

City of Hyattsville Community Meeting

June 7, 2010

7:00 p.m.

The City of Hyattsville will hold a Community Meeting on Monday, June 7, 2010, at 7:00 p.m. to discuss the midpoint evaluation of Once-A-Week Collection of Household Solid Waste Pilot. This is the second meeting in a series of three meetings being held in June 2010 to discuss the progress of the pilot program to transition from twice-a-week to once-a-week collection of household solid waste. The agenda will remain the same for all three meetings; however, note that only this meeting, on Monday, June 7, will be televised on HCTV and recorded on video.

Questions or comments regarding the Community Meetings and the Pilot Program may be directed to Patrick Ryan, Director of Public Works at pryan@hyattsville.org

City of Hyattsville Council Meeting

June 7, 2010

8:00 p.m.

1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Presentation** –Mr. Tom Stickles – University Park re: Wells Run
4. **Approval of the Agenda**
5. **Public Comment**
6. **Consent Items**

Motion# 108-06-10 Police Department Surplus Property – June 2010

I move that the Mayor and Council declare the following items as surplus: 11 Olympus cameras, 1 Kodak DX360 digital camera; Kodak 40 digital camera; 9 Federal headlight flashers; 2 Federal slim lighter lens; Panasonic answering machine; Minolta QTsi lens & case; Sony digital movie camera; 3 Federal siren amplifier; Impres adaptive charger; Creative CDRW; Panasonic Palmcorder; Federal signal strobe system; GE radio; 4 sirens; 6 strobe lights; siren system; 9 Motorola mobile radios; Box wires & lights; 4 Astro siren systems; projection screen; box assorted part; 2 Motorola Saber portable radios; 5 assorted wooden racks with radios & control and to authorize the Hyattsville Police Department to dispose through a Public Auction on www.propertyroom.com. – **Gardiner at the Request of the City Administrator**

Motion# 103-06-10 Agreement to Abide by Bylaws of the Prince George's Intergovernmental Network (I-Net) Community Coordinating Committee

I move that the Mayor and City Council agree to abide by the bylaws of the Prince George's Intergovernmental Network (I-Net) Community Coordinating Committee to allow the City to move forward with implementation of I-Net for use by the City of Hyattsville. – **Gardiner at the Request of the City Administrator**

7. Action Items

FY11 Budget – Review and Discussion of the Introduced FY11 Budget

Motion# 111-06-10 (Budget Amendment Community Development)

I move the Mayor and City Council make the following amendment to the FY 2011 Community Development Department budget. This amendment provides funding for additional Architectural/Engineering Services, miscellaneous utility work and CDC project services for the 4318 Gallatin Street (“Arcade Building”) project.

4318 Gallatin Street (“Arcade Building”) Capital Improvements: Fund FY 11 budget line for additional \$325K for the following:

- Architectural/Engineering services in the amount of \$265k to complete the design of the building and provide construction documents and construction schedules and estimates. The design services will include alternative solutions for the performance space (acoustics; TV, sound and lighting); a high efficiency/low energy building solution (to meet USBGC criteria and reduce long term building operating costs), programming in coordination with the City assessment of the other City facilities (City Building, DPW Facility, Magruder Park Recreation Building, 4318 Gallatin Street and Hamilton Street Building), space planning, estimating and engineering. Submit scope of work for services by September 30, 2010 (if not sooner) for Council approval prior to soliciting proposal.
- Site utility work in the amount of \$25K for relocation of the gas service and electrical temporary service.
- Hyattsville Community Development Corporation (CDC) Services in the amount of \$35k in support of ongoing project planning, construction and coordination services. Submit scope of work for services by September 30, 2010 (if not sooner) for Council approval prior to soliciting proposal. - **Tartaro**

Motion# 92-05-10 Adoption of Hyattsville Ordinance 2010-02 (FY11 Budget)

I move that the Mayor and City Council adopt Hyattsville Ordinance 2010-02, an Ordinance to Adopt an Annual Budget for the Fiscal Year July 1, 2010 through June 30, 2011, for the General Purpose, to fix the Tax Rate for the Fiscal Year beginning July 1, 2010 and to Authorize Collection of Taxes herein levied, and Appropriating Funds for the Fiscal Year **(Second Reading)**. – **Gardiner at the Request of the City Administrator**

Motion# 72-04-10 Council Reporting on Meetings or Negotiations Relevant to City Business

