council approval, staff will execute a contract for legal review and approval.

Fiscal Impact:

The funding for this contract is in the DPW Parks Division budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

Decatur Street Road Surfacing

HCC-205-FY19

Recommendation:

I move that the Mayor and Council authorize an expenditure not to exceed \$31,000 to NZI Construction for the resurfacing of Decatur Street, under their existing contract.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Decatur Street Resurfacing.pdf](#)

Summary Background:

Decatur Street has numerous cracks and potholes requiring constant repair and replacement. As there are possible plans for utility upgrades along Decatur Street in the next few years, City staff recommends replacing only the top coat of asphalt at this time. After the utility work is completed, in conjunction with the utility companies, City staff will then evaluate whether additional remediation is required.

Next Steps:

N/A

Fiscal Impact:

\$31,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A

NZI CONSTRUCTION CORP.

11601 Spruce Avenue
 Beltsville, MD 20705
 (301) 937-8990
 (301) 937-2514 Fax

Proposal

DATE	OUR JOB No.
12/10/2018	15-08
SHIP TO:	
Decatur Street Alt. Route 1 to Rail Road Tracks	

To: City of Hyattsville
 4310 Gallatin Street
 Hyattsville MD 20781

We hereby propose to furnish, in accordance with specifications below or on, attached pages, all labor and material necessary to complete the following:

Qty	Description	Unit	Total
1.00 ls	Maintenance of traffic	\$5,000.00	\$5,000.00
3,114.00 sy	2" Surface Milling	\$2.50	\$7,785.00
200.00 tns	2" Topping	\$88.00	\$17,600.00
Total Proposal Amount			\$30,385.00

Payment to be made as follows:

All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above or attached specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.

Signature: _____

Jack Nazario
 NZI Construction Corp.

Acceptance of Proposal

The above or attached prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined.

Signature: _____

Signature: _____

Date of Acceptance: _____



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

Wells Boulevard Green Street Design

HCC-206-FY19

Recommendation:

I move that the Mayor and Council authorize an expenditure not to exceed \$108,000 to Johnson, Mirmiran, and Thompson, Inc. (JMT) for the design and permitting of Wells Boulevard/Parkway green street improvements under their existing contract with the City.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[TO - 11A - Wells Blvd - Green St. Program PCO 1 docx.pdf](#)

Summary Background:

As part of the University Hills Street Reconstruction project which started in the fall of 2015 JMT was tasked with preparing several concepts for Wells Boulevard/Parkway. The design includes pedestrian and bicycle facilities, traffic calming, and increased stormwater mitigation. These concepts have been reviewed with the community on several occasions and JMT is now ready to move on to the design and permitting phase. They will be incorporating the comments and concerns of the community.

Next Steps:

N/A

Fiscal Impact:

\$108,000

City Administrator Comments:

Recommend Approval

Community Engagement:

Several community meeting have been held over the course of the concept design phase. At least 2 additional community meetings are expected before the design and permitting are completed.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



May 17, 2018

Mr. Hal Metzler, Jr.
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

RE: Wells Boulevard – Green Streets Project
DPW07132015
JMT Job No. 16-11916-11A
Proposed Change Order – Additional Design and Permitting Services

Dear Mr. Metzler:

Johnson, Mirmiran & Thompson (JMT) is pleased to provide the attached price proposal for the continued planning and design for the Wells Boulevard – Green Street Improvement Project.

This work will be performed as described in the attached scope. We have also included, for your review, our estimate of the labor hours needed to perform the required services and an itemized fee derivation. The proposed fee for this project does not include cost for taking borings for stormwater management and roadway conditions. These borings will be required for the SWM concept submission to DPIE. We are open to completing this work through the JMT contract, or requesting these services be provided by the City of Hyattsville under a contract. Should these services be completed through JMT's contract, we will submit an addendum to this scope of services.

Total Amount Not to Exceed **\$107,140.**

We look forward to continuing to work with you on this project. If you have any questions or need further information, please do not hesitate to contact me at 202-216-1770 or jburkhart@jmt.com.

Very truly yours,

JOHNSON, MIRMIRAN & THOMPSON, INC.

Jeff Burkhardt

Jeff Burkhardt
Senior Associate

Enclosures

Cc: Lesley Riddle, Dir. of Public Works Hyattsville
Doug Simmons, Principle JMT
Jennifer J. Ray, Project Manager JMT
Bryan Maietta, Project Engineer JMT

I. PROJECT OVERVIEW

Wells Boulevard / Wells Parkway is an approximately 2,000-foot-long residential road within the City of Hyattsville. The Wells Boulevard – Green Street Improvement Project intends to enhance the environmental sustainability of the community while improving the transportation avenues; vehicle, bike and pedestrian.

Residents of Wells Boulevard/Wells Parkway prefer the cleaner look to the neighborhood including sidewalks, stormwater control, and a natural feel. The street does not currently have sidewalks, and roadway cut-thru traffic moves at high speeds through the neighborhood to try to bypass Adelphi Road. Stormwater control is necessary due to the step elevation change that allows rapid sheet flow during storms and contributes to ponding at the intersection with the park entrance. The City's concept is to use multiple stormwater elements to interrupt the flow and treat as much stormwater along Wells Boulevard as possible while also providing pedestrian and bicycle facilities.

II. SCOPE OF WORK

The initial scope of work completed previously included research and development of a concept alignment for the roadway. The following tasks are anticipated for the completion of the concept development and taking the project through final design and permitting phase:

1. Phase 1 - Conceptual (30%) Horizontal Design

This scope assumes Concept 2 – Sharrows will be the preferred alternative moving forward through the design process.

- 1.1 Additional concepts (2)** – JMT completed two additional concepts beyond the initial concept written in the scope. (Complete)
- 1.2 Make horizontal refinements to the selected concept.** This will include curb fillet tie-ins using the additional surveyed information gathered in April 2018, as well as horizontal changes requested by the City based on comments received from the Public Meeting.
- 1.3 Develop the roadway profile** based on the surveyed information.
- 1.4 Develop roadway cross sections** at 25' intervals to establish the Limit of Disturbance.
- 1.5 Perform two field visits (Water Resources Engineer / Landscape Architect)**
Investigate existing drainage conditions and verify drainage areas. Investigate existing landscape and verify tree types and locations. Perform an inventory of the existing signing that will be impacted by the project. Photograph Points of Investigation (POIs) to document stability.

- 1.6 Prepare drainage hydrology computations** per the 2014 Prince George's County Stormwater Management Design Manual (Design Manual) to determine the 2-, and 10-year discharges.
- 1.7 Perform layout of necessary drainage systems** to convey stormwater runoff to and from proposed stormwater management practices.
- 1.8 Perform spread and pick-up computation** or grate capacity for inlets based on the Design Manual. Spread on roadway not to exceed 10-feet and pickup to be at least 70% for the 10-year storm event.
- 1.9 Perform ditch design as necessary.** Ditches to convey the 10-year storm event with 9 inches of freeboard to the edge of the paved roadway.
- 1.10 Prepare concept (30-percent) storm drain layout in CAD** for reference into the Roadway Plans. Storm drain profiles will not be included at 30%.
- 1.11 Perform SWM analysis and design** in accordance with the 2014 Prince George's County Stormwater Management Design Manual and Maryland Department of Environment (MDE) 2000 Stormwater Management Manuals, Volume I and II, including the supplement no. 1. Environmental Site Design (ESD) will be implemented to the Maximum Extent Practicable (MEP) for the project. Compute the SWM requirements for the proposed roadway improvements. It is assumed that the existing impervious area within the limit of disturbance is greater than 40-percent. Therefore, the project is classified as "Redevelopment" and therefore will be subject to "Redevelopment" requirements. For "Redevelopment" projects, Prince George's County requires that ESD to the MEP is implemented to provide water quality treatment for 75-percent of the existing impervious area within the LOD.
- 1.12 Prepare and submit a Concept SWM report** to Prince George's County Department of Permitting, Inspections and Enforcement (DPIE). The Concept SWM report will include site and resource mapping, computations for SWM requirements and locations of proposed ESD practices. ESD practices will be utilized to the MEP. It is assumed that quantity management will be provided by an overall reduction in impervious area for this project. Design of structural practices for quantity management, including ponds and underground detention is not included in this scope of work. Should structural practices be required to meet the SWM needs for the project, a separate SOW and Fee Estimate will be submitted to the City of Hyattsville for approval prior to performing that design.
- 1.13 Revise SWM Design** based on comments received on the Concept SWM report and obtain Concept SWM approval.

2. Phase 2 - Final PSE Plan Preparation

JMT anticipates providing final PS&E Plan preparation from the concept plan and will coordinate interim progress checks with the City using Progress Meetings.

- 2.1 Prepare test pit request using utility survey** based on 30% storm drain layout.
- 2.2 Prepare a soil boring locations plan.** Results of the soil boring and infiltration tests will be incorporated into the Site Development design.
- 2.3 Borings** will be completed for stormwater management as required by DPIE but is **not** currently included in this scope of services. Should the City wish JMT to perform these services, an addendum to this scope will be issued.
- 2.4 Prepare a standard Erosion and Sediment Control Plan** in accordance with Section IV of the Prince George's Soil Conservation District Soil Erosion and Sediment Control – Pond Safety Reference Manual, July 2013. If it is determined that a standard ESC plan is not acceptable, JMT will submit a new SOW and Fee Estimate for preparing ESC plans.
- 2.5 Finalize storm drain design** based on test pit results to minimize utility conflicts as feasible and make the necessary revisions to address the comments received on the concept plans.
- 2.6 Prepare storm drain profiles and construction schedules** for structures, pipes, and ditches. Update the plan sheets to incorporate any design revisions.
- 2.7 Perform pipe capacity and Hydraulic Grade Line (HGL) computations.** Show HGL on pipe profiles.
- 2.8 Refine the roadway profile** based on comments received from DPIE submission.
- 2.9 Refine the roadway cross sections** based on comments received from DPIE submission.
- 2.10 Develop Grades and Geometrics Sheet.** Grades and Geometrics will help the contractor stake out the project and ensure positive drainage.
- 2.11 Develop ADA Ramp details.** It is assumed that fourteen (14) ADA ramp details will be developed as part of this project.
- 2.12 Develop driveway reconstruction details.** It is assumed that nine (9) driveway construction details will be developed as part of this project.
- 2.13 Create tree replacement plan.**
- 2.14 Address comments for tree replacement plan.**

- 2.15 Pavement Marking and Signing Design** – Create a base plan showing the existing signing and show any modifications or new signing and pavement markings on the plan. Pavement markings plans will include the width, color, and type of line. Quantities will be calculated for both signing and pavement markings.
- 2.16 Prepare Maintenance of Traffic Plans.** The plans will be created using standard details. If standard details are not sufficient, JMT will submit a new SOW and Fee Estimate for preparing MOT plans.
- 2.17 Develop Storm Drain Computations Report.**
- 2.18 Perform Site Development/Final design** of the ESD practices at the locations shown in the Concept SWM report. Prepare Site Development/Final SWM construction plans which will include a grading plan, typical sections, notes, and details for inclusion in the contract documents for submittal to DPIE.
- 2.19 Prepare a Site Development/Final SWM Report** for submittal to DPIE.
- 2.20 Make revisions based on comments received** on the Site Development/Final SWM report and plans. Submit for Site Development/Final SWM approval from DPIE.
- 2.21 Prepare quantity take-off and engineer's construction cost estimate** of the drainage related items at the Final PS&E phase.
- 2.22 Prepare quantity take-off and engineer's construction cost estimate** of the SWM related items at the Final PS&E phase.
- 2.23 Prepare PS&E Landscape Cost Estimate for the plans.**
- 2.24 Develop any necessary special provisions** for drainage related items.
- 2.25 Develop any necessary special provisions** for SWM related items.
- 2.26 Prepare finalized sealed plans, specifications for roadway items, and construction cost estimate.**
- 2.27 QA/QC Review and Final Submission.**
- 3. Coordination and Meetings** (included in above Phases)
 - 3.1 Coordination** - JMT will coordinate with the City via phone calls and e-mails.
 - 3.2 Meetings** – JMT assumes there will be two in-person meetings with the City.

III. ASSUMPTIONS

1. No Right-of-Way acquisition plats or owner negotiations is included
2. No traffic counts
3. No structural engineering for retaining walls
4. No utility design or utility relocation is anticipated to be required
5. Planting design will be done by others
6. No Construction Management or Inspection Services During Construction

IV. COST BREAKDOWN BY PHASE

- | | |
|---------------------------------------|------------------------|
| 1. Conceptual (30%) Horizontal Design | \$37,297 |
| 2. Final PSE Plan Preparation | <u>\$69,843</u> |
| | \$107,140 |



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Contract
Agenda Section:

SUBJECT

Leaf Grinding Services

HCC-209-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Denchfield Landscaping, Inc. to provide Leaf Grinding Services, and authorize an expenditure not to exceed \$14,775 for the life of the contract.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Scanned from a Xerox Multifunction Printer \(23\).pdf](#)

Summary Background:

In November 2018 City Staff solicited RFP #DPW18-009 to provide on site leaf grinding services to the Department of Public Works. The RFP solicited a company to provide a cost for annual leaf grinding under a one (1) year contract, with two (2) optional one (1) year renewals. Denchfield was the most responsive and responsible proposal with the best price for the City.

Next Steps:

N/A

Fiscal Impact:

\$14,775

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A

PROPOSAL DOCUMENTS

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

CONTRACTOR INFORMATION

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name	<u>Denchfield Landscaping, Inc</u>
Address	<u>5950 Ager Road</u>
City, State, Zip	<u>Hyattsville, MD 20782</u>
Contact Person	<u>Paul Denchfield</u>
Phone Number	<u>240-418-4405</u>
Email Address	<u>Paulde@landscaping.com</u>

PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below:

Item	Approx. Quantity	Unit	Description	Unit Price	Proposal Amount
1	40	Hour	Tub Grinding of Leaves	\$118.75	\$4,750.00
2	40	Hour	Tub Grinding of Leaves - Option year 1	\$123.13	\$4,925.00
3	40	Hour	Tub Grinding of Leaves - Option year 2	\$127.50	\$5,100.00
				Total Proposal	\$14,775

The quantities on this Proposal form are an estimate. Contractor will be paid for only work that is inspected and accepted by the City. Proposals will be for an hourly rate, with a minimum of 40 hours of equipment run time, and must include all costs, including, but not limited to mobilization, demobilization, fuel, operator time, travel to site and any other costs required to operate the equipment for 40 hours of tub grinding of leaves

PROPOSAL FORM PRICE AUTHORIZATION

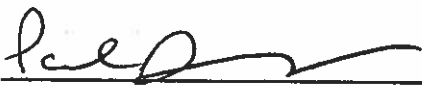
By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive proposing in connection with this Proposal.

That all of said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Denchfield Landscaping, Inc

Authorized Signature 

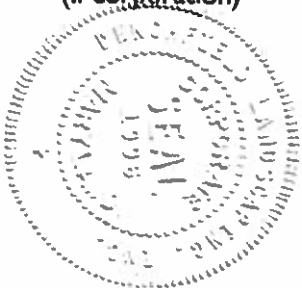
Name and Title of Signatory Paul Denchfield, manager

Date December 12, 2018

Type of Organization (circle One): Corporation Partnership Proprietorship

SEAL:

(If corporation)



INSURANCE REQUIREMENT

Submit a certificate of Insurance from your insurance agent or insurance company that evidences your company's ability to obtain the following minimum insurance requirements. Attach and label as Exhibit I.

1. Workers Compensation

Coverage Statutory

A:

Coverage \$500,000 Bodily Injury by Accident for Each Accident

B:

\$500,000 Bodily Injury by Disease for Policy Limit

\$500,000 Bodily Injury by Disease for Each Employee

2. Commercial Auto Liability Insurance for All Owners, Non-Owned and Hired Autos.

\$1,000,000 Combined Single Limit for Bodily Injury and Property Damage Liability

3. Commercial General Liability Insurance

\$2,000,000 General Aggregate

\$1,000,000 Products/Completed Operations Aggregate

\$1,000,000 Personal and Advertising Injury Limit

\$1,000,000 Combined Single Limit Bodily Injury & Property Damage - Each Occurrence

\$50,000 Fire Legal Limit

\$5,000 Medical Payment

4. Umbrella/Access Liability Insurance

\$2,000,000 Each Occurrence

COMPANY BACKGROUND

Company Name Denchfield Landscaping, Inc
 Main Office Location 5950 Ager Road
Hyattsville, MD 20782
 Year Founded 1996
 Project Manager Name Paul Denchfield
 Project Manager Phone 240-418-4405
 Project Manager Email Pauldedlandscaping.com
 Years of Experience 15 years

Has the company ever
 operated under another name?
 If yes, what name?

No

Do you have the equipment
 and staff available to start
 within 10 days of notice to
 proceed?

yes

If no to the previous question,
 how long would it take to
 have the equipment and staff
 available?

Has the company ever done
 work with the City of
 Hyattsville? If yes, when and
 what type of work.

yes, we've performed leaf grinding for past 3 years.

REFERENCES

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project	① Hyattsville City Grinding, VA Mulch, Bio-Mix
Owner of Project	① City of Hyattsville, ② Veteran Affairs, ③ Scott-Long Construction
Address of Project	① Dead end of 31st Ave ② 50 Irving St. NW 2836 Q St, SE
Contact Person	① Dawn Taft, ② Ricardo Daniels, ③ Wanda Betran
Phone Number	① 240-487-0290, ② 202-840-2329, ③ 703-802-7000
Email address	① dtaft@hyattsville.org, ② Ricardo.Daniels@va.gov, ③ Wbetran@scottlong.com
Description of work	① We performed leaf grinding service for city of Hyattsville ② We grinded up yard waste and make mulch for Veteran Affairs ③ We made bio-vention Soil mix for a project they requested.
Comments	

DENCHFIELD

LANDSCAPING  NURSERY, INC

5950 Ager Road
Hyattsville, MD 20782-2663

Voice: (301) 949-5000

Fax: (301) 559-3140

www.dlandscaping.com

QUOTATION

Quote Number: 48763

Quote Date: Nov 22, 2018

Page: 1

47

Quoted To:

City of Hyattsville
Community Development Manager
4310 Gallatin Street
Hyattsville, MD 20781

301-985-5000

Fax: 301-985-5007

Customer ID	Good Thru	Payment Terms	Sales Rep
HYATTSVILLE	12/22/18	Net Due	PAUL

Quantity	Item	Description	Unit Price	Amount
1.00	EQUIPMENT	TARGET DATE OF AROUND WEEK OF 1/14/19 ----- Rental of the mulch grinder for 40 hours. At site on 31st Ave grind the leaves. Includes the grinder, 1 bobcat, & 1 operator/ labor.	4,750.00	4,750.00

By: _____

Accepted: _____

Subtotal	4,750.00
Sales Tax	
TOTAL	4,750.00

DENCHFIELD

LANDSCAPING  NURSERY, INC

5950 Ager Road
Hyattsville, MD 20782-2663
Voice: (301) 949-5000
Fax: (301) 559-3140
www.dlandscaping.com

QUOTATION

Quote Number: 49631
Quote Date: Dec 11, 2018
Page: 1

Quoted To:

City of Hyattsville
Community Development Manager
4310 Gallatin Street
Hyattsville, MD 20781
301-985-5000 Fax: 301-985-5007

Customer ID	Good Thru	Payment Terms	Sales Rep
HYATTSVILLE	1/10/19	Net Due	PAUL

Quantity	Item	Description	Unit Price	Amount
1.00	EQUIPMENT	TARGET DATE OF AROUND WEEK OF 1/13/20 Rental of the mulch grinder for 40 hours. At site on 31st Ave grind the leaves. Includes the grinder, 1 bobcat, & 1 operator/ labor.	4,925.00	4,925.00

By: _____

Accepted: _____

Subtotal	4,925.00
Sales Tax	
TOTAL	4,925.00

DENCHFIELD

LANDSCAPING  NURSERY, INC

5950 Ager Road
Hyattsville, MD 20782-2663

Voice: (301) 949-5000

Fax: (301) 559-3140

www.dlandscaping.com

QUOTATION

Quote Number: 49632

Quote Date: Dec 11, 2018

Page: 1

Quoted To:

City of Hyattsville
Community Development Manager
4310 Gallatin Street
Hyattsville, MD 20781

301-985-5000

Fax: 301-985-5007

Customer ID	Good Thru	Payment Terms	Sales Rep
HYATTSVILLE	1/10/19	Net Due	PAUL

Quantity	Item	Description	Unit Price	Amount
1.00	----- EQUIPMENT	TARGET DATE OF AROUND WEEK OF 1/11/21 ----- Rental of the mulch grinder for 40 hours. At site on 31st Ave grind the leaves. Includes the grinder, 1 bobcat, & 1 operator/ labor.	5,100.00	5,100.00

By: _____

Accepted: _____

Subtotal	5,100.00
Sales Tax	
TOTAL	5,100.00



CERTIFICATE OF LIABILITY INSURANCE

 DATE (MM/DD/YYYY)
 06/20/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Georgetown Insurance Service, Inc. 10010 Colesville Road Suite A Silver Spring MD 20901	CONTACT NAME: Vicki Aylor PHONE (A/C No. Ext.): (301) 681-9645 FAX (A/C No.): (301) 593-2590 E-MAIL ADDRESS: vicki@georgetownins.com <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A:</td> <td>Cincinnati Insurance Company</td> <td>10877</td> </tr> <tr> <td>INSURER B:</td> <td>Bullders Mutual Insurance Co</td> <td>10844</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Cincinnati Insurance Company	10877	INSURER B:	Bullders Mutual Insurance Co	10844	INSURER C:			INSURER D:			INSURER E:			INSURER F:		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A:	Cincinnati Insurance Company	10877																				
INSURER B:	Bullders Mutual Insurance Co	10844																				
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						
INSURED Denchfield Landscaping Inc and Denchfield Nursery 5950 Ager Road Hyattsville MD 20782																						

COVERAGES
CERTIFICATE NUMBER: 2018

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Herbicide/Pesticide Liability GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PRO-JECT ☐ LOC ☐ OTHER		EPP 0382774	04/17/2018	04/17/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY ☒ HCPD		EBA 0382775	04/17/2018	04/17/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$ 0		EPP 0382774	04/17/2018	04/17/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☐ N/A	PWC1011946	04/17/2018	04/17/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
CANCELLATION

EJJ Real Estate Services 1428 U St, NW, 2nd Floor Washington DC 20009	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	--



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-Appointments to the Board of Supervisors of Elections

HCC-214-FY19

Recommendation:

I move that the Mayor, with Council approval, re-appoint Bessie McLean (Ward 1) and Anna Frankle (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years to expire on January 7, 2023.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

[Committee Application_BOE_Bessie McLean W1.pdf](#)

[Committee Application_BOE_Anna Frankle W2.pdf](#)

Summary Background:

Please see the attached applications.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Agendas for the Board of Supervisors of Elections Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Bessie

First Name

McLean

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Board of Supervisors of Elections: Appointed

Referred By:

Biographical Statement

I would like to reapply for the Board of Supervisors of Elections for the City of Hyattsville. It has been a great experience and given me the opportunity to meet many of my fellow Hyattsville residents. I have gained more that perhaps than I have given.

Board, Committee and Commission Application

Profile

Anna

First Name

Frankle

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Board of Supervisors of Elections: Submitted

Referred By:

Biographical Statement

Since I have invested over 30 years in my City in many capacities, at this time, I would appreciate the opportunity to continue serving on the Election Board and utilizing my previous experience. Thank you for the consideration.



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Nicola Konigkramer
Submitting Department: Legislative
Item Type: Appointment
Agenda Section:

SUBJECT

Re-Appointment to Code Compliance Advisory Committee

HCC-215-FY19

Recommendation:

I move that the Mayor and Council re-appoint Gloria Felix-Thompson (Ward 1) and Paul Koch (Ward 1) to the Code Compliance Advisory Committee for a term of 2 years, ending on January 7, 2021.

Sponsor(s):

Haba

Co-Sponsor(s):

N/A

ATTACHMENTS

[Committee Application_Code_Gloria Felix-Thompson W1.pdf](#)

[Committee Application_Code_Paul Koch W1.pdf](#)

Summary Background:

See attached applications.

Next Steps:

Upon re-appointment, the staff liaison will reach out to the appointees to inform them of their re-appointment. Please note all meetings of the committee are open to the public.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Code Compliance Committee Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Gloria

First Name

Felix-Thompson

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Code Compliance Advisory Committee: Submitted

Referred By:

Biographical Statement

I have served on this committee for the last 3 years because I am interested that our city have good code enforcement that is also fair. I have a background in real estate development and small business as well as owning a residents in our city. For the last year I have served as the committee's secretary

Board, Committee and Commission Application

Profile

Paul

First Name

Koch

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Code Compliance Advisory Committee: Submitted

Current member

Referred By:

Biographical Statement

I was born and raised in Hyattsville and I have lived here most my life. I have worked in Hyattsville my entire life at my family's business, which I have owned since 2001. I would like to be a member of the Code Committee because I want to help revise and update the current codes and ordinances.



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-Appointments to the Planning Committee

HCC-216-FY19

Recommendation:

I move that the Mayor and Council re-appoint Maureen Foster (Ward 2), Nkosi Yearwood (Ward 2), and Jonathan Mueller (Ward 4) to the Planning Committee for a term of two (2) years to expire on January 7, 2021.

Sponsor(s):

Wright

Co-Sponsor(s):

Haba

ATTACHMENTS

[Committee Application_Planning_Maureen Foster W2.pdf](#)

[Committee Application_Planning_Nkosi Yearwood W2.pdf](#)

[Committee Application_Planning_Jonathan Mueller W4.pdf](#)

Summary Background:

Please see attached applications.

Next Steps:

Staff liaisons for the Planning Committee will reach out to the appointees to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Planning Committee Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for Resident Participation in Civic Endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Maureen

First Name

Foster

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Submitted

Referred By:

Biographical Statement

My family and I have lived in Hyattsville since 1993. I have been active in the community through the Hyattsville Preservation Association, PG County public schools, local churches, and especially the planning committee. I have been a member of the committee for nearly 20 years, serving as the Ward 2 representative, the recording secretary, and the co-chair. I enjoy the committee as its work shapes the future of our community. I am a chief of staff at the Department of the Interior and a federal employee for over 30 years.

Board, Committee and Commission Application

Profile

Nkosi

First Name

Yearwood

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Submitted

Referred By:

Biographical Statement

I am a community/urban planner with Montgomery County Planning Department. Since 2000, I have participated and created comprehensive transit-oriented and mixed-use plans for the Shady Grove and White Flint Metro Stations in Montgomery County, Maryland. I have also served as a project manager for new public and private development, including Pike and Rose and Shady Grove Station, and created zoning standards for transit station areas.

Board, Committee and Commission Application

Profile

Jonathan

First Name

Mueller

Last Name

Email Address

Street Address

City

Suite or Apt
State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 4

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Planning Committee: Appointed

Referred By:

Biographical Statement

I have served on the Planning Committee as the Ward 4 representative for several years, and would like to continue representing Ward 4 in development planning for the city. I have worked as a federal employee and contractor for the Departments of Transportation, Homeland Security, and currently Justice, and have a Project Management Professional certification and a masters degree in Public Policy. I have lived in Hyattsville for five years and love the community.



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Memorandum of Understanding

Agenda Section:

SUBJECT

Memorandum of Understanding: Maryland DHCD Grant Funds

HCC-219-FY19

Recommendation:

I move to authorize the City Administrator to execute an agreement between the City of Hyattsville and Urban Investment Partners (UIP) for the purpose of establishing a legal instrument for the administration of the \$250,000 National Capital Strategic Economic Development Fund (NCSEDF) awarded to the City of Hyattsville by the Maryland Department of Housing & Community Development for the purpose of supporting demolition and site development activities for the Hyattsville Armory Apartments project, subject to the legal review of the City Attorney.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

On Monday, December 17, 2019, through Motion #HCC-177-FY19, the City Council accepted and appropriated the \$250,000 NCSEDF grant awarded to the City by Maryland DHCD. As a requirement of the grant, the City must establish a memorandum of understanding with the property owner to administer the project funding. The MOU will require the applicant to submit to the City evidence of work completed and payment for services. Once the terms of the grant have been satisfied, the City will submit payment requests to the State of Maryland, drawing down the grant funds.

Next Steps:

The executed MOU will be submitted to Maryland DHCD for review and once approved, Maryland DHCD will release the executed grant agreement to the City of Hyattsville. No additional action of the City Council is required.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Community Sustainability Plan: Goal 14C - Advocate for the continued State funding of the Maryland Department of Housing and Community Development's Strategic Demolition and Smart Growth Fund. Continue to use the fund as a redevelopment tool to help finance grey field development by providing financial assistance for the demolition of a no longer viable building.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Anthony DeSantis
Submitting Department: Community Services
Item Type: Proclamation
Agenda Section:

SUBJECT

Proclamation Recognizing the Brothers of Shelton D. Redden Lodge #139 for their Service to the Community

HCC-220-FY19

Recommendation:

I move that the Mayor and Council adopt a proclamation in recognition of the brothers of Shelton D. Redden Lodge #139 for their service to the community.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Proclamation for SDR Lodge 139.docx](#)

Summary Background:

Shelton D. Redden Lodge #139 of The Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons of Maryland, has served the Hyattsville and Prince George's County communities for over 20 years.

Next Steps:

Recognize the brothers of Shelton D. Redden Lodge #139 for their service to the community.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Recognition of Shelton D. Redden Lodge #139 has been planned.

Strategic Goals:

Goal 5 – Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

RECOGNIZING THE BROTHERS OF SHELTON D. REDDEN LODGE #139
FOR THEIR SERVICE TO THE COMMUNITY

WHEREAS, Shelton D. Redden Lodge #139 of The Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons of Maryland, has served the Hyattsville and Prince George's County communities for over 20 years; and

WHEREAS, the brothers of Shelton D. Redden Lodge #139 have been among the most dedicated volunteers to partner with the City; and

WHEREAS, since first formally partnering with the City of Hyattsville in 2007, these volunteers have restored the Trumbule Trail in Magruder Woods, served at our annual City Summer Jams, marched in our Anniversary Parades, and participated in many other civic events; and

WHEREAS, with sincere care for our community's children, volunteers from Shelton D. Redden Lodge #139 have supported Child Identification services at several City events, in addition to grilling countless pancakes and sausages at the City's Great Magruder Park Egg Hunt and Pancake Breakfast each spring; and

WHEREAS, our partnership demonstrates one of the highest ideals of civic engagement: leadership through service;

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council of City of Hyattsville recognize the brothers of the Shelton D. Redden Lodge #139 of The Most Worshipful Prince Hall Grand Lodge, Free and Accepted Masons of Maryland, for their longstanding and ongoing dedication to serving our community.

Candace B. Hollingsworth
Mayor, City of Hyattsville

January 7, 2019





Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Jim Chandler
Submitting Department: Legislative
Item Type: Legislative
Agenda Section:

SUBJECT

Letter of Support - Streetcar82 Request for Food Truck Hub

HCC-223-FY19

Recommendation:

I move the City Council authorize the Mayor to send a letter to Prince George's County in support of the request made by Streetcar 82 Brewing Co., for the establishment of a Prince George's County Food Truck Hub.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

Ward, Wright

ATTACHMENTS

[Food Truck Hub Letter of Support.pdf](#)

Summary Background:

Streetcar 82 Brewing Co., located at 4824 Rhode Island Avenue in Hyattsville is requesting the City of Hyattsville's support for its application to Prince George's County to become a Prince George's County Food Truck Hub. The applicant intends to host a Food Truck Hub location on Saturday's, the hours of which will coincide with the business hours of Streetcar 82 Brewing Co.

Prince George's County established the HUB program in 2016 and is operated through the Department of Permits, Inspections & Enforcement (DPIE). The program requires the applicant to secure support of the municipality in which it intends to operate and/or Prince George's Economic Development Corporation (EDC). In addition to inspections from DPIE, applicants are required to secure permits from the Health Department and are subject to inspections by the Fire Department.

In addition to the County requirements, vendors would be required to apply for, and receive, a City of Hyattsville Mobile Vendor License.

Prince George's County law authorizes up to 12 Food Truck Hub locations and there are currently six (6) HUB's in operation, none of which currently operate within the City of Hyattsville.

Additional information on the County's Food Truck Hub program is available at:
<https://www.princegeorgescountymd.gov/2368/Food-Truck-Hubs>

Next Steps:

A letter of support would be issued by the City for the applicant to include with its request to Prince George's County.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Community Sustainability Goal 11: Support Local & Small Businesses

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A



December 27, 2018

Streetcar 82 Brewing Co.
4824 Rhode Island Ave
Hyattsville, MD 20781

Hyattsville City Council
4310 Gallatin Street
Hyattsville, MD 20781

To: Members of the Hyattsville City Council

Streetcar 82 Brewing Co. located at 4824 Rhode Island Ave in Hyattsville is requesting your support for our application to become a recognized Prince George's County Food Truck Hub. We plan to have food trucks only one day of the week, Saturdays only, during our hours of operation. According to the application the food truck will be parked on our parking lot.

Streetcar 82 Brewing Co. is a small nano-brewery focusing on making beer and welcoming the community to our space. We enjoy supporting other small & local businesses and are looking to create a space on the weekends where the neighborhood can gather to enjoy both good food and good beer. We'd also like to draw more foot traffic to our location and by extension the small businesses that are located around us. For us to complete our application we need the support of Hyattsville. We hope you look in favor upon our request. Please contact me at jon@Streetcar82.com if you have any questions.

Thank you for your time,

Jonathan Cetrano
Founder/Operations
Streetcar 82 Brewing Co.



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Lesley Riddle
Submitting Department: City Clerk
Item Type: Report
Agenda Section:

SUBJECT

Petition for Traffic Calming on Maryhurst Drive (10 minutes)

HCC-224-FY19

Recommendation:

I move that the Mayor and Council deny the petition requesting the installation of permanent traffic calming device(s) on the 5800 block of Maryhurst Drive between 31st Avenue and Nicholson Street but authorize additional measures be implemented, per staff recommendations.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Maryhurst_Traffic_Calming-Memo \(1\).docx](#)

[Petition for Traffic Calming_Maryhurst Drive_Final_Redacted.pdf](#)

[Resident Notification Traffic Calming Petition_Maryhurst Drive.pdf](#)

[Traffic Calming Device Map_Maryhurst Dr & Madison Pl_Signage_10292018\[69683\].pdf](#)

[Traffic count Maryhurst Madison Pl to Nicholson St. 10-9-2018.pdf](#)

[Traffic count Maryhurst Madison St to Madison Pl. 10-9-2018.pdf](#)

Summary Background:

On September 19, 2018, the Office of the City Clerk received a petition from residents of the 5800 block of Maryhurst Drive (Ward 4) requesting traffic calming on the lower half, two-way portion portion, of Maryhurst Drive. The petitioners cited speeding vehicles and more neighborhood commuters as a result of Felegy Elementary School.

The City Code Section 114-8 (C)(3) states that the Council should announce their decision to approve, approve with modifications, or deny the requested traffic calming device within fifteen (15) days of the close of the public hearing unless, due to extraordinary circumstances, the time limit is extended by majority vote of the City Council.

January 7, 2019 is the next scheduled Council meeting after the close of the Public Hearing. The staff used the opportunity to conduct additional analysis. The Department of Public Works and Hyattsville Police Department conducted traffic counts and analysis. They conducted additional studies during the holidays to determine if there were differences when school was not in session. The results did not support elevated speed, the average speed was 19MPH in a 25MPH speed zone. The volume of traffic was significant when school is in session. Staff concurs that

some mitigation for volume may be necessary. We conferred with Toole Design Group for input and reviewed the accident reports, number of traffic stops, current control measures, and the impact that traffic calming measures on surrounding streets. The staff plans to increase police presence, install temporary speed humps and review circulation patterns to determine if there are contributing factors to the speed and volume concerns. Staff will follow-up with the Council and community in 90 to 120 days to provide updated information.

Next Steps:

Staff will increase police presence and install temporary speed hump along with other mitigating measures.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

A Public Hearing was held on December 17, 2018.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Memo

To: The Mayor and City Council
From: Lesley Riddle, Director of Public Works
Hal Metzler, Project Manager
CC: Tracey Nicholson-Douglas, City Administrator
Amal Awad, Chief of Police
Date: January 2, 2019
Re: Petition for Traffic Calming on Maryhurst Drive

Pursuant to the Public Hearing held on December 17, 2018, and Council Motion HCC-195-FY19 passed at said Public Hearing, City staff has completed its review of the petition requesting the installation of "traffic calming device(s)" on the 5800 block of Maryhurst Drive between 31st Avenue and Nicholson Street."

The Department of Public Works and Hyattsville Police Department conducted additional analysis and reviewed all available data. The results did not reveal a pattern of speeding (less than 5%) but did reveal elevated volume for a neighborhood block of this size.

As a result, the staff recommends the petition for installation of permanent traffic calming devices be denied, but additional measures implemented. Staff will periodically increase police presence during identified hours of elevated volume, review options for better traffic circulation and install temporary speed humps to determine if there is an impact on driver behavior. Specific actions and observations are below:

Hyattsville Police Department (HPD)—Reviewed call and response data for the 2018 Calendar year. During 2018 there were 4 calls to the HPD concerning Maryhurst Drive. None of the calls involved speeding, which is not unusual if the caller does not observe the license plate tags. In response, HPD will conduct additional traffic monitoring over the next few months to determine if there are visual observations not captured by the traffic counters. Elevated police presence can also serve as a valuable deterrent.

Department of Public Works (DPW)– Conducted traffic and speed counts since the week of October 15, 2018. They followed up by coordinating with our Traffic Study Contractor, Toole Design Group and re-installing traffic counters over the holiday when school was out to determine if there was an impact to speed or volume. The traffic count data found that on the 5800 block of Maryhurst Drive the average speed for all traffic was 19MPH, with approximately 5% of traffic exceeding the speed limit. There was no impact to speed, but volume was reduced during the holiday period.

Based on the data collected and reviewed to date, it is staff's opinion that a permanent Traffic Calming device is not warranted for speed on the 5800 Block of Maryhurst Drive at this time. Staff intends to conduct additional police traffic monitoring and install a temporary device (speed hump or rumble strip) to determine if it changes driver behavior or has an impact on volume. We also intend to assess if the temporary devices impact surrounding streets.

