

City Council of Hyattsville, Maryland

AGENDA

**City Council Regular Meeting
Monday, November 20, 2017
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](#)

[Bart Lawrence, Ward 1](#)

[Kevin Ward, Ward 1](#)

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

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

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Edouard Haba, Ward 4](#)

[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.



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1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

4. Approval of the Minutes

4.a) Approval of the Minutes

HCC-113-FY18

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meetings of (1) April 26, 2017, and (2) June 5, 2017.

Lead: At the Request of the City Administrator

Co Sponsors: N/A

[Minutes Apr 26 2017 SCM FINAL.pdf](#)

[Minutes June 5 2017 Final .pdf](#)

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

6. Presentations (8:20 p.m. - 8:45 p.m.)

6.a) City Administrator Update (5 minutes)

HCC-117-FY18

Lead: At the Request of the City Administrator

Co Sponsors: N/A

6.b) FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

Lead: At the Request of the City Administrator

Co Sponsors: N/A

6.c) Prince George's Plaza Branding & Marketing Strategy (15 minutes)

HCC-122-FY18

Lead: At the Request of the City Administrator

Co Sponsors: N/A

[Memo - Prince George's Plaza Branding & Marketing Strategy Presentation.docx](#)

7. Consent Items (8:45 p.m. - 8:50 p.m.)

7.a) Red Light Camera Agreement - 1-Year Extension

HCC-112-FY18

I move that the Mayor and Council authorize the City Administrator to sign the Third Amendment to Agreement between Hyattsville, Maryland and American Traffic Solutions, Inc. to continue the Red Light Camera program for a term of one-year, beginning on January 1, 2018 and ending on December 31, 2018.

Lead: At the Request of the City Administrator

Co Sponsors: N/A

[Memo to City Administrator ATS 10 6 2017.docx](#)

[HYATTSVILLE Amendment Renewal 2018.docx](#)

7.b) 2018 Council Regular & Budget Meeting Calendar

HCC-115-FY18

I move that the Mayor and Council adopt the 2018 Council Meeting Schedule and the FY-2018 Budget Meeting Schedule, as presented.

Lead: At the Request of the City Administrator

Co Sponsors: N/A

[2018 Council Meeting Calendar DRAFT](#)

7.c) Schedule Council Budget Work Session: FY19 Council Budget Priorities

HCC-116-FY18

I move that the Mayor and Council schedule a Council Work Session to be held on Monday, December 11th at 8:00 p.m. to discuss Council Budget Priorities for FY-2019.

Lead: At the Request of the City Administrator

Co Sponsors: N/A

7.d) Dedication of Public Safety Surcharges

HCC-40-FY18

I move that the Mayor and Council dedicate all public safety surcharges received on property developed in the City of Hyattsville to satisfy debt service on the development of the public safety facility at 3505 Hamilton Street. I further move that the Mayor and Council direct the Treasurer to establish—as a threshold—a disbursement request equivalent to the annual differential for Community Safety approved by Prince George's County. I further move that the Mayor and Council direct the City Administrator or her designee to issue a report to the Council on surcharges received no less than semi-annually.

Lead: Hollingsworth

Co Sponsors: N/A

7.e) Endorsement of Purple Line Community Development Agreement

HCC-118-FY18

I move that the Mayor and Council authorize the City Administrator to submit an endorsement on behalf of the City of Hyattsville for the Purple Line Community Development Agreement.

Lead: Hollingsworth

Co Sponsors: Haba, Ward

[PLCommunityDevelopmentAgreement.pdf](#)

7.f) PEPCO Lighting Retrofit

HCC-119-FY18

I move that the Mayor and Council approve the expenditure of funds from the FY-18 Capital Improvements Budget to allow PEPCO to retrofit the existing lighting to LED lighting in the Phase Two project area of Hyattsville, costs not to exceed \$160,000.00.

Lead: At the Request of the City Administrator

Co Sponsors: N/A

7.g) Surplus of City Equipment and Furnishings

HCC-120-FY18

I move that the Mayor and Council approve the sale of various surplus equipment and office furnishings from the departments of Public Works and Code Compliance at public auction, all proceeds from the sale will be posted to General Fund Revenues.

Lead: At the Request of the City Administrator

Co Sponsors: N/A

[Memo - Parking Surplus Items.docx](#)

[171116 - Memo - 3505 Surplus Items.pdf](#)

8. Discussion Items (8:50 p.m. - 9:15 p.m.)

8.a) Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft (15 minutes)

HCC-123-FY18

Lead: At the Request of the City Administrator

Co Sponsors: N/A

[Memo - Comprehensive Review Draft Comments - Final.docx](#)

8.b) Payment in Lieu of Taxes (PILOT) Request: Montgomery Housing Partnership Ordinance (10 minutes)

HCC-124-FY18

Lead: Hollingsworth

Co Sponsors: Spell, Solomon, Haba, Ward

[Memo - MHP Affordable Housing PILOT Ordinance - Discussion - 11.16.2017.docx](#)

[MHP Parkview Manor Ordinance - Discussion 11.20.2017.docx](#)

[MHP-PV Organizational Chart.pdf](#)

9. Council Dialogue

10. Community Notices and Meetings

10.a) City Calendar: November 21 - December 4, 2017

HCC-114-FY18

Lead: At the Request of the City Administrator

[Main City Calendar November 21 - December 4, 2017.docx](#)

11. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017
Submitted by: Nicola Konigkramer
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

HCC-113-FY18

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meetings of (1) April 26, 2017, and (2) June 5, 2017.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Apr 26 2017_SCM FINAL.pdf](#)

[Minutes_June 5 2017_Final .pdf](#)

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



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Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Bart Lawrence, W1
(Council Vice President)
Kevin Ward, W1
Robert Croslin, W2
Shani Warner, W2
Patrick Paschall, W3
Thomas Wright, W3
Joseph A Solomon, W5

Absent: Paula Perry, W4
Ruth Ann Frazier, W5

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Police Chief Douglas Holland
Director of Public Works Lesley Riddle
Director of Human Resources Vivian Snellman
Assistant City Clerk Lillie Littleford

1) **Call to Order and Council Roll Call**

Mayor Hollingsworth called the meeting to order 8:02 p.m.

2) **Pledge of Allegiance to the Flag**

3) **Approval of the Agenda**

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

4) **Public Comment (8:10 p.m. - 8:20 p.m.) Limit 2 minutes per speaker**

Leigh Ann Barlow, a Ward 5 resident, addressed the Mayor and Council regarding Council communications and meeting rules of procedure.

David Marshall, a Ward 2 resident, addressed the Mayor and Council regarding the agenda item for the lighting for MD 500. He asked if the City was required to participate in the project and if the contractor would be installing a continuous sidewalk from the City of Hyattsville to outside City limits on Chillum Road. He also referenced Ms. Barlow's earlier statement.

5) **Presentations (8:20 p.m. - 8:25 p.m.)**

5.a FY-2018 Five Year Forecast (15 minutes)



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City Treasurer Brooks summarized the key areas of the FY-2018 Five Year Forecast and invited the Council to reach out to him with any questions after reviewing the document. Mayor Hollingsworth confirmed that the report would be available to the public on the City's website.

6) **Action Items (8:25 p.m. - 9:15 p.m.)**

6.a Motion #: 169-04-FY17 FY-18 Council Budget Amendment: Hy-Swap Sponsorship (10 minutes) I move that the Mayor and Council budget \$1,000 to continue City sponsorship and support of two Hy-Swap community events, one to take place in Fall 2017 and one to take place in Spring 2018.

[Cover Page](#)

[HY-Swap Info Sheet 20170131.docx](#)

Councilmember Paschall provided a brief overview of the HY-Swap event and advocated for continued future sponsorship. Councilmember Warner stated her support for the HY-Swap and her appreciation for the organizers. She also suggested coming up with internal guidelines for establishing partnerships with outside organizations.

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

6.b Motion #: 170-04-FY17 FY18 Council Budget Amendment: HWRAC FY18 Budget Priority: Hyattsville Welcome Packet (10 minutes) I move that Mayor and Council amend the Hyattsville FY18 budget to include \$14,000.00 for the HWRAC publication and distribution of a Hyattsville Welcome Packet.

Note for the Record: This item was amended to reduce the approved funding from \$14K to \$5K.