I move that the Mayor and Council initiate a policy by which Council Members, including the Mayor, provide all Council Members a brief report of any meetings or negotiations, other than routine constituent services, that directly or indirectly relate to matters that will come before the City Council, non-routine City Business, or require the use of City resources. Such reporting can be in the form of an e-mail or Memorandum in Council Packets no later than two weeks following the meeting or three days prior to the Council Meeting on which the subject will appear, whichever is earlier, and will include the topics, outcomes and resources used or proposed in the meeting. Chance meetings and conversations are not included in this motion. Meetings with City staff and advisors of a confidential nature shall be reported upon in closed session. Information of a confidential nature will be shared with colleagues during the next available closed sessions. – **Hiles/Perry/Tierney/Tartaro**

Motion# 105-06-10 Approval of the Installation of Sidewalk and Retaining Wall Along 36th Place, 37th Avenue, and the 3700 Block of Kennedy Place and Kennedy Street

I move that the Mayor and Council authorize the City Administrator, in consultation with the Director of Public Works, as part of the installation of sidewalk along 36th Place, 37th Avenue, and the 3700 block of Kennedy Place and Kennedy Street to install three retaining walls along the 3700 block of Kennedy Street at a cost not to exceed \$30,000. – **Gardiner at the Request of the City Administrator**

Motion# 104-06-10 Design and Engineering Services: Crittenden Street and 40th Place Repavement and Sidewalk Project

I move that the Mayor and Council authorize the City Administrator, in consultation with the Director of Public Works, to award a contract for Engineer Services to Brudis and Associates Inc (BAI) for the Crittenden/40th Place Sidewalk Project in the amount of \$49,056. – **Gardiner at the Request of the City Administrator**

Motion# 106-06-10 Parks and Recreation Comprehensive Master Plan Consulting Agreement

I move that the Mayor and Council authorize the development of a Parks and Recreation Comprehensive Master Plan through a consulting agreement with Anthony Mulkey and authorize the City Administrator to execute the agreement upon review for legal sufficiency by the City Attorney. – **Gardiner at the Request of the City Administrator**

Motion# 107-06-10 Interim Continuation of Contract with City Administrator

I move that the Mayor and City Council accept the revised retirement/resignation date of City Administrator Murphy extending her employment through September 30, 2010. The Council and City Administrator will review the status and needs of the City by September 20, 2010, to determine if an additional contract extension will be required. – **Gardiner on behalf of the City Administrator**

Motion#109-06-10 Approval of Executive Search Interview Panels

I move the Mayor and City Council confirm the selection of Voorhees Associates to conduct the City Administrator executive recruitment and approve the creation of the following executive search interview panels for the positions of City Administrator, City Treasurer and Recreation and the Arts Director. The interviews panels will be as follows:

City Administrator Panel – The City Council will work with the selected executive recruitment firm to formulate a process and interview process and panel for the City Administrator selection;

City Treasurer Interview Panel – Mayor, Council Vice-President, two additional Council members, City Administrator and a finance professional from a neighboring municipality;

Recreation and the Arts Director Interview Panel – One Council member, City Administrator, Recreation professional from MNCPPC, Joe O’Neil;

The Assistant City Administrator will serve as staff to each interview panel.

All panels will terminate upon the selection and hire of a final candidate from the respective interview panels. – **Gardiner at the Request of the City Administrator**

Motion#110-06-10 Approval of Safety and Risk Management Policies

I move the Mayor and City Council accept the administrative action by the City Administrator to implement the following policies in response to the annual Local Government Insurance Trust (LGIT) Hazard Evaluation Survey:

- 1) Establish a Safety Committee - The Safety Committee will be comprised of the City Administrator or designee and City Department Heads; the committee will meet quarterly and will follow adopted roles and procedures for documenting and conducting a Safety Committee meeting.
- 2) Administrative policy for accident investigations - All accidents involving City employees in City vehicles, each and every one; will be investigated by the supervisor responsible for the affected work area; seek to determine the underlying responsible conditions; identify corrective actions needed to prevent the recurrence of the same or similar accidents
- 3) Administrative policy for safety inspections – The City will conduct a hazard identification (safety inspection) of each City facility and operation once per year; after the inspection is complete a review of the findings with the City Administrator or designee is required within 15 days of the inspection and a remediation plan of any findings within 45 days of the inspection; the Facilities and Fleet Maintenance Manager of DPW is assigned to this responsibility along with the Supervisor of Code Enforcement
- 4) Administrative policy requiring defensive driving for certain employees - All new City employees who drive City vehicles as part of their employment; or any employee who has been involved in either preventable or non-preventable collisions are mandated to attend National Safety Council’s Defensive Driving Course as available – within six months of employment or incident. Existing employees who drive City vehicles as part of their employment and have not been involved in either a preventable or non-preventable accident are mandated to attend a National Safety Council Defensive Driving Course every two years.
- 5) Approve the adoption of a Statement of Policy/Risk Management Safety
- **Gardiner at the Request of the City Administrator**