Staff will continue to work with the school and County on options for pick-up and drop-off and traffic circulation for Felegy Elementary School, which may contribute to the volume. We will provide the Council with an updated recommendation should the results of any of these measures provide us with additional information. We will also meet with the community if we identify additional measures that can impact driving patterns.

Summary and Background Information:

There has always been a speeding issue on Maryhurst Drive, but with the opening of the new elementary school, Felegy, on Nicholson Street, our street is being used by many neighborhood commuters dropping off and picking up their children at the school. There have been instances of speeding vehicles creating dangerous situations to the pedestrians, the school children and the street residents.

We have experienced speeding vehicles almost hitting us entering and emerging from our park vehicles on the street. Parents walking with their children must carefully watch for vehicles coming up Maryhurst from Madison Street and 31st Avenue. There have been car damages, such as broken side mirrors, car dents and scratches due to speeding vehicles.

Action Petitioned for:

To avoid unnecessary accidents and to foster traffic safety, the residents on Maryhurst Drive petition to a traffic calming device be installed on the lower half, two-way portion, of Maryhurst Drive.

PETITION TO THE CITY OF HYATTSVILLE FOR A TRAFFIC CALMING DEVICE

RECEIVED

Petition Summary & Background Information:

(Please print, attach additional sheets as needed)

SEP 19 2018

City of Hyattsville

Action petitioned for:

(Please print)

Contact Person	Address	Phone Number	Email Address
CAROLYN Fowler-Smith			

#	Date	Name (Please Print)	Signature	Address	Phone #
1	8/17/18	CAROLYN Fowler-Smith			
2	8/18/18	NAPOLION GUINDO			
3	8-18-18	Michael Tays			
4	8-18-18	Moussa Diaby			
5	8/18/18	Mark E. Moore			
6	8/18/18	Deborah Holmes			
7		Maria HIGGINS			
8	8-19	Beverly Spence			

PETITION TO THE CITY OF HYATTSVILLE FOR A TRAFFIC CALMING DEVICE

[illegible]

Candace B. Hollingsworth
Mayor



Tracey E. Nicholson
City Administrator

November 9, 2018

Resident
Street Address
Hyattsville, Maryland 20782

RE: Request for Traffic Calming Device on Maryhurst Drive

Please be advised that a petition by the residents of the 5800 block of Maryhurst Drive has been submitted to the City of Hyattsville for the installation of a traffic calming device on Maryhurst Drive between 31st Avenue and Madison Place. Per the Hyattsville City Code, a Public Hearing has been scheduled for **Monday, December 17, 2018 at 7:30 p.m.** at the City Building, located at 4310 Gallatin Street, Hyattsville.

A traffic calming device is a physical device used to regulate, guide, slow, and/or control traffic, for the purpose of pedestrian and traffic safety. Traffic calming devices that may be deployed include speed zones, speed humps, raised intersections, traffic islands/circles, rumble strips or chokers. A traffic study to assess the need for a traffic calming device on Maryhurst Drive is currently underway. Enclosed with this notice is a copy of Chapter 114, Article II, Section 114-8 of the Hyattsville City Code.

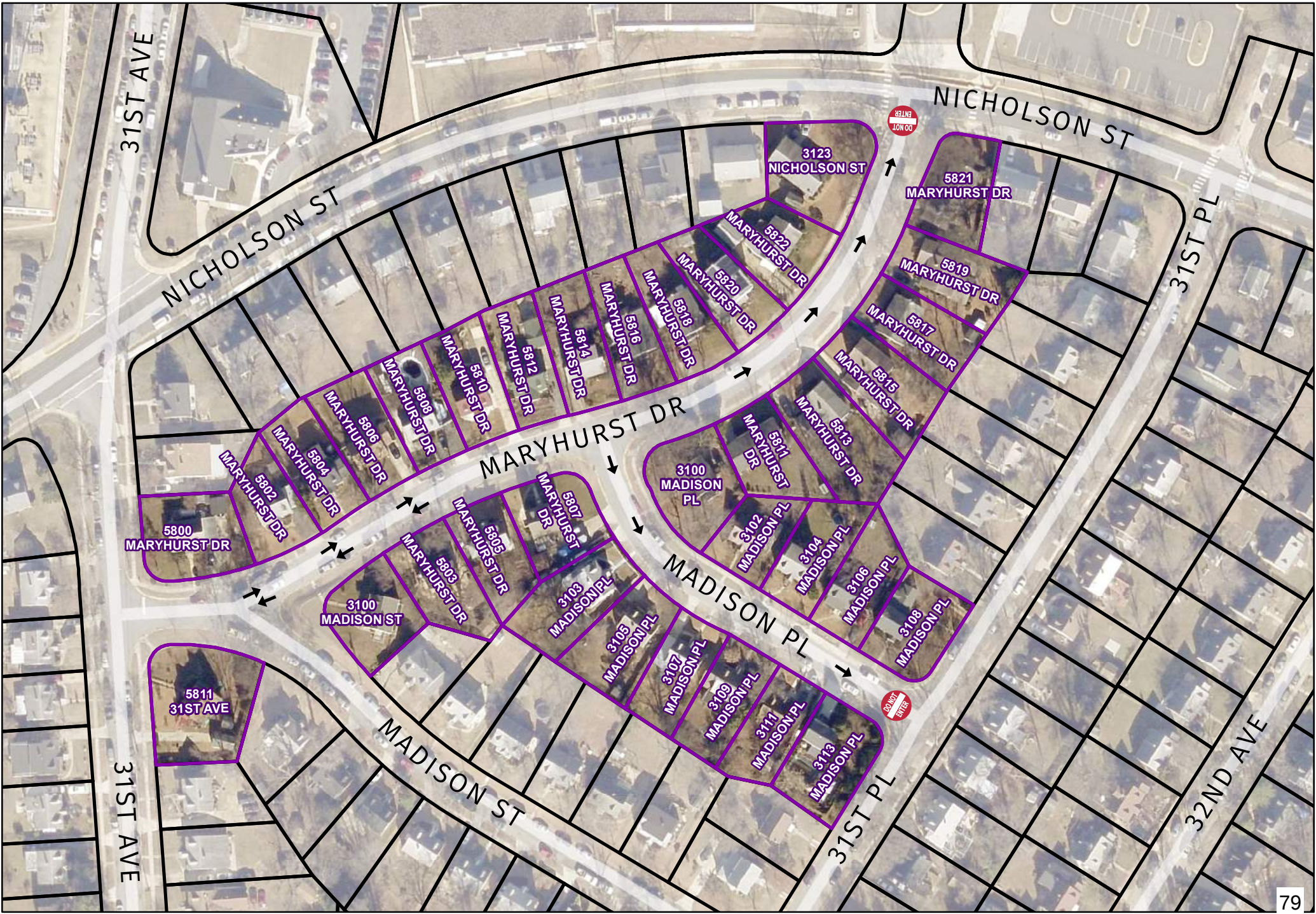
As a property owner that may be affected by the installation of traffic calming devices on this road, you are encouraged to attend this Public Hearing and provide oral or written testimony either in support or in opposition to this request.

If you have any questions or concerns regarding this matter, please contact Laura Reams, City Clerk office at (301) 985-5009.

Sincerely,

Tracey E. Nicholson
City Administrator

cc: Mayor and City Council
Amal Awad, Police Chief
Lesley Riddle, Public Works Director
Laura Reams, City Clerk
Nicola Konigkramer, Deputy City Clerk



City of Hyattsville
Department of Public Works
 Traffic count

East

Report for 10/15/2018 9:00:33 AM to 10/22/2018 11:00:00 PM

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	617	825	736	259	40	5	0	0	0	0	0	0	0	0
Percent	24.9	33.2	29.7	10.4	1.6	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	1865	1040	304	45	5	0	0	0	0	0	0	0	0	0
Percent	75.1	41.9	12.2	1.8	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	10	12	13	19	20	20	25	26	28					

Average 19
 (Mean)

Pace Speed 15-24
 Number in 1581
 Pace
 Percent in 63.7
 Pace

City of Hyattsville
Department of Public Works
 Traffic count

West

Report for 10/15/2018 9:00:33 AM to 10/22/2018 11:00:00 PM

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	712	1046	1681	883	155	22	4	0	0	0	0	0	0	0
Percent	15.8	23.2	37.3	19.6	3.4	0.5	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	3791	2745	1064	181	26	4	0	0	0	0	0	0	0	0
Percent	84.2	61.0	23.6	4.0	0.6	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	12	14	15	21	22	23	27	28	30					

 Average 22
 (Mean)

 Pace Speed 18-27
 Number in 2876
 Pace
 Percent in 63.9
 Pace

City of Hyattsville
Department of Public Works
 Traffic count

Site Code: Marhurst
 Station ID: Mad&Nico

Latitude: 0' 0.0000 Undefined

COMBINED - East, West

Report for 10/15/2018 9:00:33 AM to 10/22/2018 11:00:00 PM

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	1329	1871	2417	1142	195	27	4	0	0	0	0	0	0	0
Percent	19.0	26.8	34.6	16.3	2.8	0.4	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	5656	3785	1368	226	31	4	0	0	0	0	0	0	0	0
Percent	81.0	54.2	19.6	3.2	0.4	0.1	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	11	13	15	20	21	22	26	28	30					

Average 21
 (Mean)

Pace Speed 17-26
 Number in 4366
 Pace
 Percent in 62.5
 Pace

City of Hyattsville
Department of Public Works
 Traffic count

Site Code: Maryhurst
 Station ID:
 Maryhurst Dr
 Maryhurst Dr
 Latitude: 0' 0.0000 North

east

Report for 10/15/2018 9:10:04 AM to 10/22/2018 8:59:53 PM

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	293	454	195	43	2	0	0	0	0	0	0	0	0	0
Percent	29.7	46.0	19.8	4.4	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	694	240	45	2	0	0	0	0	0	0	0	0	0	0
Percent	70.3	24.3	4.6	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	11	12	13	17	18	18	22	23	25					

Average 18
 (Mean)

Pace Speed 13-22
 Number in 759
 Pace
 Percent in 76.9
 Pace

City of Hyattsville
Department of Public Works
Traffic count

Site Code: Maryhurst
Station ID:
Maryhurst Dr
Maryhurst Dr
Latitude: 0' 0.0000 North

West

Report for 10/15/2018 9:10:04 AM to 10/22/2018 8:59:53 PM

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 - 999
Count	49	26	3	0	0	0	0	0	0	0	0	0	0	0
Percent	62.8	33.3	3.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	29	3	0	0	0	0	0	0	0	0	0	0	0	0
Percent	37.2	3.8	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	10	11	11	14	14	15	18	19	20					

Average 15
(Mean)

Pace Speed 10-19

Number in 70

Pace

Percent in 89.7

Pace

City of Hyattsville
Department of Public Works
 Traffic count

Site Code: Maryhurst
 Station ID:
 Maryhurst Dr
 Maryhurst Dr
 Latitude: 0° 0.0000 North

COMBINED - east, west

Report for 10/15/2018 9:10:04 AM to 10/22/2018 8:59:53 PM

SPEED STATISTICS - 15 to 70+ by 5 MPH

Speed in MPH	1 - 15	16 - 20	21 - 25	26 - 30	31 - 35	36 - 40	41 - 45	46 - 50	51 - 55	56 - 60	61 - 65	66 - 70	71 - 75	76 -
Count	342	480	198	43	2	0	0	0	0	0	0	0	0	0
Percent	32.1	45.1	18.6	4.0	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Over Speed	15	20	25	30	35	40	45	50	55	60	65	70	75	999
Count	723	243	45	2	0	0	0	0	0	0	0	0	0	0
Percent	67.9	22.8	4.2	0.2	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Percentile	5%	10%	15%	45%	50%	55%	85%	90%	95%					
Speed	11	12	13	17	17	18	22	23	25					

Average 18
 (Mean)

Pace Speed 13-22
 Number in 818
 Pace
 Percent in 76.8
 Pace



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

DPW Facility New Construction Project - Purchase of Furniture (10 minutes)

HCC-207-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement to purchase furniture for the new DPW Facility, and authorize and expenditure not to exceed \$115,000 to Douron for furniture purchases through the Mid Atlantic Purchasing Team (MAPT) Contract, of which the City is a member.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[JN-25212 HYATTSVILLE DPW-FURN PLAN-BUDGETARY R2 010219.pdf](#)

Summary Background:

In the spring of 2016 the City Council authorized a contract with Keller Construction Management for the design/build of the new Public Works facility. Keller is expected to break ground within the next 4-6 weeks. As such, the order for furniture for the new building must be placed now to ensure the furniture arrives before the building is ready to be occupied.

Next Steps:

Finalize furniture selection and place order.

Fiscal Impact:

\$115,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A

**Ship to:****Sold To:**
 Hyattsville DPW
 4633 Arundel Place

 Hyattsville, MD 20781
 Hal Metzler
 (240) 832-6959

 Hyattsville DPW
 4633 Arundel Place

 Hyattsville, MD 20781
 Hal Metzler
 (240) 832-6959

Item		Qty.	Product	Unit	Extended
1	HSN	2	HMS1 Motivate High Density Stacker-Sled Base-Set/4 .F ARM: FIXED ARM .ON COLOR: ONYX .BLCK FRAME: BLACK	Sell: \$387.20	\$774.40
26-BREAK ROOM					
2	HTL	1	HTLA3672 Preside 72W x 36D Racetrack Shaped Laminate Top .G 2MM/Flat PINC Edge: Pinnacle .N No Grommets \$(L1STD) Grd L1 Standard Laminates .PINC LAM: Pinnacle	Sell: \$256.08	\$256.08
01-DIRECTOR'S OFC					
3	HSN	7	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld .A Arm: Height and Width Adj ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- \$(3) GRADE: III UPHOLSTERY ? ----- UNSELECTED ----- .T FRAME: Black ? ----- UNSELECTED ----- ??	Sell: \$380.60	\$2,664.20
01-DIRECTOR'S OFC					
4	HCG	1	H105903R 10500 Series 72Wx24Dx29-1/2H Single Ped Cred RH F/F Ped \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$505.12	\$505.12
01-DIRECTOR'S OFC					
5	HCG	1	HH870960 Tasklight 60W	Sell: \$114.39	\$114.39
01-DIRECTOR'S OFC					

Item		Qty.	Product	Unit	Extended
6	HCG	1	H90056 10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$121.44 \$121.44
			... Skipped Option		
01-DIRECTOR'S OFC					
7	HCG	1	H10534G 10500 Series72Wx14-5/8Dx37-1/8H Stack-on Stg-Frosted Dr		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$685.52 \$685.52
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
01-DIRECTOR'S OFC					
8	HCG	1	H10560 10500 Series Bridge 42W x 24D x 29-1/2H		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$145.64 \$145.64
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
01-DIRECTOR'S OFC					
9	HCG	1	H105856 10500 Series Back enclosure for 72"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$98.56 \$98.56
			.MOCH LAM: Mocha		
01-DIRECTOR'S OFC					
10	HCG	1	H105894L 10500 Series 72Wx36Dx29-1/2H SglPedDskLH B/B/F BowTop		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$638.44 \$638.44
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
01-DIRECTOR'S OFC					
11	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		
			.F Arm: Fixed	Sell:	\$222.64 \$445.28
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
01-DIRECTOR'S OFC					

Item		Qty.	Product	Unit	Extended
12	HTL	1	HTLP72 Preside Laminate Panel Base For 72" W Table Tops		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$230.56 \$230.56
			.PINC LAM: Pinnacle		
01-DIRECTOR'S OFC					
13	HTL	1	HFTLD26 Flock 26 Cylinder Table Laminate		
			.N No Grommet	Sell:	\$277.64 \$277.64
			.O No Ports		
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
			.TS Tapered Square Leg		
02-RECEP. & WAITING			.P6N Textured Satin Chrome		
14	GCU	1	DATT60 Straight Transaction Tops-Thickness matches Adaptabilities/G		
			~LTOP Divide Laminate Top Finishes	Sell:	\$126.26 \$126.26
			... Skipped Option		
			3M F-1" Top, Standard Edge		
02-RECEP. & WAITING					
15	GCU	3	DPOST12 Divider Post-For supporting panels - 1-11/16D x 1-11/16W x 1		
			... Skipped Option	Sell:	\$37.21 \$111.63
02-RECEP. & WAITING					
16	GCU	1	DATT54 Straight Transaction Tops-Thickness matches Adaptabilities/G		
			~LTOP Divide Laminate Top Finishes	Sell:	\$126.26 \$126.26
			... Skipped Option		
			3M F-1" Top, Standard Edge		
02-RECEP. & WAITING					
17	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
02-RECEP. & WAITING			.A Arm: Height and Width Adj	Sell:	\$380.60 \$380.60
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		

Item		Qty.	Product	Unit	Extended
18	GCU	1	DATT2W 2-Way Connector Transaction Tops-Thickness matches Adaptabil		
			~DLAM Divide Laminates	Sell:	\$112.97 \$112.97
			... Skipped Option		
		3M	F-1" Top, Standard Edge		
02-RECEP. & WAITING					
19	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
		\$(L1STD)	Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
		.MOCH	LAM: Mocha		
02-RECEP. & WAITING					
20	HSN	2	HML1S Grove Single Seat Lounge		
		.A	Arm: Straight	Sell:	\$703.12 \$1,406.24
		\$(3)	Grade 3 Upholstery		
		?	----- UNSELECTED -----		
		?	----- UNSELECTED -----		
		?	----- UNSELECTED -----		
02-RECEP. & WAITING		??			
21	GCU	1	DGP1260 Glazed Panels-Built-in accessory rail w/matching filler pane		
		~DGLZ	Divide Glazing Finishes	Sell:	\$190.93 \$190.93
		GF	1-Frosted Glazing		
		...	Skipped Option		
02-RECEP. & WAITING					
22	HCG	1	H10579 10500 Series Desk Shell 66W x 30D x 29-1/2H		
		\$(L1STD)	Grd L1 Standard Laminates	Sell:	\$302.28 \$302.28
		.MOCH	LAM: Mocha		
		MOCH	LAM: Mocha		
02-RECEP. & WAITING					
23	HCG	1	H10568 10500 Series 30Wx24Dx29-1/2H Return Shell w/Full Mod		
		\$(L1STD)	Grd L1 Standard Laminates	Sell:	\$195.80 \$195.80
		.MOCH	LAM: Mocha		
		MOCH	LAM: Mocha		
02-RECEP. & WAITING					

Item		Qty.	Product	Unit	Extended
24	GCU	1	DGP1266 Glazed Panels-Built-in accessory rail w/matching filler pane ~DGLZ Divide Glazing Finishes GF 1-Frosted Glazing ... Skipped Option	Sell: \$209.10	\$209.10
02-RECEP. & WAITING					
25	HSN	1	HML2STDFFC Grove Two Seat w/ Table Dual Fabric Fire Code .A Arm: Straight \$(3) Grade 3 Upholstery .SMOMKNC Knack ? ----- UNSELECTED ----- \$(3) Grade 3 Upholstery .SMOMKNC Knack ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- ??	Sell: \$1,573.00	\$1,573.00
02-RECEP. & WAITING					
26	HCG	1	H105R2448 48Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$109.56	\$109.56
05-SUPERVISOR					
27	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel .FT01 CLR: Frost .P Color: Black	Sell: \$363.44	\$363.44
05-SUPERVISOR					
28	HCG	1	H10526L 10500 SeriesP-Shaped Pen w/End Panel72Wx36Dx29-1/2H Lt \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$427.68	\$427.68
05-SUPERVISOR					
29	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure \$(A) Gr A Fab ... Skipped Option	Sell: \$127.16	\$127.16
05-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
30	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
			.MOCH LAM: Mocha		
05-SUPERVISOR					
31	HCG	1	H105301R 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$893.20 \$893.20
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
05-SUPERVISOR					
32	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$107.36 \$107.36
			.MOCH LAM: Mocha		
05-SUPERVISOR					
33	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$380.60
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
05-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
34	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$512.60 \$512.60
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
05-SUPERVISOR					
35	HCG	1	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$114.39
05-SUPERVISOR					
36	HSF	3	H215 210 Series Vertical File 5 Drawer Letter w/Lock		
			.P Lock: Lock	Sell:	\$511.72 \$1,535.16
			\$(CORE) PAINT: Select Core Paint		
			... Skipped Option		
05-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
37	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .F Arm: Fixed ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- 05-SUPERVISOR \$(3) GRADE: III UPHOLSTERY ~ Undecided FABRIC Option ~ Undecided FRAME Option	Sell: \$222.64	\$445.28
38	HCG	1	H105302L 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha 06-SUPERVISOR	Sell: \$893.20	\$893.20
39	HCG	1	H105R2448 48Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha 06-SUPERVISOR	Sell: \$109.56	\$109.56
40	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha 06-SUPERVISOR	Sell: \$107.36	\$107.36
41	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld .A Arm: Height and Width Adj ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- 06-SUPERVISOR \$(3) GRADE: III UPHOLSTERY ? ----- UNSELECTED ----- .T FRAME: Black ? ----- UNSELECTED ----- ??	Sell: \$380.60	\$380.60
42	HCG	1	H10525R 10500 SeriesP-Shaped Pen w/EndPanel72Wx36Dx29-1/2H Rt \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha 06-SUPERVISOR	Sell: \$427.68	\$427.68
43	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel .FT01 CLR: Frost .P Color: Black 06-SUPERVISOR	Sell: \$363.44	\$363.44

Item		Qty.	Product	Unit	Extended
44	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$512.60 \$512.60
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
06-SUPERVISOR					
45	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
			.MOCH LAM: Mocha		
06-SUPERVISOR					
46	HCG	1	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$114.39
06-SUPERVISOR					
47	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$127.16 \$127.16
			... Skipped Option		
06-SUPERVISOR					
48	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		
			.F Arm: Fixed	Sell:	\$222.64 \$445.28
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
06-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
49	HSF	2	H215 210 Series Vertical File 5 Drawer Letter w/Lock		
			.P Lock: Lock	Sell:	\$511.72 \$1,023.44
			\$(CORE) PAINT: Select Core Paint		
			... Skipped Option		
09-SUPERVISOR					
50	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$512.60 \$512.60
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
09-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
51	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$380.60
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
09-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
52	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		
			.F Arm: Fixed	Sell:	\$222.64 \$445.28
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
09-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
53	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$127.16 \$127.16
			... Skipped Option		
09-SUPERVISOR					
54	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$107.36 \$107.36
			.MOCH LAM: Mocha		
09-SUPERVISOR					
55	HCG	1	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$114.39
09-SUPERVISOR					
56	HCG	1	H105R2448 48Wx24D Rectangle Worksurface		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$109.56 \$109.56
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
09-SUPERVISOR					
57	HCG	1	H10526L 10500 SeriesP-Shaped Pen w/End Panel72Wx36Dx29-1/2H Lt		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$427.68 \$427.68
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
09-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
58	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel .FT01 CLR: Frost .P Color: Black	Sell:	\$363.44 \$363.44
09-SUPERVISOR					
59	HCG	1	H105301R 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell:	\$893.20 \$893.20
09-SUPERVISOR					
60	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha	Sell:	\$286.00 \$286.00
09-SUPERVISOR					
61	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell:	\$512.60 \$512.60
13-SUPERVISOR					
62	HCG	1	H10525R 10500 SeriesP-Shaped Pen w/EndPanel72Wx36Dx29-1/2H Rt \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell:	\$427.68 \$427.68
13-SUPERVISOR					
63	HCG	1	H105301R 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell:	\$893.20 \$893.20
13-SUPERVISOR					
64	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld .A Arm: Height and Width Adj ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- \$(3) GRADE: III UPHOLSTERY ? ----- UNSELECTED ----- .T FRAME: Black ? ----- UNSELECTED ----- ??	Sell:	\$380.60 \$380.60
13-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
65	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking .F Arm: Fixed ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- \$(3) GRADE: III UPHOLSTERY ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- ??	Sell: \$222.64	\$445.28
13-SUPERVISOR					
66	HCG	1	HH870960 Tasklight 60W	Sell: \$114.39	\$114.39
13-SUPERVISOR					
67	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha	Sell: \$107.36	\$107.36
13-SUPERVISOR					
68	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha	Sell: \$286.00	\$286.00
13-SUPERVISOR					
69	HCG	1	H105R2448 48Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$109.56	\$109.56
13-SUPERVISOR					
70	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure \$(A) Gr A Fab ... Skipped Option	Sell: \$127.16	\$127.16
13-SUPERVISOR					
71	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel .FT01 CLR: Frost .P Color: Black	Sell: \$363.44	\$363.44
13-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
72	HCG	1	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$114.39
17-SUPERVISOR					
73	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld .A Arm: Height and Width Adj ? ----- UNSELECTED ----- ? ----- UNSELECTED ----- \$(3) GRADE: III UPHOLSTERY ? ----- UNSELECTED ----- .T FRAME: Black ? ----- UNSELECTED ----- ??		
				Sell:	\$380.60 \$380.60
17-SUPERVISOR					
74	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel .FT01 CLR: Frost .P Color: Black		
				Sell:	\$363.44 \$363.44
17-SUPERVISOR					
75	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure \$(A) Gr A Fab ... Skipped Option		
				Sell:	\$127.16 \$127.16
17-SUPERVISOR					
76	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha		
				Sell:	\$107.36 \$107.36
17-SUPERVISOR					
77	HCG	1	H105301R 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha		
				Sell:	\$893.20 \$893.20
17-SUPERVISOR					
78	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha		
				Sell:	\$512.60 \$512.60
17-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
79	HCG	1	H10526L 10500 SeriesP-Shaped Pen w/End Panel72Wx36Dx29-1/2H Lt		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$427.68 \$427.68
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
17-SUPERVISOR					
80	HCG	1	H105R2448 48Wx24D Rectangle Worksurface		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$109.56 \$109.56
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
17-SUPERVISOR					
81	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
			.MOCH LAM: Mocha		
17-SUPERVISOR					
82	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		
			.F Arm: Fixed	Sell:	\$222.64 \$445.28
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
17-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
83	HSF	2	H215 210 Series Vertical File 5 Drawer Letter w/Lock		
			.P Lock: Lock	Sell:	\$511.72 \$1,023.44
			\$(CORE) PAINT: Select Core Paint		
			... Skipped Option		
17-SUPERVISOR					
84	HSN	4	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$1,522.40
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
19-CREW LEADERS			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		

Item		Qty.	Product	Unit	Extended
85	HVO	4	HLSL30280 30"D x 28"H O-Leg Support for Wksf (single leg)		
			\$(CORE) PAINT: Select Core Paint	Sell:	\$142.12 \$568.48
			.Q Paint: Light Gray		
19-CREW LEADERS					
86	HVO	4	HLSL30285 30"D x 28" Slim Profile Pedestal (box/box/file)		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$336.16 \$1,344.64
			.MOCH LAM: Mocha		
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
			.T1 Clr: Platinum		
19-CREW LEADERS					
87	HCG	4	H105R3048 48Wx30D Rectangle Worksurface		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$118.80 \$475.20
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
19-CREW LEADERS					
88	HCG	1	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$114.39
20-SUPERVISOR					
89	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$380.60
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
20-SUPERVISOR					
90	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		
			.F Arm: Fixed	Sell:	\$222.64 \$445.28
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
20-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
91	HCG	1	H10525R 10500 SeriesP-Shaped Pen w/EndPanel72Wx36Dx29-1/2H Rt		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$427.68 \$427.68
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
20-SUPERVISOR					
92	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
			.MOCH LAM: Mocha		
20-SUPERVISOR					
93	HCG	1	H105R2448 48Wx24D Rectangle Worksurface		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$109.56 \$109.56
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
20-SUPERVISOR					
94	HCG	1	H105302L 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$893.20 \$893.20
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
20-SUPERVISOR					
95	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel		
			.FT01 CLR: Frost	Sell:	\$363.44 \$363.44
			.P Color: Black		
20-SUPERVISOR					
96	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$512.60 \$512.60
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
20-SUPERVISOR					
97	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$127.16 \$127.16
			... Skipped Option		
20-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
98	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$107.36 \$107.36
			.MOCH LAM: Mocha		
20-SUPERVISOR					
99	HTL	2	HMVH-3060G-NS Motivate Table HR 30Dx60W 2mm Edge Nesting Base		
			.N No Grommets	Sell:	\$537.68 \$1,075.36
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
21-CONF RM			.MOCH LAM: Mocha		
			... Skipped Option		
			\$(CORE) Paint Grade: Core Paint		
			.Q Light Gray		
			?? INCOMPLETE OPTIONS		
100	HSN	8	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$3,044.80
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
21-CONF RM			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
101	HTL	2	HMVR-3084G-NS Motivate Table Rect 30Dx84W 2mm Edge Nesting Base		
			.N No Grommets	Sell:	\$644.60 \$1,289.20
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
21-CONF RM			.MOCH LAM: Mocha		
			... Skipped Option		
			\$(CORE) Paint Grade: Core Paint		
			.Q Light Gray		
			?? INCOMPLETE OPTIONS		
102	HTL	5	HMAGANG Interlink IQ Elect Ganging Hardware		
				Sell:	\$36.96 \$184.80
21-CONF RM					
103	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
			.MOCH LAM: Mocha		
22-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
104	HSF	2	H215 210 Series Vertical File 5 Drawer Letter w/Lock .P Lock: Lock \$(CORE) PAINT: Select Core Paint ... Skipped Option	Sell: \$511.72	\$1,023.44
22-SUPERVISOR					
105	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure \$(A) Gr A Fab ... Skipped Option	Sell: \$127.16	\$127.16
22-SUPERVISOR					
106	HCG	1	HH870960 Tasklight 60W	Sell: \$114.39	\$114.39
22-SUPERVISOR					
107	HCG	1	H105302L 10500 Series Personal Wardrobe/Strg Cab 24W 24D 66-5/8"H \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$893.20	\$893.20
22-SUPERVISOR					
108	HCG	1	H105327K 10500 Series 78x37 1/8 Stack-On Storage 4-Dr Locking ETA \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$512.60	\$512.60
22-SUPERVISOR					
109	HVO	1	HLSL4814MM 48"W x 14"H Mixed Material Floating Modesty Panel .FT01 CLR: Frost .P Color: Black	Sell: \$363.44	\$363.44
22-SUPERVISOR					
110	HCG	1	H105R2448 48Wx24D Rectangle Worksurface \$(L1STD) Grd L1 Standard Laminates .MOCH LAM: Mocha MOCH LAM: Mocha	Sell: \$109.56	\$109.56
22-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
111	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$380.60
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
22-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
112	HCG	1	H10525R 10500 SeriesP-Shaped Pen w/EndPanel72Wx36Dx29-1/2H Rt		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$427.68 \$427.68
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
22-SUPERVISOR					
113	HSN	2	HIGS6 Ignition Guest/Multi-Purpose Chair Four-Leg Stacking		
			.F Arm: Fixed	Sell:	\$222.64 \$445.28
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
22-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
114	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$107.36 \$107.36
			.MOCH LAM: Mocha		
22-SUPERVISOR					
115	HCG	1	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$512.60 \$512.60
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
23-SUPERVISOR					
116	HCG	1	H105907R 10500 Series 42Wx24Dx29-1/2H Return Rt File/File Ped		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$392.48 \$392.48
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
23-SUPERVISOR					
117	HCG	1	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$114.39
23-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
118	HCG	1	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$127.16 \$127.16
			... Skipped Option		
23-SUPERVISOR					
119	HSN	1	HMS1 Motivate High Density Stacker-Sled Base-Set/4		
			.F Arm: Fixed Arm	Sell:	\$387.20 \$387.20
			.ON COLOR: Onyx		
			.BLCK FRAME: Black		
23-SUPERVISOR					
120	HSN	1	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$380.60
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
23-SUPERVISOR			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
121	HCG	1	H105811 10500 SeriesCorner Unit 24x36x36x24x 29-1/2H		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$322.08 \$322.08
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
23-SUPERVISOR					
122	HCG	1	H10561 10500 Series Return Shell 29-1/2H x 48W x 24D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$218.24 \$218.24
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
23-SUPERVISOR					
123	HCG	1	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$286.00
			.MOCH LAM: Mocha		
23-SUPERVISOR					
124	HCG	1	H105857 10500 Series Back enclosure for 78"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$107.36 \$107.36
			.MOCH LAM: Mocha		
23-SUPERVISOR					

Item		Qty.	Product	Unit	Extended
125	HCG	2	H10534K 10500 Series72x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$456.72 \$913.44
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					
126	HSN	4	HIWM3 Ignition Wk Mid-bck Pneu Syn tilt Bck Adj Tilt Seat Gld		
			.A Arm: Height and Width Adj	Sell:	\$380.60 \$1,522.40
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
24-OPEN OFFICE			\$(3) GRADE: III UPHOLSTERY		
			? ----- UNSELECTED -----		
			.T FRAME: Black		
			? ----- UNSELECTED -----		
			??		
127	HCG	2	H10504 10500 Series Floorstnding Full Ht Ped F/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$572.00
			.MOCH LAM: Mocha		
24-OPEN OFFICE					
128	HCG	1	H10524LEP 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$111.76 \$111.76
			.MOCH LAM: Mocha		
24-OPEN OFFICE					
129	HCG	4	HH870960 Tasklight 60W		
				Sell:	\$114.39 \$457.56
24-OPEN OFFICE					
130	HCG	2	H105856 10500 Series Back enclosure for 72"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$98.56 \$197.12
			.MOCH LAM: Mocha		
24-OPEN OFFICE					
131	HCG	2	H10561X 10500 Series Return Shell 29-1/2H x 48W x 24D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$218.24 \$436.48
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					

Item		Qty.	Product	Unit	Extended
132	HCL	1	HWR2454P Systems Rectangular Worksurface Edgeband 24D x 54W		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$176.44 \$176.44
			.MOCH LAM: Mocha		
			.MOCH EDGE: Mocha		
			.P Grommet: Black		
24-OPEN OFFICE					
133	HCG	3	H10502 10500 Series Floorstnd Full Ht Ped B/B/F 15-5/8W x 22-3/4D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$286.00 \$858.00
			.MOCH LAM: Mocha		
24-OPEN OFFICE					
134	HCG	2	H105327K 10500 Series78x37 1/8 Stack-On Storage 4-Dr Locking ETA		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$512.60 \$1,025.20
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					
135	HCG	1	H10524LEP 15-3/4Wx23-7/8Dx28-1/2H L-Shaped End Panel		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$111.76 \$111.76
			.MOCH LAM: Mocha		
24-OPEN OFFICE					
136	HCG	2	H105857 10500 Series Back enclosure for 78"W Stack on Storage		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$107.36 \$214.72
			.MOCH LAM: Mocha		
24-OPEN OFFICE					
137	HCG	2	H90057 10500 Series Tckbd for 78"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$127.16 \$254.32
			... Skipped Option		
24-OPEN OFFICE					
138	HCG	1	H105908L 10500 Series 42Wx24Dx29-1/2H Return Lt File/File Ped		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$392.48 \$392.48
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					

Item		Qty.	Product	Unit	Extended
139	HCG	1	H105R2472 72Wx24D Rectangle Worksurface		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$142.12 \$142.12
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					
140	HCG	1	H10561X 10500 Series Return Shell 29-1/2H x 48W x 24D		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$218.24 \$218.24
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					
141	HCG	2	H90056 10500 Series Tckbd for 72"W Stack on Strg Bck Enclosure		
			\$(A) Gr A Fab	Sell:	\$121.44 \$242.88
			... Skipped Option		
24-OPEN OFFICE					
142	HCG	2	H105907R 10500 Series 42Wx24Dx29-1/2H Return Rt File/File Ped		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$392.48 \$784.96
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					
143	HCG	4	H105811 10500 SeriesCorner Unit 24x36x36x24x 29-1/2H		
			\$(L1STD) Grd L1 Standard Laminates	Sell:	\$322.08 \$1,288.32
			.MOCH LAM: Mocha		
			MOCH LAM: Mocha		
24-OPEN OFFICE					
144	HTL	2	HCTRECT2460 Arrange Table 24" x 60" Rectangle Top		
			.N No Grommet	Sell:	\$364.00 \$728.00
			\$(L1STD) Grd L1 Standard Laminates		
			.PINC LAM: Pinnacle		
			.PINC EDGE: Pinnacle		
145	HTL	2	HCT36ST Arrange Cnter Hght T-legs for 24D Srfc - 2 bases		
			.PLAT Textured Platinum Metallic	Sell:	\$649.00 \$1,298.00

Item		Qty.	Product	Unit	Extended
146	HSN	6	HMG1 Motivate 4-Leg Stack Chair-Set/2		
			.F Arm: Fixed Arm	Sell:	\$252.12 \$1,512.72
			.E Standard Nylon Glide		
			.ON COLOR: Onyx		
			~ Undecided FRAME Option		
26-BREAK ROOM					
147	HTL	5	HCTSFT36 Arrange Table 36" Soft Square Top		
			.N No Grommet	Sell:	\$147.84 \$739.20
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
			.MOCH EDGE: Mocha		
26-BREAK ROOM					
148	HTL	2	HCT36MX Arrange Counter Height X-base for 36" Srfc		
			.P6N Textured Satin Chrome	Sell:	\$234.08 \$468.16
26-BREAK ROOM					
149	HTL	3	HCT29MX Arrange Seated Height X-base for 36" Surfaces		
			.P6N Textured Satin Chrome	Sell:	\$212.96 \$638.88
26-BREAK ROOM					
150	HSN	12	HMG3 Motivate Four Leg Couner Height Stool		
			.F Arm: Fixed Arm	Sell:	\$155.32 \$1,863.84
			.E Standard Nylon Glide		
			.ON COLOR: Onyx		
			.BLCK FRAME: Black		
26-BREAK ROOM					
151	HTL	1	HMVPCA2-1830G Motivate Prsntn Cart Standing Ht Adj-Leg 35 Ccave 2mm Top		
			.C Caster	Sell:	\$485.76 \$485.76
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
			.MOCH LAM: Mocha		
			\$(CORE) Paint Grade: Core Paint		
			.Q Light Gray		
36-TRAINING RM					
152	HTL	1	HMVPC-MP Motivate Presentation Cart Modesty Panel		
			\$(CORE) Paint Grade: Core Paint	Sell:	\$74.36 \$74.36
			.Q Light Gray		
36-TRAINING RM					

Item		Qty.	Product	Unit	Extended
153	HTL	6	HMVR-3054G-NS Motivate Table Rect 30Dx54W 2mm Edge Nesting Base		
			.N No Grommets	Sell:	\$515.68 \$3,094.08
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
			.MOCH LAM: Mocha		
			... Skipped Option		
			\$(CORE) Paint Grade: Core Paint		
			.Q Light Gray		
			?? INCOMPLETE OPTIONS		
36-TRAINING RM					
154	HTL	2	HMVR-3084G-NS Motivate Table Rect 30Dx84W 2mm Edge Nesting Base		
			.N No Grommets	Sell:	\$644.60 \$1,289.20
			\$(L1STD) Grd L1 Standard Laminates		
			.MOCH LAM: Mocha		
			.MOCH LAM: Mocha		
			... Skipped Option		
			\$(CORE) Paint Grade: Core Paint		
			.Q Light Gray		
			?? INCOMPLETE OPTIONS		
36-TRAINING RM					
155	HTL	1	HMVPCSS-409C Motivate Presetn Cart Shelf Dbl 4"Open Bk/ 9"Closed BK		
			\$(CORE) Paint Grade: Core Paint	Sell:	\$121.44 \$121.44
			.Q Light Gray		
36-TRAINING RM					
156	HSN	1	HMT5 Motivate Task-Flex Back-Uph Seat Adj Footring		
			.N Arm: No Arm	Sell:	\$235.40 \$235.40
			... Skipped Option		
			.IM Black Mesh		
			... Skipped Option		
			.SB Base: Standard Plastic Black		
			.T FRAME: Black		
			?? INCOMPLETE OPTIONS		
36-TRAINING RM					
157	HSN	36	HMN2 Motivate Nest/Stack Chair-Flex Bck-Uph Seat		
			.F Arm: Fixed Arm	Sell:	\$262.68 \$9,456.48
			.S Soft		
			.PS Plastic Shell		
			.ON COLOR: Onyx		
			\$(3) Grade: III Uph		
			? ----- UNSELECTED -----		
			? ----- UNSELECTED -----		
			??		
36-TRAINING RM					
158	DOU	18	OFFICE CHAIR- UNDETERMINED		
				Sell:	\$500.00 \$9,000.00

Item		Qty.	Product	Unit	Extended
159	DOU	18	SIT TO STAND UPGRADE		
				Sell:	\$985.00 \$17,730.00
160	DOU	1	D&I		
			Delivery and Installation		
				Sell:	\$0.00 \$0.00
Z					
				Total:	\$113,963.42

Contact: Jonathan Dennis
jdennis@douron.com
202-420-0607
Pricing Per MAPT Contract 2015-42

Grand Total: \$113,963.42

Signature: _____ Date: _____

Signing above indicates you have reviewed the above quote and accept it. Items will be ordered as per the quote, so please make sure the items are what you want. All standard Douron terms and conditions apply, as well as payment terms related to this specific account. Signee is responsible for any applicable sales taxes, whether quoted or not. This quote is valid for 30 days. Product is shipped direct from the manufacturer and is non-returnable. Please review the quote and address any concerns before placing an order.