[Cover Page](#)

Councilmember Solomon provided an update on recent Health, Wellness, and Recreation Advisory Committee (HWRAC) discussions on the proposed welcome packet. He said the committee had refined their scope to a mailed bilingual packet to all City residents on a two-year cycle. He added that the proposed costs included design and distribution of the packet.

Councilmember Paschall clarified with Councilmember Solomon that the packet would be updated and distributed every two years. Councilmember Solomon noted that it was anticipated that a new budget request would come forward every two years for funding to print and distribute the packet. Councilmember Wright said he believed it would be beneficial to have the packet go out to all residents for a first printing and have subsequent printings go to new residents only. Councilmembers Croslin and Warner expressed concerns about the recurring costs. Councilmember Warner suggested that the packet could be posted on the City's website and the City advertise to ensure awareness of the packets availability.

Director of Community Services Rollow provided a cost breakdown of the \$14K estimate. Councilmember Paschall said he would like to vote in favor of the time, but at a lower cost. Mayor Hollingsworth asked for



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details on the vision for content development and editorial process of the guide. She expressed concern with the amount of time required by the committee and staff and suggested partnering with the Hyattsville Community Development Corporation (HCDC) on the project.

Committee member Lauren Comeau addressed the Council regarding the possibility of a partnership with the HCDC. Councilmember Paschall said he shared Mayor Hollingsworth's concern regarding staff and committee capacity and said he thought the Council could specify a partnership with HCDC when adopting the motion. Mayor Hollingsworth noted that a partnership with the HCDC would take the form of a contract and may require additional evaluation. Council Vice President Lawrence also expressed concern with staff capacity, noting that a welcome packet had previously been identified as a priority but not implemented due to limited staff capacity. Director Rollow noted legal challenges related to the City's Communication Policy that could preclude the City from moving forward in a partnership with the HCDC for the welcome packet.

There was additional discussion regarding ways to reach the target audience of new residents and decrease the printing costs. Councilmember Solomon requested to amend the budget request from \$14K to \$5K. Mayor Hollingsworth requested that the Committee develop a project plan before the City expended funds or significant staff time. Councilmember Lawrence asked how many copies would be printed at the reduced funding. Mayor Hollingsworth noted there would likely be some fixed costs associated with the production and suggested that the committee present a plan that utilized \$5K in funding.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth Haba, Ward, Lawrence, Croslin, Warner, Paschall, Wright, Solomon
NAYS:	None
ABSENT:	Perry, Frazier

6.c Motion #: 171-04-FY17 FY18 Council Budget Amendment: HWRAC FY18 Budget Priority: Health Impacts of Climate Change Seminars (10 minutes) I move that the Mayor and Council amend the proposed FY18 budget to include \$2,000 to be used to support the HWRAC Committee Health Impacts of Climate Change Seminars.

Note for the Record: This item was amended to reduce the approved funding from \$2K to \$1K.

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Councilmember Solomon provided an update from the previous Council discussion, noting a concern had been expressed that the Environment Committee was working on a similar workshop and highlighting differences between the two initiatives. Several Councilmembers said they thought there was too much overlap between the two speaker events and suggested a partnership between the two committees. After some discussion, it was determined that the committee hold one seminar at a cost of \$1,000 and work with the Environment Committee to ensure there was not overlap between the two committee seminars. The Council took a vote, with Mayor Hollingsworth, Council Vice President Lawrence and Councilmember Paschall voting against the motion.

Councilmember Warner asked for clarification on the motion the Council just voted on, noting that a formal amendment to the motion had not been made or formally voted on. After a brief discussion and clarification Mayor Hollingsworth directed the Council to vote on the amendment before moving forward.



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Councilmember Solomon moved to amend the motion to decrease the funding to \$1K for hosting one (1) to two (2) lecture events, working with the Environment Committee, seconded by Croslin. The motion to amend was approved with Councilmember Paschall voting against the motion to amend. The Council then voted on the amended motion.

RESULT:	APPROVED AS AMENDED [6-3]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Haba, Ward, Croslin, Warner, Wright, Solomon
NAYS:	Hollingsworth, Paschall, Lawrence
ABSENT:	Perry, Frazier

6.d Motion #: 172-04-FY17 Acceptance of Request for Proposal Selection for City-Wide Traffic Study (10 minutes) I move that the Mayor and City Council authorize the City Administrator to execute a contract with the Toole Design Group, in an amount not to exceed \$250,000.00, for the purposes of conducting a City Wide Transportation Study, upon review and approval by the City Attorney for legal sufficiency.

Cover Page 

Memo_-_Comprehensive_Traffic_Study_Scope_of_Work.docx 

Mayor Hollingsworth thanked Director Riddle for providing the scope of work in the Council packet and asked if there was any Council discussion. Councilmember Paschall asked for clarification on which budget year this item was for. Mayor Hollingsworth confirmed the funding request was for FY17 with implementation scheduled for FY18.

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

6.e Motion #: 173-04-FY17 Phase 2 - MD500 Lighting Expenditure (10 minutes) I move that the Mayor and City Council authorize the City Administrator to execute a Memorandum of Understanding with the Maryland State Highway Administration, to authorize an expenditure in an amount not to exceed \$145,000.00, for the shared costs of the pedestrian lighting on the Phase 2 Safety and Enhancement Project on Queens Chapel Road, upon review and approval by the City Attorney for legal sufficiency.

Cover Page 

REV_MD 500 Lighting Memo_Phase2_Hyattsville_2017-0328.pdf 

PedestrianLightingPolicy_09_09_2008 (1).pdf 

MOU #5 MD500 Hyattsville (002)_10-3-2016.docx 

MD 500_REV FR_LightingCost_Breakout_2017-0313_with_Contingency.pdf 

EX_pLT-P001_MD500EXT.PDF 

Decorative Pedestrian Light Pole_Details.pdf 

Mayor Hollingsworth asked Director Riddle to address the project questions raised during public comment. Director Riddle confirmed that sidewalks were planned for installation in Phase 2, from the area originating in City limits to the Washington D.C. line. Regarding the question asked about opting out of the project, she said that if the City opted out, it would the City would be required to take on the full cost of installing the



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pedestrian lighting, at a far greater cost. Council President Haba asked if the City anticipated any increase in the proposed cost. Director Riddle said it was possible because the price of materials was subject to change and noted that the costs were not yet considered final.

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

7) Discussion Items (9:15 p.m. - 10:05 p.m.)

7.a Facility Planning Update (30 minutes)

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City Administrator Nicholson provided Council with an overview of the background and purpose of the facility planning discussions. Administrator Nicholson summarized the options that had been previously presented to Council, highlighting the advantages and challenges and costs of each option. She said the intent was to present the Council with a motion to proceed with the \$7.7M renovation of 3505 Hamilton Street for the relocation of the Police Department on the May 1, 2017 Council meeting agenda. Administrator Nicholson elaborated that the staff recommendation was to move forward with a two (2) phase program; authorizing Phase 1 for police relocation to 3505 Hamilton Street in May and continuing a Phase 2 evaluation to determine a decision on the location of the City Administrative Offices. She reviewed a projected timeline for each phase, noting that the timelines had flex depending on how the Council wanted to proceed, as well as other mitigating factors including time for community input and discussions regarding possible sale of the existing administrative building. Administrator Nicholson noted that Phase 2 may require funding for space planning, programming and community outreach.

Councilmember Warner inquired if the Police Department could be included with the administrative offices in the presented University Town Center office location. Assistant City Administrator Chandler said that the space was not equipped for police use and did not currently provide for the necessary emergency egress. Administrator Nicholson also noted that the University Town Center option was for a long-term lease instead of a City owned property. Councilmember Warner acknowledged that staff had taken the time to review all possible options and thanked staff for their work. She said she was inclined to follow the staff recommendation for Phase 1 and 2, noting that while she did not think it was the ideal option, it was the best option presented.

Council Vice President Lawrence asked how long the County Services Building had been vacant and what the County planned to do with the complex. Assistant City Administrator Chandler said the building had been vacant for at least a year and a half and he believed the County was trying to determine how to move forward with the facility. He added that while there may be some flexibility in the proposed lease rate there was still significant build out costs associated with the site. There was a brief discussion regarding the benefits and disadvantages of leasing a building.