8. Discussion Items

Motion# 89-05-10 Wells Run Memorandum of Understanding by and between the City of Hyattsville, the Town of University Park and the Town of Riverdale Park

I move that the Mayor and Council authorize Mayor Gardiner to execute the Memorandum of Understanding establishing the Inter-Municipal Collaborative Committee on Wells Run. – **Gardiner at the Request of the City Administrator**

Performance Measures

Report for City Administrator and Assistant City Administrator regarding the status of personnel searches for Controller, Treasurer, Recreation Director and City Administrator and City Council discussion

Gateway Arts District Tax Credit Legislation – **Gardiner**

(Note: Information on item will be provided to Council during the Council Meeting)

9. Council Dialogue

10. Community Notices and Meetings

- June 7 Community Meeting: Midpoint Evaluation of Once-A-Week Collection of Household Solid Waste Pilot (2 of 3), 7:00 p.m., Third Floor Council Chambers immediately prior to City Council Meeting
- June 7 City Council Meeting
- June 9 Community Meeting: Midpoint Evaluation of Once-A-Week Collection of Household Solid Waste Pilot (3 of 3), 7:00 p.m. St. Matthew's Episcopal Church, 5901 36th Avenue
- June 11 Outback Steakhouse Summer Jam featuring N2N, 6:30 to 8:30 p.m.
- June 15 Hyattsville Farmers Market at Queens Chapel Town Center reopens, Tuesdays, 2:00 p.m. to 6:00 p.m. (through October 26)
- June 15 Community Choices Workshop for Community Legacy Planning, 7:30 to 9:30 p.m., Former BB&T Building, 3505 Hamilton Street
- June 16 Summer Day Camp 2010 Parents' Information Session
- June 21 Day Camp Session I starts
- June 27 Community Baseball Trip (Nationals @ Orioles Park)

11. Motion to Adjourn

The above Agenda is subject to change without notice. Copies are available at the City Municipal Building, 4310 Gallatin Street, Hyattsville, Maryland 20781 or on the City's website at www.hyattsville.org.

Items to be discussed at a Future Council Meeting:

Presentations:

Charter Amendments:

- Non U.S. Citizens Voting Rights – Lizanne
- Referendum to Reduce Wards
- Procurement Policy Change

Proposed Ordinance Changes:

- Chapter 80 Public Nuisances
- Chapter 99 Revisions – Temporary Sales
- Chapter 84 – Parks and Recreation Facilities (changes to fees)
- Chapter 114: Commercial Thru-truck Restrictions
- Revisions to City Code Chapter 114 (Commercial Vehicles)
- Revisions to City Code Chapter 68 (Fences and Walls)

Projects:

- Tree Management Plan – Chandler
- Parking Meters– Jones (June 2010)
- Park Standards - Mulkey
- Administrative Policy Manual (May 2010)
- Sister-City Project with Suchitto, El Salvador
- PEPCO Lights Status – DPW
- Purchase new HVAC System for Hyattsville Municipal Building/Arcade Building (4310 Gallatin Street) and (4318 Gallatin Street) – Ryan (DPW)
- Speed Camera Legislation – Chief Holland
- Hyattsville Legacy Walking Tour – Murphy/Chandler
- Tax Credit Program Revision – Rainey (June 2010)
- BB&T Task Force Appointments and Directives
- TATC Final Report Review, Approval, and Implementation
- BB&T Building Financing – Murphy
- BB&T Management and Maintenance Contract
- Melrose Access Trail Construction – Chandler (October 2010)
- Pilot Program Interim Report – Sandel
- Record Drawings (As-Builts) for 4310 Gallatin Street-Jones
- Creation of Summer Seasonal Hire Report – (Jones)
- City E-Mail Policy – Colaresi
- New Cellular Phone Contract - Sandel (July, 2010)
- Motion# 84-05-10 DPW Garage Floor and Truck Wash Repairs – Ryan (July 2010)

RFPs

- Audit RFP (deadline July 2010)
- Tree Maintenance RFP

Policies:

- City Building – Internet Access Policy – Jones/IT Committee