Installation is based on standard business hours delivery and install, access to elevator and clear path to and within work area. In the event that these criteria are not met, additional charges may be incurred. All product would be assembled and installed with the removal of all cartoning.

The purchaser(s) is responsible for all electrical and cabling connections unless noted otherwise. Power products housed within systems furniture, tables or desking that is provided by Douron would be installed by Douron. All connections and electrical whips would be handled by the purchasers licensed electrician and all routing of all cabling would also fall under the purchasers scope of responsibility.



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Hal Metzler
Submitting Department: Public Works
Item Type: Purchase
Agenda Section:

SUBJECT

4310 Gallatin Street - HVAC Repairs and Service (10 minutes)

HCC-208-FY19

Recommendation:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Wallmark Services Co, LLC. to repair and service the HVAC units at 4310 Gallatin Street in response to RFP #DPW18-008. In addition it is moved that an expenditure not to exceed \$50,000 be authorized to cover the cost of the proposed repairs and service agreements over the life of the agreement.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Scanned from a Xerox Multifunction Printer \(22\).pdf](#)

Summary Background:

In November 2018 the City solicited RFP #DPW18-008 for HVAC Services for 4310 Gallatin Street. The purpose of the RFP was to solicit a company that can provide repair and rehabilitation services to return the HVAC units at 4310 Gallatin Street to like new or better operating condition, and to provide one (1) year of preventative maintenance service, with two (2) optional one (1) year preventative maintenance service agreements. Wallmark was chosen as the most responsive and responsible company and provided the lowest proposed cost.

Next Steps:

N/A

Fiscal Impact:

\$50,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A

PROPOSAL DOCUMENTS

In order to qualify for this Project, Contractors must submit all information requested in the following pages.

CONTRACTOR INFORMATION

Proposals must adhere to the format of these Proposal forms and content of this RFP. Proposals will not be evaluated unless all parts of the Proposal form are submitted in a complete package. The information set forth is the minimum required in order to qualify for consideration.

Firm Name	Wallmark Service Co., LLC
Address	780 Main Street
City, State, Zip	Prince Frederick, MD 20678
Contact Person	Carolyn Smithburger
Phone Number	410-414-7528
Email Address	wallmarkservice@verizon.net

PROPOSAL RATE SHEET

In compliance with your Invitation to Proposal, we propose to furnish all materials, labor, equipment and services, necessary to complete the work as outlined in the Scope, per the pricing stated below (inclusive of all state and local sales tax):

Item	Approx. Quantity	Unit	Description	Unit Price	Proposal Amount
1	1	LS	RTU 1 Maintenance and Repair	\$26,835.00 See RTU1 Proposal	\$26,835.00 See RTU1 Proposal
2	2	LS/YR	RTU 1 Service Charge – After the first year (Max of 2 years. Optional at City's discretion.)	PREVENTIVE MAINTENANCE ONLY \$1,350.00 Service \$95.00/hr	\$2,700.00 Service \$95.00/hr
3	1	LS	RTU 2 Maintenance and Repair	\$15,945.00 See RTU2 Proposal	\$15,945.00 See RTU2 Proposal
4	2	LS/YR	RTU 2 Service Charge – After the first year (Max of 2 years. Optional at City's discretion.)	PREVENTIVE MAINTENANCE ONLY \$1,350.00 Service \$95.00/hr	\$2,700.00 Service \$95.00/hr
				Total Proposal	\$48,180.00

The quantities on this Proposal form are an estimate. Contractor will be paid for only work that is installed and accepted by the City. In addition to providing a proposed price, the proposer shall also furnish an itemized list of all work proposed to be completed for each AC RTU, including labor, materials, and all related costs used to determine the lump sum entered in the table above. The charge for the service shall include but not be limited to encompassing all consumable and replaceable parts, fluids, and gasses, and shall include the proper storage and disposal of all wastes and extra products resulting from the service.

PROPOSAL FORM PRICE AUTHORIZATION

By signing this Proposal form, such action certifies that the Contractor has personal knowledge of the following:

That said Contractor has examined the RFP and specifications, carefully prepared the Proposal form, and has checked the same in detail before submitting said Proposal; and that said Contractor, or the agents, officers, or employees thereof, have not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive Proposing in connection with this Proposal.

That all of said work will be performed at the Contractor's own proper cost and expense. The Contractor will furnish all necessary materials, labor, tools, machinery, apparatus and other means of construction in the manner provided in the applicable specifications, and at the time stated in the contract.

The undersigned, being a reputable Contractor and having submitted the necessary pre-qualification forms, hereby submits in good faith and in full accordance with all specifications, attached or integral, his/her Proposal:

Name of Contractor Wallmark Service Co., LLC

Authorized Signature

Carolyn W. Smithburger

Name and Title of Signatory Carolyn W. Smithburger, Member

Date 12/19/2018

Type of Organization (circle One):

Corporation

Partnership

Proprietorship

SEAL:

(If corporation)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/31/2018

117

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Yates Insurance, Inc.
3294 Solomons Island Road

Edgewater MD 21037

INSURED
Wallmark Service Company LLC
780 Main Street

Prince Fredrick MD 20678

CONTACT NAME: Rodney Yates
PHONE (A/C No. Ext.): (410) 956-7360 FAX (A/C No.): (410) 956-7363
E-MAIL ADDRESS: service@yates-usa.com

INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Donegal Insurance Group		
INSURER B:		
INSURER C:		
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 18-19

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			CPA 8162074	1/28/2018	1/28/2019	EACH OCCURRENCE \$ 1,000,000
	☒ COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	☐ CLAIMS-MADE ☒ OCCUR						MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COM/OP AGG \$ 2,000,000
	☐ POLICY ☒ PRO. JECT ☐ LOC						\$
A	AUTOMOBILE LIABILITY			CAA 8162074	1/28/2018	1/28/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	☒ ANY AUTO						BODILY INJURY (Per person) \$
	☐ ALL OWNED AUTOS	☐ SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	☒ HIRED AUTOS	☒ NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
A	☒ UMBRELLA LIAB	☒ OCCUR		CXL 8162074	1/28/2018	1/28/2019	EACH OCCURRENCE \$ 2,000,000
	☐ EXCESS LIAB	☐ CLAIMS-MADE					AGGREGATE \$
	☐ DED ☒ RETENTION \$ 10,000						\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WCA 8162074	1/28/2018	1/28/2019	☒ WC STATUTORY LIMITS ☐ OTHER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ Y/N	N/A				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
re: Hyattsville Municipal Center - 4310 Gallatin Street Hyattsville MD 20781

CERTIFICATE HOLDER

City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rodney Yates/CSR6

COMPANY BACKGROUND

Company Name	Wallmark Service Co., LLC
Main Office Location	780 Main Street
	Prince Frederick, MD 20678
Year Founded	2006
Project Manager Name	Carolyn Smithburger
Project Manager Phone	410-414-7528
Project Manager Email	wallmarkservice@verizon.net
Years of Experience	10
Has the company ever operated under another name? If yes, what name?	NO
Do you have the equipment and staff available to start within 10 days of notice to proceed?	Yes, pending parts availability and favorable weather
If no to the previous question, how long would it take to have the equipment and staff available?	Coils take a minimum of 30 days for manufacturing
Has the company ever done work with the City of Hyattsville? If yes, when and what type of work.	Yes. We are currently the contractors taking care of the equipment

REFERENCES

Current City of Hyattsville HVAC Contractor

Complete and submit the following for three (3) projects of similar nature as the project specified. Make copies and/or attach additional pages as needed.

Name of Project

Owner of Project

Address of Project

Contact Person

Mike Schmidl - City of Hyattsville

Phone Number

Email address

Description of
work

Preventive Maintenance, Repair and emergency service of these units for the past 12 years under Wallmark Service Co, and prior that that as Wallmark Brothers, Inc.

Comments

Wallmark Service Co., LLC

780 Main Street
Prince Frederick, MD 20678

Phone # 410-414-7528 Fax # 410-535-9366

City of Hyattsville
Attention: Accounts Payable
4310 Gallatin Street
Hyattsville, MD 20781

Proposal

120

Date

12/19/2018

Proposed price good for 30 days
after the above date.

Property

Municipal Building

Purchase Order

RFP - Unit I

Description	Total
Perform the following service per RFP on RTU 1 (M-50DL044-521HH0, S-V982171). Control Board (refurbish existing) Replace both condenser coils with aftermarket coils. Add VFD to blower fan motor Replace four TXV Replace compressor suction and discharge service valves Replace liquid line driers and sight glasses Replace R-22 refrigerant with R407C and new POE oil. Replacing economizer actuator motor and enthalpy control.. Check compressor operation. Perform Preventive Maintenance four times for the first year (belts and filters) Control board for this unit is obsolete and not available from the manufacturer. Wallmark Service Co. has one spare board which is operational. Our board can be swapped into unit and the existing board repaired (if repairable). At time of inspection unit the control board was operational but in poor condition. If existing board cannot be repaired, We will have to look at other options and/or bypass on a T & M basis as the board we have on hand is not available anywhere and we use to support several clients. Above price includes all parts, materials and labor to perform the service listed above. Price does not include any parts not listed above. Price does not include any high voltage electrical work. Price does not include any mechanical service or trouble calls not directly related to the above repairs and does not cover parts and labor outside of the warranty period.	26,835.00

Total

WSC USE ONLY

Work Completed - OK to
Invoice

Date: _____

WSC: _____

Wallmark Service Co., LLC

780 Main Street
Prince Frederick, MD 20678

Phone # 410-414-7528 Fax # 410-535-9366

City of Hyattsville
Attention: Accounts Payable
4310 Gallatin Street
Hyattsville, MD 20781

121

Proposal

Date

12/19/2018

Proposed price good for 30 days
after the above date.

Property

Municipal Building

Purchase Order

RFP - RTU2

Description	Total
Perform the following service per RFP on RTU 1 (M-50DF034-521HH0, S-Z982057). Add VFD to blower fan motor Replace two TXV Replace compressor suction and discharge service valves Replace liquid line driers and sight glasses Replace R-22 refrigerant with R407C and new POE oil. Replacing economizer actuator motor and enthalpy control Check compressor operation. Perform Preventive Maintenance four times for the first year (belts and filters) Control board for this unit is obsolete and not available from the manufacturer. Wallmark Service Co. has one spare board which is operational. Our board can be swapped into unit and the existing board repaired (if repairable). At time of inspection unit the control board was operational and in good condition. Above price includes all parts, materials and labor to perform the service listed above. Price does not include any parts not listed above. Price does not include any high voltage electrical work. Price does not include any mechanical service or trouble calls not directly related to the above repairs and does not cover parts and labor outside of the warranty period. Warranty on parts one year or manufacturer's warranty, whichever is longer. Labor warranty is 30 days due to the age and condition of the unit. Metal fatigue can be a real problem and many parts are obsolete and cannot be obtained from the manufacturer. Contractor does not guarantee to return unit to like new or better then new condition due to the age and condition of the unit.	15,945.00

Total \$15,945.00

Accepted By: _____
(Print Name)

Signature: _____

For: _____
(Company Name)

Date: _____

WSC USE ONLY

Work Completed - OK to
Invoice

Date: _____

WSC: _____

Wallmark Service Co., LLC

780 Main Street
Prince Frederick, MD 20678

Phone # 410-414-7528 Fax # 410-535-9366

Proposal**Date**

12/19/2018

Proposed price good for 30 days
after the above date.

Property

Municipal Building

City of Hyattsville
Attention: Accounts Payable
4310 Gallatin Street
Hyattsville, MD 20781

Purchase Order

RTU 1 - Compressor

Description		Total
Budget price to replace defective compressor in one circuit of RTU1 (M-50DL044-501HH). Price includes labor, compressor, crane lift, factory startup assistance. Price includes only parts listed above. Any parts not listed above found to be defective during repair will be replaced and billed separately. Price does not include any refrigerant, oil or circuit cleanup, if necessary.		5,300.00

Total \$5,300.00

Accepted By: _____
(Print Name)

Signature: _____

For: _____
(Company Name)

Date: _____

WSC USE ONLY

Work Completed - OK to
Invoice

Date: _____

WSC: _____

Wallmark Service Co., LLC

780 Main Street
Prince Frederick, MD 20678

Phone # 410-414-7528 Fax # 410-535-9366

Proposal**Date**

12/19/2018

Proposed price good for 30 days
after the above date.

Property

Municipal Building

City of Hyattsville
Attention: Accounts Payable
4310 Gallatin Street
Hyattsville, MD 20781

Purchase Order

RTU 2 - Compressor

Description		Total
Budget price to replace defective compressor in one circuit of RTU2 (M-50DF034-521HH). Price includes labor, compressor, crane lift. startup assistance. Price includes only parts listed above. Any parts not listed above found to be defective during repair will be replaced and billed separately. Price does not include any refrigerant, oil or circuit cleanup, if necessary.		4,475.00

Total**\$4,475.00**

Accepted By: _____
(Print Name)

Signature: _____

For: _____
(Company Name)

Date: _____

WSC USE ONLY

Work Completed - OK to
Invoice

Date: _____

WSC: _____

Wallmark Service Co., LLC**HMC RTU1****50DI044-501HH****Parts Name****Parts Price****PM one year**

Refurbish Control Board	\$ 500.00
condenser coils (2)	\$ 6,050.00
Nitro	\$ 100.00
REFRIG	\$ 890.00
OIL	\$ 690.00
TXVs	\$ 1,635.00
Service Valves (4)	\$ 475.00
Liquid Line Driers (2) site glasses	\$ 200.00
Economizer Motor	\$ 1,450.00
Enthalpy Control	\$ 825.00
VFD	\$ 2,610.00
misc matls	\$ 300.00
Check Compressors	\$ -

Parts Total	\$ 15,725.00
Labor	\$ 10,010.00
Boom Truck Crane	\$ 1,100.00
JOB TOTAL	\$ 26,835.00

HMC RTU2**50DF034-501hh****Parts Name****Price**

PM one Year	\$ 1,350.00
Nitro	\$ 75.00
REFRIG	\$ 710.00
OIL	\$ 690.00
TXVs	\$ 825.00
Service Valves (4)	\$ 475.00
Liquid Line Driers (2) site glasses	\$ 200.00
Economizer Motor	\$ 1,445.00
Enthalpy Control	\$ 825.00
VFD	\$ 2,350.00
misc matls	\$ 300.00
Check Compressors	\$ -

Parts Total	\$ 9,245.00
Labor	\$ 6,700.00
JOB TOTAL	\$ 15,945.00

ADDENDUM NO. 1
TO THE REQUEST FOR PROPOSALS (RFP)
FOR HVAC SERVICES FOR 4310 GALLATIN STREET
FOR THE CITY OF HYATTSVILLE, MARYLAND
RFP #DPW18-008

Monday, December 17, 2018

The City of Hyattsville, Maryland, hereafter the "City", is issuing this Addendum #1 on December 17, 2018 to amend and clarify information and specifications included in RFP #DPW18-008, HVAC Services for 4310 Gallatin Street. Addendum #1 includes the questions/answers by the deadline, as well as the sign-in sheet. There are no other changes to the RFP. There is no change to the submission date or time. This addendum is incorporated into RFP #DPW18-008 and any associated contract documents as if fully set out in the original RFP. **Proposer must acknowledge the receipt of Addendum #1 by signing this addendum where indicated and including this addendum as part of your bid package.**

Question 1: What is the model and serial number for the units?

Answer 1: Carrier 50DL044-501HH Serial # V982171
Carrier 50DF034-521HH Serial # Z982057

END OF ADDENDUM #1

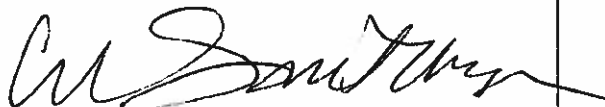
Hal W. Metzler, Jr. EI
City of Hyattsville, Project Manager

I acknowledge receipt of addendum #1 for this RFP and have enclosed it as part of the bid package.

Company

Wallmark Service Co., LLC

Signature



Date

12/19/2018



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Lesley Riddle
Submitting Department: Public Works
Item Type: Joint Use Agreement
Agenda Section:

SUBJECT

38th Avenue Park Joint Use Agreement (10 minutes)

HCC-218-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[38th Avenue - memo for Council.docx](#)

[NFC_Item Packet.pdf](#)

[Exhibit A Thirty Eighth Avenue Park.pdf](#)

[MNCPPC Park_Rules_Regs_2018.pdf](#)

[City of Hyattsville Thirty eight Avenue Use Agreement - MNCPPC Final.docx](#)

Summary Background:

The City of Hyattsville's Sustainability Plan, which includes information from recent community outreach sessions, details plans and recommendations for City parks and green spaces. For FY18/19, the Department of Public Works in conjunction with the City Planner, Community Development, Community Services, representatives of the Maryland National Capital Parks and Planning Commission and the Neighborhood Design Center have been working on several initiatives to improve and redesign specific parks in Hyattsville. These initiatives have included the re-imagining of Magruder Park, Hyatt Park Place-making, Heurich Park restrooms and playground renovation, and the 38th Avenue Park Fitness Court.

During FY18 budget negotiations with Council, a request was made to research the feasibility of working with a national organization offering a grant for the installation of an outdoor fitness court. The installation of a fitness court would allow users access to an outdoor gym without the cost of a monthly membership fee. Staff felt that the benefit of this program and associated equipment could offer a significant benefit to the residents of the City, and help meet Goal 1 of the Sustainability Plan, to improve public spaces and community facilities.

Council approved this program on October 10, 2017 and City staff began working with staff of NFC and the Maryland National Capital Parks and Planning Commission (MNCPPC) to facilitate the purchase and placement of the fitness

court. Staff identified 38th Avenue Park in Hyattsville as a prime location for the fitness court. 38th Avenue Park is the gateway park between the Town of Brentwood and the City of Hyattsville. The park has many amenities including; tennis courts, a full basketball court, two baseball fields, and a playground. The current playground will be renovated by the MNCPPC this Spring, in conjunction with the installation of the fitness court.

Next Steps:

The Department of Public Works staff considers this an opportunity to expand our current park amenities and offer our residents and local park users a great place to recreate in the City of Hyattsville. With Council approval of the Joint Use Agreement, DPW staff will work with our current vendors to begin updating the ball fields and preparing for the growing season.

Fiscal Impact:

\$11,000 in the Parks Operating Budget Annually

City Administrator Comments:

Recommend Approval

Community Engagement:

There will be ongoing outreach to the public to review current and proposed plans for 38th Avenue Park.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete



City of Hyattsville

Memo

To: Tracey Nicholson- Douglas
From: Lesley Riddle, Director of Public Works
Date: January 7, 2019
Re: 38th Avenue Joint Use Agreement

The purpose of this memorandum is to request the Mayor and Council approve the Joint Use Agreement with the Maryland National Capital Planning Association for the City to take over the maintenance and programming for the 38th Avenue Park at 38th Avenue and Gaines Alley, Hyattsville.

Background

The City of Hyattsville's Sustainability Plan, which includes information from recent community outreach sessions, details plans and recommendations for City parks and green spaces. For FY18/19, the Department of Public Works in conjunction with the City Planner, Community Development, Community Services, representatives of the Maryland National Capital Parks and Planning Commission and the Neighborhood Design Center have been working on several initiatives to improve and redesign specific parks in Hyattsville. These initiatives have included the re-imagination of Magruder Park, Hyatt Park Placemaking, Heurich Park restrooms and playground renovation, and the 38th Avenue Park Fitness Court.

During FY18 budget negotiations with Council, a request was made to research the feasibility of working with a national organization offering a grant for the installation of an outdoor fitness court. "For over 30 years, National Fitness Campaign (NFC) has been helping people across the country live more active and healthy lives. Since 1979, NFC has partnered with over 4,000 cities and schools to convert public spaces into community fitness hubs anchored by the world's best outdoor gym. NFC is a social enterprise, providing a share of their profits to communities in need to expand access to healthy infrastructure" (NFC 2018). The installation of a fitness court would allow users access to an outdoor gym without the cost of a monthly membership fee. Staff felt that the benefit of this program and associated equipment could offer a significant

benefit to the residents of the City, and help meet Goal 1 of the Sustainability Plan, to improve public spaces and community facilities.

Council approved this program on October 10, 2017 and City staff began working with staff of NFC and the Maryland National Capital Parks and Planning Commission (MNCPPC) to facilitate the purchase and placement of the fitness court. Staff identified 38th Avenue Park in Hyattsville as a prime location for the fitness court. 38th Avenue Park is the gateway park between the Town of Brentwood and the City of Hyattsville. The park has many amenities including; tennis courts, a full basketball court, two baseball fields, and a playground. The current playground will be renovated by the MNCPPC this Spring, in conjunction with the installation of the fitness court.

Request

MNCCPC and City staff have worked to facilitate a Joint Use Agreement with the City of Hyattsville to have the City take over the maintenance of 38th Avenue Park. We currently have a Joint Use Agreement with MNCPPC for several of our City parks. The Joint Use Agreement allows the City to provide care for each park utilizing the Department of Public Works Parks Divisions standard of care. This also allows the City to program the park for City-related activities throughout the year.

Staff has conducted a cost analysis for the maintenance of 38th Avenue Park. Overall, the monthly cost to the DPW operating budget for maintenance will be approximately \$1,100.00 for weekly maintenance during the growing season. There may be additional yearly costs for tree care and ballfield maintenance, these costs should not exceed \$5000.00. These are onetime costs, which can be put in the operating budget as needed.

Summary

The Department of Public Works staff considers this an opportunity to expand our current park amenities and offer our residents and local park users a great place to recreate in the City of Hyattsville. With Council approval of the Joint Use Agreement, DPW staff will work with our current vendors to begin updating the ball fields and preparing for the growing season.



Hyattsville City Council Agenda Item Report

Meeting Date: October 16, 2017
Submitted by: Lesley Riddle
Submitting Department: Public Works
Item Type: Grant
Agenda Section:

SUBJECT

FY18 CIP Budget Amendment and Appropriation: National Fitness Campaign (10 minutes)

HCC-85-FY18

Recommendation:

I move that the Mayor and Council authorize the City Treasurer to amend the FY18 Capital Improvements Fund budget and appropriate \$80,000 to purchase outdoor fitness court related equipment from the National Fitness Campaign - Fitness Court Program Grant in accordance with an executed agreement with The National Fitness Campaign.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[NFC Grant Memo \(1\) \(1\) \(Tracey Nicholson\).docx](#)

[NFC Photo 1.jpg](#)

[NFC Photo 2.jpg](#)

Summary Background:

The National Fitness Campaign (NFC) installs outdoor “fitness courts” in parks, on public trails and other outdoor locations for public exercise. The NFC invited the City of Hyattsville to apply for a \$10,000 grant from Fit Radio to help offset the \$90,000 cost of installing a Fitness Court. The City intends to apply for a Department of Natural Resources Community Parks and Playground grant to cover the remaining \$80,000 and will also address the requirement in the FY2019 budget.

The staff is exploring potential sites, but the application tentatively listed Magruder Park as a possible location due to the spatial requirements of the Fitness Court, and being on City owned property. This can be changed as we move through the process. The application also asked the City to agree to several partnership initiatives, such as hosting an opening day celebration and promoting the use of the Fitness Court in social media platforms.

The National Fitness Campaign initiative was approved by Council on September 18th, and coming back to Council for funding approval.

Next Steps:

If approved, the City will enter into an MOU with NFC for the fitness court to be installed in the 3rd or 4th quarter of CY2018, City budget FY19.

Fiscal Impact:

This project will be included in the FY19 Capital Improvements Budget.

City Administrator Comments:

Recommend Support. This is a creative Healthy Eating Active Living (HEAL) initiative and a great way to promote exercise and wellness in the community.

Community Engagement:

We intend to engage the community to determine the most desirable location for placement of the outdoor fitness court.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Pending



Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Katie Gerbes, Community Planner

Date: 14 September, 2017

Re: National Fitness Campaign Fitness Court & Grant Program

This memorandum provides an update on Hyattsville's participation in the National Fitness Campaign.

The National Fitness Campaign (NFC) installs outdoor "fitness courts" in communities to provide safe public spaces for residents to exercise. Fitness courts are installed in parks, along public trails and at other public facilities. The NFC was pre-approved to give out 50 grants to the first 50 cities to apply for a fitness court through their program. In June 2017, Trent Matthias from the National Fitness Campaign reached out to the Mayor and the City staff and invited Hyattsville to apply.

We submitted our application in early June and on June 22, 2017, were informed that Fit Radio would provide a \$10,000 grant towards the \$90,000 cost of installing a Fitness Court. The City intends to apply for a Department of Natural Resources Community Parks and Playground grant to cover the remaining \$80,000 cost. The required funding could also be addressed in the FY2019 budget.

The grant is nonbinding, but our application and acceptance shows the City's commitment to moving forward and provides NFC resources to help with planning and installation.

The staff is exploring potential sites, but our application tentatively listed Magruder Park as our proposed location given the spatial requirements of the Fitness Court, coupled with being on City owned property. This can be changed as we move through the process. The application also asked the City to agree to several partnership initiatives, such as hosting an opening day celebration and promoting the use of the Fitness Court in social media platforms.

If approved, the City will enter into an MOU with NFC for the fitness court to be installed in the 3rd or 4th quarter of CY2018.





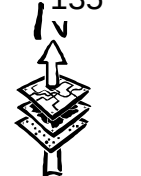


Exhibit A N45 - 38th Avenue Park

This information may not be reproduced, stored in a retrieval system or transmitted in any form, including electronic or by photographic reproduction, without the express written permission of the Maryland National Capital Park and Planning Commission.

DATE: 12/13/2018

SCALE: 200 Feet





THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

RULES & REGULATIONS

GOVERNING USE OF COMMISSION PARK
AND RECREATION FACILITIES IN PRINCE
GEORGE'S AND MONTGOMERY COUNTIES

PARK RULES AND REGULATIONS

GOVERNING USE OF COMMISSION PARKS AND RECREATION FACILITIES IN PRINCE GEORGE'S AND MONTGOMERY COUNTIES

Effective July 1, 2017

TABLE OF CONTENTS

Chapter I: Purpose, Authority, and Other Matters

Section 1. Purpose	4
Section 2. Authority.....	4
Section 3. Park Directives	4
Section 4. Effective Date.....	6

Chapter II: Definitions and Construction

Section 1. Definitions	7
Section 2. Rules of Construction	10

Chapter III: Regulation of Public Use

Section 1. Preamble	11
Section 2. Hours of Operation, Unauthorized Presence ..	11
Section 3. Regulation of Certain Assemblies	12
Section 4. Permits	14

Chapter IV: Prohibited Activities and Conduct

Section 1. Preamble	20
Section 2. General Provisions.....	20
Section 3. Alcohol, Controlled Substances and Smoking.....	21
Section 4. Indecent Conduct, Harassment.....	22
Section 5. Assembly, Obstruction and Interference	22
Section 6. Interference, Official Duties.....	23
Section 7. Destruction of Park Property	23
Section 8. Littering, Dumping and Storage.....	23
Section 9. Posting Notices	24
Section 10. Erecting Structures, Enclosures	24

Section 11. Commercial Activities	24
Section 12. Amplified Sound and Noise	25
Section 13. Motorized Vehicle Service.....	25
Section 14. Firework and Explosives.....	25
Section 15. Weapons	25
Section 16. Gambling	25
Section 17. Metal Detectors, Digging	25
Section 18. Animals & Wildlife	25
Section 19. Trees, Plants and Minerals	26
Section 20. Found Objects	27
Section 21. Archaeological and Cultural Artifacts, Fossils	28
Section 22. Intended Use of Park Property	28

Chapter V: Regulation of Certain Recreational Activities

Section 1. Aeronautical Activities	29
Section 2. Amusement/Play Equipment.....	30
Section 3. Athletic Fields	30
Section 4. Bicycling	30
Section 5. Boating	31
Section 6. Camping	32
Section 7. Fires	32
Section 8. Fishing	32
Section 9. Golf	32
Section 10. Horseback Riding	33
Section 11. Hunting/Trapping	33
Section 12. Picnicking	33
Section 13. Roller Skating and Similar Activities.....	33
Section 14. Segways and Other Motorized Devices	34
Section 15. Swimming, Water Sports.....	34
Section 16. Winter Activities	34

Chapter VI: Regulation of Traffic and Parking

Section 1. Preamble	35
Section 2. Permissible Roadways	35
Section 3. Speed Limit	35
Section 4. Vehicle Weight and Certain Activities	36
Section 5. Parking Regulations	36
Section 6. Impoundment of Illegally Parked or Abandoned Vehicles	39

Chapter VII: Encroaching on Park Property

Section 1. Preamble	40
Section 2. Encroachment Prohibited	40
Section 3. Examples of Encroachments	41
Section 4. Enforcement	41

Chapter VIII: Violations and Miscellaneous Provisions

Section 1. Violations and Penalties	42
Section 2. Employees Working	44
Section 3. Law Enforcement; First Responders	44
Section 4. Certain Exception for Park Programs	44
Section 5. Severability.....	44

CHAPTER I:

Purpose, Authority and Other Matters

Section 1. Purpose

The Commission has a responsibility to establish rules and regulations to provide for the safe and peaceful use of Commission property and parks by the public; for the cultural, educational and recreational benefit and enjoyment of the public; and for the sustainable protection and preservation of the property, facilities, and natural resources entrusted to Commission stewardship.

Section 2. Authority

These Regulations are promulgated pursuant to the Laws of Maryland, including Md. Code, Land Use Sections 17-101(d), 17-207, 17-208, 17-209, 17-302(b)(4), 20-204, 25-804, and 25-807(c), each as amended from time to time.

Section 3. Park Directives

- A.** Subject to the limitations provided below, the Commission authorizes a Director to issue Park Directives appropriate for the purposes enumerated in these Regulations.
- B.** A Director must issue all Park Directives in writing. The promulgation of a new Park Directive or a change to or rescission of an existing Park Directive must adhere to the following procedures:
 - (1) At least ten (10) days before a regularly-scheduled public meeting of a Planning Board or the full Commission, as appropriate given the Park Directive's applicability, the Director must cause the proposed Park Directive to be published on the meeting's public agenda. Publication on the agenda is for public notice only, and no further action of the Planning Board or Commission

is required, unless the Board or Commission votes to consider the Park Directive as described in subsections (E) or (F) below.

- (2) If the Planning Board or the full Commission takes no action on the proposed Park Directive or votes to allow the Director to move forward under subsections (E) or (F), the Director must promulgate the Park Directive by causing it, or pertinent provisions thereof, to be: (a) published and maintained on the appropriate Commission website or websites; (b) posted by signs affixed in appropriate places as required under these Regulations; and (c) transmitted to the Park Police and the Executive Director, Secretary-Treasurer, and General Counsel of the Commission.

- C.** The adoption or modification of a Park Directive is effective on and after the later of: (1) the date specified therein as its effective date; or (2) the first date it has been both published and posted as provided above in Subsection (B). A Park Directive shall continue in full force and effect until a termination date specified therein or, if no such termination date is specified, indefinitely until it is modified or rescinded.
- D.** A Director shall not issue any Park Directive that conflicts with these Regulations, or with any Commission Practice or other rule, regulation or policy of general applicability adopted by resolution, or other binding corporate action of the Commission.
- E.** Subject to the following procedures, the Montgomery or Prince George's County Planning Board may consider and act upon a proposed or effective Park Directive applicable only in that Planning Board's county:
 - (1) A Planning Board member may move in open session

to consider a proposed or effective Park Directive. If the motion is seconded, and if a majority of board members meeting in open session vote in favor of the motion, the Planning Board chair must schedule a discussion of the Park Directive on the board's agenda when practicable for consideration.

- (2) If a Planning Board votes to consider a proposed Park Directive, the Park Directive will not become effective unless the board votes to order the Director to promulgate it. If a Planning Board votes to consider a Park Directive already in effect, that Park Directive remains operative and in effect unless the Board votes to order the Director to modify or rescind it.
- (3) Upon a favorable vote to consider a Park Directive proposed or in effect, the chair shall include notice of the pending board discussion for at least ten (10) days to offer the opportunity for members of the public to provide comment, except that, in the event of an exigency or other due cause as determined by the chair, the board consideration and any subsequent vote may be taken with less notice.
- (4) After considering the Park Directive and any public comments, the Planning Board may, by a vote of a majority of members meeting in open session, order the applicable Director to promulgate, modify, or rescind the Park Directive.

- F.** The full Commission may consider and act upon a Park Directive applicable in both Montgomery and Prince George's Counties by following the procedures listed in subsection (E) above.

Section 4. Effective Date

These Regulations will be effective at 12:01 a.m. on July 1, 2017, and remain in effect until such time as they may be modified or revoked as provided by law.

CHAPTER II

Definitions and Construction

Section 1. Definitions

Terms capitalized in these Regulations are given the meanings prescribed in this Section.

- A.** Authorized Person: A Director or another person who is authorized by the Director to take an action or make a determination on the Director's behalf as enabled or required by these Regulations.
- B.** Bicycle: A self-propelled bicycle or tricycle not including any Electric Bicycle, motorized, or other similar electronically assisted vehicle.
- C.** Commercial Activity: Any activity on Park Property, whether for profit or not, that solicits, promotes, or effectuates a transaction for value with Commission patrons or visitors, or that otherwise employs Park Property, patrons, or visitors for a commercial purpose, including,
 - (1) selling, vending, or peddling of any sort (food, beverages, merchandise, amusements, services, etc.);
 - (2) advertising or promoting merchandise, services, memberships, events, amusements, etcetera (by distributing handbills, displaying signs, or otherwise);
 - (3) instructing or demonstrating anything for hire (classes for athletics, sports, dancing, tutoring, etcetera);
 - (4) holding any event open for admission to the general public in exchange for money or anything of value; and,
 - (5) producing commercial photography, videography, or films.

- D. Commission:** The Maryland-National Capital Park and Planning Commission.
- E. Department:** The Montgomery County Department of Parks and the Prince George's County Department of Parks and Recreation (or a successor department).
- F. Director:** A person
- (1) appointed pursuant to the Md. Code, Land Use Section 20-204, respectively as the
 - (a) Director of the Commission's Montgomery County Department of Parks (or successor department thereto); or
 - (b) Director of the Commission's Prince George's County Department of Parks and Recreation (or successor department thereto); or
 - (2) authorized to discharge a Director's responsibilities during his or her extended absence or incapacitation.
- G. Electric Bicycle:** A vehicle that
- (1) is designed to be operated by human power with the assistance of an electric motor;
 - (2) is equipped with fully operable pedals;
 - (3) has two or three wheels; and
 - (4) has a motor with a rating of 500 watts or less.
- H. Electronic Personal Assistive Mobility Device (EPAMD):** A pedestrian device that (1) has two (2) non-tandem wheels; (2) is self-balancing; (3) is powered by an electric propulsion system; (4) has a maximum speed capability of fifteen (15) miles per hour; and (5) is designed to transport one person.
- I. Encroachment:** To cause any unauthorized use, occupation, possession, or obstruction of, or other interference with,

Park Property, anything on Park Property, or the existing state of Park Property.