Council President Haba and Councilmember Solomon said they were comfortable with the two (2) phase approach. Councilmember Wright asked Treasurer Brooks to confirm that the proposed financial impact of the recommendation was affordable for the City. Treasurer Brooks responded that the recommendation fell within budgetary constraints based on estimates for future revenues and debt service obligations.



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Project Manager Metzler noted that the cost proposals did include a 5% escalation for increases in material and/or labor.

Councilmember Paschall asked if it was possible to leave the Police Department at 4310 Gallatin Street and relocate the Administrative Offices. Administrator Nicholson said she did not believe that was a viable option due to lack of parking, challenges with installation a sally port, and location in a residential neighborhood. She also noted the costs of renovating the existing building. Councilmember Paschall asked for verification that staff had examined all options for co-locating police and administration and for clarification on the timeline moving forward. Administrator Nicholson said she believed staff has exhausted all options for co-location. Regarding the timeline for the administrative services building, she anticipated that in Winter 2017, staff would return to the Council with feedback. Mayor Hollingsworth noted that a decision regarding Phase 1 was scheduled for the May 1, 2017 Council Meeting. Councilmember Paschall reiterated that a decision on the administrative building would not occur until the next fiscal year and asked how the City would budget for the expenses and if the expenses would be included in the FY19 budget. Treasurer Brooks said the costs would be included in the next fiscal year. Project Manager Metzler said costs associated with the administrative building may not be incurred for some time and were dependent on a number of factors including the possibility of a joint venture option.

Councilmember Wright asked if there were concerns with separating the administrative and police departments. Administration Nicholson confirmed that there were no concerns. Mayor Hollingsworth thanked staff for their work and said the item would return on the May 1 agenda.

7.b Enterprise Resource Planning (ERP) System Procurement (20 minutes)

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[Memo - ERP System - Final.pdf](#) 

[RFP# CED06092016 ERP Solution Posted.pdf](#) 

[ERP Amendment 1 - Questions and Answers Final.pdf](#) 

City Administrator Nicholson provided the Mayor and Council with an overview of the solicitation and procurement of an Enterprise Resource Planning (ERP) system for the City. She noted that the advantages of the system were integration of operations and functions into a single system, streamlining processes throughout the City.

Assistant City Administrator Chandler reviewed the details of the solicitation process, noting that the top four (4) responding firms were invited to make a presentation to the selection committee and of those two (2) were called back for additional evaluation. He noted that this was a long-term investment and major purchase for the City. Assistant Administrator then stated that the recommendation for contract award was Dataprise, noting that it was a customizable product.

Councilmember Wright stated his support for the selection and asked if there were any additional anticipated hardware costs. Assistant City Administrator Chandler said there may be additional hardware fees associated with possible installations of servers at the Department of Public Works facility or the future Police Department. There was a discussion regarding the customizable options, upgrades, and long-term costs of the system. Administrator Nicholson thanked staff and Council for their assistance in the selection process.

8) Council Dialogue (10:05 p.m. -10:15 p.m.)

Councilmembers Warner and Paschall commented on the upcoming City election.



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9) Community Notices and Meetings

9.a City Calendar: April 27 - May 2, 2017

[Main City Calendar_April 27 -May 2 2017.pdf](#) 

10) Motion to Adjourn

The meeting adjourned at 10:56 p.m.

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



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JUNE 5, 2017

1) Call to Order and Council Roll Call

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

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Director of Community Services Jake Rollow
Community Planner Katie Gerbes
City Clerk Laura Reams
Elections Coordinator Nicola Konigkramer

Mayor Hollingsworth called the meeting to order at 7:32 p.m.

2) Pledge of Allegiance to the Flag

3) Approval of Agenda

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

4) Motion to Close (7:30 p.m.)

4.a Motion #: 193-06-FY17 Motion to Close I move that the Mayor and Council close the Council Meeting of June 5, 2017 in order to discuss contract negotiations and to consider the investment of public funds.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (5) to consider the investment of public funds, and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

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[Memo - UIP West - Confidential 5.31.2017.docx](#) 



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[Memo MS RE Bond Trigger.pdf](#)
[UIP Baltimore Avenue - Jefferson Street Lot Matrix.pdf](#)
[Financial Impact \(2\).pdf](#)
[Typical Plan with City Lot \(1\).pdf](#)
[Typical Plan without City Lot \(1\).pdf](#)

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

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 7:36 p.m. on Monday, June 5, 2017, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

In addition to the City Council, the following staff members were present: **City Administrator Tracey Nicholson, Assistant City Administrator Jim Chandler, City Treasurer Ron Brooks, and City Clerk Laura Reams.**

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (5) to consider the investment of public funds, and (14) to discuss, before a contract is awarded or bids are opened, a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the public body to participate in the competitive bidding or proposal process.

Topics Discussed: The Council continued conversation regarding a proposal for a development in the City which included potential investment of public funds.

Action Taken: None.

The Council returned to open session on a motion made by Councilmember Lawrence, seconded by Councilmember Perry, and approved unanimously by the Body at 8:28 p.m.

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

Emily Strab, a Ward 2 resident, addressed the Mayor and Council regarding the Hyattsville Life and Times contract. Ms. Strab spoke in favor of renewing the printing contract with the paper. Ms. Strab stressed the importance of the Life and Times, and stated that the paper covered City events and business to keep an informed citizenry. Ms. Strab highlighted the Life and Times' online publishing, Spanish translation, and cost effectiveness.

Maria James, Managing Editor of the Hyattsville Life and Times, and Dana Patterson, student, addressed the Mayor and Council regarding the proposed Hyattsville Life and Times contract renewal. Ms. James highlighted the relationship between the Life and Times and the City and noted specific events that the paper had participated in. Ms. James stated the paper had cohosted the Candidate Forum with the Teen Advisory Committee and had additional internship endeavors planned.



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Irene Marsh, a Ward 1 resident, addressed the Mayor and Council regarding recent dog attacks. Ms. Marsh asked the Council to consider hiring an animal control officer. Ms. Marsh expressed the importance of having the City's own officer, but added that a shared officer with other municipalities would be beneficial.

Nancy Meyer, a Ward 2 resident, addressed the Mayor and Council regarding recent dog attacks. Ms. Meyer noted her long residency in the City of Hyattsville and stated the attacks were the only reason she would consider leaving. Ms. Meyer noted four (4) attacks that she had witnessed in the past several years. Ms. Meyer stressed that the attacks were a public issue because the animals were on public streets and sidewalks. Ms. Meyer urged the Council to consider this a public health and safety issue as well as a priority to hire a local animal control officer before the next budget cycle.

Mary Sue Twohy, a Ward 3 resident, addressed the Mayor and Council regarding recent dog attacks. Ms. Twohy shared her own personal experience of her dog being killed in a dog attack. Ms. Twohy asked Council to consider bilingual campaigns notifying residents of the issue. Ms. Twohy stated that the issue was very prevalent in Dietz Park. Ms. Twohy asked Council to consider a \$200 fine up to \$1000 for each dog attack, doubled on each additional attack, referencing Chapter 52 in the Charter.

Grant Godfrey, a Ward 3 resident, addressed the Mayor and Council regarding recent dog attacks. Mr. Godfrey referenced his shared experience with his wife, Mary Sue Twohy, and added that his new dog had also been attacked. Mr. Godfrey said the attacks were happening due to a lack of enforcement. Mr. Godfrey stated that if you called Code Enforcement, you would not get a response, and if you called the Police Department they did not have a good understanding of the City's Code. Mr. Godfrey concluded that the responsibility of the attacks rested at the City's feet and warned residents of a dog attacking a small child. Mr. Godfrey asked that Council considered the pain and suffering associated with the attacks.

Molly Parrish, a Ward 2 resident and chairperson of the Hyattsville Aging in Place, addressed the Mayor and Council regarding the American Association of Retired Persons (AARP) Age Friendly Cities Initiative. Ms. Parrish expressed excitement about the project and thanked Council and the City for their interest and time.

Nina Faye, a Ward 3 resident, addressed the Mayor and Council regarding the proposed Charter Amendments to the Rules of Procedures on that evening's Discussion Agenda. Ms. Faye expressed concerns about the gap in leadership that the amendments would bring and urged Council to follow the procedure in place.

Mr. Marshall, a Ward 2 resident, addressed the Mayor and Council regarding multiple issues. Mr. Marshall referenced the issue of dog attacks and noted that it was a real problem, but stated the responsibility was with the County. Mr. Marshall said the County, County Council, and County Executive needed to be addressed regarding the issue. Mr. Marshall noted that the change of time for that evenings meeting needed to be updated on the website. Mr. Marshall also expressed difficulty finding meeting agendas. Mr. Marshall addressed the proposed Charter Amendments and asked Council to not delay choosing leadership past one meeting after the new Council, but urged them to select leadership the night they were sworn in. Mr. Marshall then expressed support, yet concern, for the Montgomery Housing Partnership item. Mr. Marshall urged Council to review the language.

Liberty Rutger, a Ward 2 resident, addressed the Mayor and Council regarding recent dog attacks. Ms. Rutger shared an experience from the Heurich Dog Park where her dog was attacked by two (2) other dogs and expressed support for Ms. Twohy, who spoke earlier in the evening. Ms. Rutger highlighted the risk of allowing your dog around other dogs, but stated there was no enforcement. Ms. Rutger referenced a conversation with a Greenbelt resident who stated that having their own animal control officer was a great benefit. Ms. Rutger noted that she voted for a smaller Council to give the funding to an animal control officer.



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6) Presentations (8:20 p.m. - 8:45 p.m.)

6.a FY-2015 Audit Update (5 minutes)

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Treasurer Brooks provided a brief update of the FY2015 Audit, noting that it would close out the following week. Treasurer Brooks stated the FY2016 Audit had started, with a projected end date of September or October 2017.

6.b Mall at Prince George's Façade Improvements, Expansion & Pad Site DSP (10 minutes)

[Cover Page](#) 

[Memo - Mall at Prince George's Renovations.docx](#) 
[MPG Hyattsville City Council Presentation 6.5.17.ppt](#) 

Director Chandler introduced Mark Gambill, Vice President of Development of Pennsylvania Real Estate Investment Trust (PREIT) and the attorney for the applicant, Andre Gingles. Mr. Gambill presented the Mayor and Council with the Prince George's Façade Improvements. Mr. Gambill noted specific additions, including a family style sit-down restaurant, Five Guys, Mesa, DSW, Ulta Beauty, and 5 Below. Mr. Gambill highlighted the existing structure and then presented drawings of the proposed plan, by quadrant, with the addressed changes. Mr. Gambill noted that signs would be updated and refreshed and added that Mall would stay running while the project took place. Mr. Gambill provided images of the updated food court and soft seating that would be added to the Mall. Mr. Gambill noted some difficulties identified within the infrastructure that were being resolved. Mr. Gingles added a few additional points and said he would stay in touch with Director Chandler and would keep the Council updated throughout the process. Mr. Gingles stated efforts had been made to attract a family style restaurant and closed the presentation for comments.

Councilmember Warner asked the presenters to elaborate on the proposed parking. Mr. Gingles stated that the new structure encouraged walkability, with the addition of outward facing restaurants and stores. Mr. Gingles said that shopping centers were currently parked higher than they needed to be and had more than the necessary amount of parking.

Councilmember Wright expressed excitement for the project and asked if the plan was in accordance with County Transit District Overlay Zoning (TDOZ). Mr. Gingles spoke to the signage in the proposed plan and stated that it was in accordance with County regulations.

Councilmember Croslin echoed Councilmember Warner's concerns for parking. Councilmember Croslin stated that residents were not likely to walk to the Mall and added that parking was an existing problem there. Councilmember Croslin warned that residents would be discouraged from using the facility if they did not have sufficient parking. Mr. Gingles stated that PREIT believed there would be enough spaces, pending some configuration, but that the plan met the decreased requirements from the County. Mr. Croslin suggested parking issues could increase with the addition of new attractions.

Councilmember Ward asked if PREIT had any plans for the back of the Mall. Mr. Gambill stated that they had no proposals at that moment, but anticipated development in the future. Councilmember Ward then asked if PREIT had any potential tenants for Macy's or JC Penny's if they were to close. Mr. Gambill noted that he was with Macy's before and stated that he did not anticipate the company needing to retenant. Councilmember Ward then asked for more trees, even with the limited proposed parking.



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Councilmember Spell expressed concern for lighting and less visible entrances to the center and Mr. Gambill agreed that lighting needed to be addressed. Councilmember Spell echoed Councilmember Ward's comments about the back of the building and need for trees.

Councilmember Solomon thanked Mr. Gambill and Mr. Gingles for the presentation and stated that his questions were also centered around parking. Councilmember Solomon noted that the plan had anticipated using empty parking spaces, and asked how they had anticipated cars moving through the parking lots in a safe manner.

Mayor Hollingsworth asked if there were any improvements to the infrastructure beyond the utilities. Mr. Gambill referenced plans for a landscape program. Mayor asked more specifically about proposed plans for impervious surfaces. Mr. Gingles noted that current County requirements would take care of storm water management concepts. Mayor Hollingsworth then referenced skeptics of the Mall's commitment to this project, but expressed Council support for the project. Mayor thanked the presenters and expressed appreciation on behalf of the City. Mr. Gambill said that the project was not only an improvement for the company, but for the community.

Councilmember Croslin referenced the existing issues regarding handicapped accessibility at the Mall and asked for a stronger focus. Mr. Gambill noted that the front of the building would be Americans With Disabilities Act (ADA) accessible and added that they would be reworking the entire building to meet ADA requirements.

Councilmember Wright asked if any conversation of storm water management had been triggered. Mr. Gambill referenced specific locations where storm water would be relocated and noted that engineers were currently working on that part of the project. Mr. Gingles added that the detailed site plan would provide more clarity. Councilmember Wright asked if PREIT had done any work with Washington Metropolitan Area Transit Authority (WMATA) and Mr. Gingles responded that WMATA worked slowly and were behind them.

6.c AARP Network of Age Friendly Cities (10 minutes)

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Director Rollow provided brief background information on the City's interest in entering the American Association of Retired Persons (AARP) Network of Age Friendly Cities. Director Rollow highlighted the City's timeline in joining the network, as well as the survey. Director Rollow noted that the City had already been accepted into the network, and explained the benefit to the City that this program would provide. Director Rollow stated that the City was moving forward to create a community-driven action plan. Director Rollow continued that government, private, non-profit, and resident counterparts would come together to address findings from the survey and the sustainability plan, to identify other aspects that had been missed or needed to be added. Director Rollow then noted that a steering committee would be created to move forward with the action plans. Director Rollow highlighted staff support (Beryl Johnson, Senior and Disability Services Coordinator, and Colleen Aistis, Volunteer Services Coordinator) as well as resources from AARP. Director Rollow again referenced the action plan meeting and opened the floor for questions.

Councilmember Spell asked Director Rollow to repeat the timeline for completing the action plan. Director Rollow stated that the City had two (2) years, 18-20 months left, to create the plan, and added that he was not sure if there was a timeline for carrying out the action plan. Director Rollow stated that he would have an answer for the July 18, 2017 Council Meeting.

7) [Consent Items \(8:45 p.m. - 8:50 p.m.\)](#)



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7.a Motion #: 194-06-FY17 FY17 Budget Appropriation: Farmers Market Grant I move that the Mayor and Council accept and appropriation into the FY17 budget a grant in the amount of \$1,000 from the Southern Maryland Agricultural Development Corporation to support the Hyattsville Farmers Market.

[Cover Page](#)

7.b Motion #: 195-06-FY17 LGBT Pride Month Proclamation I move that the Mayor and Council Proclaim June LGBT Pride Month in Hyattsville.

[Cover Page](#)

[LGBT Pride Month 2017.docx](#)

7.c Motion #: 196-06-FY17 Caribbean American Heritage Month Proclamation I move that the Mayor and Council proclaim June as Caribbean American Heritage Month in Hyattsville

[Cover Page](#)

[Caribbean American Heritage Month 2017.docx](#)

7.d Motion #: 197-06-FY17 Ward 2 Council Discretionary Funds to Support Art Works Now Transportation I move that the Mayor and Council approve the appropriation of \$250.00 from the Ward 2 Council Discretionary Fund to offset transportation costs for Art Works Now's Social Justice and Service Camp this summer.

[Cover Page](#)

7.e Motion #: 198-06-FY17 FY17 Budget Amendment: School Resource Officer Agreement with Prince George's County Police Department, the Board of Education of Prince George's County and the City of Hyattsville I move that the Mayor and Council authorize the City Administrator to sign an agreement with the Prince George's County Police Department, and the Board of Education of Prince George's County to fund a School Resource Officer to be stationed at Northwestern High School, and that the Mayor and Council authorize an FY17 budget appropriation and expenditure of \$80,000 to fund the agreement.