- J. Facility:** Any structural or other improvement to Park Property. Facilities include ball fields, pavilions and other improvements to property that are not necessarily enclosed.
- K. Organized Play:** Any sport or athletic contest or event that includes uniformed players and an assemblage of at least thirty-five (35) people that may include contestants, officials, or spectators.
- L. Park Directive:** A policy, rule, procedure, mandate, or similar directive promulgated by a Director pursuant to Chapter I, Section 3 of these Regulations: (1) as applicable with respect to one or more specified Park Properties, Facilities, or Park Programs; and (2) for a purpose authorized by these Regulations.
- M. Park Police:** The police officers appointed by the Commission pursuant to Md. Code, Land Use Section 17-301.
- N. Park Program:** Any activity, program, or event utilizing Park Property that is sponsored by the Commission and open to public attendance or participation.
- O. Park Property:** Any land or water, devoted to park or recreation uses and owned, operated, or established otherwise by the Commission, and all vegetation or natural substances, and including any Parkway, Facility, and other buildings, fixtures, monuments, structures, and their contents located on such land or water.
- P. Parkway:** Sligo Creek Parkway, Beach Drive, or Little Falls Parkway.

- Q. Permit:** A document issued by a Director or an Authorized Person affirmatively granting permission for its holder to undertake a specified act or activity otherwise prohibited by these Regulations, or for which these Regulations require a Permit as a condition of such act or activity. For the purpose of these Regulations, a Permit may include a contract, license or lease, Facility rental, Park Program or event, or a similar agreement made by the Commission in the ordinary course and which reasonably includes a grant of permission for the act or activity taken.
- R. Regulations:** These Park Rules and Regulations adopted by the Commission as of March 15, 2017.
- S. Smoke or Smoking:** Any use of a lighted cigarette, cigar, pipe, or similar device that is designed to ignite a solid material (including tobacco, cloves, marijuana, and similar materials of any nature) and deliver the resultant smoke for ingestion as an inhalant. Smoking does not include Vaping.
- T. Vaping:** Using e-cigarettes, vaping, and other devices that utilize electronic technologies to vaporize a liquid or sublimate a solid material to produce a gaseous discharge or vapor for ingestion as an inhalant. Vaping does not include Smoking.

Section 2. Rules of Construction

- A.** When used in these Regulations, the terms “include” or “including” are used by way of example or illustration only, and not in any case for the purpose of limitation.
- B.** When used in these Regulations, the singular form shall include the plural, the masculine shall include the feminine and neuter, and the feminine shall include the masculine and neuter.

CHAPTER III:

Regulation of Public Use

Section 1. Preamble

The Commission celebrates diversity and welcomes the general public to share Park Property, Facilities, and Park Programs without regard to any person's race, sex, age, color, creed, national origin, marital status, sexual orientation, gender identity, or disability. The Commission may implement administrative policies, practices, and procedures complimentary to its abiding value of providing equal access and equitable opportunities for everyone to enjoy the property and experiences entrusted to Commission stewardship.

Section 2. Hours of Operation, Unauthorized Presence

- A.** Park Property and Facilities are open daily to the public from sunrise to sunset, except:
- (1) A Park Directive may provide alternate hours of operation for a Park Property or Facility, including alternate hours deemed appropriate for any trail or trail segments that facilitate Bicycle and pedestrian commuting, urban parks, athletic fields, tennis and basketball courts with lighting, and other facilities or areas as appropriate.
 - (2) A Park Program on Park Property or in Facilities may operate during extended hours.
 - (3) A Permit may authorize alternate hours of operation or the extended use of a Park Property or Facility.
 - (4) Parkways remain open twenty-four (24) hours a day for transient motor vehicle traffic only.
 - (5) Paved trails on Park Property remain open between the hours of 5:00 a.m. and 12 midnight for transient Bicycle

traffic only, unless posted otherwise.

- (6) An Authorized Person may establish a temporary holiday schedule for a Park Property or Facility.
 - (7) Operating hours are subject to applicable terms, conditions, and rules limiting access, use or participation, including the payment of applicable fees or similar charges for admission.
- B.** The Park Police or other Authorized Person may open or close any Park Property, Facility or Parkway in the event of any exigent circumstance, emergency, inclement weather, or other appropriate official purpose. Such opening or closing will be posted in advance when possible for public notice.
- C.** (1) No person shall enter, or be present within, a Park Property or Facility when closed. Violation of the foregoing may subject the violator to civil or criminal penalties.
- (2) No person shall enter, or be present within, a business office or other area that is closed to public access. Violation of the foregoing may subject the violator to civil or criminal penalties.

Section 3. Regulation of Certain Assemblies

- A.** Any group of people that assembles to constitute or participate in a parade, procession, special event, demonstration, picket line, rally, or similar event on Park Property is required to procure a Permit authorizing such assembly, except as provided below in Subsection (B).
- B.** A group consisting of thirty-five (35) or fewer people that assembles for an activity described above in Subsection (A) is not required to procure a Permit if all of the following

requirements and conditions are met:

- (1) The group must congregate outdoors in an area of the Park Property or Facility open to the general public, and at time when that area is open to the general public without any fee or charge for admission.
- (2) The group must not engage in a Commercial Activity or any other activity for which a Permit is required by these Regulations.
- (3) The group may congregate only where it is safe (e.g., without obstructing the flow of vehicle, Bicycle, or pedestrian traffic), and only where the likelihood of damage to any Park Property or Facility is remote (e.g., without risk of damage to fitness equipment, sod, or protective coverings), each as determined in the discretion of the Park Police or other Authorized Person.
- (4) The group must not use or assert use of any Park Property or Facility (or any area therein) to the exclusion of others, if the Commission ordinarily requires a Permit for exclusive use of such area (e.g., a pavilion, athletic field, or camping area).
- (5) The group must not occupy a space or area that conflicts with, encroaches upon, obstructs, disrupts or otherwise interferes with the conduct of Commission business, or the use, quiet and peaceable enjoyment of a Park Property, Facility, or Park Program by others lawfully present in that space or area (including any such interference with the lawful use pursuant to this Subsection by another group that congregated first in the same area or its vicinity).
- (6) The group must not affix signs, banners, or placards of any sort to a Park Property or Facility by any means whatsoever, including by placing stakes into the ground, unless it obtains a Permit.
- (7) The group must not utilize equipment to amplify sound.

Section 4. Permits

A. A **Permit** is required for any of the following purposes or circumstances:

- (1) To reserve the use of a Park Property or Facility to the exclusion of others, including athletic courts or fields, recreation buildings, camping and group picnic areas, designated picnic shelters, and any other such facility as designated by Park Directive.
- (2) To authorize the use of a Park Property or Facility for Organized Play.
- (3) To authorize the use of a Park Property or Facility for any Commercial Activity.
- (4) To authorize the possession or consumption of alcoholic beverages on Park Property or in a Facility in a place where it is not authorized by Park Directive.
- (5) To authorize bus parking.
- (6) To authorize the grading, excavation, or disturbance of land for archeological or geological purposes, which must be conducted or overseen by a qualified professional as determined by an Authorized Person.
- (7) To authorize any construction activity on Park Property.
- (8) To authorize the removal or felling of trees or other vegetation on Park Property.
- (9) To authorize the use of amplified sound equipment, lighting equipment or other means of producing ambient lighting on Park Property after dark.
- (10) To authorize the assembly of any group for which a Permit is required by Section 3 of this Chapter.
- (11) To authorize any event, use, or activity for which a Permit is required by these Regulations.

B. Applying For a Permit

- (1) Permit application forms may be obtained on the appli-

cable Department's website, Permit offices, or at other designated locations.

- (2) The Commission may require payment of a fee or deposit with the submission of a Permit application.
- (3) The Commission may require any supplemental information it deems necessary or appropriate to exercise due diligence in evaluating any Permit application.

C. Evaluation of Permit Application

An Authorized Person may consider the following factors when evaluating a Permit application:

- (1) Whether the requested Facility or activity area within Park Property is: (i) available on the date and time requested or another mutually accepted date and time; (ii) safe and appropriate for the specific event or use proposed in the application; and (iii) able to accommodate the proposed use without a likelihood of conflicts, disruptions, or incompatible experiences with other uses or activities in the Park Property or Facility.
- (2) Whether the use or event proposed: (i) is consistent with maintaining the open, unspoiled, natural condition of the applicable Park Property; (ii) would create any unsafe condition in the area within or immediately surrounding the applicable Park Property or Facility; or (iii) would otherwise create or lead to a violation of any local, state or federal law.
- (3) Whether any extraordinary security requirements or parking, vehicular and pedestrian traffic control, or similar measures would be necessary or appropriate to keep good public order or mitigate public safety risks that may arise during the use proposed.
- (4) Whether any measures would be necessary or appropriate to maintain adequate sanitation, provide adequate

drinking water, and otherwise protect the public health during the use proposed.

- (5) Whether the Permit applicant or any other party affiliated with, controlled by, or legally responsible to the Permit applicant has: (i) provided to the Commission any information in connection with the pending or any previous Permit application that was false or materially misleading; (ii) failed to comply on a prior occasion with the terms or conditions of any Permit issued by the Commission or another park or recreation agency without legal excuse; or (iii) on a prior occasion violated without legal excuse any applicable Commission rule or regulation.
- (6) Whether the applicant has the financial capacity and other capabilities necessary to (i) adequately maintain the public health, safety, and welfare during the proposed use or event; and (ii) satisfy the cost of any general liability claims or property damage arising in connection with the applicant's proposed use or event.
- (7) Whether the proposed use otherwise comports with the essential operations of the Commission and the general public health, safety, and welfare.

D. Issuance or Denial of Permit Application

- (1) Within a reasonable length of time following receipt of a completed Permit application, all required fees and deposits, and all information requested by an Authorized Person, the Authorized Person shall either issue the Permit or provide the applicant with a written statement indicating the reasons for denying the Permit.
- (2) An Authorized Person may issue a Permit subject to any reasonable terms or conditions, including (i) any terms or conditions deemed appropriate to manage or adequately control a situation or factor described above in

Subsection (C); or (ii) the terms or conditions described below in Subsection (E).

- (3) A Permit may be issued for a single time use, seasonally, or on an indefinite basis as appropriate for the Park Property, Facility or applicable portion thereof.
- (4) A written decision signed by the Director to deny a Permit shall constitute a final decision of the Commission.

E. Permit Terms, Conditions and Special Rules

- (1) Each Permit issued will be subject to the following terms and conditions:
 - (a) The Permit holder must make timely payment of all applicable fees and deposits.
 - (b) Any person participating in a permitted use or event must comply with all applicable local, state, and federal laws.
 - (c) Any person participating in a permitted use or event must comply with these Regulations and applicable Park Directives, unless, and only to the extent, otherwise provided or authorized by that Permit.
 - (d) Any person participating in a permitted use or event must comply with all terms and conditions included with the Permit.
 - (e) The Permit holder must maintain physical possession of the Permit onsite during the permitted use or event and must display the Permit upon request by Commission personnel.
 - (f) The Permit holder assumes liability for all claims for damage, injury, or loss to any persons or property arising in connection with the Permit holder's use or event, including any such claims attributable to a third-party invitee who participates in the Permit holder's use or event.
 - (g) No person participating in a permitted use or event

- may (i) in any way obstruct, delay, or interfere with the free movements of any other person; (ii) seek to coerce or physically disturb any other person; (iii) hamper or impede the conduct of any authorized business or activity on Park Property; or (iv) conduct any activities in a misleading or fraudulent manner.
- (2) As a condition of issuing a Permit, the Commission may reasonably require the applicant to
- (a) pay a reasonable fee or deposit in advance to defray or cover in full the Commission's estimated cost to facilitate the use or event proposed;
 - (b) procure, at the applicant's sole expense, one or more policies of insurance (i) naming the Commission as an additional insured, (ii) issued by underwriters acceptable to the Commission, and (iii) providing coverage for general liability or property damage at policy limits determined within the Commission's discretion; and
 - (c) procure, at the applicant's sole expense, one or more bonds issued by a surety acceptable to the Commission as necessary to guaranty the applicant's compliance with, and timely performance of, various obligations required as terms and conditions of the issuance of a Permit.
- (3) A Permit authorizes the Permit holder to use the specified Facility or a site within Park Property to the exclusion of others for the limited purposes specified in the Permit, and only for the dates and times specified therein. During the effective period of a Permit, a Permit holder may limit the use of the site or facility more strictly than the limits imposed by these Regulations or applicable Park Directive, provided that any further limitation is lawful.
- (4) The holder of an expired Permit and any other person

who does not hold a Permit authorizing the use of a specified Facility or a site within Park Property must vacate that site or Facility promptly upon the arrival of a Permit holder who is so entitled.

- (5) The Park Police or an Authorized Person may impose temporary rules to control vehicle parking and pedestrian access related to a permitted event, including ceremonial gatherings, rallies, demonstrations, and pageants.

F. Revocation

Any violation of a rule, term, or condition of a Permit may result in immediate revocation of the Permit, loss of all privileges or authorization otherwise arising under the Permit, and forfeiture of any deposits and fees paid in connection with the Permit.

CHAPTER IV:

Prohibited Activities and Conduct

Section 1. Preamble

The Commission is committed to providing the residents of Montgomery County and Prince George's County with exceptional park and recreational experiences to enjoy in a safe, healthy, and sustainable environment. Visitors to any Park Property and participants in any Park Program must behave in a manner that is respectful of others and preserves the public investment in assets entrusted to Commission stewardship. Certain activities and conduct described further in this Chapter is accordingly prohibited, and any violation of these Regulations may result in civil or criminal penalties. These Regulations and this Chapter apply in addition to, and not in limitation of, any local, state, or federal law that concurrently prescribes or prohibits the activity or conduct of a person present on Park Property.

Section 2. General Provisions

- A.** No person shall enter or be present in any Park Property or Facility when or where it is closed to public access, except as authorized by Permit or other invitation by an Authorized Person.
- B.** No Permit holder or other person participating in a permitted use or event on Park Property shall violate any terms or conditions of the Permit, including the terms, conditions, and special rules listed in Chapter III Section 4(E).
- C.** No person shall fail to promptly comply with a command or direction given by the Park Police or other Authorized Person to implement or enforce a provision of these Regulations, an applicable Park Directive, or the terms and conditions of a Permit.

Section 3. Alcohol, Controlled Substances and Smoking

- A.** No person shall possess, use, or distribute beverages containing alcohol on Park Property, except as authorized by Permit or Park Directive.
- B.** No person shall possess, use, or distribute illegal drugs or any controlled dangerous substance on Park Property if possession thereof is subject to criminal or civil prohibition.
- C.** (1) No person shall Smoke on Park Property or in any Commission vehicle, except as authorized for specified areas of designated Park Properties, Facilities or specified areas thereof as provided below at Subsection 2 below.
 - (2) The Director of the Commission's Montgomery County Department of Parks and the Director of its Prince George's County Department of Parks and Recreation, as the applicable case may be in either county respectively, are hereby authorized to designate one or more areas where Smoking a cigarette, cigar or other tobacco product is not prohibited (a "Designated Smoking Area"), subject to the following:
 - (a) A Designated Smoking Area must be located within a Park Property or Facility that normally generates admission fees, rental fees or similar charges for use.
 - (b) Use of the Designated Smoking Area for Smoking may be limited further as to a specific time, manner or place associated with generating the admission fees, rental fees or similar charges for use.
 - (c) The Director's designation of a Designated Smoking Area must be made by issuing a Park Directive. The Park Directive will be issued pursuant to

Chapter I Section 3 (Park Directives).

(d) The Director must cause each Designated Smoking Area to be posted with signage appropriate to give conspicuous notice that the area has been designated as such.

- D.** No person shall use a Vaping device (1) inside an enclosed Facility or in any Commission vehicle; or (2) outside on Park Property in any area where such use is prohibited by posting.
- E.** No person shall use chewing tobacco or any other smokeless tobacco product (1) inside an enclosed Facility or in any Commission vehicle; or (2) outside on Park Property in any area where such use is prohibited by posting.

Section 4. Indecent Conduct, Harassment

- A.** No person shall urinate or defecate on Park Property other than in the restrooms or designated sanitary facilities.
- B.** No person shall engage in the act of sexual intercourse or another sexual act of any nature, or shall perform any indecent or obscene act on Park Property.
- C.** No person shall verbally threaten or harass another on Park Property, whether the threat or harassment is of a sexual nature or not.

Section 5. Assembly, Obstruction and Interference

- A.** No person shall participate in an assembly or group for which a Permit is required by Chapter III Section 3, unless the required Permit is issued.
- B.** Notwithstanding whether a Permit is issued for an assembly or group, no person participating therein shall

- (1) occupy a space or area that conflicts with, encroaches upon, obstructs, disrupts, or otherwise interferes with the conduct of Commission business or the use, quiet and peaceable enjoyment of a Park Property, Facility, or Park Program by others lawfully present in that space or area, including for the purpose of ingress, egress, pedestrian access, or traffic flow;
- (2) affix signs, banners, or placards of any sort to any Park Property or Facility by any means whatsoever, including by placing stakes into the ground, except as authorized by Permit or Park Directive; or
- (3) utilize equipment to amplify sound or produce ambient lighting after dark.

Section 6. Interference, Official Duties

- A.** No person shall obstruct, hinder, or unreasonably interfere with any Commission employee acting in the course of his or her official duties.
- B.** No person shall obstruct, hinder, or unreasonably interfere with a first-responder in the performance of his or her official duties.
- C.** No person shall obstruct, hinder, or unreasonably interfere with a person engaging in activities pursuant to a valid Permit.

Section 7. Destruction of Park Property

No person shall deface, destroy, injure, misuse, or remove any Park Property.

Section 8. Littering, Dumping and Storage

- A.** No person shall litter on Park Property, and all refuse

and recyclable materials that originate during a person's presence on Park Property must be placed in designated trash or recycling receptacles.

- B.** No person shall deposit any refuse or recyclable materials in a designated trash or recycling receptacle located on Park Property, unless the trash or recyclable materials are generated as such during the person's lawful presence on that Park Property.
- C.** No person shall dump, abandon, discard, release, or spill any refuse, bulk trash, liquid or gaseous material, or similar objects or substances on Park Property, except as authorized by Permit, or unless an appropriate receptacle is provided expressly for public use and authorized by posted signage.
- D.** No tangible property or material of any kind may be stored or otherwise maintained on Park Property, except as authorized by Permit.

Section 9. Posting Notices

No person shall attach or post any notice, sign, or any similar objects on Park Property, except as authorized by Permit.

Section 10. Erecting Structures, Enclosures

No person shall erect any structure, including a tent or shade canopy, or construct any enclosure on Park Property, whether temporary or permanent in nature, except as authorized by Permit or Park Directive. Unlawful Encroachment on Park Property is further regulated in Chapter VII.

Section 11. Commercial Activities

No person shall solicit or otherwise undertake any Commercial Activity on Park Property, except as authorized by Permit or Park Directive.

Section 12. Amplified Sound and Noise

No person shall operate any device to amplify sound or otherwise create excessive noise so as to disturb the peace and public enjoyment of Park Property, except as authorized by Permit or Park Directive for a particular place or location.

Section 13. Motorized Vehicle Service

No person shall service, repair, clean, or wax any vehicle on Park Property, except in case of a bona fide emergency.

Section 14. Fireworks and Explosives

No person shall possess or discharge any fireworks or other explosive materials or devices on Park Property, except as authorized by Permit.

Section 15. Weapons

No person shall carry, possess, or discharge a bow and arrow, dart, firearm, ammunition for a firearm, knife with a blade longer than three (3) inches, or any other dangerous weapon on Park Property except where authorized in designated areas by Park Directive; provided, that this provision does not apply to any law enforcement officer.

Section 16. Gambling

No person shall engage in gaming or gambling for money or any other thing of value on Park Property, except as authorized by Permit for charitable purposes.

Section 17. Metal Detectors, Digging

No person shall use a metal detector or dig into the surface of Park Property, except as authorized by Permit.

Section 18. Animals & Wildlife

A. Except in designated areas, no person shall bring or

possess an animal on Park Property without keeping it at all times on a physical leash that is attached to the animal by collar or harness.

- B.** No person who brings an animal onto Park Property shall fail to immediately clean up and remove the animal's feces or other waste from the Park Property or dispose of the waste in a receptacle designated for that purpose.
- C.** No person shall allow an animal to graze on Park Property, except as provided by Permit.
- D.** No person shall abandon or release any animal, whether domestic or wild, anywhere on or about Park Property, except as authorized by Permit or by Park Directive. Domestic animals that are lost, escaped, or abandoned on Park Property may be impounded and shall be treated in accordance with applicable local, state, and federal laws.
- E.** No person shall bring or possess a domestic animal, except for a bona fide service animal, on Park Property in any area where such animals are prohibited as indicated by a sign posted by the Commission.
- F.** No person shall catch, injure, destroy, or interfere in any way with any wildlife on Park Property, except as otherwise provided by Chapter V Section 8 (Fishing) and Section 11 (Hunting/Trapping).

Section 19. Trees, Plants and Minerals

- A.** No person shall injure, destroy, or interfere in any way with any trees, plants, or minerals on Park Property, except as authorized by Permit or Park Directive.
- B.** No person shall plant or harvest vegetation or cause the planting or harvesting of vegetation on Park Property,

except as authorized by Permit or Park Directive.

- C.** No person shall remove, cut, saw, or otherwise attempt to remove in any manner any live or dead trees, limbs, branches, roots, or any other part of a tree on Park Property, except as authorized by Permit.

Section 20. Found Objects

- A.** A person shall report and surrender to the Park Police any object or other personal property belonging to someone else promptly upon finding it. A person must report and surrender found personal property as required by this subsection.
- B.** Any Commission employee who takes possession of personal property that is found with a fair market value exceeding twenty dollars (\$20.00) must promptly notify the Park Police. The Park Police may take custody of any such item of significant value as determined in its discretion.
- C.** The Park Police shall maintain an inventory of the found objects in its custody or otherwise collected by Commission employees, and shall report to the Director periodically on the status thereof.
- D.** A person who is the owner of any found item in the custody of the Park Police may recover such property by presenting proper identification and sufficient evidence of ownership at Park Police Headquarters.
- E.** Any found items that are not claimed within three (3) months of receipt by the Commission shall be deemed abandoned and may be destroyed, donated to charity, or become the property of the Commission.

Section 21. Archaeological and Cultural Artifacts, Fossils

No person shall remove fossils, archaeological, or cultural artifacts from Park Property, including projectile points, historic bottles, historic coins, and war relics, except as authorized by Permit.

Section 22. Intended Use of Park Property

No person shall misuse or abuse any Park Property by utilizing it in any manner other than as appropriate according to its intended design or in another manner in which the Commission normally employs that Park Property in the ordinary course.

CHAPTER V:

Regulation of Certain Recreational Activities

Section 1. Aeronautical Activities

A. Piloted Aircraft. No person shall operate, fly, or launch any airplane, helicopter, gyrocopter, helium or hot-air balloon, hang glider, parachute, ultra-light plane, or similar craft or aerial vehicle that requires an onboard pilot from Park Property, except

- (1) as authorized by Permit; or
- (2) as authorized expressly for College Park Airport (i) by applicable state and federal aviation laws and regulations; and (ii) subject to applicable Park Directives.

B. Remote Controlled and Similar Devices. No person shall possess, operate, fly, control, or launch any model aircraft, model helicopter, model rocket, powered projectile, drone, unpersonned aerial vehicle, or similar airborne device remotely from or above Park Property, except in a manner that is consistent with all applicable State and Federal laws and regulations and

- (1) as authorized by Permit, and only if conducted in a manner that is not hazardous to Commission personnel or the general public; or
- (2) as authorized expressly in designated areas, subject to applicable Park Directives, and only if conducted in a manner that is not hazardous to Commission personnel or the general public.

C. Prohibited Devices. Certain powered or unpowered flying devices, including manja or other types of kites or projectiles deemed to be hazardous to Commission personnel or the general public, may be prohibited by Park Directive.

Section 2. Amusement/Play Equipment

The temporary construction and/or use of amusement play equipment, (including a moon bounce, carousel, dunk tank, ball crawl, and pony ride) is permissible only as authorized by Permit.

Section 3. Athletic Fields

Notwithstanding a Permit previously issued, an Authorized Person may cancel, suspend, or restrict the use of an athletic field if wet grounds or other unsuitable conditions may result in damage to the grounds or related areas.

Section 4. Bicycling

- A.** All bicyclists and their passengers operating on Park Property must adhere at all times to applicable state and local laws.
- B.** Unless otherwise posted, bicycling is permitted on roads on Park Property, including Parkways.
- C.** Unless otherwise posted, bicycling is permitted on official paved and natural surface trails on Park Property, subject to the following requirements:
 - (1) Bicyclists must yield to pedestrians and horseback riders at any trail crossing and must otherwise exercise due care to avoid colliding with any other trail users.
 - (2) Bicyclists must not operate at a speed exceeding the lesser of
 - (a) a posted trail speed limit; or
 - (b) a speed that is reasonable and prudent under existing conditions or as directed by Park Police or other Authorized Person.
 - (3) Bicyclists must keep right, except as necessary to pass, and must alert other trail users before passing.

- (4) Bicyclists operating on trails must
 - (a) obey any sign, signal, or other traffic control device at intersecting roadways; and
 - (b) yield to vehicular traffic if required by state law.

- D.** A trail on Park Property where operating a Bicycle is allowed is deemed a “Public Bicycle Area” within the meaning of Md. Code, Transp. Section 21-101(o), as amended from time to time.
- E.** No person shall operate a Bicycle on any surface:
 - (1) that is not a trail or roadway area authorized under this Section, or
 - (2) in any Facility or other area that is not designed for bicycling or intended to withstand Bicycle use without damage, including building interiors, tennis courts, basketball courts, athletic fields, landscaped areas, and other park structures.
- F.** Bicyclists riding on Park Property before dawn or after dusk pursuant to these rules must use a front bicycle lamp that emits a white light and rear end illumination as described by Md. Code, Transp. Section 21-1207(a), as amended from time to time.

Section 5. Boating

- A.** No person shall operate or launch a boat or other watercraft on any lake, stream, pond, river bank, or other Park Property except as authorized by Permit.
- B.** Operators and occupants of permitted watercraft must comply with all applicable Park Directives and local, state, and federal law governing the use and operation of such watercraft.

Section 6. Camping

No person shall camp on Park Property except as authorized in designated areas by Permit or Park Directive, and subject to payment of applicable fees.

Section 7. Fires

- A.** Fires are permissible only in (1) fireplaces or grills designated by the Commission for this purpose; and (2) personal grilling equipment or camp stoves in areas designated for picnics or camping.
- B.** Before leaving a site after a fire, a person who makes the fire must
 - (1) soak any hot coals with water thoroughly until they are cold; and
 - (2) dispose of the wet coals in steel receptacles labeled “COALS ONLY,” if available, or, if not available, remove the wet coals from Park Property.
- C.** Making fires may be further limited or prohibited by Park Directive.

Section 8. Fishing

Unless otherwise posted, fishing is permissible on Park Property subject to compliance with the angler’s licensing and other requirements set forth in Md. Code, Nat. Res. Title 4, as amended from time to time, or in any other applicable local, state, or federal law.

Section 9. Golf

Playing or practicing golf is permissible only on established golf courses or driving ranges, or other golf practice areas designated by Park Directive.

Section 10. Horseback Riding

Horses are permitted only in designated or established areas and trails.

Section 11. Hunting/Trapping

- A.** No person shall hunt on Park Property except
 - (1) as authorized by Permit;
 - (2) in areas designated by Park Directive; and,
 - (3) in compliance with Park Directives and subject to applicable local, state, and federal laws.
- B.** No person shall trap wildlife on Park Property except as authorized by Permit, which shall only be issued for a scientific or animal control purpose.

Section 12. Picnicking

Picnicking by a group of thirty-five (35) or fewer is permissible in designated picnic areas or as authorized by Permit or Park Directive. Picnic areas not requiring a Permit are available on a “first-come, first-served” basis.

Section 13. Roller Skating and Similar Activities

Roller skating, inline skating, roller-blading, self-propelled scooters, skateboarding and operating other self-propelled locomotive devices or equipment are permissible except

- A.** in areas where prohibited by Park Directive and posted accordingly; or
- B.** on any surface, or in any Facility or other area that is not designed or intended to withstand use of such device without damage, including building interiors, athletic fields, playground equipment, landscaped areas, and other park improvements.

Section 14. Segways and Other Motorized Devices

- A.** No person shall operate an unlicensed motorized scooter, motorized or electrically assisted bicycle, Electric Bicycle, segway, hover-board or similar motorized personal locomotive device except
 - (1) as authorized by Permit; or
 - (2) in areas where expressly designated by Park Directive and posted accordingly.
- B.** The prohibition in this Section shall not apply to motorized wheelchairs and other equipment or devices necessary to accommodate a disability or impairment of personal mobility.

Section 15. Swimming, Water Sports

Swimming, wading, and other water sports in streams, ponds, lakes, and rivers is permissible only in areas authorized by Park Directive and posted accordingly.

Section 16. Winter Activities

- A.** Snowshoeing and cross-country skiing are permissible in areas suitable under the circumstances.
- B.** Ice skating, sledding, skiing, snowboarding, snowmobiling, tobogganing, tubing, or any other winter sports are permissible only in areas designated by Park Directive and posted accordingly.

CHAPTER VI:

Regulation of Traffic and Parking

Section 1. Preamble

- A.** To assure the public safety on Park Property, any operator of a vehicle must comply with applicable laws and regulations that pertain to such operation, including these Regulations and the Maryland Vehicle Law (Md. Code, Transp. Titles 11 through 27).
- B.** Notwithstanding a law, regulation, or posted traffic instruction, any operator of a vehicle on Park Property must comply with the direction or instruction given by the Park Police or other Authorized Person.

Section 2. Permissible Roadways

No person shall

- (a) operate any vehicle on Park Property, on a roadway, or street to which public access is prohibited.
- (b) operate any motorized vehicle on Park Property in an area that is not designated as a roadway or street for vehicular traffic.

Section 3. Speed Limit

- A.** Except as provided below in Subsection (B), no person shall operate any vehicle on Park Property at a speed exceeding the lesser of
 - (1) twenty-five (25) miles per hour; or
 - (2) the posted speed limit; and
 - (3) a speed that is (i) reasonable and prudent under existing conditions; or (ii) as directed by an Authorized Person.
- B.** No person shall operate any vehicle on Little Falls Parkway at a speed exceeding the lesser of

- (1) thirty-five (35) miles per hour; or
- (2) the posted speed limit; and
- (3) a speed that is: (i) reasonable and prudent under existing conditions; or (ii) as directed by an Authorized Person.

Section 4. Vehicle Weight Limit and Certain Activities

- A.** No person shall operate or park any vehicle (including a truck, bus or similar commercial vehicle) having a gross vehicle weight exceeding 10,600 pounds on Park Property or a Parkway, except
- (1) an emergency vehicle operated by any local, state or federal public safety agency;
 - (2) a licensed tow truck assisting a vehicle disabled on Park Property;
 - (3) a licensed commercial bus or school bus collecting or discharging passengers for the purpose of use and enjoyment of Park Property;
 - (4) as authorized by Permit or Park Directive; or
 - (5) as authorized specially for a single occurrence or event by permission granted by the Park Police or an Authorized Person.
- B.** The operation of any food or merchandise truck, trailer, cart, gaming, amusement vehicle, or any other similar concession, while on Park Property is prohibited unless authorized by Permit or Park Directive.

Section 5. Parking Regulations

- A.** (1) Vehicle parking on Park Property is allowed only during normal business hours for the use and convenience of Commission employees, patrons, and visitors.
- (2) No person shall park any vehicle on Park Property at

any time or for any purpose other than his or her lawful use and enjoyment of Park Property.

B. No person shall stop, stand, idle, or park a vehicle on Park Property

- (1) in front of a public or private driveway;*
- (2) on a sidewalk;*
- (3) at an intersection, or within thirty-five (35) feet of an intersection;*
- (4) in a crosswalk, or within twenty (20) feet of a crosswalk;*
- (5) between a safety zone and the adjacent curb, or within thirty (30) feet of points on the curb immediately opposite the ends of a safety zone, unless otherwise indicated by a posted sign, marking, or officer;*
- (6) alongside any obstruction;*
- (7) on a bridge or other elevated structure;*
- (8) contrary to an official sign that prohibits, or regulates, stopping, standing, parking, or the manner of parking in general;*
- (9) on the travel-portion of a roadway or public driveway;
- (10) on or within twenty (20) feet of any bicycle path, hiker path, bridle path, or access road or entrance thereto;
- (11) so as to obstruct another vehicle or traffic;
- (12) so as to occupy more than one parking space or to park across painted parking lines;
- (13) when the property is not open to the public;
- (14) on any grassy area, tree, shrub, plant, or vegetation, unless specifically allowed by the Commission;
- (15) other than that designated for vehicular parking;
- (16) within fifteen (15) feet of a fire hydrant; or *
- (17) within thirty (30) feet on the approach to any flashing signal, stop sign, yield sign, or traffic control device located at the side of a roadway.*

* Violations of these provisions may be subject to additional penalties pursuant to Md. Code, Transp. Art. Section 27-101.

- C.** A person who stops or parks any vehicle adjacent to any roadway on Park Property must
 - (1) remove the vehicle from the traveled lane or traveled portion of such roadway;
 - (2) stop or park the vehicle in the same direction as authorized traffic movement; and
 - (3) position the vehicle with both sides of the wheels parallel to, and no more than twelve (12) inches from the curb, or the boundary of the roadway.
- D.** (1) No person shall park a vehicle or otherwise obstruct any space, curb cut, ramp, passenger loading zone or similar traffic accommodation designated for individuals with disabilities only, except as otherwise provided below in Subsection (D)(2).
 - (2) Any person who parks a vehicle or otherwise uses a parking space or similar traffic accommodation designated for exclusive use by individuals with disabilities must visibly display on their vehicle the special disability registration placard or license plate issued by the Maryland Motor Vehicle Administration or a comparable agency of another state, territory, or sovereign jurisdiction.*
- E.** No person shall park or idle a bus on Park Property except as authorized by Permit, Park Directive, posting in an area designated for bus parking, or temporary permission granted by an Authorized Person.

Section 6. Impoundment of Illegally Parked or Abandoned Vehicles

As provided by law, the Commission may:

- A.** Remove and impound any vehicle parked on Park Property illegally at the owner's sole cost and expense.
- B.** Remove and impound any vehicle legally parked on Park Property that presents a safety hazard, at the owner's sole cost and expense.
- C.** Sell or destroy a vehicle that remains unclaimed after impounding, upon giving due notice to the vehicle owner, and any other interested party entitled to notice by applicable law.

CHAPTER VII:

Encroaching on Park Property

Section 1. Preamble

As the steward of parkland, open spaces, and natural resources in Montgomery and Prince George's Counties, the Commission must ensure that Park Property is protected for use by the public and preserved for the general health and welfare. The Commission generally prohibits encroachments because they may:

- A.** Affect water quality, forest health, recreational experiences, or complicate intended plans for park uses.
- B.** Restrict or limit the public use and enjoyment of lands and other resources maintained by the Commission for the benefit of all residents.
- C.** Pose a safety hazard to the public and give rise to claims from resultant injuries.
- D.** Damage the natural environment and undermine the Commission's stewardship role in protecting natural features.
- E.** Destabilize public lands and increase the risk of consequential damage to adjacent private lands.
- F.** Result in taxpayer costs to restore degraded public lands.

Section 2. Encroachment Prohibited

No person shall Encroach on Park Property except as authorized by Permit.

Section 3. Examples of Encroachments

Examples of acts that Encroach include:

- A.** Erecting structures, fixtures, or structural elements (e.g., fences, tree-houses, swing sets, decks, pools, sheds, and retaining walls), or altering the property's non-structural features (e.g., pits, ditches, grading, tunnels, and channels).
- B.** Taking, planting, or disturbing vegetation (e.g., mowing, harvesting, grooming, applying pesticides, landscaping, gardening, and pruning).
- C.** Disposing of, or otherwise discarding, any material or objects (e.g., grass clippings, brush, yard waste, trash, debris, and recycling materials).
- D.** Storing personal property, equipment, or materials (e.g., boats, recreational or other vehicles, firewood, supplies, and tools).

Section 4. Enforcement

A person who Encroaches on Park Property is subject to citation for a civil infraction of these Regulations. Such citation shall be in addition to, and not a limitation of, any other legal or equitable relief available in a court of competent jurisdiction.

CHAPTER VIII:

Violations and Miscellaneous Provisions

Section 1. Violations and Penalties

- A.** A violation of these Regulations may result in administrative action by the Commission, including,
- (1) a verbal or written warning;
 - (2) notification of a parent, guardian, next of kin, or other legally responsible third party;
 - (3) revocation or suspension of a Permit; and,
 - (4) suspension of future admission to, or participation in, one or more Park Properties, Facilities, sponsored activities, or Park Programs.
- B.** In addition to any administrative action taken, a violation of these Regulations may also result in any other action authorized at law or in equity, including,
- (1) civil/traffic citations for infractions with applicable fines or penalties as provided below in Subsection (C);
 - (2) civil action seeking a court order to enjoin the violating person and compel or prohibit their future conduct or activities in relation to the Commission business;
 - (3) a civil judgment for joint and several liability to pay the Commission and others for damages to Park Property, Facilities, and personal injuries caused alone or in concert with others; and
 - (4) criminal prosecution, if applicable, as provided below in Subsection (D).
- C. Civil Penalties for Infractions**
- (1) Except as otherwise provided in this Section, any violation of these Regulations is subject to civil citation and a fine not to exceed (a) \$50 for the first infraction, (b)

\$100 for a second or subsequent infraction, or (c) such greater amount as may be authorized by Maryland law. Md. Code, Land Use Section 17-208.

- (2) A violation of these Regulations for smoking a cigarette, cigar, or other tobacco product on Park Property in an area that is not a Designated Smoking Area as provided in Chapter IV Section 3, is subject to civil citation and (a) a warning for a first infraction, (b) a fine of \$25 for a second or subsequent infraction, or (c) such greater amount of a fine as may be authorized by Maryland law. Md. Code, Land Use Section 17-207(b).
- (3) A violation of these Regulations for hunting or trapping on Park Property without authorization is a misdemeanor punishable by fines, restitution, license suspension, and imprisonment as provided under Maryland law. Md. Code, Land Use Sections 17-209(b) and 17-210; Nat. Res. Section 10-1101.1.