[Cover Page](#)

[SRO_Agreement_2017_packet.pdf](#)

7.f Motion #: 199-06-FY17 Lease Finance and Purchase of Police Vehicles and a Truck for DPW Including Related Equipment Approved in the FY-2017 Capital Improvement Plan I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Tax-Exempt Leasing Corp in an amount not to exceed \$523,000 at a rate of 2.94% for five years to finance the lease purchase of ten police vehicles and a truck for DPW including related equipment approved in the FY-2017 Capital Improvement Plan and upon legal review and approval by the City Attorney.

[Cover Page](#)

[RB Police and DPW Replacement Cars and Equipment 2017 Lease Finance.docx](#)

7.g Motion #: 200-06-FY17 Acceptance of Resignation, Council Vice President (5 minutes) I move that the Mayor and Council accept the resignation of Councilmember Thomas Wright from the position of Council Vice President.

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7.h Motion #: 201-06-FY17 FY18 Budget Appropriation: Maryland Smart Energy Communities (MSEC) Grant Award I move that the Mayor and Council accept and appropriate into the FY18 budget a grant from Maryland Smart Energy Communities (MSEC) in the amount of \$62,800 for the purchase of one Chevrolet Bolt electric vehicle, one Zero DPS Electric Police Motorcycle, two electronic charging stations and labor to install the stations.

[Cover Page](#)

[Md. Energy Administration Grant Award Memo.docx](#)

[Md. Smart Energy Communities.pdf](#)

7.i Motion #: 202-06-FY17 FY18 Budget Appropriation: Maryland Department of Natural Resources Community Resiliency Grant I move that the Mayor and Council accept and appropriate the FY18 grant funds from the Maryland Department of Natural Resources, Community Resiliency Grant not to exceed \$100,000.00, upon review and approval by the City Attorney for legal sufficiency.

[Cover Page](#)

7.j Motion #: 203-06-FY17 Purchase of High Density Shelving for Police Evidence Storage (10 minutes) I move that the Mayor and Council approve the purchase of high density storage for Police evidence from Douron Incorporated, not to exceed \$33,000.00, upon review and approval by the City Attorney for legal sufficiency.

[Cover Page](#)

[Metzler - High Density Storage - LR edits.docx](#)

[Mobile System for Evidence Storage Rm%2c Updated May 10.pdf](#)

7.k Motion #: 204-06-FY17 CCTV System Server Replacement (10 minutes) I move that the Mayor and Council authorize the sole source purchase of a replacement server for the City's CCTV System from J&M Security Solutions at a cost not to exceed \$23,928.50.

[Cover Page](#)

[CCTV Server Memo with Supporting Docs 5 2 2017 \(1\).pdf](#)

7.l Motion #: 205-06-FY17 Purchase of a Portable Message Board I move that the Mayor and Council approve and authorize the purchase of a mobile message board from National Capital Industries, Inc. at a cost not to exceed \$15,398.00

[Cover Page](#)

7.m Motion #: 211-06-FY17 Disbursement of Ward 1 Discretionary Funds I move that the Mayor and Council approve the appropriation of Ward 1 Discretionary Funds of \$400 to the Hyattsville Elementary School PTA, \$400 to the Hyattsville Middle School PTO, and \$200 to Hyattsville Aging in Place for the sponsorship of the Hyattsville Zombie Run, science instruction materials, and programming support, respectively.

Mayor Hollingsworth stated that amendments to the agenda were typically made at the beginning of the meeting, but noted that there was a motion to add the disbursement of Ward 1 discretionary funding. Councilmember Lawrence moved, and Councilmember Wright seconded a motion to add the disbursement of Ward 1 discretionary funding to the consent agenda. The motion passed unanimously.

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

8) Action Items (8:50 p.m. - 9:45 p.m.)

8.a Motion #: 206-06-FY17 Motion #: 206-06-FY17 Election of City Council Vice President (10 minutes) I move that the Mayor and Council elect Kevin Ward, Ward 1 Councilmember to the position of Council Vice President.

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Councilmember Wright addressed the Mayor and Council regarding his resignation from the role of Vice President of the Council. Councilmember Wright referenced a letter he sent to Council and expressed apologies for the work and time his resignation had created. Councilmember Wright highlighted some of the reasons that he would not be able to carry out some of the leadership responsibilities. Councilmember Wright stated that he hoped his decision did not create any negative public perception and regretted disappointments within his colleagues. Councilmember Wright stated that he hoped the process could continue professionally and civilly and asked his colleagues to prioritize the roles and responsibilities rather than personal opinions and relationships.

Mayor Hollingsworth asked for any discussions or nominations. Councilmember Croslin nominated Councilmember Ward. Councilmember Warner nominated herself. Councilmember Warner stated that she believed Councilmember Ward would do the job well and highlighted his great leadership qualities. Councilmember Warner continued to express her interest in leading the Council and asked that different quarters of the City be represented in the leadership. Councilmember Warner wanted to make clear that comments made about her at the prior meeting were not true and added that she had worked hard to be a part of community building in each of the five wards. Councilmember Warner stated that she thought of her job as Councilmember as helping all residents and making Hyattsville a better place, and added that she did not want to be silent about her interest of being on the Executive Committee.

Councilmember Ward thanked Councilmember Warner for her kind comments. Councilmember Ward explained why he had considered the role of Vice President after Councilmember Wright's resignation. Councilmember Ward explained his neutrality in serving all wards in addition to his own. Councilmember Ward noted that he did not approach opportunities he did not think he could do, and looked forward to potentially continuing the work of the Executive Committee. Councilmember Ward explained his relationships with his colleagues and stated that they were there to do what was right for the City, if they did not always agree.

Councilmember Solomon thanked Councilmember Wright for his brief service and said he could not possibly view him in any negative light and that he had one of the best hearts in Hyattsville. Councilmember Solomon thanked Councilmember Warner for her interest, and said he could not commit to supporting her tonight, but appreciated the qualities she brought to Council.

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



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ABSENT:	None
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8.b Motion #: 207-06-FY17 Hyattsville Life and Times Contract (10 minutes) I move that the Mayor and Council approve the FY18 contract for advertising in the Hyattsville Life and Times at a cost not to exceed \$28,680.

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Councilmember Solomon noted that he had a comment, but was not aware that the Council had moved past the item.

RESULT:	APPROVED [10-1]
MOVER:	Haba
SECONDER:	Perry
AYES:	Hollingsworth, Haba, Wright, Lawrence, Ward, Croslin, Warner, Suiter, Spell, Solomon
NAYS:	Perry
ABSENT:	None

8.c Motion #: 208-06-FY17 Video Equipment Purchase - Castus Corporation (10 minutes) I move that the Mayor and Council authorize the FY18 purchase of a One Channel Video Server from Castus Corporation, using FY18 appropriated funds, at a cost not to exceed \$10,000.

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RESULT:	APPROVED [10-1]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Wright, Lawrence, Ward, Croslin, Warner, Suiter, Spell, Solomon
NAYS:	Perry
ABSENT:	None

8.d Motion #: 209-06-FY17 Video Equipment Purchase - National Capitol Contracting (10 minutes) I move that the Mayor and Council authorize the FY18 purchase of a video control dashboard and supporting accessories from National Capitol Contracting, using FY18 appropriated funds, at a cost not to exceed \$80,000.

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Councilmember Perry asked why items 8.c and 8.d could not be combined. Mayor Hollingsworth clarified that the pending purchases were from different vendors.

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

8.e Motion #: 210-06-FY17 DSP-17005 3700 East-West (UTC Metro II) (15 minutes) I move that the Council authorize the Mayor send correspondence to the Planning Board of the Maryland-National Capital Park &



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Planning Commission, in support of DSP-17005 3700 East-West (Metro II), subject to the following conditions:

- The applicant should consider a building name other than East-West Highway or modify the building street address to America Boulevard;
- Additional exterior lighting and signage denoting the building's primary pedestrian entrance at America Boulevard;
- The applicant shall incorporate additional way-finding parking signage for both private parking and public parking locations;
- Consistent with current operations within University Town Center, all at-grade parking/surface parking will be metered and administered by the City of Hyattsville.

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Memo_-_Metro_II_DSP_17005.docx

UTC Metro II Presentation - April 2017.ppt

Metro II Map_05312017.pdf

SOJ-DSP-17005.pdf

Planning Committee Minutes - 04.18.2017 Adopted.doc

Mayor Hollingsworth said the item was following the presentation from two meetings prior and asked Assistant Administrator Chandler if there were any updates from that meeting. Assistant Administrator Chandler highlighted the conditions for the adapted reuse of the building outlined in the Memo, provided in the Council Meeting Packet, and said there were no additional comments.

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

9) Discussion Items (9:45 p.m. - 10:35 p.m.)

9.a Montgomery Housing Partnership: Parkview Manor Apartments 15-Year Financial Analysis (15 minutes) I move the City Council direct the City Attorney to draft an ordinance for the purpose of approving a 15-year City of Hyattsville tax abatement, not to exceed \$225,000, for the purpose of providing financial assistance for the renovation of 53-affordable housing units at Parkview Manor Apartments, 5034 38th Avenue, Hyattsville.

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Memo - MHP Financial Analysis 5.8.2017.docx

MHP 15 Year Tax Credit Request.pdf

PM - County Executive Signed Letter of Support (2).pdf

City of Hyattsville Presentation.ppt

Mayor Hollingsworth opened the floor to Assistant Administrator Chandler. Assistant Administrator Chandler presented two (2) points of clarification: the rebate package was still pending approval by Prince George's County and that the project was awarded a grant, in which the funds did not impact the requested amount. Mayor Hollingsworth noted that Stephanie Roodman, Senior Project Manager and Legal Counsel from the Montgomery Housing Partnership (MHP) was present to answer any questions from Council.



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Mayor Hollingsworth asked if the project's financials were available and Assistant Administrator Chandler said he was not sure if they had changed, but would provide them going forward. Councilmember Lawrence asked for clarification on the Montgomery Housing Partnership's intent to extend the affordability term by 25 years, to make a total term of 40 years. Ms. Roodman stated that MHP had full intentions of extending the full term to 40 years noted that all their affordable housing projects were kept affordable for the life of the loan.

Councilmember Solomon noted that the language considered a 15-year term and asked what would be presented to the Council for action. Assistant Administrator Chandler confirmed that the 15-year term would be presented to Council. Councilmember Solomon said he would like to see the item move forward and that the financials appeared to be sound. Councilmember Solomon referenced the tax abatement for Safeway and asked if the project at hand would also be profitable during the abatement. Assistant Administrator Chandler stated the project would not be the same and recalled the Safeway rebate did not collect revenue for the first two (2) years. Councilmember Solomon echoed Mayor Hollingsworth's remarks that the project lined up with the strategic goals of the City and the Sustainability Plan.

Ms. Roodman stated that every project was owned by a single purpose entity, Montgomery Housing Partnership, being the developer, could provide more details on the financials. Mayor Hollingsworth said she wanted the pro forma for the project. Mayor Hollingsworth continued to say that she was supportive of the City encouraging projects that reinvest in properties. Mayor Hollingsworth expressed concerns for the County's various forms of Payments In Lieu of Taxes (PILOTs), and hoped the City would consider some form of a PILOT other than a 100% abatement. Mayor Hollingsworth added that she would like to see the City find alternative ways of financing.

Council President Haba asked Treasurer Brooks to guide him through the fiscal impact analysis. Treasurer Brooks deferred to Assistant Administrator Chandler who provided details on the various financial scenarios. Mayor Hollingsworth asked when he would be able to provide more details and the project timeline. Ms. Roodman stated that the plan was to close in the Fall of 2017. Mayor Hollingsworth asked if Montgomery Housing Partnership had factored in plans for renovations that could occur during the 40-year plan. Ms. Roodman clarified that the project was a 20-year renovation, that included replacing all the major systems. Ms. Roodman added that there would be analyses to establish a replacement cycle for major equipment. Mayor Hollingsworth asked if the funding set aside factored into the current loan, and if there would be additional operating expenses. Ms. Roodman stated that resident services would be tied to the grant the project had received, and that landscaping had also been built into the budget.

Mayor Hollingsworth noted that the item was prepared as an ordinance that would support a tax abatement for the specific development, and that it would move forward unless there were other models proposed. Mayor Hollingsworth added that she intended to work with staff to potentially use a PILOT program and that it would return to Council as an action item at the July 17, 2017 Council Meeting.

9.b) Memorandum of Understanding between the City of Hyattsville and City of College Park for mBike Partnership (15 minutes)

[Cover Page](#)

[Memo - Bikeshare Network - Final.doc](#)

[Amended bikeshare mou 1-9-2017 SMF.docx](#)

[Bikeshare_Agreement_and_MOU.pdf](#)

[College Park mBike Pricing Discounted.pdf](#)

Assistant Administrator Chandler provided a brief background on the previously discussed framework for the Memorandum of Understanding (MOU) for the mBike system and provided details on the structure of



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the agreement. Mayor Hollingsworth noted that the item fell under the strategic goal to provide inner connectivity, particularly to the areas north of the City. Mayor Hollingsworth added that the City was in an interesting position to use both mBike and Capital Bikeshare Network, with grant funding available.

Council President Haba highlighted the timeframe the City had with launching Capital Bikeshare in the Spring of 2018, and noted the \$92,000 in funding from College Park to offset the cost, but was still unsure of the City's financial capabilities. Council President Haba expressed caution for spending \$75,000 on this project, when in eight (8) months a less expensive option would be in the City.

Councilmember Solomon stated that he was unsure of what program to support and agreed with Council President Haba that investing in mBike would be an expensive trial run. Councilmember Solomon asked if the City would benefit from investing in both programs. Mayor Hollingsworth clarified that the funding had been included in the budget as a Council initiative. Councilmember Solomon said that he viewed the budget item as a framework, while the item at hand was a decision point. Councilmember Solomon recalled previous conversations about the investment and liability of the mBike program and detailed the possible benefits.

Councilmember Warner said that she was very eager to move forward with the item and noted that she wished the City did not have two (2) competing systems. Councilmember Warner stated that the area that she would expect the most utilizations of a bike system would be the corridor between Hyattsville and College Park and that she believed strengthening the ties between the two (2) communities was crucial to the future of the City. Councilmember Wright added that the City was in a juxtaposition geographically and that the MOU between the City and College Park would allow the City to find the best system to work with. Councilmember Lawrence asked if there would be room in the bike station locations for both types of bikes, which Assistant Administrator Chandler confirmed Administrator Nicholson explained that the locations had not been determined yet.

Councilmember Solomon asked if the University of Maryland had provided the number of subscribers for the utilization statistics for the mBike program. Assistant Administrator Chandler stated that he would find those numbers, although he was unsure of how accurately the data would project usage. Councilmember Solomon clarified that his questions were not an indication of how he felt about mBike, rather bike share programs in general. Councilmember Solomon continued to state that the programs were designed for short hops, which the City did not have. Assistant Administrator Chandler said the County had conversations on what the stops would look like.

Council Vice President Ward requested point-to-point data on the bikes, with specified locations to provide more clarity. Council Vice President Ward added that he would like to know what the students at the University of Maryland were using the bikes for.

Councilmember Wright noted that residents in University Hills specifically expressed an interest in a bike share program to more conveniently commute to the University of Maryland campus.

Councilmember Solomon added a final request and asked if the Council could see if customer satisfaction played a role in existing neighboring bike share programs. Mayor Hollingsworth noted that answers to all questions would be provided at the next Council Meeting.

9.c Charter Amendment - Selection of Officers (10 minutes) I move that the Mayor and Council modify § C2-3 of the Hyattsville Charter and Code as follows to provide for the selection of President and Vice President of the Council no later than the third Monday of July in each election year.

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[Draft Charter Amendment C2-3 5.17.17 cbh.docx](#) 

9.d Amendment to Rules of Procedure - Selection of Officers (10 minutes) Subject to the adoption of Resolution No. ___, I move that the Mayor and Council modify the Council Rules of Procedures (Resolution 2017-___) as follows to set general guidelines governing the process for election of Council officers.