D. In addition to any administrative or civil action, penalty, or liability taken or imposed for a violation of these Regulations, any person who commits a misdemeanor or felony on Park Property is subject to arrest, prosecution and, upon conviction by a court of competent jurisdiction, punishment as provided by applicable local, state, or federal laws.

A person aggrieved by any administrative action taken by the Commission as a result of a violation of these Regulations may make a request for the appropriate Director to review such action. The request must be made in writing delivered within five (5) business days of the action under review, and the Director shall provide a written response to any timely request for such review.

Section 2. Employees Working

These Regulations do not apply to Commission employees working reasonably within the scope of their employment duties or responsibilities to the extent they are assigned by an Authorized Person.

Section 3. Law Enforcement; First Responders

These Regulations do not apply to members of law enforcement agencies, first responders or medical personnel working reasonably within the scope of their employment duties or responsibilities on Park Property.

Section 4. Certain Exception for Park Programs

A person who acts with good cause and reasonably at the direction of an Authorized Person working as part of a Park Program shall be deemed to have not violated these Regulations for such acts.

Section 5. Severability

If any provision of these Regulations, or its application to any person or circumstance, is held invalid for any reason in a court of competent jurisdiction, that invalidity shall not affect other provisions or any other application of these Regulations which can be given effect without the invalid provision or application, and, for this purpose, these Regulations are severable.



THE MARYLAND-NATIONAL CAPITAL
PARK AND PLANNING COMMISSION

Prince George's County

301-699-2255

www.pgparcs.com

Montgomery County

Department of Parks and Planning

301-495-2595

www.montgomeryparcs.org

Use Agreement

This USE AGREEMENT ("Agreement"), entered into this ____ day of _____, 2018 by and between the Maryland-National Capital Park and Planning Commission, a public corporation and agency of the State of Maryland, party of the first part, hereinafter referred to as the "M-NCPPC", and the City of Hyattsville, an incorporated municipality located in Prince George's County, Maryland, party of the second part, hereinafter referred to as the "City"; provides that

WHEREAS, the M-NCPPC owns Thirty-eighth Avenue Neighborhood Playground (S35), located at 5002 Thirty-eighth Avenue, Hyattsville, Maryland 20782, which consists of 2.5 acres of land and is described as Part of Lots 29 and 39 and Lot 40 as described in a Deed recorded in the Land Records of Prince George's County, Maryland at Liber 1937 Folio 166 (dated November 26, 1955) and in a Deed recorded in the Land Records of Prince George's County, Maryland at Liber 2474 Folio 338 (dated August 4, 1960) hereinafter referred to as the "Park" which is located within the municipal boundaries of the City as shown in Exhibit A; and

WHEREAS, M-NCPPC acquired the Park via the provisions of the federal Capper Cramton Act approved May 29, 1930 and changes to the use of the Park are therefore subject to the review and approval of the National Capital Planning Commission ("NCPC").

WHEREAS, the City desires to maintain and operate the existing basketball court, tennis courts, school age playground, softball field and parking lot on the Park; and

WHEREAS, the purposes set forth herein will coincide with and be in furtherance of the intentions of the M-NCPPC for use of the Park for park and recreation purposes; and

NOW, THEREFORE, WITNESSETH, that in consideration of the mutual promises, covenants and agreements herein contained, and other good and valuable consideration, it is hereby agreed by and between the parties as follows:

1. The parties agree that the City shall use and permit use of the Park so as to establish, administer, and maintain recreational programs and the existing amenities, including the basketball court, tennis courts, school age playground, softball field and parking lot, for the benefit of the citizens of the City of Hyattsville and Prince George's County and that the City shall use the Park solely for the purposes of recreation.
2. The term of this Agreement shall be ten (10) years and begin on January 1, 2019 and end on December 31, 2028 with one (1) option to renew for an additional ten (10) years upon mutual agreement of the parties.
3. During the term of this Agreement, the City shall have use of the Park every day all year round. Hours of operation shall be dawn to dusk; provided, however, that no noise-generating activity, such as a concert, amplified music etc. shall continue beyond 9:30 p.m.
4. The City shall comply with M-NCPPC Rules and Regulations applicable to the City's use of M-NCPPC Recreational Facilities, which are attached in Exhibit B and are incorporated by reference.
5. The parties agree that the City shall maintain the Park which maintenance shall include, but is not limited to: normal maintenance and payment of utility costs; weekly or more frequent removal and disposal of litter, trash, and dumping; mowing; landscaping; tree care, snow removal; monthly inspections of play equipment, and major maintenance repairs and costs of facilities and equipment such as surfacing, fencing and restriping. M-NCPPC agrees to maintain and stripe the Northwest Branch trail.

6. M-NCPPC Park Police and the City will share primary police duties for the Park as further set forth in a Mutual Aid Agreement between the M-NCPPC and the City dated _____, 2018.
7. No improvement shall be made to the Park without the mutual approval of M-NCPPC, the City and NCPC. All improvements made by the City shall become property of the M-NCPPC, without any payment for same, upon the termination of this Agreement.
8. The City shall be responsible for obtaining all required permits, licenses, inspections, and approval for improvements made to the Park including, but not limited to, NCPC.
9. The City shall not allow the burning, burying or disposal of any waste or excess materials, of any kind, on the Park.
10. The City shall not allow storage of hazardous waste, of any kind, on the Park.
11. At all times during the term of this Agreement, the City shall procure without cost to the M-NCPPC the policy or policies of insurance (the "Policies") required by M-NCPPC as listed in Exhibit C, the existence and maintenance of which Policies shall be a condition precedent to City's use of the Park. The Policies shall name the M-NCPPC as an additional insured and require not less than thirty (30) days advance written notice to the M-NCPPC in the event of modification or termination, and shall be evidenced at all times by a certificate of insurance furnished to the M-NCPPC.
12. If the City violates any of the provisions of this Agreement, the M-NCPPC may terminate this Agreement after giving thirty (30) days' notice and thirty (30) days to correct the breach. Failure to provide current liability insurance will result in the termination of this Agreement after a ten (10) day notice has been given to the City. The City may cancel this Agreement at any time prior to its

expiration by notifying the M-NCPPC in writing at least sixty (60) days before the date specified as the cancellation date. The M-NCPPC may cancel this Agreement at any time prior to its expiration by notifying the City in writing at least sixty (60) days before the date specified as the cancellation date, or if the M-NCPPC and the City agree in writing to terminate this Agreement prior to the sixty (60) days notification.

13. The City shall indemnify and save harmless the M-NCPPC from and against all actions, liability, claims, suits, damages, costs, or expenses of any kind which may be brought or made against the M-NCPPC arising from the City's negligent performance of, or failure to perform, any of the City's obligations under the terms of this Agreement.
14. The City will not discriminate against any Park user because of sex, race, creed, national origin, disability, gender or sexual preference. In the event the City is determined by the final order of an appropriate agency or court to be in violation of the non-discrimination provision of Federal, State, or Local laws, this Agreement may be cancelled, terminated or suspended in whole, or in part, by the M-NCPPC.
15. This instrument contains the entire agreement made by and between the parties hereto.
16. The invalidity or illegality of any provision of this Agreement shall not affect the remainder of this Agreement or any other provision of it. This Agreement shall be construed, interpreted and enforced according to the laws of the State of Maryland.
17. The City may not assign this Agreement, in whole or part, without the prior written approval of the M-NCPPC and notice to NCPC. If

changes to the Park occur as a result of the assignment, these changes must be reviewed by NCPC.

In witness whereof, the parties hereto have caused this Agreement to be properly executed on the day and year first written above.

ATTEST:

CITY OF HYATTSVILLE, MARYLAND

By:

ATTEST:

THE MARYLAND-NATIONAL CAPITAL PARK
AND PLANNING COMMISSION

By:

Joseph Zimmerman

Anju Bennett

Secretary – Treasurer

Acting Executive Director

Exhibit A

Exhibit B

Exhibit C



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Legislative

Agenda Section:

SUBJECT

Age-Friendly Action Plan (20 minutes)

HCC-202-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[City Plan_Council Discussion.pdf](#)

Summary Background:

The City joined the AARP Network of Age-Friendly Communities in 2017. To remain in the network, the City must adopt an action plan to improve age friendliness by the end of January 2019. AARP seeks a community-driven process to develop this plan, and therefore staff recruited resident volunteers to create a draft plan for Council consideration. The Age Friendly Initiative Work Group presented their draft plan to Council in October of 2018. Based on feedback from Councilmembers and staff, the Work Group and staff have modified the document. It now also reflects City authorship.

Next Steps:

Council discussion of the plan, and suggestions for modification before voting on adoption.

If adopted, staff will submit the plan to AARP, starting the three-year timeline to execute the plan. Staff would provide annual progress updates to the public and the Council.

Additionally, Work Group members have expressed interest in continuing to serve as a Council appointed committee that would assist staff with research and execution.

Fiscal Impact:

There is no fiscal impact for the adoption of the plan. Execution of the many elements of the plan would have fiscal impact that cannot yet be estimated, and would need to be approved in each budget cycle.

City Administrator Comments:

Recommend Approval

Community Engagement:

The creation of this plan has been an exercise in community engagement.

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

City of Hyattsville

Action Plan To Increase Age Friendliness



Table of Contents

Introduction	4
Executive Summary	5
Age Friendly Snapshot of Hyattsville.....	13
What Is An Age Friendly Community?.....	15
Methodology.....	16
Action Plan – Housing	18
Action Plan – Health and Safety.....	26
Action Plan – Home- and Community-Based Services	35
Action Plan – Communications and Information.....	40
Appendices	44
Appendix 1: Age Friendly Initiative Work Group Members	44
Appendix 2: Acknowledgements.....	45
Appendix 3: Age Friendly Workgroup Timeline.....	46
Appendix 4: Resources.....	47
Appendix 5: Stakeholder Meetings List of Attendees.....	50
Appendix 6: Senior and Disability Services Report and Survey.....	53

Introduction

This document is the City's plan to improve conditions for people of all ages in the City of Hyattsville, with a specific focus on the senior population. It was written in accordance with the guidelines provided by the AARP Network of Age-Friendly Communities, of which the City seeks to be a continuing member. The City joined the network in January of 2017.

The plan was drafted by the Age Friendly Initiative Work Group, comprised of City residents who volunteered their time to research, analyze and prioritize the actions that would make Hyattsville a more age-friendly community. They did this work in consultation with the broader community, to ensure the document is community driven. Their work was catalyzed and supported by City staff, who ultimately converted the document to City authorship, after obtaining approval from the City's Mayor and Council.

Executive Summary

Based on City surveys and input from the community at large, the City is focused on four domains for age-friendly improvements: Housing, Health & Safety, Home & Community Based Services, and Communications & Information.

The chart below includes the action steps within these domains that the City plans to carry out in the next three years. The chart is color coded to reflect the City body responsible for execution of each action item.

Mayor/Council	Community & Economic Development	Community Services	Public Works
<u>Objectives</u>	<u>Action Steps</u>		
A	Advocate for County laws and zoning that reflect the need for affordable and accessible housing options.		
	Year 1	Year 2	Year 3
	Join Prince George's County Comprehensive Housing Strategy Committee.	Research ways to allow accessory dwelling units, including tiny homes.	
	Form a committee in Hyattsville to explore housing issues, particularly affordability, accessory dwelling units, co-housing, and other options.	Advocate for County to adopt inclusionary zoning and zoning that allows ADUs.	
		Outreach to affordable housing developers and organizations, urging them to administer affordable units here.	
B	Incentivize developers to build affordable and accessible units.		
	Year 1	Year 2	Year 3

	Develop and adopt a policy for affordable and accessible housing that targets maintaining diversity in the City.		Adopt an affordable housing "toolbox" to positively impact affordable and accessible housing in the City.
C	Research home sharing, co-housing, and other options and support if warranted.		
	Year 1	Year 2	Year 3
	Determine if there is interest among area seniors to home share.	Research what other communities have done to facilitate home sharing.	Pending interest, create plan to support home-sharing.
D	Provide resources and information to help residents modify their homes for aging.		
	Year 1	Year 2	Year 3
	Publicize existing state, county, and city loan and grant programs for home modifications, including partnering to offer annual workshop.	Seek funding from state/county/private sources to support home modification program, and/or utilize City resources.	Pursue opportunities to support or create a sliding scale home improvement program for seniors.
E	Help keep homes and yards in good repair.		
	Year 1	Year 2	Year 3
	Expand programming to support seniors in need of yard maintenance.	Seek grants to supplement support for home maintenance program in order to provide free/discounted services.	Pursue opportunities to support or create a sliding scale program for home maintenance for seniors.
	Publicize county yard cleanup program.		
F	Create and utilize a contact list for outreach to seniors and people with disabilities in emergencies.		
	Year 1	Year 2	Year 3

	Conduct periodic outreach through city communications, nonprofits, faith communities, medical sites, etc. to publicize existence and purpose of the list.	Directly or via third party, contact residents on lists in such situations to determine need for emergency food, medicines, snow shoveling, etc., and with residents' permission, convey needs to nonprofits able to meet such needs.	Establish and publicize shelters in the City to be used in emergency situations.
G	Provide support to those who experience senior abuse, develop standards to address such abuse and work to prevent it.		
	Year 1	Year 2	Year 3
	Research senior abuse and determine best practices for preventing and addressing it.	Educate the public about senior abuse and how to address and prevent it.	
		Advocate to County to implement best practices on investigating senior abuse.	
H	Educate on the issues of self-care for caretakers and fall prevention.		
	Year 1	Year 2	Year 3
	Sponsor an annual workshop on self-care for caregivers.	Publicize resources for caretakers, including respite care options.	
	Participate annually in the National Falls Prevention Awareness Day.	Publicize the importance of fall prevention.	
I	Work with businesses, faith communities, and organizations to ensure healthy, reasonably priced food readily accessible throughout the city.		
	Year 1	Year 2	Year 3
	Compile and distribute a list of free and low-cost food options available for seniors.	Encourage growth of the City's farmers market.	Determine where there are gaps in food provision and pursue opportunities to have them filled.

J	Publicize existing and provide additional opportunities for enhancement of seniors' physical and mental health.		
	Year 1	Year 2	Year 3
	Partner with Hyattsville Aging in Place to expand its annual aging fair including offering screenings and health services.	Explore opportunities to offer similar screenings and health services at appropriate venues (e.g. the Farmer's Market).	
	Co-sponsor monthly Memory Cafes with Hyattsville Aging in Place to encourage socialization for persons with dementia.	Regularly publicize programs or classes offered by PGC Parks and Planning and PG Community College.	
		Collaborate with local fitness-oriented businesses to implement monthly outdoor physical activities suitable for seniors from May – October each year.	
K	Advocate with county and implement at city level increased public transportation for seniors or persons with disabilities, especially in areas with high population density, high street crime rates, and significant commercial businesses.		
	Year 1	Year 2	Year 3
	Regularly publicize availability of all existing public transportation options for seniors (e.g. taxi discounts, Metro Access, etc.).	Advocate to County to increase hours of operation for County Call-A-Bus to include weekends and evenings.	
		Extend City Call-A-Bus hours to include weekends and evenings.	
L	Implement and advocate for best practices for pedestrian safety in terms of lighting, signals, and other pedestrian safety options.		
	Year 1	Year 2	Year 3

	Educate seniors on how to address street lighting concerns.	Install call boxes in all medium to large city parks and high crime areas.	
	Publicize driver's education classes for seniors.	Study traffic calming near Frindship Arms Apartments.	
		Provide medical ID bracelets for seniors with dementia.	
M	Increase wheel-chair accessibility in public areas.		
	Year 1	Year 2	Year 3
	Continue to address findings in the Hyattsville ADA Transition Plan.	Ensure reserved space for wheelchairs (with good sight-lines to game fields, stages, etc.) in city-owned parks and paths that are accessible and comfortable for wheelchairs.	
N	Ensure seniors have access to affordable and comprehensive personal and health care services, including in-home services.		
	Year 1	Year 2	Year 3
	Publicize sources of support for covering the costs of home and personal care services (Medicaid waiver, Senior Care from county/state programs, Veterans benefits)	Pursue opportunities to support or create a sliding scale program for in-home personal care services.	Pursue opportunities to support or create a sliding scale grant program to assist seniors in obtaining in-home respite care and support.
	Publicize a list of in-home personal service providers for seniors and families.	Explore other options for in-home care including working with nonprofits, student volunteers, faith based communities to supplement availability.	

	Publicize assistance for home services (discounted water, gas & electric bills; assistance from faith-based communities and non-profit organizations)		
O	Support or create partnership with local medical providers to ensure seniors have access to affordable and accessible health services.		
	Year 1	Year 2	Year 3
		Pursue opportunities to support or create a program for medical personnel (especially nurses) to provide in-home care.	
		Pursue opportunities to support or create a program whereby hospital discharge planners notify a responsible third-party (for residents who opt-in).	
P	Develop programs at reasonable costs to reduce isolation.		
	Year 1	Year 2	Year 3
	Pursue opportunities to support or create expanded activities and trips for seniors, with special attention to those more isolated (to include creating activities in their homes), as well as a wider range of activities (book clubs, museum visits, plays, round robin meals).	Pursue opportunities to support or create a program that provides sufficient friendly visits to seniors.	
		Pursue opportunities to support or create a program for low-cost adult day care and respite care.	

Q	Create and distribute printed materials that summarize key services in critical areas.		
	Year 1	Year 2	Year 3
	Obtain printed brochures from county and other agencies and place them in key areas and bulletin boards in city building.	Make materials available to City Council and staff.	Create brochures for critical areas where information doesn't exist or isn't comprehensive.
	Place city brochures, notices and flyers at libraries, tiny libraries, information boards, faith-based communities, community/senior centers with contact information to follow up with Senior and Disability Services Coordinator	Ensure calls to City from seniors are returned within one business day.	Research use of technology for seniors.
	Pursue opportunities to support or create a program that tracks success/failure of service providers and shares findings with residents.	Publish information on website and cable channel in critical areas and create electronic library.	
R	Publicize available resources.		
	Year 1	Year 2	Year 3
	Publicize services provided by the Senior and Disability Services Coordinator.	Create a phone line with recorded messages about services in the City and County.	Expand Hyattsville Reporter to publicize critical service needs and available assistance.
	Develop a directory of senior services.	Pursue a policy to communicate services, events and programs of other agencies and organizations to assist residents and encourage greater social engagement/prevent isolation.	Seek feedback through mailback postcards and other means.
S	Continue to examine availability and accessibility of services to diverse populations.		

	Year 1	Year 2	Year 3
	Encourage residents to share information.		
	Continue to work to reach residents of all backgrounds.		
	Ensure website and communications meet accessibility standards.		
	Maintain a list of translators and interpreters and explore ways to deploy them for events.		

Age Friendly Snapshot of Hyattsville

Incorporated in 1886, Hyattsville, Maryland is now home to 18,000 residents. The population is quite diverse, according to the 2016 American Community Survey, comprised nearly equally of black (33%), Hispanic of any race (37%), and white (31%) residents. The population is similarly split nearly into thirds among low-, middle-, and high-income households, which are filled by residents of all ages, including 8.6% who are age 65 or older (13.3% age 60 and older), and 7.4% who have a disability. Additionally, nearly 17% of the City's households include at least one person age 65 or older.

An established and independent City, Hyattsville formed in the Victorian era. Its oldest neighborhood is listed in the National Register of Historic Places as a historic district and includes 20 designated historic sites, mostly homes built during that era but also including a bank building and a former hardware store (now Franklins restaurant and brew pub). The original historic district was designated in 1982 and was expanded in 2004 to include additional neighborhoods. Most of the homes are owned and lived in by local families. An active historic preservation association (Hyattsville Preservation Association) runs an annual citywide tour of these and homes from more recent eras.

Since 2005, the City of Hyattsville has seen tremendous growth, both in terms of population and in economic development. Much of this growth stems from four factors: (1) two Metro stations, making it easier for residents to commute to Washington, D.C., where housing prices have increased significantly in recent years; (2) being part of the state-designated Gateway Arts and Entertainment district, with more than 500 artists, supporting businesses, galleries, and entertainment; (3) being relatively affordable, having interesting neighborhoods and architecture; and (4) being within biking distance of Washington, D.C. and the University of Maryland with its outstanding arts, research and intellectual communities. All of these factors make it a lively and desirable community to develop businesses and to move to.

In addition to relative affordability and the liveliness of the arts district, Hyattsville offers wide variety among its 7,000 housing units. Nearly half of them are single family homes, and the rest are rental apartments, condos and town homes. Much of the housing sits on tree-lined streets within walking distance of parks and other amenities, making the neighborhoods highly desirable. This has brought about significant new housing in recent years, led by rental apartments, as well as condominiums, spacious town homes, and some single-family houses.

The City, local businesses, non-profits, and community groups offer a plethora of activities and support services for residents of all ages. Hyattsville is home to a multi-age horticultural society offering seed sales and lively green thumb knowledge; a community garden; close-by farmers markets; a nurturing moms (and dads) network; a peer support and volunteer group for seniors to age in place; active schools, with fine

performing arts emphases; and many programs for children and youth. It has multiple co-work spaces, comfortable artsy restaurants, a vibrant coffee shop and roastery, several brew pubs, nearby breweries and a meadery, informal wine crawls, porchfests, arts festivals, and pop-up groups. These help to maintain the City's small-town feeling and face to face atmosphere and bolster the sense of community among neighborhoods and neighbors of all ages and backgrounds.

This small-town feeling is reflected in what seniors say about Hyattsville — it is a caring community that actively considers the needs of its older residents with exercise and social programs organized by City staff and community organizations. The culture of the City is one where neighbors look out for one another. Seniors wish to stay in their homes and neighborhoods because of the convenience of grocery stores, closeness of Metro trains and buses, availability of various forms of transportation, and of course friends and neighbors. The City's closeness to Washington, D.C. and the University of Maryland for cultural events, a police department that waves to say hello when they pass by, and notices that inform in print and electronically about social events and programs, all instill feelings of inclusion, comfort, and safety.

However, even with all the advantages Hyattsville has to offer, many seniors are concerned about the increasing cost of living in the DC metropolitan area, including Hyattsville. They are concerned about being priced out of the neighborhoods where they have raised their children, unable to afford to fix and maintain their homes and pay for the services they need, and the lack of affordable housing if they wish to downsize.

Like most small cities in Maryland, Hyattsville does not have control over local zoning, nor does it offer extensive social and health services. The services that Hyattsville's senior residents need – and the control over zoning and development – are provided at the county or state level. The city's recent growth and lively atmosphere have made it a mecca for younger families seeking community and value. This growth also has resulted in rapidly rising rents and home prices, potentially placing it out of reach for the diverse population the community wants to maintain. This is a problem facing communities, cities and towns all over the country. As these trends continue, more residents are concerned about affordability and about rising taxes. Residents who have lived here all their lives, now living on fixed incomes, are confronting how to continue to maintain their homes, health and welfare, and remain in the City to age in place, or to downsize but stay in the community.

The residents who worked on this report believe Hyattsville is a wonderful place to live, but that the community-based services needed by seniors are inadequate, and that rising housing costs will price people out of the community. They urge the City's government to take action on these fronts immediately. If Hyattsville seeks to maintain its vibrancy, as well as the artsy, neighborly, economic and environmental strengths of its community, it must act to protect its diversity. Doing so will require a balanced vision tied to executable action plans such as this one.

What Is An Age Friendly Community?

According to the World Health Organization (WHO), an Age-Friendly Community is “a place that encourages active aging by optimizing opportunities for health, participation and security in order to enhance quality of life as people age. It is a place that works to improve the livelihood of people of all ages.”

After consulting communities around the world, the WHO identified eight domains that make a community more Age-Friendly. These domains are:

- Social Participation
- Housing
- Transportation
- Respect and Social Inclusion
- Community Support and Health Services
- Communication and Information
- Civic Participation and Employment
- Outdoor Spaces and Buildings.

In January 2017, the City of Hyattsville became a member of The AARP Network of Age-Friendly Communities which represents the WHO’s Global Network of Age-Friendly Cities and Communities in the United States and began a process to develop its plan.

Communities approach the domains a way that make sense for their residents. For the City of Hyattsville and its residents, the domains are defined as follows:

- Housing
- Home- and Community-based Services (including transportation, social inclusion and respect)
- Health and Safety (including elder abuse, transportation, outdoor spaces and social inclusion)
- Communication and Outreach

This is the story of the Hyattsville approach, the development of its plan and the actions necessary to make the plan a reality.

Methodology

The City of Hyattsville first became interested in the Age-Friendly Community process at a community meeting in 2015. A resident, employed by AARP, presented an overview of the Age-Friendly Community Network at a meeting of Hyattsville Aging in Place, an all-volunteer community non-profit that helps seniors in various ways so they can stay in their homes. The meeting was attended by the Mayor of Hyattsville and several City Council members.

Believing the Age-Friendly planning process would be a good one to assist the city in examining future needs of aging residents, the Mayor opened discussion about joining the network at a Council meeting in November 2015. The Council passed a resolution to explore joining the network shortly thereafter.

The city carried out a community survey (Services for Seniors and People with Disabilities) in early 2016, asking residents their opinions of current and potential services for seniors, building on a 2011 community survey (see Appendix 5). The results of the survey indicated general agreement on the following priorities: transportation, social work and home visits, affordable housing, assistance with home/yard maintenance, assistance with home/property modification, and stronger communications. The results and a summary of County and other communities' services were presented to the City Council in March 2016. Following the Council's approval, the staff prepared and submitted an application.

Hyattsville was certified as a member of the WHO/AARP Global Network of Age-Friendly Cities in January 2017, the second Maryland jurisdiction to join, and started its two-year planning process.

The City convened a public forum attended by 60 community, City, County, faith-based, non-profit and business stakeholders on July 17, 2017, to discuss priorities identified in the community survey and solicit other needed services. The City also requested volunteers to join an Action Team that would be tasked with developing the City's plan. The stakeholders confirmed the priorities and also highlighted other needs: access to legal services, emergency call phones, health services, expanding accessibility, check-in calls, buddy system, referral database, food accessibility and infrastructure safety changes and maintenance.

Fifteen members from across Hyattsville stepped forward and the first meeting of the Action Team met a month later in August, to discuss what success would look like and how to proceed. The group met monthly in two-hour sessions thereafter, with staff support at each meeting.

In its September 2017 meeting, the group elected a chair to create meeting agendas and lead the group, as well as a scribe to take notes. It also reconstituted itself as the Age-Friendly Initiative (AFI) Work Group and determined that it would develop a mission

statement, and members were tasked with developing a draft. Subsequently, subcommittees were formed to meet between Work Group meetings to get work done. The subcommittees met with City staff for informational purposes, but largely operated self-sufficiently.

In its October 2017 meeting, the AFI Work Group discussed its mission statement and considered its current membership, agreeing on an outreach plan to bring in other stakeholders. A decision process was used to agree on areas of greatest importance, organizing results from the community surveys and the recommendations from the stakeholder group within the AARP/WHO domains so these priorities were not lost. The following domains were deemed most critical, in order of votes received: Housing (including affordable housing, home modification, and home and yard maintenance), Home- and Community-based services, Health and Safety (including elder abuse prevention), Civic and Social Engagement (including respect and social inclusion), and Communications and Outreach. Transportation, Employment and Income, and Outdoor Spaces/Buildings received 1 vote or less.

As the City of Hyattsville was already actively working on transportation and buildings/outdoor spaces and other domains in its Sustainability plan, the three areas were placed in a “parking lot” for future review. Members then volunteered in each of the remaining domains and identified “leads” or chairs for each subcommittee. To keep the Work Group on track, members formulated a working timetable with goals for each meeting.

With subcommittees meeting monthly and a timetable established with tasks, the AFI Work Group proceeded to define the domain areas and identify both goals and action plans. In February of 2018 it met again with the original group of community stakeholders to present its initial findings and seek additions and corrections. In October of 2018 the Work Group presented a draft plan to the City’s Mayor and Council.

Staff then went about the work of incorporating feedback and converting the document to one of City authorship, for Council to discuss, approve, and submit to AARP.

Action Plan – Housing

Mission

To ensure that Hyattsville residents will have choices of dwellings to meet changing needs and preferences and to maintain the diversity of the community, both in terms of residents' ages, income and backgrounds, and in terms of housing stock. Policy and practice must support initiatives to assist older adults to age in place, to downsize, choose rental housing or home ownership, and encourage support services so residents do not have to leave the community.

Priorities

- Keep Hyattsville Housing Affordable
- Develop Resources for Home Modification and Accessibility
- Expand Assistance for Home and Yard Maintenance

Housing Affordability

Current Status

As noted in the introduction, Hyattsville has remained an affordable and diverse enclave in an increasingly expensive metro area. It has a diverse population both in terms of race and ethnicity and in terms of income levels. This diversity is supported by strong neighborhoods, lively arts and a diverse housing stock that embraces rental units and multi-family dwellings (47% in 2016), single family detached (36%) and single family attached town homes (17%). Yet in recent years, as Hyattsville's attractiveness has grown, there is growing concern that affordability is, and will become, a serious issue in the city that will negatively affect young families and seniors, and threaten the diversity that is the city's hallmark.

Recent development of large complexes of town homes with prices in the \$500-600 thousands, and rents that vary in the \$1800-2100/month suggest a changing area that will not remain accessible to those who currently live here. This is a problem facing communities all over the country and many jurisdictions are looking for ways to provide affordability by changing zoning requirements, allowing accessory dwelling units and developing inclusionary zoning. For example, Montgomery County, MD has had inclusionary zoning since the 1990s.

Like most small cities in Maryland, Hyattsville does not have control over local zoning – which is handled at the county level. While Prince George's County is currently considering a zoning rewrite, it is unclear what the final legislation will allow or when it will be complete. Currently, the Gateway Arts and Entertainment District, which covers some areas of Hyattsville, does allow more flexible zoning.

The City Council has discussed several measures recently: legislation to amend its Revitalization Tax Credits to provide benefits to developers that include a percentage of affordable units in their plans; a rent stabilization proposal that would hold rents to a percentage increase; and the creation of a “trust” fund that developers or the City would pay into and that the City could use for high priority programs, including assisting in affordability. In addition, the City has negotiated tax benefits for individual developers that are rehabilitating existing rental buildings to keep them affordable, and has enacted property tax credits for home owners with limited income to parallel credits passed by the county.

Hyattsville Aging in Place and individual residents are exploring alternative housing and living options for residents as they age, including accessory dwelling units, co-housing and accessible and affordable housing.

Background

The City of Hyattsville as a close-in, urban suburb established over a century ago, has little open land available for development. As a result of rapid development over the last several years, what few open parcels existed are already in development, mostly with expensive town homes that are only accessible with elevators and only affordable for those with substantial income. Hyattsville welcomes this development and our new neighbors, but the rising prices pose problems for existing residents who might like to downsize, and the likelihood of increasing property taxes will strain those on limited incomes. Higher prices are also a problem for older relatives of residents who may want to relocate closer to family.

With the increased development, rents and housing prices have risen substantially, making it more difficult for moderate income families and singles to find space to live. This is a problem for new residents, but it also threatens the diversity in income and cultural background that has for so long been a distinguishing characteristic of Hyattsville.

Furthermore, only the county holds zoning authority and it repealed its inclusionary zoning authority in 2009. While the planning board and district council give weight to the desires of the City of Hyattsville, there is a limit to what developers will agree to without legal requirements.

Recently, residents have expressed interest in exploring other alternatives in housing, including tiny homes, accessory dwelling units, cottages and co-housing. A co-housing or home sharing program exists in the County, in Bowie and another program exists in Baltimore. Montgomery County is currently developing a program and the nonprofit Jewish Council on Aging is exploring the concept. As well, Washington, D.C. has recently created its first tiny homes, working with a program in a DC school.

Opportunities

Communities across the county, the region, and the country are very concerned that development and rising housing costs are threatening community diversity and are looking for ways to assure that diversity is maintained and that all people have affordable housing. Prince George's County has an opportunity to enact reasonable legislation that will keep the county diverse and affordable and protect the rights of all of its citizens. It is currently considering a comprehensive zoning re-write but it appears likely the Council will not take on issues such as affordability and accessory dwelling units until after approving the general re-write.

There is, however, a growing sense that the county must act before it is too late. The Prince George's Comprehensive Housing Strategy Committee, which involves non-profits, faith-based institutions, the National Center for Smart Growth/UMD, and Enterprise Community Partners/Enterprise Advisors, is concerned about maintaining affordable housing throughout the county. As well, there is growing concern by Hyattsville residents that the community must remain diverse, and that action should be taken to keep housing affordable and accessible.

The County should enact inclusionary zoning in certain areas where desired by the community. In addition, it should explore pilot projects of "tiny" homes and "granny" pods, cottage communities and pocket neighborhoods which could be available for rent or purchase. These options could provide great housing for low income, seniors and young families and allow greater density and sustainable growth in some single family home areas in keeping with the community design and character.

Areas around the country are experimenting with these new designs and there is no reason it shouldn't happen here.

In addition, other cities Hyattsville's size have taken action to assure affordability in housing prices, rents, and other options in order to protect their residents and provide reasonable development. These programs provide models that can be examined, and prompt Hyattsville to act while it still can.

Challenges

The City of Hyattsville can't accomplish this on its own. It must advocate for the County to enact enabling legislation. In addition, the City of Hyattsville can make changes to its revitalization tax credit and can explore other options such as cohousing. Challenges include balancing what it can give up in income, whether developers can find partners to operate the "affordable" aspects of its housing, and whether a market exists for tiny homes, cottage communities or cohousing.

Home Modification

Current Status

One of the serious issues senior residents face as they age is maintaining their homes and making repairs on a limited income and with changing health. In addition, often single-family homes are built on two or three (or even four) floors, and with steps

leading up to the entrance. Combine that with safety issues to prevent falls in bathrooms (grab bars), non-skid rugs and cords, and older residents may face a number of needed home modifications.

The county's Christmas in April program has helped with home modification for residents of Hyattsville, generally working on a few Hyattsville homes a year. In addition, area non-profits, faith-based organizations, and others have assisted seniors in making homes more usable for mobility impaired residents. Also, the State of Maryland has a loan program which allows home owners to make safety changes to their homes and place a lien on the property that will be satisfied when the home is sold.

Falls are a major issue in declining health for older people, and for that reason, Hyattsville Aging in Place has run a series of education programs for residents and implemented a "Safe Homes" project with the Prince George's County Fire Department. This program replaces smoke and carbon dioxide detectors and has provided some modification to increase safety in the home.

There are also private businesses, such as Mobility Solutions in Silver Spring, that have helped families make needed modifications.

One developer of a current project in Hyattsville has expressed willingness to contribute to a fund to make home modifications.

Background

Surveys conducted by the city and feedback in public meetings indicate that Hyattsville residents are looking for ways to make their homes accessible and age-friendly. Not all residents have the financial or personal resources to make these changes. Private companies are available to help but often recommendations are for more complicated renovations than what many neighbors need: grab bars and adaptations in bathrooms, railings on stairs inside and out, and possibly a full bath on the first floor. Organizations such as Christmas in April/Rebuilding Together are able to make changes like this.

The Southeast Baltimore Housing Coalition ran a program for many years that made modifications and home repairs to seniors' homes that allowed them to continue to live safely in their homes. Most commonly recommended modifications were installation of grab bars, adjustable grab bars on bathtub sill, raised toilets (or adjustable height toilets), and handrails on stairwells. Requests for chairlifts and access ramps were also common. Most frequently requested home repairs were securing older or broken hand rails (outside), roof and rain spout repairs, window repairs, and updating electrical outlets. Housing Initiative Partnership is currently operating a home repair and safety program, funded by the state.

Opportunities

The State of Maryland has a program called Accessible Homes for Seniors, which is administered by Prince George's County. Its funds run out very early each year and the

program has a long waiting list. There are non-profit and for-profit companies that may be willing to collaborate on such a program. The program might run on sliding scale, so that those with limited income would pay little and those with more income could cover most costs. The program might also be run similarly to how the energy efficiency programs are run, possibly with state grant help.

Challenges

Organizing such a program and eligibility determinations would require specialized staffing. It is unclear if state grant assistance is available.

Home and Yard Maintenance

Current Status

Many neighbors, faith-based organizations, University of Maryland service fraternities, and individual youth and non-profit organizations help with yard and home maintenance tasks in Hyattsville. Hyattsville Aging in Place, a peer-led volunteer nonprofit, is one such organization and has helped seniors with home tasks and finding vendors or volunteers to help with both yard work and various house tasks.

The City of Hyattsville has in place a program (Hyattsville Heroes) to assist residents with shovels, rakes, and other equipment if they shovel snow or do yard maintenance for neighbors. As well, city police have begun a program with the Hyattsville Youth Club to rake leaves, cut grass, shovel snow, and carry out other yard maintenance for seniors.

Also, Prince George's County has two programs to help: (1) Heat's On, Water's Off which works with the Mechanical and Steamfitters Union to help senior residents whose heat or plumbing needs repair; and (2) Senior Environmental Assistance Program that will provide up to \$2,000 for seniors who have been cited by code enforcement for landscaping and environmental cleanup. Both programs are also income-based.

Assistance with home and yard maintenance was one of the highest ranked items desired by Hyattsville seniors in the 2015 Senior Survey.

Opportunities

Nonprofits in the city (Hyattsville Aging in Place, faith communities) provide yard maintenance assistance to senior residents and are available to help. Code Enforcement in the city has referred homeowners to these organizations when homeowners have needed help. As noted above, state/county programs exist that provide funding for plumbing and heating repairs. As well, the state has a loan program for home repairs, safety and maintenance that can be paid back when the home is sold. While funds are limited and not always available, the program should be publicized more broadly. The city could also pursue a public-private partnership with area businesses to help seniors make repairs.

Challenges

In some cases, maintenance issues may be extensive and require more funds and skills than can be provided by non-profits and volunteers.

Goals/Action Steps/Metrics

Priority 1. Keep Hyattsville Housing Affordable

Goal 1. Expand range of options for affordable and safe housing for seniors at all income levels.

Objective 1: Advocate for County laws and zoning that reflect the need for affordable and accessible housing options.

Action Steps:

- Join Prince George's County Comprehensive Housing Strategy Committee. (Community and Economic Development) (Year 1)
- Form a committee in Hyattsville to explore housing issues, particularly affordability, accessory dwelling units, co-housing, and other options. (Mayor and Council) ((Year 1)
- Research ways to allow accessory dwelling units, including tiny homes. (Year 2)
- Advocate for County to adopt inclusionary zoning and zoning that allows ADUs (in pilot areas if necessary). (Year 2)
- Outreach to affordable housing developers and organizations, urging them to administer affordable units here. (Community and Economic Development) (Year 2)

Metrics

- Percent of rents that fall between (30-40% and 60% of AMI) in city; # for seniors (baseline and continuing)
- Increase in percent of the above
- Development of "granny" flats and cottage communities for seniors
- Establishment of zones for inclusionary zoning in city

Objective 2: Incentivize developers to build affordable and accessible units.

Action Steps:

- Develop and adopt a policy for affordable and accessible housing that targets maintaining diversity in the City. (Mayor and Council) (Year 1)
- Adopt an affordable housing "toolbox" to positively impact affordable and accessible housing in the City. (Mayor and Council) (Year 3)

Metrics

- Pass legislation
- # of affordable units in the 30-40% AMI and 60% AMI that result from legislation
- Percentage rented to seniors

Objective 3: Encourage sharing of units, co-housing, and other options.

Action Steps

- Determine if there is interest among area seniors to home share. (Community Services) (Year 1)
- Research what other communities have done to facilitate home sharing. (Community Services, nonprofits) (Year 2)
- Pending interest, create plan for developing co-housing. (Community Services) (Year 3)

Metrics

- Survey indicates solid need/desire
- Create program
- Monitor diversity in income, cultural background of program participants

Priority 2. Develop Resources for Home Modification

Goal 2: Help residents make their homes more age friendly and safe to live in as they age.

Objective: Provide resources and information to help residents modify their homes for aging.

Action Steps:

- Publicize existing state, county, and city loan and grant programs for home modifications, including partnering to offer annual workshop. (Community and Economic Development) (Year 1)
- Seek funding from state/county/private sources to support home modification program (Community Services) (Year 2)
- Pursue opportunities to support or create a sliding scale home improvement program for seniors. (Community Services) (Year 3)

Metrics

- Create program
- Number of senior homeowners receiving assistance
- Monitor diversity (by income, culture/race) of those applying for program

Priority 3. Expand Assistance for Home and Yard Maintenance

Goal 3: Keep seniors safe in their homes.

Objective: Help keep homes and yards in good repair.

Action Steps:

- Expand programming to support seniors in need of yard maintenance. (Community Services) (Year 1)
- Publicize county yard cleanup program. (Community Services) (Year 1)
- Seek grants to supplement support for home maintenance program in order to provide free/discounted services. (Community Services) (Year 2)
- Pursue opportunities to support or create a sliding scale program for home maintenance for seniors. (Community Services) (Year 3)

Metrics

- Expand existing programs and determine expected numbers.
- Number of senior homeowners assisted with limited incomes
- Number of seniors needing help with moderate incomes.

Action Plan – Health and Safety

Mission

To ensure that residents can live in their homes and move about the community free from barriers and violence of any kind. Furthermore, to provide affordable services that support the health and well-being of residents.

Priorities

- Safety in the home and the community
- Resources to support a healthy lifestyle
- Safe and effective transportation

Safety in the Home and the Community

Current Status

Elder abuse includes physical abuse, emotional abuse, sexual abuse, exploitation, neglect, and abandonment. Perpetrators are most often family members or others entrusted with the person's care. It often goes unreported, but when reported it can get categorized as domestic abuse. In 2017, the Hyattsville Police Department received 38 calls that were categorized as domestic violence, but not all concerned seniors. The Hyattsville Police Department is considered to be very responsive to community needs and have been especially helpful to Hyattsville Aging in Place in their efforts to keep seniors safe. Everyone in the Department has been trained in responding to persons with dementia.

There is one domestic violence shelter for Prince George's County, however, it is often full and has had some difficulties in the past in terms of facilities maintenance. Several counseling programs and hotlines are also available. There are statewide educational and outreach programs conducted periodically by the state domestic violence coalition.

In emergency situations, the City sends out emails and text messages with alerts and information. It does not have a system for those who do not have access to text messages or email, which may disproportionately impact seniors. Hyattsville Aging in Place (HAP) has a telephone tree which is activated in situations with extreme weather or other emergencies to contact seniors it serves and check whether those seniors on the list have any needs (groceries, medications, help with cooling down or warming up, assistance with snow shoveling, etc.) At present, 32 residents are on that list.

In hot weather conditions, Prince Georges County operates cooling centers around the county including several in Hyattsville or in close proximity. Should an emergency arise in which shelter is needed, the City of Hyattsville will make arrangements with a local faith community or other organization and/or the county will announce shelter locations.

The city also passes along emergency information from the county through its own system.

Opportunities

The City and its Police Department have the opportunity to educate residents on elder abuse, and to draft its own emergency plan.

Challenges

Like most small cities in Maryland, Hyattsville is limited in what services it can provide and must rely on the county in some areas. However, when the City can offer its own services, it is more able to tailor them to the specific needs of residents.

So much of the abuse of seniors (financial, physical, emotional, sexual) remains hidden. Not only are there all the reasons any victim has for not reporting (e.g., discomfort with having one's personal issues made public, fear of retaliation, fear of immigration issues or other legal concerns, etc.), for seniors there is the very real issue of vulnerability.

Since this abuse is overwhelmingly committed by family or others with close access, seniors are often faced with the dilemma of reporting the abuse at the risk of losing the essential care or resources they desperately need. Addressing these issues can be fraught with serious consequences and community response cannot be limited to the justice system's actions. Follow-up to link seniors to needed services and assistance is paramount.

Resources to Support a Healthy Lifestyle

Current Status

There are numerous food pantries and free meals offered each week in Hyattsville by government, non-profit and faith organizations. A low-cost lunch is also available at a nearby County senior center. Although the major grocery chains in the city offer primarily market rate foods, there are two discount grocery stores in the Hyattsville area. Hyattsville Aging in Place also offers free, fresh vegetables grown in the community garden to seniors it serves throughout the local growing season. The City also offers subsidies at its farmers market and a local grocery store.

Hyattsville also offers Meals on Wheels to people with disabilities and low-income seniors in the city. Meals are delivered Monday, Wednesday and Friday to the recipients' homes for free. Only about 10 residents are utilizing this subsidized program, although it is relatively new to the city.

There are numerous programs offered by the city and county that provide opportunities for physical exercise, mental stimulation, and/or social interaction. Some of these are targeted to seniors and some are either low-cost or free. The city offers a free, biweekly seated exercise class which generally has an attendance of 10-20 people. There are a number of small to mid-size parks and one large park available to residents in the city and the city strives to keep them as accessible as possible to people with physical

limitations. Additional activities to keep residents physically active are also offered by the city and by several local businesses, some of which are targeted to seniors.

Prince George's Community College and the University of Maryland offer seniors low-cost classes on a wide range of topics. The County's community center in Hyattsville offers free classes and gym equipment for senior residents. County Parks and Planning also provides numerous free activities for seniors including a nearby senior center. Many of these activities provide physical, mental, and social opportunities.

Finally, many faith communities as well as non-profits offer social events and educational programs specifically for seniors. Additionally, several faith communities and non-profits conduct health fairs each year which offer health screenings as well as information/discussions on a wide range of topics of interest to seniors.

Background

Nationally, almost 15% of people age 60+ face the threat of hunger each year. This percentage doubled from 2001 to 2016. African American and Hispanic seniors are more than twice as likely as whites to be affected. Although the Supplemental Nutrition Assistance Program (SNAP) offers very beneficial support to seniors, only 3 out of 5 who qualify for the program use it due to factors such as lack of awareness, mobility limitations, or stigma.

AARP states that remaining physically, mentally, and socially active is essential for healthy aging. Regular exercise and learning new skills or taking on mental challenges enables seniors to continue aging with fewer risks of health problems and mental decline. Social interaction and close relationships with people is a key element of healthy aging that is often overlooked.

As seniors age, there are a variety of reasons why they may find it increasingly difficult to participate in activities that include physical, mental, or social investment on their part. Decreasing personal mobility and fewer/less convenient transportation options may limit people's ability to get to and/or participate in activities outside their home. Furthermore, other physical limitations such as decreased ability to hear or see, lessening of a sense of balance or decreased strength and muscular coordination may also reduce the ability/willingness to participate in activities.

Some seniors, with or without official diagnoses of dementia, often find it more difficult to concentrate, follow directions, or "keep up" with others. The fear of embarrassment or shame can seriously dampen one's desire to step outside of their comfort zone as can concerns about being "found out" and having unwanted services imposed or being forced to move to an institutional living situation.

Opportunities

The need for healthy and sufficient food is something readily understood by the community, which has resulted in the number of privately run meal and food programs.

With appropriate solicitation, it may be possible to encourage other entities to meet some of these gaps.

With increased awareness of available programs (especially Meals on Wheels) more individuals are likely to participate.

Options to overcome some of the obstacles to participation include person-to-person contact with seniors, explaining programs/events that may be of interest to them and offering free door to door transportation. Although there is mass outreach regarding such programs, the individual approach will break through some of the barriers described above. Faith communities and local non-profits could take this on.

Additionally, developing (or redesigning) some repeated activities to allow seniors to establish personal relationships with a subset of participants may minimize anxiety about getting out of the house to interact with others. For example, at a seniors' art class or regular game days, setting up groups of 4-5 who will consistently be together can provide opportunities for individual relationships which would reduce social isolation and increase comfort with participation for some.

Challenges

Although there are a number of helpful meal and food programs offered by the city and by faith communities, there are also gaps, especially on the weekends, holidays, and for breakfast. The food offered by food pantries is usually limited in terms of fresh fruits, vegetables, and meat and limited in terms of the amount that can be obtained and the frequency one can use the services. Additionally, for all but Meals on Wheels, transportation is required to get to the sites where meals or free food is offered, and as noted elsewhere, transportation can be difficult for the elderly. Lack of awareness of the food and meal programs available is also a concern as demonstrated by the relatively small number of seniors who utilize the programs.

While there are many opportunities in and around Hyattsville for social interactions, physical activity, and mental stimulation, lack of awareness of these programs as well as difficulty getting to them present obstacles. Additionally, many older seniors are reluctant to come out to the community to partake in such activities due to health or mobility concerns, discomfort with being in groups or interacting with strangers, or fear of inability to fully participate or appearing incompetent.

Safe and Effective Transportation

Current Status

There are a number of transportation options available including Call-A-Bus, operated by the City of Hyattsville, which is available during the day Mon-Fri and offers curb to curb service. There is a nominal fee for seniors and disabled residents and it will take riders anywhere in a 6-mile radius. The County offers a similar Call-a-Bus service, which is free for seniors and operates on a similar schedule as the city's.

Other transportation options include the University of Maryland's shuttle, which runs through Hyattsville and includes several popular shopping destinations; The Bus which is run by the county with fixed routes in the city back and forth to the metro stops; the Call-A-Cab program which offers half-priced fares for seniors; and Metro Access which provides ADA compliant transportation to persons unable to utilize the regular Metro bus and rail system. Hyattsville Aging in Place offers free door-to-door transportation for senior members.

Most of these options, however, have periodic problems with timeliness and/or availability. Since almost all of the options require the user to get to and from their door to the vehicle, seniors who need more assistance are limited.

Background

Transportation was identified in surveys and community input meetings as one of the top priorities for Hyattsville residents. This included availability, accessibility and safety. Only one transportation option includes door to door service, making them less accessible to those with limited mobility. Some of the options have limited hours and some only pick-up and drop-off at pre-determined locations. Reliability is another common concern.

Pedestrian and driver safety is also a concern as older seniors often have slower reactions and may not recognize a dangerous situation as quickly as they would have in the past.

Opportunities

The city is in the process of developing a transportation plan which should address some of the current concerns, especially those regarding safety for pedestrians and drivers from a seniors' perspective (e.g. length of time needed to cross a street, slower response times, etc.). It is also reviewing the schedule of its Call-a-Bus. Additionally, the city has already conducted a survey to determine ADA compliance throughout public buildings and areas. They are currently in the process of addressing those findings and upgrading to improve accessibility.

Challenges

The primary concern in this area is the lack of curb to curb transportation options and any public service available during evenings and weekends. While seniors often prefer to conduct their shopping and other errands during weekday/daytime hours, without evening and weekend transportation options, their ability to participate in many social or recreational activities is curtailed. Another limitation faces seniors who do not have a companion to accompany them, but need assistance getting from the door to the curb.

Goals/Action Steps/Metrics

Priority 1: Safety in the Home and the Community

Goal 1: Establish specific plans for addressing needs of seniors and disabled residents in cases of severe weather or other safety emergencies and expand the numbers on contact lists. *Potential Partners: HAP, other nonprofits, faith communities, and medical sites*

Objective: Create and utilize a contact list for outreach to seniors and people with disabilities in emergencies.

Action Steps:

- Conduct periodic outreach through city communications, nonprofits, faith communities, medical sites, etc. to publicize existence and purpose of the list. (Community Services) (Year 1)
- Directly or via third party, contact residents on lists in such situations to determine need for emergency food, medicines, snow shoveling, etc., and with residents' permission, convey needs to nonprofits able to meet such needs. (Community Services) (Year 2)
- Establish and publicize shelters in the City to be used in emergency situations. (Community Services) (Year 3)

Metrics

- Number of residents on contact lists (both the city's and non-profits')
- Protocol to solicit needs from seniors on contact lists and process to relay relevant information to organizations able to provide said services
- Number and range of outreach efforts (e.g. information in city publications, number of announcements sent to faith communities, agencies working with seniors, etc.)

Goal 2: Advocate with County and implement locally best practices to ensure safety of seniors reporting abuse during the investigation process and educate seniors about their rights and options if they experience abuse in any form. *Potential Partners: faith communities, HAP and other nonprofits, medical sites*

Objective: Provide support to those who experience senior abuse, develop standards to address such abuse and work to prevent it.

Action Steps:

- Research senior abuse and determine best practices for preventing and addressing it. (Community Services) (Year 1)
- Educate the public about senior abuse and how to address and prevent it. (Community Services) (Year 2)
- Advocate to County to implement best practices on investigating senior abuse. (Mayor and Council) (Year 2)

Metrics

- Number of sites receiving information on abuse
- Number of education presentations/outlets on senior abuse

Goal 3: Provide support for seniors who are caring for ill or disabled family members, including respite care. *Potential Partners: faith communities, HAP, Hyattsville Life & Times, local businesses*

Objective: Educate on the issues of self-care for caretakers and fall prevention.

Action Steps:

- Sponsor an annual workshop on self-care for caregivers. (Community Services) (Year 1)
- Participate annually in the National Fall Prevention Awareness Day. (Community Services) (Year 1)
- Publicize resources for caretakers, including respite care options. (Community Services) (Year 2)
- Publicize the importance of fall prevention. (Community Services) (Year 2)

Metrics

- Development of compiled resources and number of distribution efforts
- Development of workshop and number of attendees
- Number of activities planned and people participating in conjunction with the NFPAD
- Number of sites/organizations providing information on fall prevention

Priority 2: Resources to Support a Healthy Lifestyle

Goal 1: Work with businesses, faith communities, and organizations to ensure healthy, reasonably priced food readily accessible throughout the city. *Potential Partners: community groups, non-profits, faith communities*

Action Steps:

- Compile and distribute a list of free and low-cost food options available for seniors. (Community Services) (Year 1)
- Encourage growth of the City's farmers market. (Community Services) (Year 2)
- Determine where there are gaps in food provision and pursue opportunities to have them filled. (Community Services) (Year 3)

Metrics

- Development of comprehensive list and number of sites to which list is distributed
- Number of persons participating in meal and food programs
- Development of gap list and number of gaps filled by public or private entities
- Number of organizations receiving city farmers' market information
- Number of vendors participating in farmers' market and number of people attending

Goal 2: Publicize existing and provide additional opportunities for enhancement of seniors' physical and mental health. (*Potential Partners: HAP, PGC Parks & Planning, PG Community College, local fitness-oriented businesses*)

Action Steps:

- Partner with Hyattsville Aging in Place to expand its annual aging fair including offering screenings and health services. (Community Services) (Year 1)
- Co-sponsor monthly Memory Cafes with Hyattsville Aging in Place to encourage socialization for persons with dementia. (Community Services) (Year 1)
- Explore opportunities to offer similar screenings and health services at appropriate venues (e.g. the Farmer's Market). (Community Services) (Year 2)
- Regularly publicize programs or classes offered by PGC Parks and Planning and PG Community College. (Community Services) (Year 2)
- Collaborate with local fitness-oriented businesses to implement monthly outdoor physical activities suitable for seniors from May – October each year. (Community Services) (Year 2)

Metrics

- Number of activities/topics included in the annual aging fair; number of attendees
- Number of health screenings offered
- Number of physical activities offered and number of people attending
- Number of times/ways classes and programs are publicized; increase in number of attendees from Hyattsville

Priority 3: Safe and Effective Transportation

Goal 1: Advocate with county and implement at city level increased public transportation for seniors or persons with disabilities, especially in areas with high population density, high street crime rates, and significant commercial businesses.
Potential Partners: PGC

Action Steps:

- Regularly publicize availability of all existing public transportation options for seniors (e.g. taxi discounts, Metro Access, etc.). (Community Services) (Year 1)
- Advocate to County to increase hours of operation for County Call-A-Bus to include weekends and evenings. (Mayor and Council) (Year 2)
- Extend City Call-A-Bus hours to include weekends and evenings. (Community Services) (Year 2)

Metrics

- Increased hours of operation for Call-A-Bus
- Number of sites receiving information on transportation options available

Goal 2: Implement and advocate for best practices for pedestrian safety in terms of lighting, signals, and other pedestrian safety options. *Potential Partners: AARP, external funders*

Action Steps:

- Educate seniors on how to address street lighting concerns. (Community Services) (Year 1)
- Publicize driver's education classes for seniors. (Community Services) (Year 1)
- Install call boxes in all medium to large city parks and high crime areas. (Public Works) (Year 2)
- Study traffic calming near Friendship Arms Apartments. (Public Works) (Year 2)
- Provide medical ID bracelets for seniors with dementia. (Community Services) (Year 2)

Metrics

- Number of outlets used to increase awareness re: addressing street lighting issues as well as AARP-sponsored classes
- Number of additional call boxes installed
- Installation of light at Friendship Arms
- Number of medical ID bracelets distributed

Goal 3: Increase wheel-chair accessibility in public areas.

Action Steps:

- Continue to address findings in the Hyattsville ADA Transition Plan. (Public Works) (Year 1)
- Ensure reserved space for wheelchairs (with good sight-lines to game fields, stages, etc.) in city-owned parks and paths that are accessible and comfortable for wheelchairs. (Public Works) (Year 2)

Metrics

- Increases in wheel-chair accessibility in parks
- Number of findings addressed

Action Plan – Home- and Community-Based Services

Mission

To provide Hyattsville residents with coordinated, community-based support that will allow them to age safely and with dignity in the community.

Priorities

- Affordable personal care at home in-home
- Periodic health assessment
- Programs to reduce isolation

Affordable Personal Care at Home

Current Status

Hyattsville Aging in Place, area seniors, and the City of Hyattsville came together and created a position of Senior Services Coordinator in 2012 and made that position full-time in 2016, as Senior and Disabilities Services (SDS) Coordinator. The SDS Coordinator provides referrals, connects residents with services and coordinates senior trips and activities.

Most of the support for in-home care is funded by the State of Maryland or the Federal government through Medicaid dollars, and the support is based on income; generally, residents need to be Medicaid eligible to qualify. These programs include: Community First Choice (for those who may need institutional level care but can live in their own homes with support), Community Options Waiver (which allows people to stay in the community for services that would generally be provided in a long-term care facility), Community Personal Assistance Services (provides support to those who need assistance with activities of daily living but don't meet the requirements for long-term care). The State of Maryland also funds services for seniors of limited income to keep them out of nursing home placement, through the Senior Care Program which is administered by the County Area Agency on Aging. However, the program has a long waiting list and this past year ran out of funds in January. The County also administers Maryland Access Point – a single point of entry for information and referral for older adults, their families, and disabled persons. This program can provide information about services and referrals to programs such as those listed above.

There are multiple private agencies and private caregivers that provide in-home services that charge from \$15 to \$30 an hour, depending on the type of assistance.

Area faith-based organizations, Hyattsville Aging in Place and neighbors throughout the city provide some volunteer in-home assistance. Still, family caregiving remains the primary form of caregiving. The county, with federal funds, provides problem solving

assistance, respite care, and other support assistance to family caregivers, including an annual gathering. The county also provides support with a telephone reassurance program and contracts with some agencies for adult day care.

Background

Surveys conducted by the city and feedback in public meetings indicate that Hyattsville senior residents and their families are pressed to find and pay for personal care services, even at a minimum of 8 hours a week (\$800 approximately a month). The waiting list for the county's Senior Care program is very long and is income dependent, making it not helpful for most families. Families don't often plan for these costs, assuming Medicare may pay for it, which it does not. As a result, seniors overlook health problems, struggling to stay in their homes, homes are not kept up and often have safety hazards.

Opportunities

There are some sources of support for care (Veterans benefits, Medicaid waiver, county/state/federal programs) and these should be better publicized. There are also sources that can help offset energy costs (energy providers, weatherizing programs) and other volunteer groups that can help assistance (faith-based organizations and nonprofits). These also should be more broadly publicized. In addition, there are multiple private providers in the wider metro area that serve Prince George's County and may be willing to reduce the cost per hour as referred vendors and, if able, to serve a number of residents. Prince George's Community College has various training programs for care assistance (home health, personal care, skilled care, and nursing programs) which require internships for completion of the programs. These programs could be a source of in-home assistance.

Challenges

These in-home services are traditionally administered and paid for by the federal government, state and county in the State of Maryland. It is unclear whether the county/state will expand funding for these services.

In-Home Periodic Health Assessment

Current Status:

Chronic health issues and disabilities make it hard for some senior residents to get out to be seen by a doctor and to pick up prescriptions, even with available transportation assistance such as Call-A-Bus and non-profits providing rides. The County administers a program that encourages individuals with chronic health problems to become more aware and take action to control their health (Evidence-based Chronic Disease Self-Management).

In Hyattsville, there is one pharmacy and two doctors who currently provide in-home care. In addition, a new clinic located in the city recently provides urgent care in Spanish and English. Hyattsville is close to several hospitals that provide service to city residents as well as nursing and personal care training programs offered by universities

and community colleges. Future collaboration with these institutions could offer mutual benefit and in-home care and is a prime recommendation of this report and of great potential for good health service for Hyattsville in the community.

Opportunities

There are multiple nursing training programs near the City of Hyattsville, including Prince George's Community College, University of Maryland, Bowie State, and Catholic University. They may have interest in placing interns with the City or a local organization to visit seniors and provide periodic health checks. In addition, hospitals are under some pressure to assure that patients do not return within 90 days and are also an active group that other cities collaborate with. Home visits by medical staff would act to stave off more serious conditions and provide proper care.

Challenges

Organizing such programs will take time and effort and may require specialized staffing. While the Older American's Act and Medicaid/Medicare programs are looking to provide more services in the community, it is unclear whether this will result in ways for local communities to obtain funding to provide services.

Programs to Reduce Isolation

Current Status:

There are numerous activities that could be used by seniors to reduce isolation, including those of businesses, non-profits, and governments. Among them, exercise programs, art, and social programs are offered by the city, and social and educational programs are available through Hyattsville Aging in Place, the Hyattsville Preservation Association, and other formal and informal groups. Some neighborhoods are strong and have get togethers frequently. Hyattsville Aging in Place has a phone tree that checks in on people in bad weather throughout the year and phones seniors to let them know of its events. In addition, the county has a telephone reassurance programs that places daily calls to seniors who live alone.

Background

Research suggests that isolation is a factor in diminishing health and psychological well-being. The City of Hyattsville provides many programs that are aimed at increasing social activity and connection to neighbors, including recreation programs, senior trips and gatherings.

Opportunities

Strong neighborhoods are a good base for extending outreach to those more isolated, in addition to faith-based communities and nonprofits. In addition, the city is very diverse with many cultures represented and people at various income levels. Interaction across these communities and cultures is an opportunity.

Challenges

There are barriers to seniors of various ages and limitations participating in programs,

including most prominently: knowledge of what exists, lack of interest in large group programs, availability of transportation, and personal concerns about leaving home. Additionally, many activities are organized solely for seniors, or for all ages but without transportation for seniors.

Goals/Action Steps/Metrics

Priority 1: Provide Affordable Personal Care at Home

Goal 1: Expand options for affordable personal care and support for seniors at all income levels.

Objective: Ensure seniors have access to affordable and comprehensive personal and health care services, including in-home services.

- Publicize sources of support for covering the costs of home and personal care services (Medicaid waiver, Senior Care from county/state programs, Veterans benefits) (Community Services) (Year 1)
- Publicize a list of in-home personal service providers for seniors and families. (Community Services) (Year 1)
- Publicize assistance for home services (discounted water, gas & electric bills; assistance from faith-based communities and non-profit organizations) (Community Services) (Year 1)
- Pursue opportunities to support or create a sliding scale program for in-home personal care services. (Community Services) (Year 2)
- Explore other options for in-home care including working with nonprofits, student volunteers, faith-based communities to supplement availability. (Community Services) (Year 2)
- Pursue opportunities to support or create a sliding scale grant program to assist seniors in obtaining in-home respite care and support. (Mayor and Council) (Year 3)

Metrics

- Number of requests for information about in-home care providers and potential assistance
- Number of meetings and agreements with in-home care providers
- Number of clusters of care for in-home care providers established
- Number of collaborations to provide in-home care with non-profits, faith-based communities, student groups

Priority 2: In-home periodic health assessment

Goal 2: Help residents and their families maintain their health through a range of in-home and in-community services.

Objective: Support or create partnership with local medical providers to ensure seniors have access to affordable and accessible health services.

- Pursue opportunities to support or create a program for medical personnel (especially nurses) to provide in-home care. (Community Services) (Year 2)
- Pursue opportunities to support or create a program whereby hospital discharge planners notify a responsible third-party (for residents who opt-in). (Community Services) (Year 2)

Metrics

- Create relationships with training programs
- Establish nursing assessment internship program
- Number of seniors receiving assessments
- Number of relationships with hospitals
- Change in number of return hospital visits
- Number of in-home medical staff visits

Priority 3: Programs to reduce isolation

Goal 3. Reduce isolation and build community across ages, neighborhoods, cultures and incomes in Hyattsville.

Objective: Develop programs at reasonable costs to reduce isolation.

- Pursue opportunities to support or create expanded activities and trips for seniors, with special attention to those more isolated (to include creating activities in their homes), as well as a wider range of activities (book clubs, museum visits, plays, round robin meals). (Community Services, nonprofits) (Year 1)
- Pursue opportunities to support or create a program that provides sufficient friendly visits to seniors. (Community Services, nonprofits) (Year 2)
- Pursue opportunities to support or create a program for low-cost adult day care and respite care. (Community Services, nonprofits) (Year 2)

Metrics

- Expand existing neighbor to neighbor programs and determine baseline and increase.
- Number of seniors participating in existing and new programs
- Demographics of existing and new programs over time

Action Plan – Communications and Information

Mission

To distribute and publicize understandable, timely, and accessible information about public and other services to better serve the needs of older adults in the city of Hyattsville.

Priorities

- Reaching all residents so they can find services
- Raising awareness of available services
- Assuring information gets to diverse communities

Current Status:

The Hyattsville community has many ways to communicate with residents, including seniors. There are multiple independent listservs and newsletters serving individual streets, particular areas of the city, and segments of the population (West Hyattsville, Nurturing Moms and Dads, seniors, University Hills, etc.) The city publishes a newsletter twice monthly, which gets mailed to every address in the city. A separate mailing focused on senior activities is mailed monthly to all who request it. The City also emails and texts notices daily to residents and listserve, and broadcasts information on its cable channels. City council announces events at the end of each Council meeting. All notices are published in English and Spanish routinely by the city and online announcements can be made available in other languages. The city will provide translators (sign language and multiple other languages) for public meetings with notice of need. In addition, both the city and nonprofits include notice of events in print and mail to seniors who do not use the internet. Additionally, the City does not promote non-governmental services and events.

Background

Communities across the country report that more services are available than residents are aware of. The City of Hyattsville has multiple ways to reach community residents, but health issues, disabilities, and emergencies can prevent receipt of information. Therefore, multiple media, repetition and intermediaries should be used to bolster dissemination.

Opportunities

There are multiple faith-based communities, other public venues (community center, libraries, other listservs, community bulletin boards, tiny libraries, other city committees) that can be tapped to help get information to seniors.

Challenges

Marketing theories suggest that in this time of information overload, six to eight contacts are necessary to reach people, yet the city has limited time and personnel.

Not all services that are needed are available and not all people who apply for them are approved. Tracking who is successful and who is not is also important.

Goals/Action Steps/Metrics

Priority 1: Reach All Residents

Goal 1: Expand and publicize media so residents can find services regardless of use of electronic media.

Objective: Create and distribute printed materials that summarize key services in critical areas.

- Obtain printed brochures from county and other agencies and place them in key areas and bulletin boards in city building. (Community Services) (Year 1)
- Place city brochures, notices and flyers at libraries, tiny libraries, information boards, faith-based communities, community/senior centers with contact information to follow up with Senior and Disability Services Coordinator (Community Services) (Year 1)
- Pursue opportunities to support or create a program that tracks success/failure of service providers and shares findings with residents. (Community Services) (Year 1)
- Make materials available to City Council and staff. (Community Services) (Year 2)
- Ensure calls to City from seniors are returned within one business day. (Community Services) (Year 2)
- Publish information on website and cable channel in critical areas and create electronic library. (Community Services) (Year 2)
- Create brochures for critical areas where information doesn't exist or isn't comprehensive. (Community Services) (Year 3)
- Research use of technology for seniors. (Community Services) (Year 3)

Metrics

- Number of sites where literature is placed and number of brochures/flyers taken per site per quarter.
- Measure variations by site, by season and by activity.
- Does variation correlate with attendance (in the case of events).

Priority 2: Raise awareness of services

Goal 2: Help residents and their families maintain their health and safety by helping them connect with needed services in a timely manner.

Objective: Publicize available resources.

- Publicize services provided by the Senior and Disability Services Coordinator. (Community Services) (Year 1)
- Develop a directory of senior services. (Community Services) (Year 1)
- Create a phone line with recorded messages about services in the City and County. (Community Services, nonprofits) (Year 2)
- Pursue a policy to communicate services, events and programs of other agencies and organizations to assist residents and encourage greater social engagement/prevent isolation. (Community Services) (Year 2)
- Expand Hyattsville Reporter to publicize critical service needs and available assistance. (Community Services) (Year 3)
- Seek feedback through mailback postcards and other means. (Community Services) (Year 3)

Metrics

- Baseline and increase in requests to Senior Services Coordinator
- Development and distribution of directory.
- Creation of phone line with recorded messages.
- Establishment of policy to distribute other organizations' materials.
- Expanded pages in greensheet/Hyattsville Life and Times

Priority 3: Assure information gets to diverse communities

Goal 3: Increase awareness in diverse of populations of social activities, recreation programs, medical and other health assistance

Objective: Continue to examine availability and accessibility of services to diverse populations.

- Encourage residents to share information. (Community Services) (Year 1)
- Continue to work to reach residents of all backgrounds. (Community Services) (Year 1)
- Ensure website and communications meet accessibility standards. (Community Services) (Year 1)
- Maintain a list of translators and interpreters and explore ways to deploy them for events. (Community Services) (Year 1)

Metrics

- Number of media used and number of languages translated into
- Increased number of calls to SDS Coordinator
- Growth in attendance at events by diverse populations
- Changes in feedback on awareness by diverse populations

Appendices

Appendix 1: Age Friendly Initiative Work Group Members

Core Group

Lisa Walker, Lead
Mary Bloodworth
Gloria Felix-Thompson
Mosi Harrington
Shirley Horton
Edna Little
Sherri McGee
Denise Snyder
Winifred Weaver
Marialis Zmuda

Contributors: Mickie Ballotta, Rosezella Canty Letsome, Vallorie Watson, Yonette Williams

Staff

Beryl Johnson, Hyattsville Senior Services and Disability Coordinator
Katie Gerbes, Hyattsville Planner
Jake Rollow, Hyattsville Director of Community Services

Subcommittees

1. Housing

Lisa Walker, lead
Gloria Felix Thompson
Mosi Harrington
Shirley Horton
Edna Little
Contributors: Mickie Ballotta, Rosezella Canty Letsome

2. Health and Safety

Denise Snyder, lead
Edna Little
Sherri McGee
Marialis Zmuda

3. Home and Community Based Services

Lisa Walker, lead
Denise Snyder
Winifred Weaver

4. Communications

Mary Bloodworth, lead
Lisa Walker

Appendix 2: Acknowledgements

The City thanks the Work Group, who contributed over 1,000 hours of their time to research, compile and draft this plan. Their commitment has been profound.

The Work Group thanks the many people who contributed to this report:

- Seniors in the community who have helped us see how – with some helpful supports – their lives could be easier and greatly enriched and their wisdom shared with others.
- The many residents, faith-based groups, county and business leaders who attended the two public sessions and the community forum that started this process.
- Members of the Hyattsville city staff who supported our efforts, answered our many questions, and helped us understand more about how the city functions, but particularly Jake Rollow and Beryl Johnson who attended all of the Work Group meetings and helped us at every stage; and Katie Gerbes, Hyattsville city planner who helped us think about affordable housing.
- Marci LeFevre who got the process started with her presentation at the Hyattsville Aging in Place community meeting in 2015 and initially chaired the Work Group.
- Mickie Ballotta who brought to the Work Group research on tiny homes, cohousing communities and the buddy program, Rosezella Canty Letsome who shared with us her frustrating experience in trying to construct a tiny home in Hyattsville, and Subcommittee members Shirley Horton, Edna Little and Winifred Weaver who researched several prioritized areas and made it possible for the Subcommittees to form recommendations.
- Other members of the WHO/AARP network from whom we borrowed extensively, but especially Montgomery County, Maryland.

Appendix 3: Age Friendly Workgroup Timeline

August, September 2017	Understand charge, Work Group determines functioning
October	Finalize domains, structure of report, subcommittees' membership
November	Subcommittees make initial verbal reports to AFI Work Group (identify where they are - gaps/barriers)
December	Subcommittees continue to meet to define domain
January 2018	Subcommittees report to Work Group with detailed outlines/drafts and asset/gap highlights
February	AFI Work Group presents findings to Community Stakeholders to gather feedback
March	Subcommittees incorporate stakeholder changes and report recommendation sections
April	Subcommittees submit draft domain and general sections
May	Subcommittees submit final domain and metrics
June	AFI Work Group meets with staff for full exchange and review
July	AFI Work Group reviews revised drafts and appoints writers to bring single voice, structure to report
August	Draft sent to city staff for final review and preparation
September	Staff feedback and final review
October	Draft plan presented to Mayor and City Council
November	Staff revises plan to reflect feedback, City authorship
December/January	Council discusses and adopts Action Plan
January 2019	Action Plan sent to AARP/WHO

Appendix 4: Resources

Housing

Accessory Dwelling Units

- <https://www.aarp.org/content/dam/aarp/livable-communities/documents-2015/ADU-Case-Study-Report-USHUD-.pdf>
Report done for HUD on accessory dwelling units
- <https://www.aarp.org/content/dam/aarp/livable-communities/documents-2015/ADU-report-AARP-APA.pdf>
Model legislation and ways to find space for ADUs
- <http://fw.to/eJB7kJO>
AARP article looking at New Hampshire's zoning law allowing ADUs
- <https://ggwash.org/view/65579/its-basically-illegal-to-build-accessory-apartments-adus-in-prince-georges-county>

Age Friendly Homes

- <http://fw.to/ChWHRWN>
AARP article looking at what makes a home age-friendly

Affordability Strategies

- <https://www.brookings.edu/blog/the-avenue/2017/10/19/advancing-regional-solutions-to-address-americas-housing-affordability-crisis/>
Brookings Institution Community of Practice on addressing housing affordability – 4 communities
- <https://www.regionalhousingsolutions.org/>
tool developed that addresses many issues and special populations in the Chicago area – useful to look at strategies for seniors as well as other populations
- <http://ahpnj.org/news/entry/accessory-dwelling-units-and-affordable-housing>

Examples of Tiny Homes

- <https://tinyhousetalk.com/communities/>
- <https://tinyhousetalk.com/city-changes-zoning-allows-small-homes/>
- <https://www.squareonevillages.org/emerald>

Tiny House Villages in Eugene, Oregon - shows how the land is set up and some samples of tiny houses, how they worked with the community to develop and build the communities.

- <https://dc.urbanturf.com/articles/blog/dc-debuts-tiny-home-demonstration-in-deanwood/14489>
- <http://www.baltimoresun.com/business/real-estate/bs-md-housing-trust-20180810-story.html>

Land Use Codes for Accessory Dwelling Units

<http://www.cottagecompany.com/Planning/Land-Use-Code/Langlely.aspx>

<http://www.cottagecompany.com/consulting/innovative-land-use-code.aspx>

Home and Community Based Services

In Home Health Assessments

The Johns Hopkins School of Nursing's CAPABLE program helps low-income seniors safely age in place.

https://nursing.jhu.edu/faculty_research/research/projects/capable/capable-faqs.html

Friendly Visits/Buddy System

The Buddy program was used during the AIDS epidemic to help care for people with HIV/AIDS and may be useful to adapt for Hyattsville older adults. A similar program called Friendly Visits/Friendly visitors (FV) exists in Hyattsville although at this point it isn't as extensive as the Buddy program.

The Buddy is a trained volunteer who provides companionship, emotional support and assistance in daily living tasks and engages the individual socially. The Buddy and the individual would agree on frequency of meetings and visits and discuss ways the buddy could be helpful. They might provide food delivery, cleaning, transport to medical appointments or make suggestions for mental health counseling or other services.