[Cover Page](#) 

[Rules of Procedure - Selection of Officers EICIV edits 5.17.17cbh.docx](#) 

Mayor Hollingsworth introduced the Charter Amendment and Amendment to Rules of Procedures items and noted that the Council would discuss both items at the same time. Mayor Hollingsworth added that the proposed items reflected her recommendation for the process based on her observations and experiences over the past few years. Mayor Hollingsworth highlighted the current time constraint for electing officers and noted the recommended dates served as a suggested parameter and did not address how the Council would make the selection of officers. Mayor Hollingsworth added that the proposed amendment to the Rules of Procedure would allow the Council to meet in closed “administrative meetings” to determine a consensus for the appointment of Council President and Vice President under the Open Meetings Act. Mayor Hollingsworth clarified that the election of the officers would occur with a simple majority of members present.

Councilmember Warner asked about the administrative nature of the proposed meetings and whether they would be open to the public. Mayor Hollingsworth clarified that the meetings would be closed and the City Clerk would be present. Councilmember Warner stated, while she was happy the issue was being addressed, it was important to preserve the process as a public process.

Councilmember Solomon stated support for reviewing the procedure, but expressed reservations for having closed meetings. Mayor Hollingsworth clarified that the private meetings were a recommendation to allow Councilmembers the venue to say what they needed to in support of their vote, and noted the intent was to preserve the appearance of cohesiveness. Mayor Hollingsworth stated that her proposal was open to suggestions.

Councilmember Wright thanked Mayor Hollingsworth for the proposed framework and stressed the importance of keeping the meetings public. Councilmember Wright suggested a Council Work Session after the swearing in ceremony to review the positions and begin the nomination process. Councilmember Suiter agreed that the addition of time to the process would be helpful. Councilmember Suiter added support for an additional meeting and noted that the current process put new members in an uncomfortable situation without knowing who was interested in the positions. Councilmember Solomon echoed support for an initial meeting for nominations to be made and a separate meeting for the votes.

Mayor Hollingsworth stated that the sticking point was not the gap of time, rather if the meetings should be public and private. Councilmember Lawrence stated he did not see the benefit of making the meetings public. Mayor Hollingsworth noted that a closed administrative meeting would comply with the Open Meetings Act.

Councilmember Wright asked if it was possible for future Councils to determine whether they would want the suggested work session. Councilmember Solomon responded that future Councils would be empowered to act as they wished. Mayor Hollingsworth clarified that the City Attorney suggested the Council adhere to the adopted policies, but recommended formal guidance.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD JUNE 5, 2017

Councilmember Warner expressed support for public meetings, noting that the positions of Council President and Council Vice President were public roles. Councilmember Warner continued to stress the importance of articulating to the public what considerations took place in the selection of officers.

Council President Haba thanked Mayor Hollingsworth for putting the item together and asked clarifying questions regarding the proposed closed administrative meeting. Mayor Hollingsworth stated that the decision would take place during the administrative meeting, but voting would take place in a public meeting. Council President Haba asked if the Council would still need to meet the requirement of a quorum to meet, to which the Mayor confirmed a quorum could be met.

Councilmember Wright noted that the positions should have an “at-large” focus and asked if each future Council would have an opportunity to determine their own qualifications or if the rules of procedure should include presets. Mayor Hollingsworth clarified that she did not want to set up expectations that there were qualifications for office. Mayor Hollingsworth added that the item would return to Council at the July meeting.

10) Council Dialogue

Councilmember Croslin noted disturbing current events and stated it was important for everyone to remain engaged in conversations. Councilmember Croslin stated the book club meeting dates and asked that Hyattsville continue to participate in the Paris Accords, with other cities across the Country.

Councilmember Perry offered Councilmember Frazier congratulations for becoming a first-time grandmother. Councilmember Wright and Council President Haba noted the upcoming International Festival and offered congratulations to Council Vice President Ward. Councilmember Warner encouraged residents to go see the movie Wonder Woman.

Council Vice President Ward and Councilmember Solomon congratulated all graduates, including Councilmember Solomon’s sister. Councilmember Solomon addressed the Hyattsville Life and Times contract renewal item and stated he was pleased with the outcome that year.

Mayor Hollingsworth highlighted the discussions over the Paris Agreement and noted she signed on to the Mayor’s Letter supporting the Paris Agreement.

11) Community Notices and Meetings

11.a City Calendar: June 6 - 17, 2017

[Main City Calendar June 6-July 17 2017.pdf](#) 

12) Motion to Adjourn

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



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Report

Agenda Section: Presentations (8:20 p.m. - 8:45 p.m.)

SUBJECT

City Administrator Update (5 minutes)

HCC-117-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City Administrator Nicholson will provide a brief update to the Mayor, Council and Residents.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

N/A

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: November 20, 2017

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. - 8:45 p.m.)

SUBJECT

FY-2016 and FY-2017 Audit Update (5 minutes)

HCC-104-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The FY-2016 audit is proceeding thru the review and analysis of general fund budget transactions. Our specific timeline goals for completion are as follows:

- * Finish the administrative review and analysis of all funds by the last week of December 2017.
- * Complete the Financial Statements for the document by the second week of January 2018.
- * Final 2016 audit report signed off by CohnReznick, management letter and all closing documents to City Council by the third week of January 2018.
- * File the final 2016 audit with the State of Maryland Department of Administrative Services by the January 26th, 2018.

Additionally, we expect to begin the FY-2017 audit track work the second or third week of January 2018.

Next Steps:

Continue to work through all of the audit stages until final 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 background 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: November 20, 2017

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. - 8:45 p.m.)

SUBJECT

Prince George's Plaza Branding & Marketing Strategy (15 minutes)

HCC-122-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Prince George's Plaza Branding & Marketing Strategy Presentation.docx](#)

[171005_PGPNaming - Council Presentation.pdf](#)

Summary Background:

In June 2016, the Maryland-National Capital Park & Planning Commission adopted an update to the Prince George's Plaza Transit District Development Plan (TDDP). One of the central actionable recommendations included in the document is a branding and marketing effort intended to better reflect the current and future built-environment and vision for the Transit District.

In July 2016, the City of Hyattsville, Prince George's County Economic Development Corporation and Prince George's County initiated the rebranding project with a vision to rename the area similar to other notably successful efforts including NoMA in DC (North of Massachusetts) and Pike & Rose in North Bethesda. The strategy serves as the first phase of rebranding the area and include:

- Name development
- Logo
- Signage Concept Development
- Community Stakeholder/Neighborhood Workshops

There was near unanimous consensus in selection of the following name: HVX- HYATTSVILLE CROSSING. This modern moniker pinpoints this area of Hyattsville, often styled HVL, as the city's cultural and commercial crossroads. We believe this new name is distinct, captures both the physical and cultural attributes of the area and will serve as an effective tool for rebranding the area.

Next Steps:

We anticipate authorizing the contractor moving forward with logo concept development in January 2018.

The second phase of the strategy will focus on the design of physical improvements, including but not limited to signage, banners, street furniture and branded trash receptacles. Prince George's County has funding in place to support the majority of implementation in public rights-of-way.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Approval

Community Engagement:

Focus group and stakeholder group work sessions were conducted from August – November 2016. In Spring 2016, a work session was hosted to discuss a naming concept and based on feedback from the stakeholders, we re-evaluated the initial naming criteria and broadened the key stakeholder participants.

In October 2017, the City hosted two additional work sessions to solicit naming characteristics. The participants in the October sessions included Hyattsville residents and local agency representatives selected by both the City and County. In November 2017, the City hosted two presentation workshops to introduce naming concepts and develop consensus around a new name. The meetings included property owners including ownership groups at University Town Center, the Mall at Prince George's (MPG), WMATA and the Gudelsky ownership.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and Council

From: Jim Chandler, Assistant CA, Director, Community & Economic Development

CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Katie Gerbes, Community Planner

Date: November 15, 2017

Re: Prince George's Plaza Branding & Marketing Strategy

The purpose of this memorandum is to update the Mayor and City Council on the joint effort to develop a branding and marketing strategy for the Prince George's Plaza Transit District.

Summary

In June 2016, the Maryland-National Capital Parking & Planning Commission adopted an update to the Prince George's Plaza Transit District Development Plan (TDDP). One of the central actionable recommendations included in the document is a branding and marketing effort intended to better reflect the current and future built-environment and vision for the Transit District.