Because of continuing contact with the person, the buddy would have a good sense of repairs that might need to be made or changes in the person's behavior. The buddy could refer to services that the person or his/her family would take the lead in contacting. Buddies make a commitment of a year (6 months for Friendly Visitor), must be trained and participate on a buddy team led by a team leader and attend a monthly meeting. (HAP asks Friendly Visitor to report after each visit to a Volunteer Coordinator who refers any concerns to the Outreach committee. HAP also requires background check for each FV or volunteer.)

If the city or partners were to recommend this program or expand the HAP program, it would be important to define what population is to be served (adults of what age?

Disabled? Children with parents recommendation? Families? All incomes? All health conditions, and what kind of services – e.g., the FV program does not provide personal care, financial or medication management.)

Buddy has job description and an application process for the person to be served as does the FV program. Buddies don't spend money or give money to person, important that the volunteer think about their boundaries and what they are willing to do, important to realize that not all relationships will be gratifying as some people find it hard to accept help.

If the city or partners pursue program, it would be helpful to get recruitment materials used, directory, application, training materials and outlines; system for regular communication among buddies. More information is available.

Appendix 5: Stakeholder Meetings List of Attendees

1	Rosemary	Allender
2	Mickie	Ballotta
3	Helen	Barnes
4	Virginia	Bennett
5	LaKeysha	Boyd
6	Jackie	Byrd
7	Maria	Cabrera
8	Rosezella	Canty-Letsome
9	Carla	Cash
10	Peggy	Dee
11	Kathy	Dow-Burger
12	Irma	Echeverria
13	Jennifer	Elrod
14	Andrea	Faller
15	Gloria	Felix-Thompson
16	Blake	Fetrow, Esq.
17	Sara	Fought
18	Michael	Galvoz
19	Altonia	Garrett
20	Gwendolyn	Glover
21	Theresa	Grant
22	Scott	Hahn
23	Daphne	Hall
24	Marghi	Hopkins
25	Shirley	Horton
26	Parthenia	Lea
27	Marci	LeFevre
28	Gina	Lewis-Carmon

29	Perry	Limes
30	Edna	Little
31	Darilyn	Marinelli
32	Ann	Marks
33	Debra	Marshall
34	Bonnie	McClellan
35	Gary	Mekerdijian
36	Pauline	Mekerdijian
37	LaKeysha	Moore
38	Victoria	Moss
39	Krystal	Murillo
40	Dorn	Muscar
41	Tracey	Nalesnik
42	Nicole	Nguyen
43	Edda	Osborne
44	Molly	Parrish
45	LaToria	Pierce
46	Karren Jo	Pope-Onwukwe
47	Daniel	Richardson
48	Daisy	Rickert
49	Perrin	Rogers
50	Kristin	Slawson
51	Carrie	Smith
52	Denise	Snyder
53	Emily	Strab
54	Karen	Sylvester
55	Beatrice	Tignor
56	Maragrita	Valladares
57	Suzanne	Van Nuys
58	Diana	Varela

59	Lisa	Walker
60	Vallorie	Watson
61	Winnifred	Weaver
62	Angela	White
63	Mattie	White
64	Yonette	Williams
65	Cathy	Wilson
66	Leah	Wolf
67	Angela	Wright
68	Marialis	Zmuda

Appendix 6: Senior and Disability Services Report and Survey



Services for Seniors & People with Disabilities

**Presented to the City of Hyattsville Mayor and Council on
March 21, 2016**

Contents

Introduction.....	2
Methodology	2
Demographics.....	3
History of the City’s Senior and Disability Services	3
Senior and Disability Services Currently Offered by the City of Hyattsville	3
Services of Prince George’s County and Maryland National-Capital Parks and Planning.....	4
Senior and Disability Services Offered by Other Communities	6
Bowie	6
College Park	7
Greenbelt.....	7
Resident Survey	8
Key Findings.....	8
Responses to All Survey Questions	9
Recommendations.....	21

Introduction

This report seeks to inform the City of Hyattsville Mayor and Council as they make decisions concerning services for seniors and residents with disabilities. It was requested by the Mayor and Council when the senior and disability services position expanded from part-time to full-time in fiscal year 2015. The report includes results of the recent senior survey (conducted in-house) and relevant information learned from meetings with community groups and residents. Further, to help Council consider possible service trajectories, the report also includes summaries of the senior services and associated staffing and resources of other nearby cities.

Methodology

Two primary methods were used to gather information for this report. Semi-structured interviews were carried out with seniors and residents with disabilities, community organizations and officials of other cities. Also, a bilingual printed opinion survey was mailed to all addresses within the City – approximately 8,000. The City received near 600 responses.

Demographics

Of the City's nearly 18,500 residents, just over 7% are seniors age 65 or older and just over 8% of residents have a disability. Combined they comprise 13% of residents. (The groups have significant overlap, as 42% of senior residents have a disability.)

However, more residents are impacted by senior issues, as nearly 17% of the City's households include at least one senior member, and just over 12% of the City's population is age 55-64, and possibly already thinking about their own lives as seniors.

Finally, among senior residents, 11% live below the poverty line.¹

History of the City's Senior and Disability Services

The City has offered curb-to-curb Call-A-Bus service to seniors and residents with disabilities for many years. However, it expanded senior service provision in 2011 by hiring a part-time senior and disability services coordinator. In 2014, this position was expanded to full time. The coordinator position's duties have changed from year to year, as the position stabilized. An overview of current service offerings follows.

Senior and Disability Services Currently Offered by the City of Hyattsville

Benefits Assistance – supports seniors and residents with disabilities to understand Social Security, Medicare, Medicaid Waiver, other health insurance plans, prescription programs including Medicare Part D, medical providers, and entitlement programs.

Information and Referral Service – provides information and referrals to resource providers on issues including health, finances, transportation, family issues, housing and other areas of concern.

Transportation Service – curb-to-curb reduced-cost service is offered by the City's Call-a-Bus which operates within a six-mile radius of the city during business hours. Transportation is provided to medical appointments, pharmacies, grocery stores, and occasional additional shopping venues. Regular nutritional trips are made to Price Rite and the Hyattsville Farmers Market. Special appointments outside the six-mile radius are considered upon request.

¹ All demographic statistics are from the U.S. Census Bureau.

Educational Programming – educational presentations – generally on health issues – are coordinated regularly throughout the year.

Exercise Class – Ageless Grace exercise classes are offered twice weekly year-round.

Recreational Programming – nearly every month a social trip or program is coordinated by the City. Coordination may include planning and hosting the event, or coordinating participation and transportation of residents to an event hosted by another government or third party. Additionally, seniors at the Friendship Arms housing facility are regularly involved in service projects with student Volunteers.

Staff & Vehicles Utilized:

- 1 FTE Senior & Disability Services Coordinator
- 1.25 FTE Call-A-Bus Driver
- .25 Administrative Aide/Schedule CAB Transport
- .33 Community Services Manager
- Total = 2.83 FTE**
- 1 Bus**

Services of Prince George’s County and Maryland National-Capital Parks and Planning

The County and MNCPPC are the other local governments that provide services to Hyattsville residents. An overview of their services follows. Services marked with an asterisk (*) have a waitlist.

Information Service – provides information about senior opportunities, services and service providers to seniors and their family members.

Family Caregiver Program – assists caregivers in making decisions, identifying benefits and respite care, and solving problems for seniors losing their ability to live independently.

Health Insurance Counseling – offers free health insurance counseling concerning Medicare, Medicaid, Medigap-Supplemental, HMO plans, physician and hospital bills, and long-term care insurance.

Senior Assisted Living Group Home Subsidy Program* – subsidizes costs for low- to moderate-income seniors to live in an assisted living/group home facility. *Waitlist is based on availability of annual subsidy allocation.

Medicaid Home and Community-Based Waiver* – allows services that are typically covered by Medicaid only in a long-term care facility to be provided to seniors in their homes or assisted living facilities. *Applicants are assessed, and those with most critical need receive service first.

Community First Choice* – provides enhanced Medicaid services to help seniors stay in their homes. Services can include meal delivery, accessibility adaptations, emergency response, and nurse monitoring. *Applicants are assessed, and those with most critical need receive service first.

Senior Care* – provides services to seniors at risk for nursing home placement, including personal care, adult day care, and financial help for medications, medical/personal supplies and emergency response systems. *Applicants are assessed, and those with most critical need receive service first. Applicants who do not receive services immediately are reassessed annually, or after a medical event or emergency.

Ombudsman Program – helps protect and advocate for people living in nursing homes and other long-term care centers by investigating complaints, ensuring resident rights, mediating disputes between family members and nursing home staff, and educating staff and families.

Elder Abuse Prevention and Treatment – provides short-term counseling and connections to additional support.

Public Guardianship – provides in-depth monitoring and ensures the safety of senior wards appointed by the Court.

Money Follows the Person – assists seniors transitioning from nursing homes to an apartment, private home or small group setting.

Senior Community Service Employment Program – a federal initiative that provides job training and improves the well-being of low income seniors.

Retired Senior and Volunteer Program – helps seniors put their skills and talents to work in their communities.

Foster Grandparents Program – seniors work with at-risk youth and young adults to help them grow, gain self-confidence and become productive members of our communities.

Telephone Reassurance – utilizes senior volunteers to place daily check-in/reassuring phone calls to isolated seniors.

Large-Scale Socials – twice a year, these events bring together residents county-wide to share a meal, learn about county services, dance and exercise.

Senior Activity Centers and Community Centers – Offerings vary by center, but can include special events, meals, trips, classes, health programs, fitness rooms, walking tracks, pickle ball, golf discounts, pool, and information and referrals. The Prince George's Plaza Community Center is located inside the City of Hyattsville. The closest Senior Center is in North Brentwood. Three other centers are within the six-mile radius accessible by the Call-A-Bus.

Senior and Disability Services Offered by Other Communities

Below is an outline of services provided by three nearby communities. The information is provided as reference points and/or benchmarks for the Mayor and Council as they consider current and potential service levels of the City of Hyattsville.

Bowie

The City of Bowie has been serving seniors since the mid-1990s, but in 2000 it greatly expanded service by opening a nationally accredited senior center. There are two subsidized senior housing facilities in Bowie, and two that are market rate, and two more market rate developments in design/construction phases. None of the facilities are owned by the City.

The City does not supplement social work services, but provides many other services on a large scale. Those services include information and referrals in the areas of healthcare, finances, family issues and housing; curb-to-curb Call-A-Bus service; health and wellness activities and a health newsletter; support groups and activity groups; continuing education provided by Prince George's Community College; hot lunches; social and recreational trips and events.

According to census data, the City of Bowie's population is roughly three times that of Hyattsville, and 11.6% of the population are seniors. Still, Bowie's senior staffing level is proportionately much higher than the City of Hyattsville.

Staff & Vehicles Utilized:

1 FTE Senior Services Manager
1 FTE Assistant Manager
1 FTE Transportation Coordinator
1 FTE Wellness Coordinator
1 FTE Senior Nutrition Aide
1 FTE Information & Referral Specialist
2 FTE Maintenance Personnel
4 FTE Program Assistants
10 FTE Bus Drivers
Total = 22 FTE
9 Buses, 1 Van

College Park

The City of College Park began serving seniors in the early 1980s by providing Call-A-Bus service. The community is home to two federally-subsidized senior housing buildings.

Currently, the City's programming includes **information and referral** services and **casework support** at two federally subsidized apartment buildings for seniors. **Educational presentations** are also coordinated and a **monthly health newsletter** is distributed. Finally, the City subsidizes **eight social trips each year** – covering about half the cost so that residents only pay \$20-40.

Staff & Vehicles Utilized:

- 1 FTE Seniors Program Manager
- 1.5 FTE Driver
- .5 FTE Caseworker (only serves senior housing facilities)
- .5 FTE Administrative Aide
- 1 FTE Family Services Director
- Total = 4.5 FTE**
- 3 Buses**

Greenbelt

In the early 1970s the City of Greenbelt launched Greenbelt CARES, the arm of the City that serves youth, families, seniors and people with disabilities. The City owns one federally-subsidized senior apartment buildings.

The City's offerings include **Call-A-Bus service, 7 days/week**, limited to the boundaries of the city, **information and referral services, benefits assistance, educational presentations** and **health activities** (including an annual flu clinic, health fair and mental health screening day, a memory support group, brain fitness program, Ageless Grace, a community nursing program, and provision of prescription drug discount cards). Social activities are organized and staffed by the City's recreation department.

Additionally, Greenbelt has opted to supplement **social services** offered by Prince George's County. The City offers **casework and social work** on topics including in-home care, housing, care-giving, and more. Additional support includes a weekday **hot-lunch program** (provided by the County), monthly food distributions and sliding-scale subsidies for home equipment. These services are reserved for City of Greenbelt residents only.

Staff & Vehicles Utilized:

- 1 FTE Community Resource Advocate
- 1 FTE Geriatric Case Manager & Counselor
- 1 FTE Service Coordinator (serving residential facility)
- 1 FTE Case Manager/Service Coordinator
- 1 FTE Driver

1.5 FTE (3 pt. weekend drivers)
Total = 6.5 FTE
1 Bus, 1 Car

Resident Survey

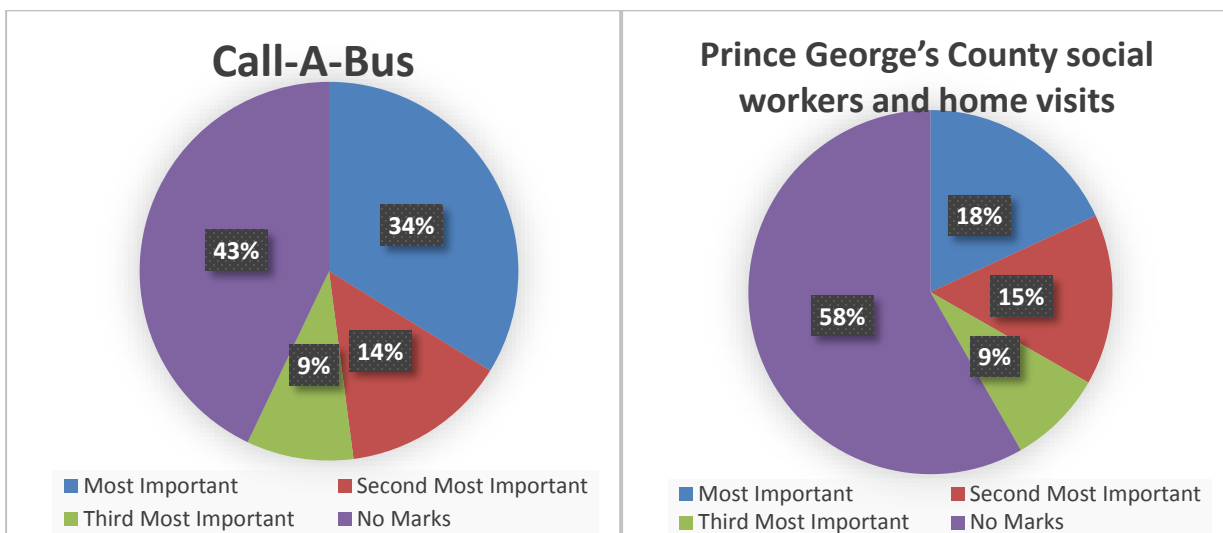
In January, the City mailed a survey to all residents seeking their opinion of current and potential services offered to seniors and people with disabilities. The survey was mailed in English and Spanish with a postage-paid return envelope. Approximately 600 responses were mailed back, 51% of which were filled out by people age 60 or older. Below are the key findings of the survey, followed by answers to all questions.

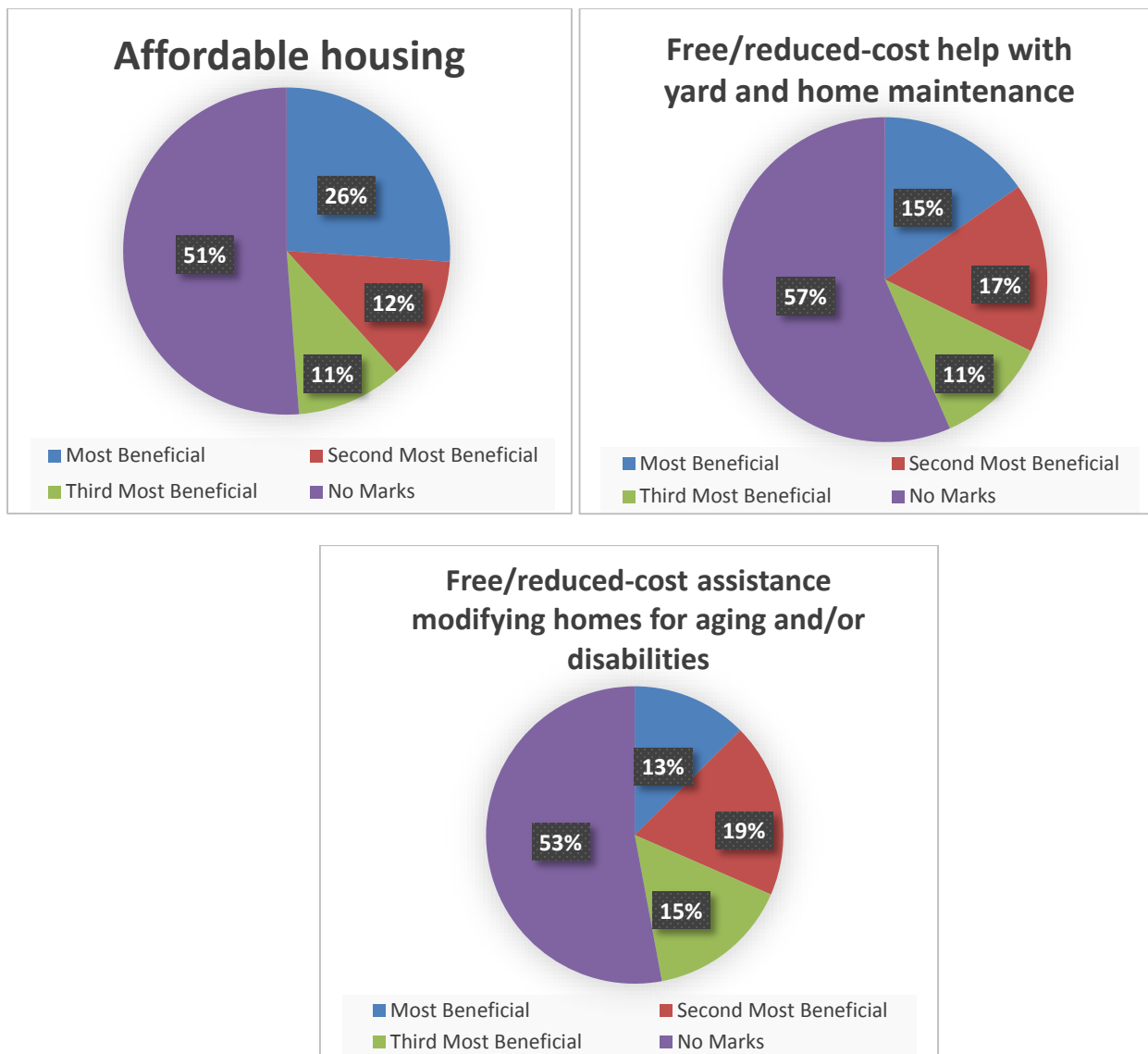
Key Findings

Throughout the survey, residents were asked to rank what services they thought were most important – including services that are currently provided and those that could potentially be provided in the future. Of the 19 services named in the survey, five outscored the others by considerable margins. The five services that residents considered most important are:

- Call-A-Bus (current)
- Prince George’s County Social Workers and Home Visits (current)
- Affordable Housing (potential)
- Assistance with Home/Yard Maintenance (potential)
- Assistance with Home/Property Modification (potential)

The charts below show the percentage of respondents that considered these services important. Each of them was ranked as the first or second most important service by more than 30% of respondents, which is significantly higher than the 14 remaining services included in the survey.





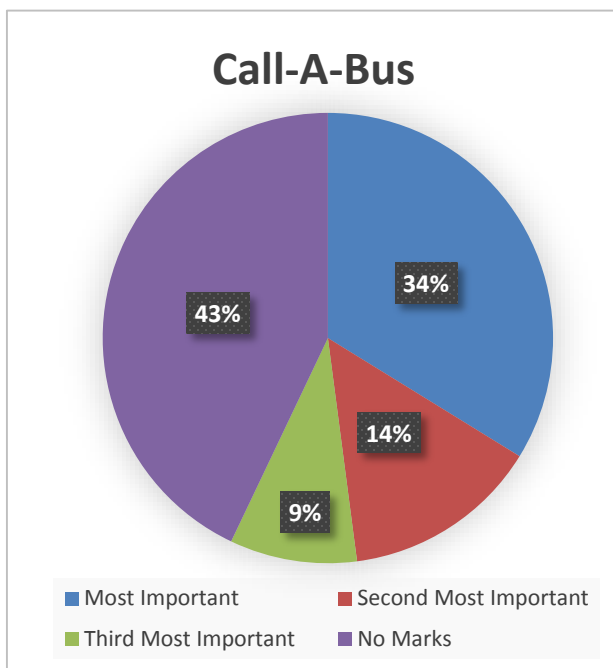
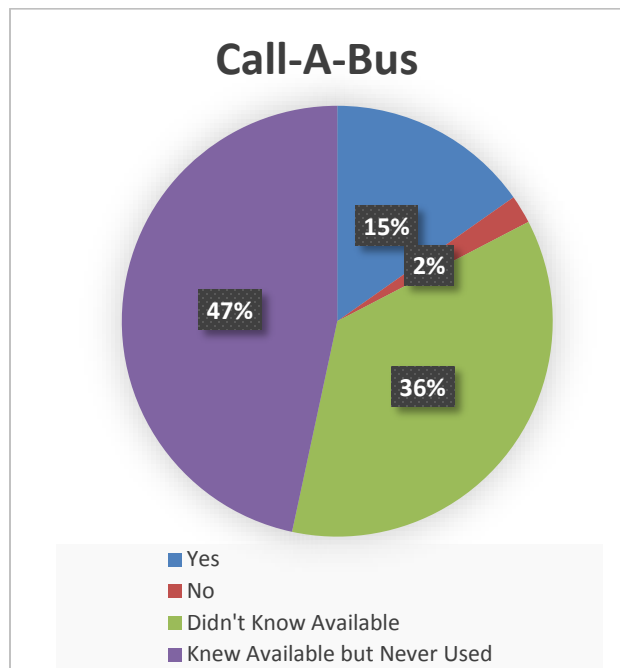
Responses to All Survey Questions

The charts below show the responses to all the questions asked in the survey.

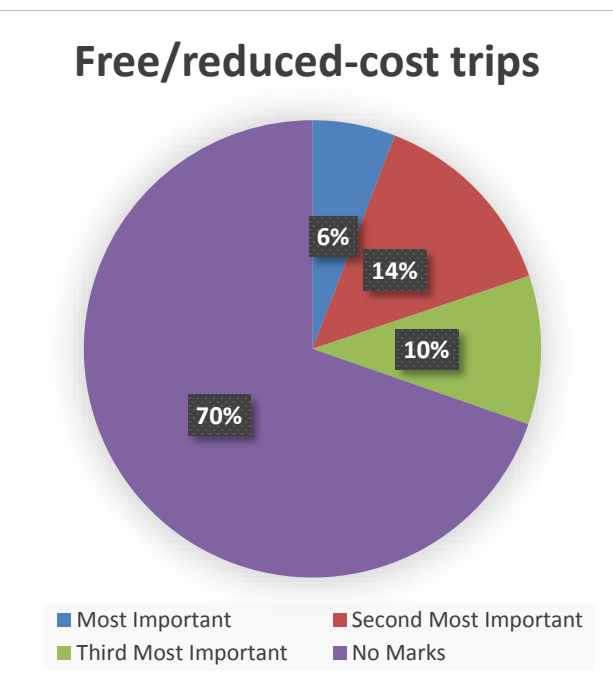
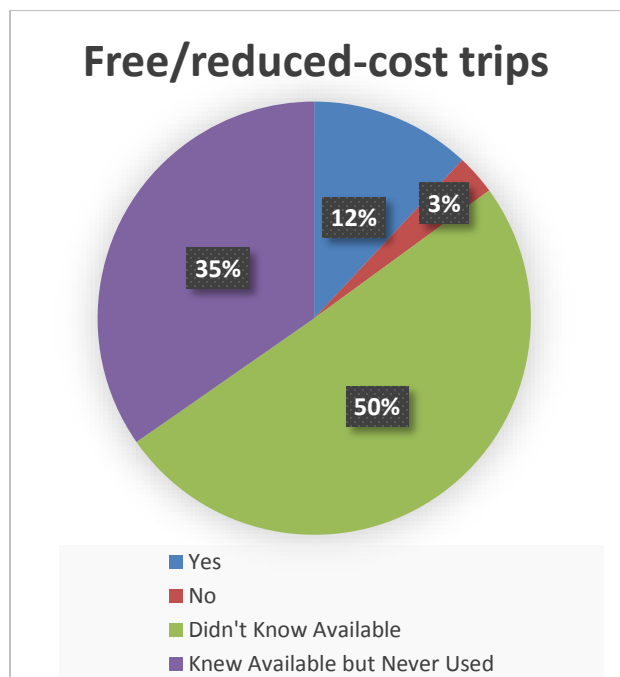
Question 1.

The charts on the left show the answers to the question, “The following services are available in the City of Hyattsville for seniors and residents with disabilities. Are you satisfied with them?” The charts on the right show answers to the question, “Which THREE of the items above do you think are most important?”

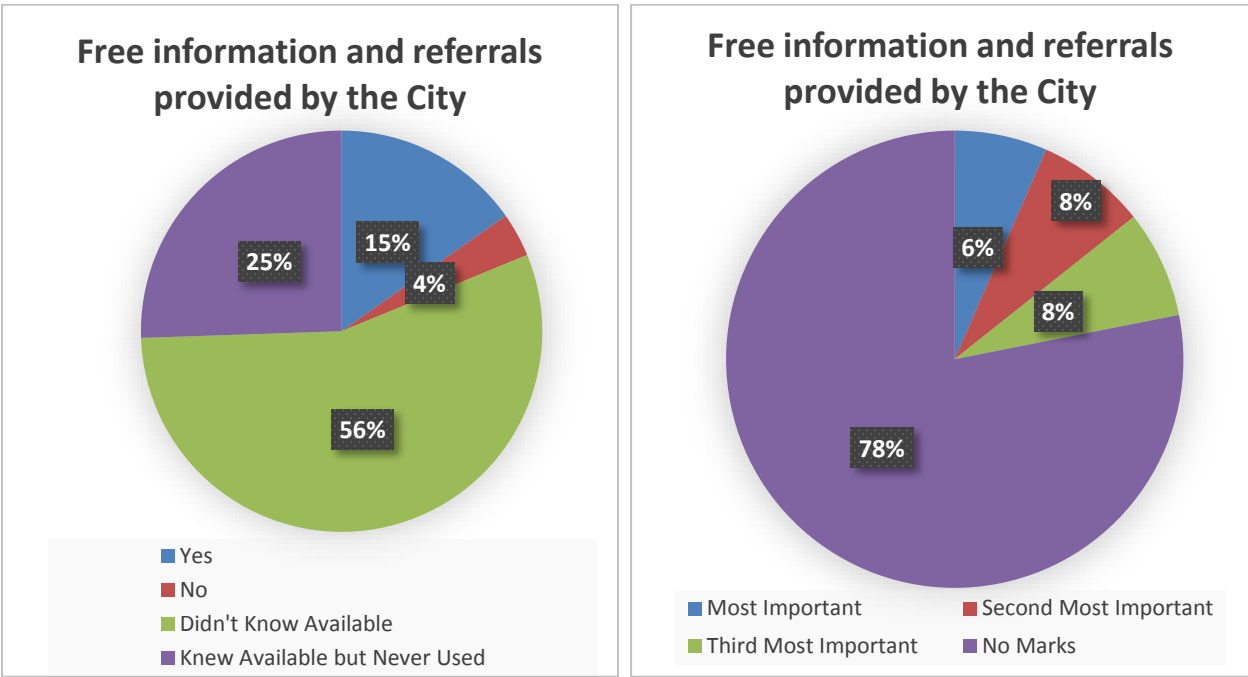
1A. Free/reduced-cost Call-A-Bus service.



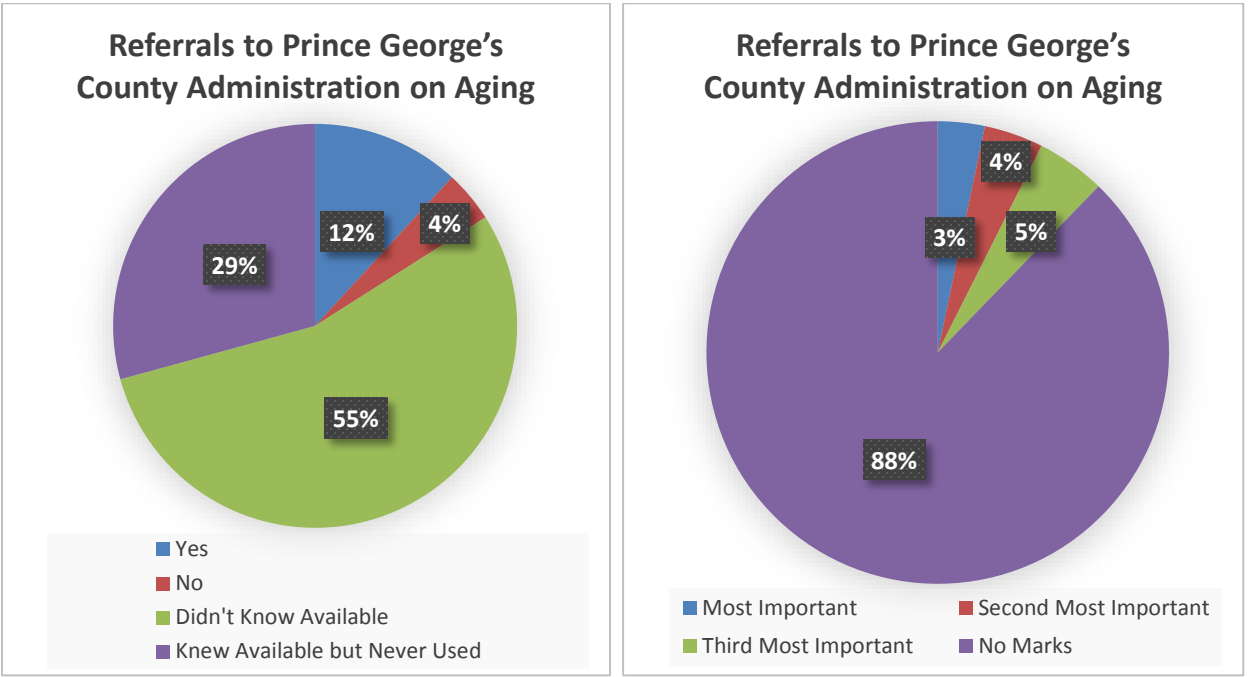
1B: Free/reduced-cost trips (for socializing, entertainment, shopping)



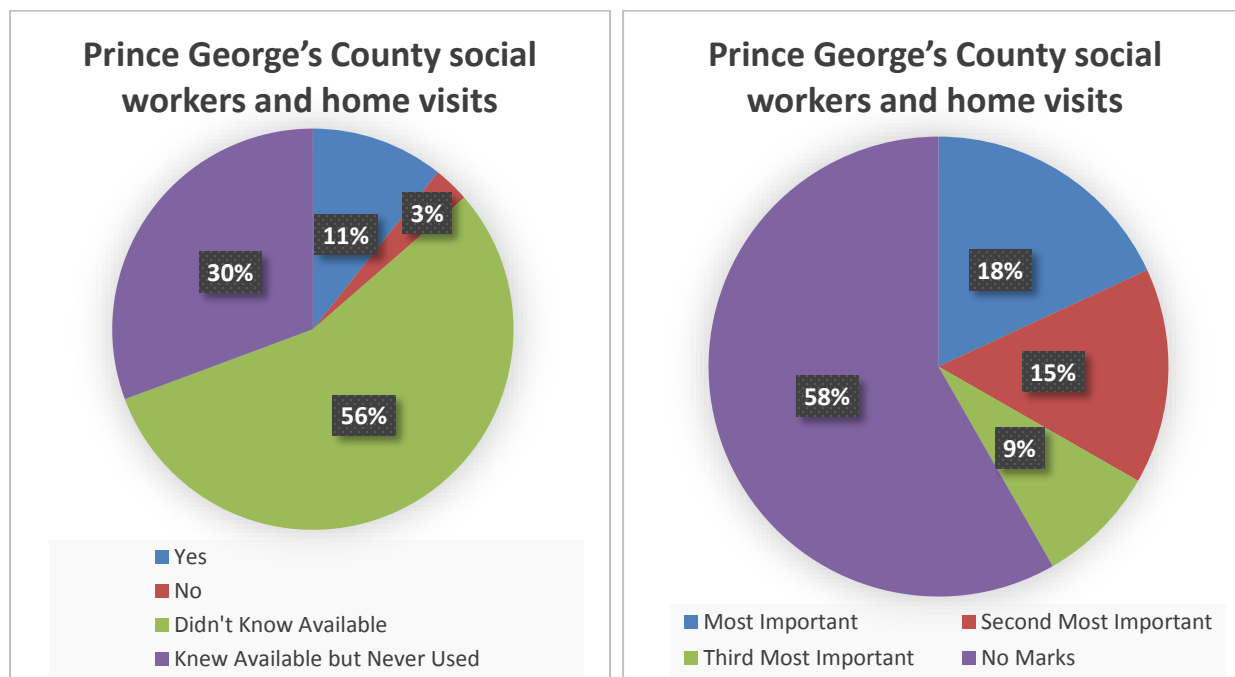
1C: Free information and referrals provided by the City.



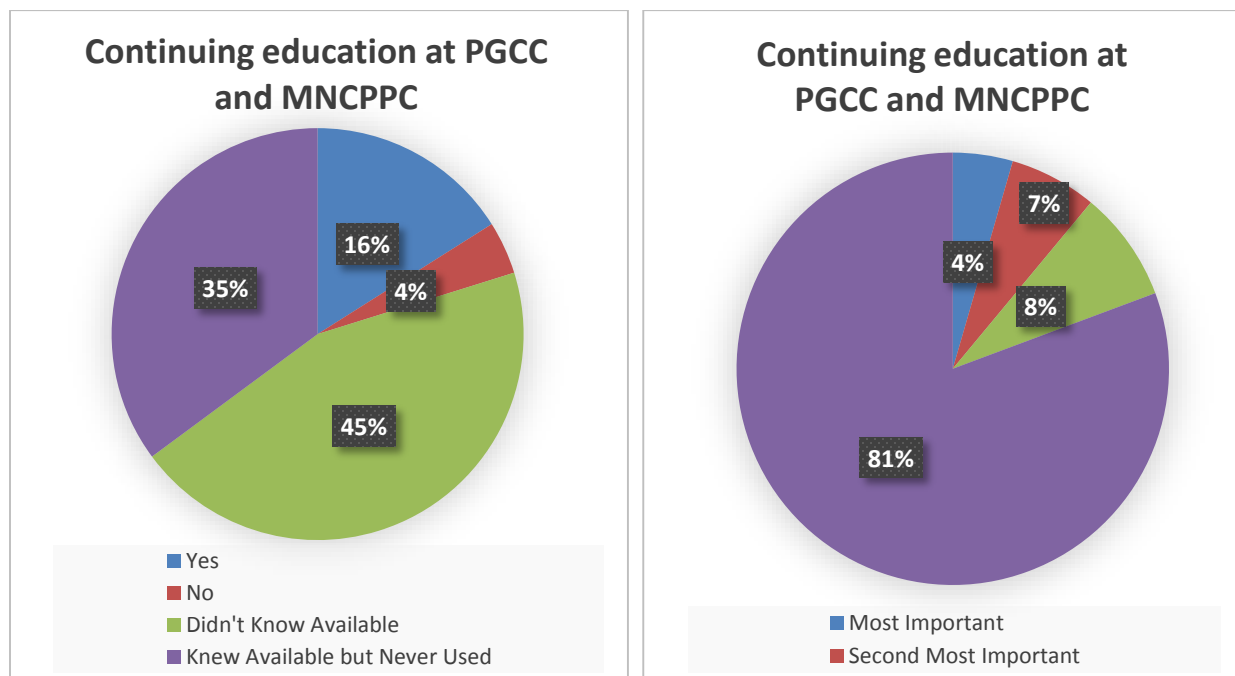
1D: Referrals to Prince George's County Administration on Aging.



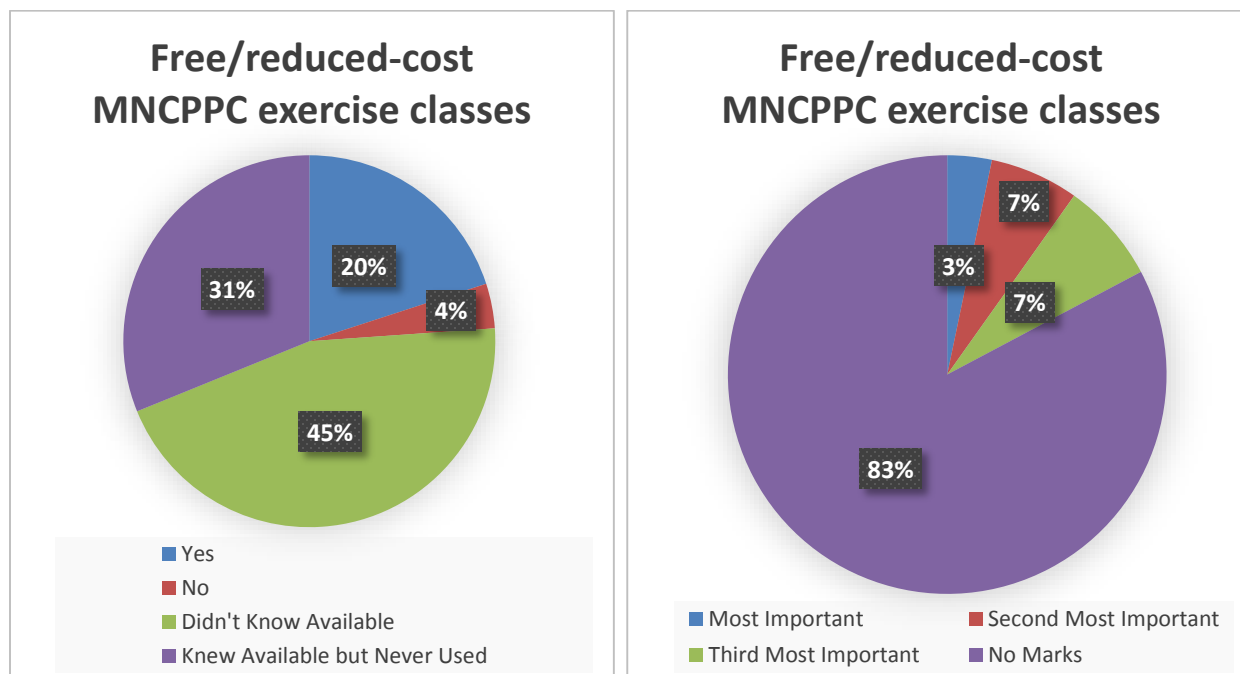
1E: Prince George's County social workers and home visits.



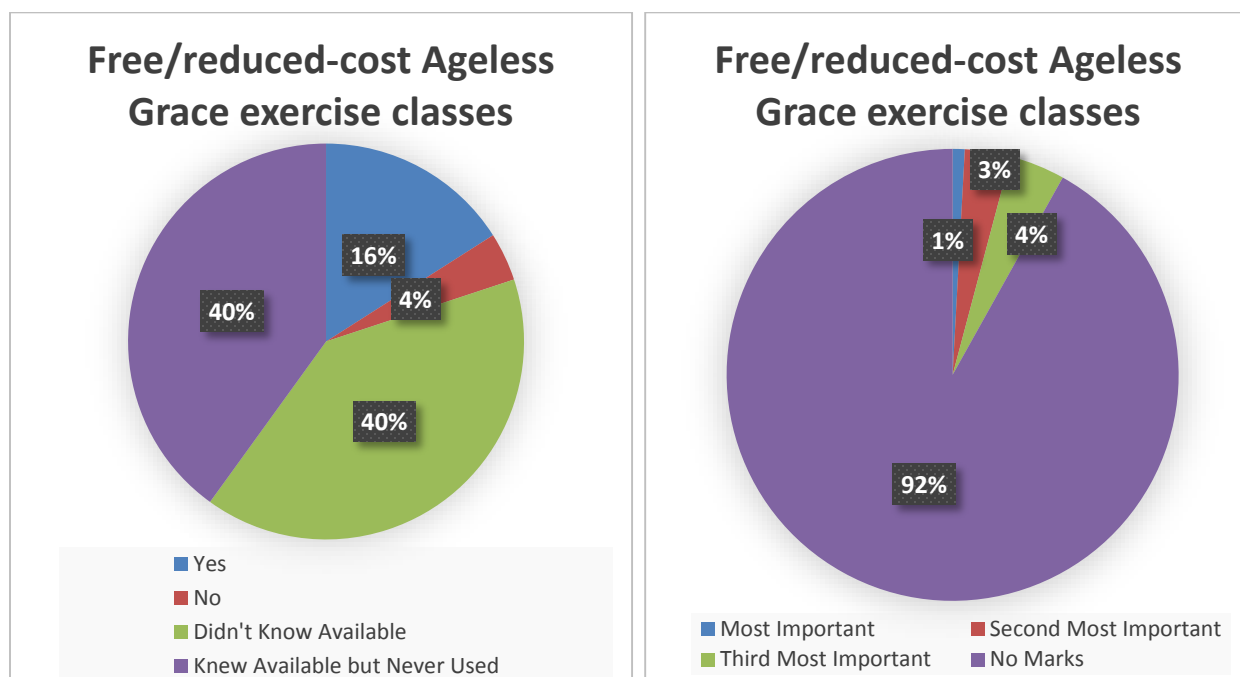
1F: Free/reduced-cost continuing education at Prince George's Community College and Maryland-National Capital Parks and Planning Commission (MNCPPC)



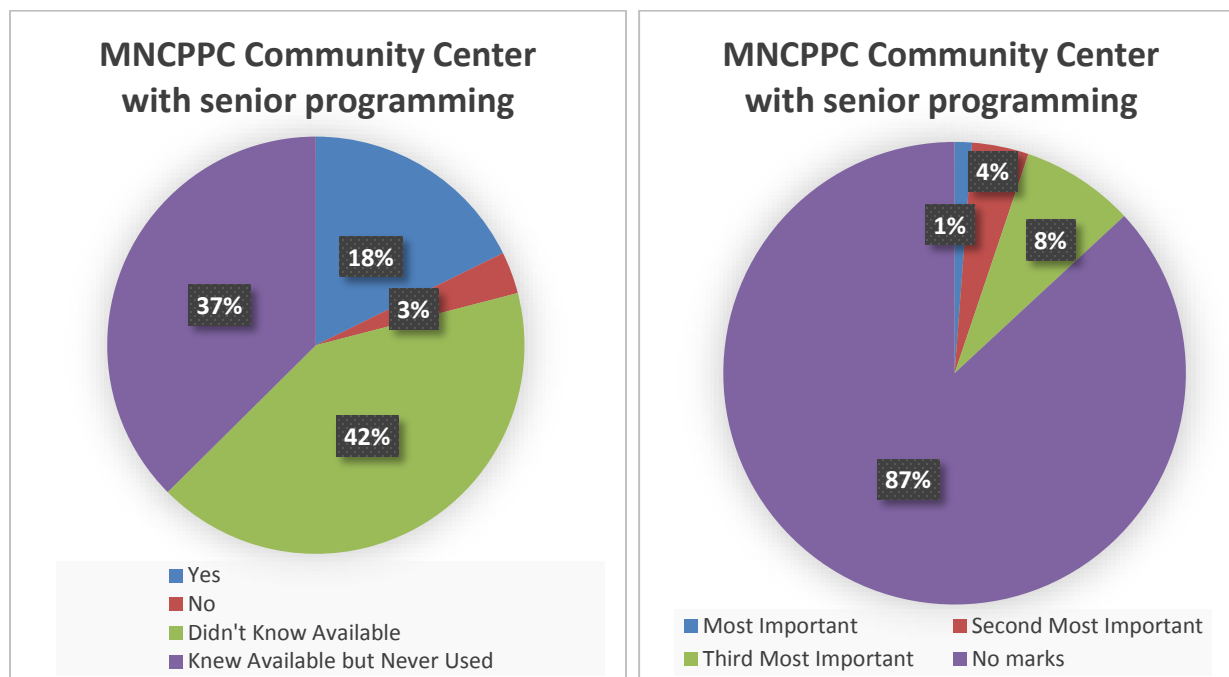
1G: Free/reduced-cost MNCPPC exercise classes.



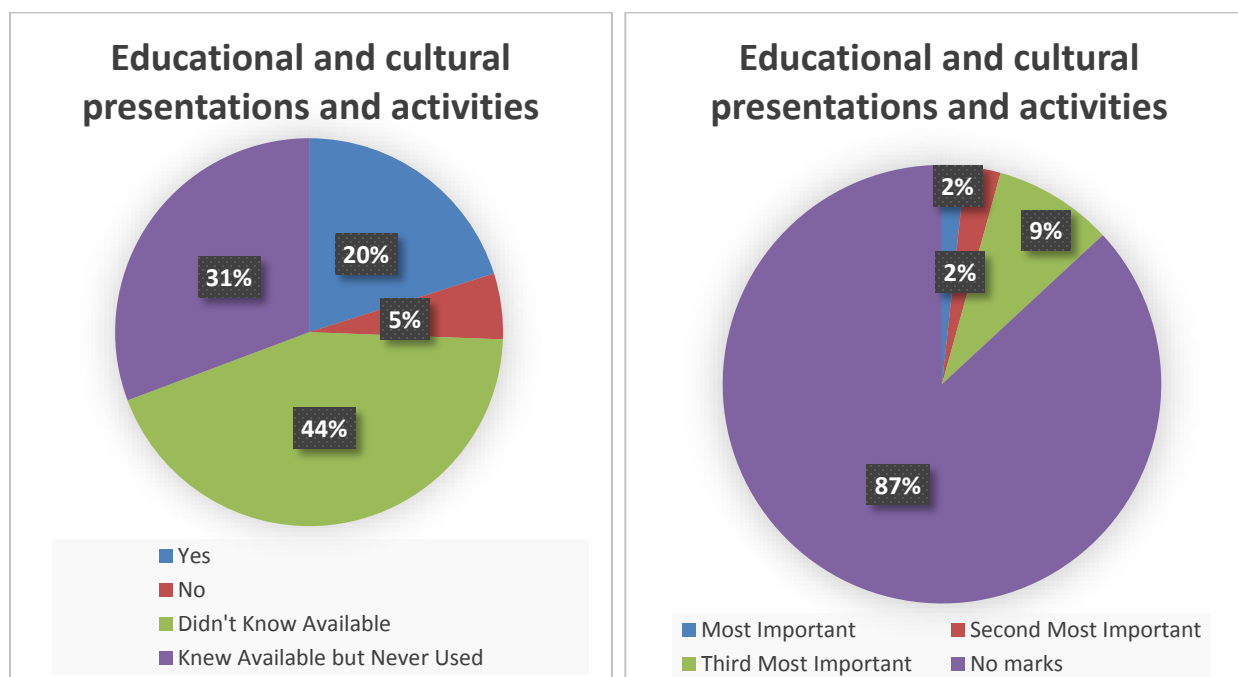
1H: Free/reduced-cost Ageless Grace exercise classes.



1I: MNCPPC Community Center with senior programming.



1J: Educational and cultural presentations and activities.



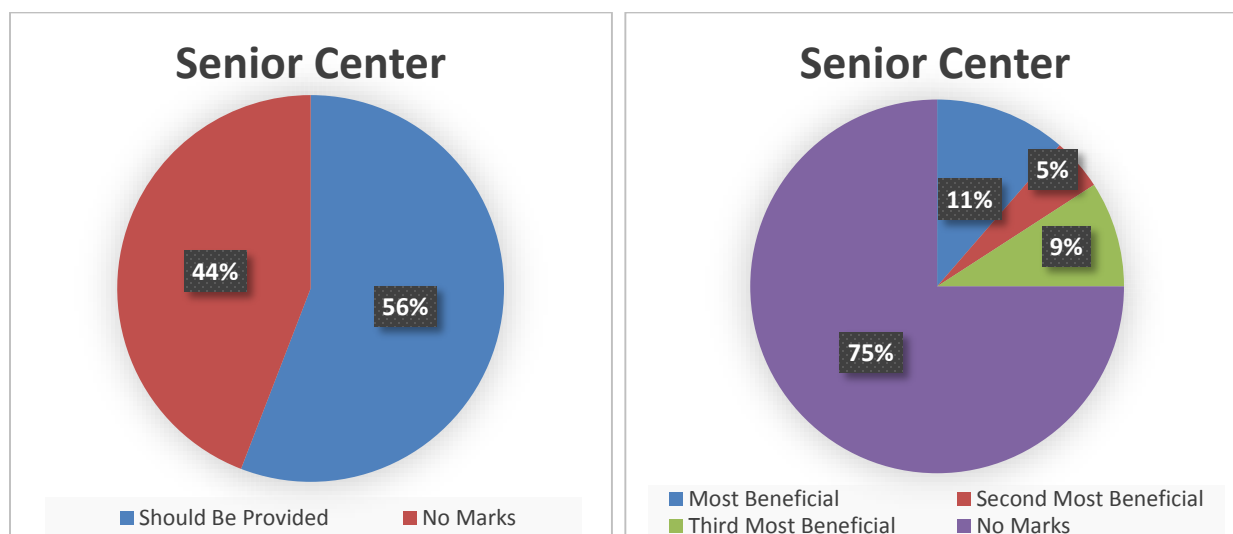
1K: Is there another service you want to include? Please write it in here and say if it satisfies you.

There were 89 responses to this question, all of which are available upon request. The most frequently mentioned services were snow removal (six responses) and transportation (six responses).

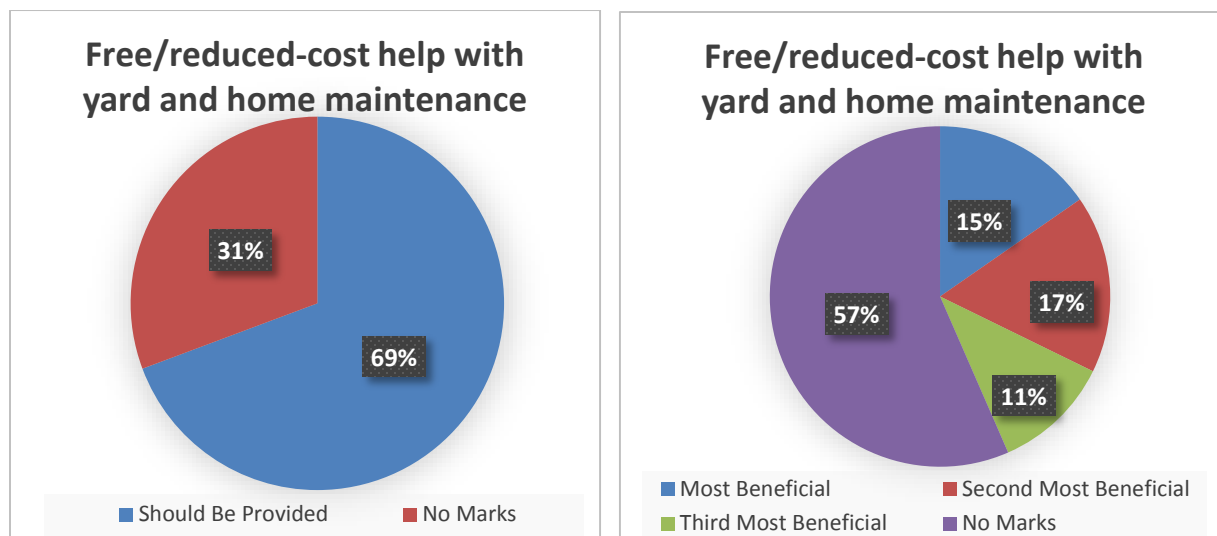
Question 2.

The charts on the left show the answers to the question, “Which of the items below do you think should be provided?” The charts on the right show the answers to the question, “Which THREE of the items above (A-K) do you think are most beneficial?”

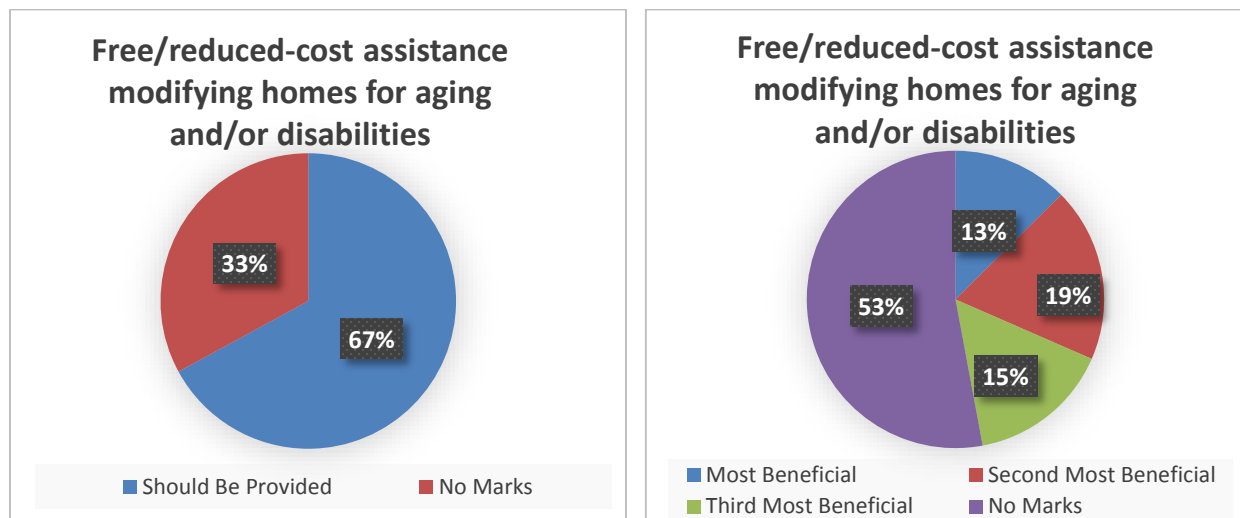
2A. A senior center



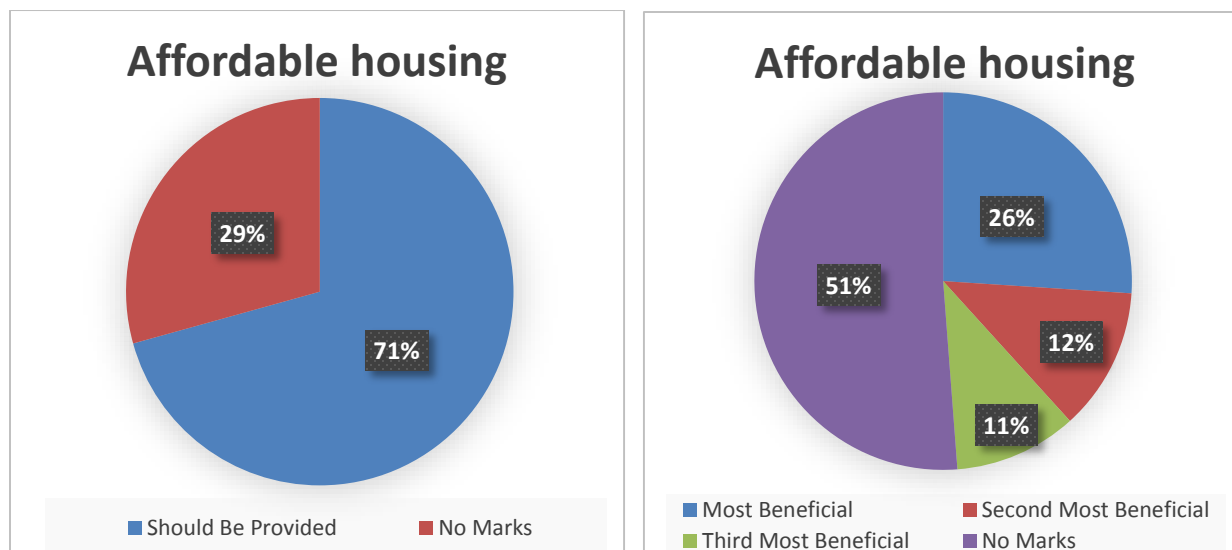
2B. Free/reduced-cost help with yard and home maintenance



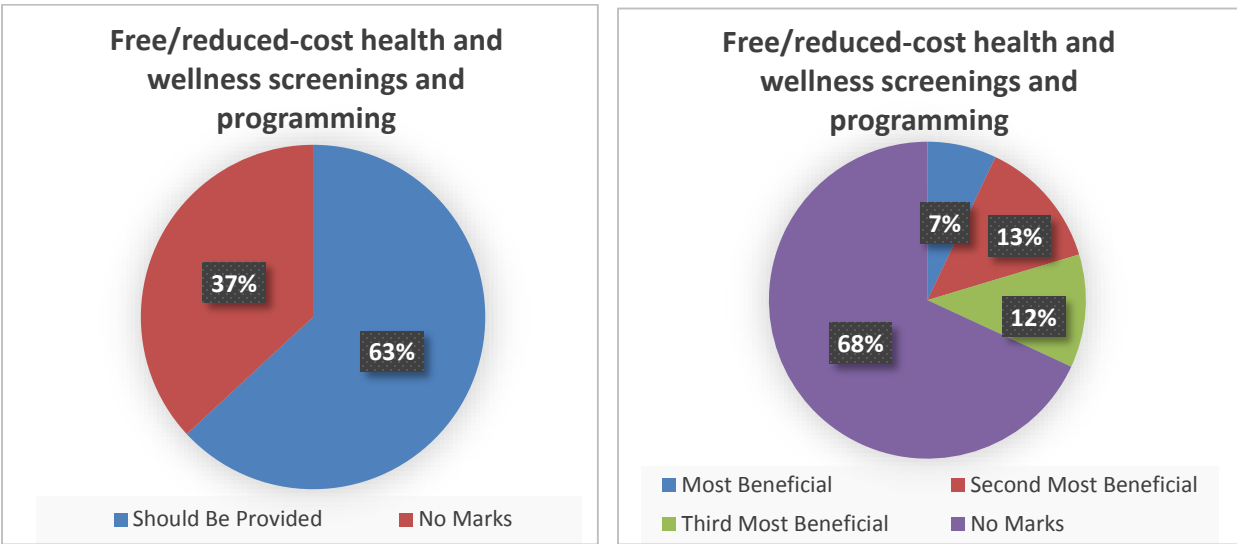
2C. Free/reduced-cost assistance modifying homes for aging and/or disabilities (installing wheelchair ramps, grab-bars, first-floor bedroom, etc.)



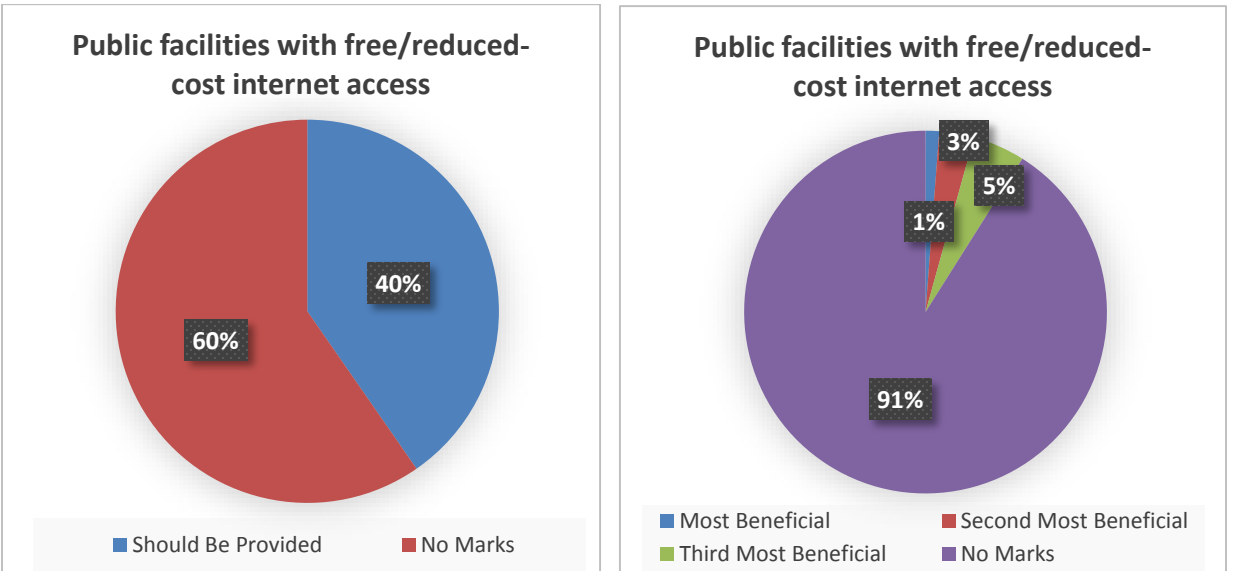
2D. Affordable housing options for seniors and people with disabilities.



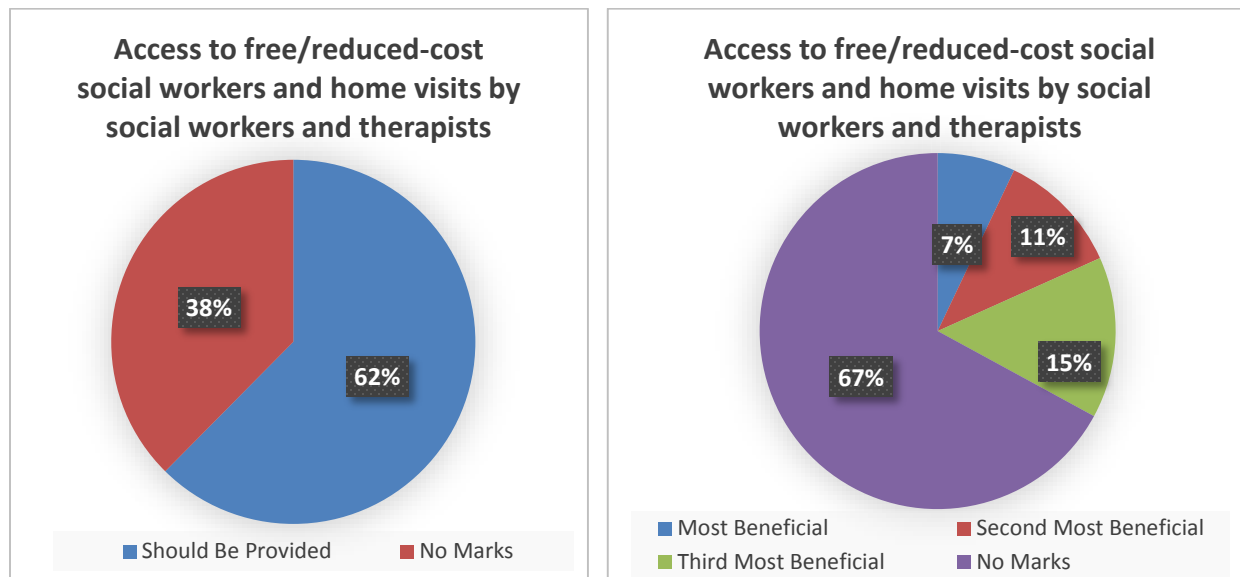
2E. Free/reduced-cost health and wellness screenings and programming



2F. Public facilities with free/reduced-cost internet access



2G. Access to free/reduced-cost social workers and home visits by social workers and therapists

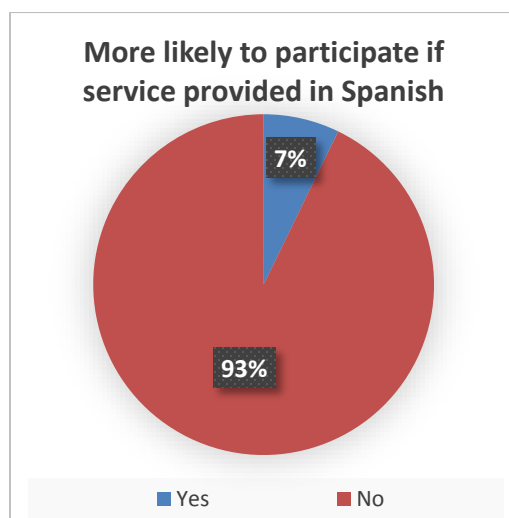


2H. Are there other services that you think should be provided? If so, please write them here.

There were 84 responses to this question, and the opinions are diverse. The popular opinions were snow shoveling (eight), medical and dental services and help (e.g. free visit, reduced-cost bills) (seven), help with IT (e.g. computer and/or smartphone class, subsidized cost of connectivity) (six), volunteers/coordinators visits (four).

Question 3

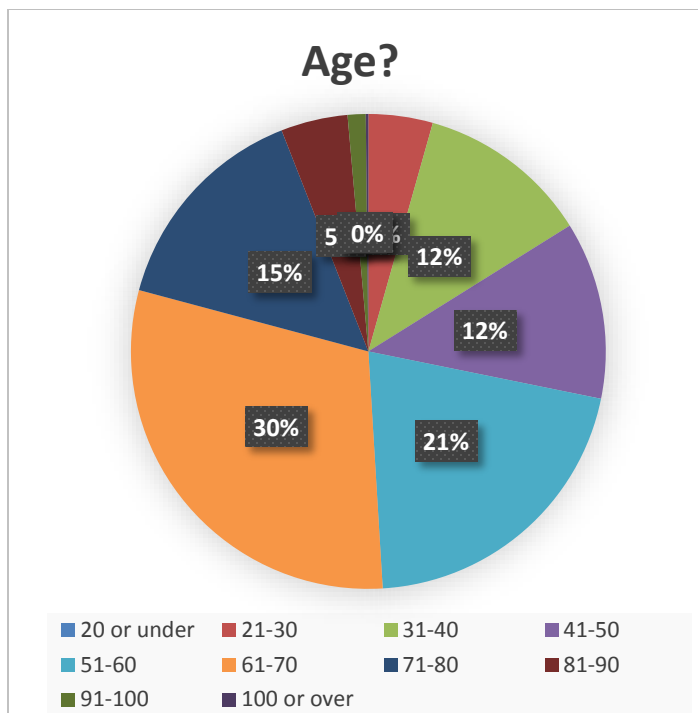
Would you be more likely to utilize services/activities if they were provided in Spanish?



Of the nearly 600 responses the City received, only 22 were in Spanish.

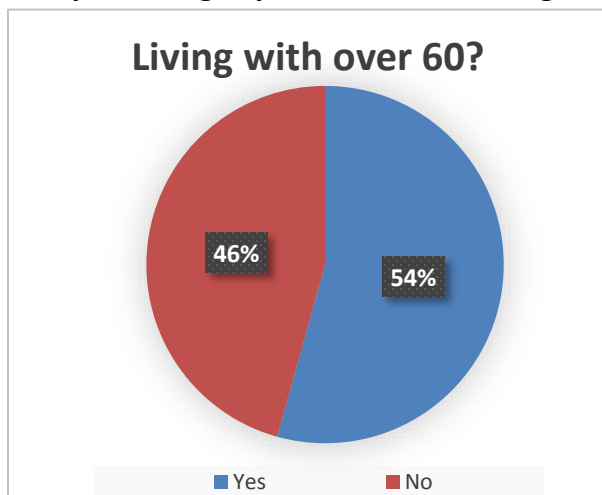
Question 4

What is your age?



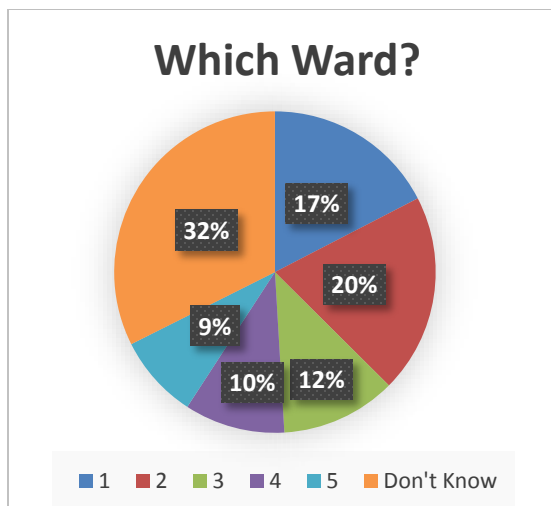
Question 5

Is anyone living in your home over the age of 60?



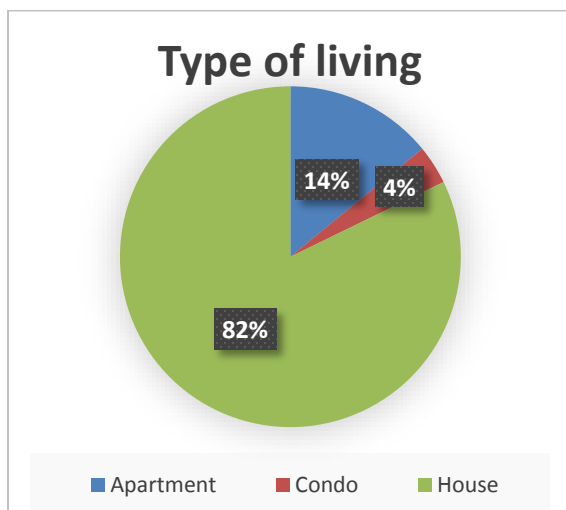
Question 6

Which ward do you live in?



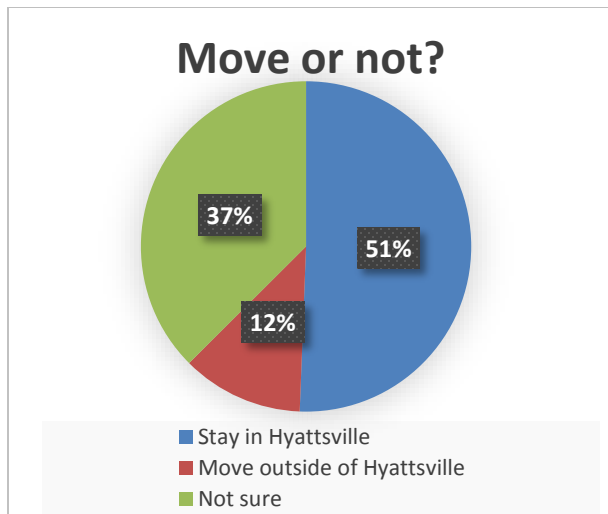
Question 7

Do you live in an apartment, condo or house?



Question 8

In retirement would you like to continue living in the City of Hyattsville, or move elsewhere?



Question 9

If you plan to move elsewhere, where and why?

A wide variety of responses were received. The most common reasons people said they would move was to find a lower tax rate and cost of living (43), and warmer climate (19), less traffic congestion (18), and poor walkability of the city (9).

Recommendations

The following recommendations are based on analysis of the information in this report. They are provided as a starting point for further consideration and development.

1. Many residents do not know about the senior and disability services the City offers, and the low response rate among Spanish-speaking residents suggests we are not connecting with this community through mailers. Community Services is planning to expand outreach through churches, schools, automated phone calls, and flyer distribution Citywide.
2. Per capita, the City dedicates less resources to senior and disability services than nearby communities. If the City were to expand services in a significant way, additional resources and/or personnel will be required. At this time, no such expansion is planned.
3. Few residents cited a dearth of senior service provision as a reason to move away in retirement. This suggests that such services should be considered a benefit the City provides – possibly one

that builds good will and well-being among residents – rather than a requisite that will determine the life decisions of many residents.

4. The County provides services and facilities that are of significant interest to Hyattsville residents. Some cities replicate these services, in part because of the waitlist for County assistance. Community Services will explore expanding Call-A-Bus service to County offices and events (as some of them are located outside the Bus's six-mile service radius). The department will also continue to monitor and evaluate how frequently residents are waitlisted for County services, and if there is sufficient demand for replication. The department will also explore partnering with other cities to reduce costs and respond to the demand for such services.
5. Residents seek assistance with weather-related yard maintenance and home modifications. The former of these the City is hopes to address with a no-cost "Good Neighbor" program that will be launched in coming months. Community Services will also do further research on the home modification programs offered by Greenbelt and the County, to determine if and how the City should create a similar programming.
6. Residents also expressed a desire to have affordable housing for seniors and people with disabilities. This is an area that will require additional research and exploration.

1. The following services are available in the City of Hyattsville for seniors and residents with disabilities.

Are you satisfied with them?

For each of the items below, please mark an "X" in the column of your answer.	Yes	No	Didn't Know Available	Knew Available but Never Used
A Free/reduced-cost Call-A-Bus service				
B Free/reduced-cost trips (for socializing, entertainment, shopping)				
C Free information and referrals provided by the City				
D Referrals to Prince George's County Administration on Aging				
E Prince George's County social workers and home visits				
F Free/reduced-cost continuing education at Prince George's Community College and Maryland-National Capital Parks and Planning Commission (MNCPPC)				
G Free/reduced-cost MNCPPC exercise classes				
H Free/reduced-cost Ageless Grace exercise classes				
I MNCPPC Community Center with senior programming				
J Educational and cultural presentations and activities				
K Is there another service you want to include? Please write it in here and say if it satisfies you:				

Which THREE of the items above do you think are most important?

Write the letter of the Item: ___Most Important ___Second Most Important ___Third Most Important

2. Which of the items below do you think should be provided?

Please mark an "X" in the box to the right of the items that you think should be provided.	
A A senior center	
B Free/reduced-cost help with yard and home maintenance	
C Free/reduced-cost assistance modifying homes for aging and/or disabilities (installing wheel-chair ramps, grab-bars, first-floor bedrooms, etc.)	
D Affordable housing options for seniors and people with disabilities	
E Free/reduced-cost health and wellness screenings and programming	
F Public facilities with free/reduced-cost internet access	
G Access to free/reduced-cost social workers and home visits by social workers and therapists	
H Are there other services that you think should be provided? If so, please write them here:	

Which THREE of the items above do you think would be most beneficial?

Write the letter of the Item: ___Most Beneficial ___Second Most Beneficial ___Third Most Beneficial

For questions 3-8, please mark an "X" to the left of your answer:

3. Would you be more likely to utilize services/activities if they were provided in Spanish? ___Yes ___No

4. What is your age? ___20 or under ___21-30 ___31-40 ___41-50 ___51-60 ___61-70 ___71-80 ___81-90 ___91-100 ___100 or over

5. Is anyone living in your home over the age of 60? ___Yes ___No

6. Which ward do you live in? ___1 ___2 ___3 ___4 ___5 ___Don't know

7. Do you live in an apartment, condo or house? ___Apartment ___Condo ___House

8. In retirement would you like to continue living in the City of Hyattsville, or move elsewhere?

___Stay in Hyattsville ___Move outside of Hyattsville ___Not sure

9. If you plan to move elsewhere, where and why? (Please write your answer below)



Hyattsville City Council Agenda Item Report

Meeting Date: January 7, 2019
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Community Notices
Agenda Section:

SUBJECT

City Calendar: January 8, 2019 - January 22, 2019

HCC-217-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Main City Calendar_Jan 8 - Jan 22 2019.docx](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Main City Calendar: January 8, 2019 – January 22, 2019

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

Senior Art Class

Tuesdays, 10:30 AM – 12:30 PM @ Art Works Now

The City is offering free senior art classes in partnership with Art Works Now. Seating is limited, and registration is required.

City Calendar: January 8, 2019 – January 22, 2019

Board of Supervisors of Elections Meeting

January 8, 4:00 PM @ City Building, 3rd Floor Mayor's Office

Compensation Review Committee Meeting

January 8, 7:00 PM @ Location TBD

Hyattsville Environment Committee Meeting

January 8, 7:00 PM @ Location TBD

Race and Equity Task Force Meeting

January 9, 7:00 PM – 9:00 PM @ City Building, 2nd Floor Prangley Room

Ward 1 Check-In

January 16, 6:30 PM – 7:30 PM @ City Building, 1st Floor Multipurpose Room

Code Compliance Advisory Committee Meeting

January 16, 7:00 PM @ Location TBD

Council Meeting

January 22, 8:00 PM – 10:00 PM @ City Building, 3rd Floor Council Chambers