Prince George's County has funded the majority of costs for hiring a firm to develop a brand and marketing strategy at a cost of \$75,000; \$10,000 of which was funded by the City of Hyattsville. The project funds were managed by the Prince George's County Economic Development Corporation (EDC) and the project roles and responsibilities are defined through a joint Memorandum of Understanding with each public agency.

In July 2016, the City of Hyattsville, Prince George's County Economic Development Corporation and Prince George's County initiated the rebranding project with a vision to rename the area similar to other notably successful efforts including NoMA in DC (North of Massachusetts) and Pike & Rose in North Bethesda. The strategy serves as the first phase of rebranding the area and include:

- Name development
- Logo
- Signage Concept Development
- Community Stakeholder/Neighborhood Workshops

The process by which the naming effort took place included focus group and stakeholder group work sessions from August – November 2016. In Spring 2016, a work session was hosted to discuss a naming concept and based on feedback from the stakeholders, re-evaluated the initial naming criteria and broadened the key stakeholder participants.

In October 2017, the City hosted two additional work sessions to solicit naming characteristics. The participants in the October sessions included Hyattsville residents and local agency representatives selected by both the City and County. In November 2017, the City hosted two presentation workshops to introduce naming concepts and develop consensus around a new name. The meetings included prominent property owners including ownership groups at University Town Center, the Mall at Prince George's (MPG), WMATA and the Gudelsky ownership. There was near unanimous consensus in selection of the following name:

**HVX
HYATTSVILLE CROSSING**

This modern moniker pinpoints this area of Hyattsville, often styled HVL, as the city's cultural and commercial crossroads.

We believe this new name is distinct and will serve as an effective tool for rebranding the area. We anticipate authorizing the contractor moving forward with logo concept development in January 2018 and wanted to present the name to the City Council prior to moving forward.

Next Steps

The second phase of the strategy will focus on the design of physical improvements, including but not limited to signage, banners, street furniture and branded trash receptacles. Prince George's County has funding in place to support the majority of implementation within public rights-of-way.



PRINCE GEORGE'S PLAZA NAMING WORKSHOP

10.5.17

PASSION LED US HERE

streetsense.

WHO WE ARE



LAURIE VALORA

Project Director



COLIN GREENE

Senior Director of Planning



SARAH ABRESCH

Senior Creative Strategist

WHO WE ARE

**A DESIGN & STRATEGY
COLLECTIVE THAT
CREATES BRANDS
PEOPLE LOVE & PLACES
PEOPLE LOVE TO BE.**

WHY WE'RE HERE

**CREATE AN IDENTITY FOR
THE PRINCE GEORGE'S PLAZA
TRANSIT DISTRICT THAT
UNIFIES THE AREA, OVERCOMES
OUTDATED PERCEPTIONS &
CONVEYS ITS SENSE OF PLACE.**

WHAT WE HEARD

THE IDENTITY MUST BE:

INCLUSIVE

LOCALLY ROOTED

DYNAMIC + CREATIVE

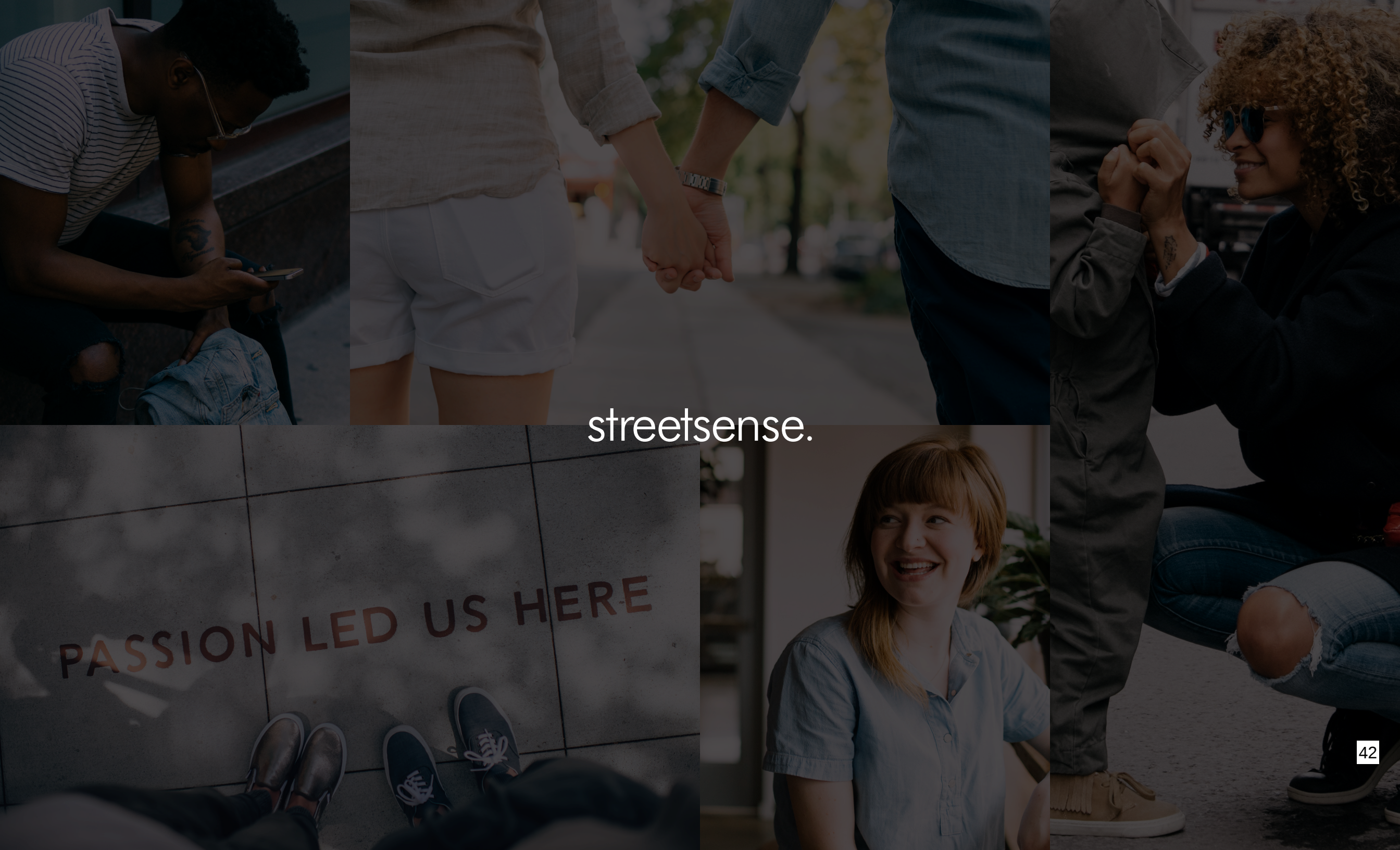
REFLECTIVE OF THE AREA'S RHYTHMS

NAME OPTION 5

HVX

HYATTSVILLE CROSSING

This modern moniker pinpoints this area of Hyattsville, often styled HVL,
as the city's cultural and commercial crossroads.



streetsense.



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Contract

Agenda Section: Consent Items (8:45 p.m. - 8:50 p.m.)

SUBJECT

Red Light Camera Agreement - 1-Year Extension

HCC-112-FY18

Recommendation:

I move that the Mayor and Council authorize the City Administrator to sign the Third Amendment to Agreement between Hyattsville, Maryland and American Traffic Solutions, Inc. to continue the Red Light Camera program for a term of one-year, beginning on January 1, 2018 and ending on December 31, 2018.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo_to_City Administrator ATS_10_6__2017.docx](#)

[HYATTSVILLE Amendment Renewal 2018.docx](#)

Summary Background:

The City of Hyattsville entered into a contract with Lasercraft, Inc., (now ATS) on September 1, 2006, to provide digital camera traffic enforcement services, related citation management and back office processing for the Red Light Camera Program. The City of Hyattsville entered into three more extensions with ATS in 2014, 2015 and 2016. We have the option to extend the contract if desired. The program is self sustaining, meaning it does not cost us anything to out of pocket to operate these red light cameras; rather, the program is funded by fines levied on violators.

Next Steps:

Upon Council approval, the City Administrator will execute the contract extension.

Fiscal Impact:

None

City Administrator Comments:

Recommend Support.

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete



Memo

To: Tracey Nicholson
From: Lieutenant Chris Purvis
Date: October 6, 2017
Re: Red Light Camera Contract Extension with ATS

Purpose

The purpose of this memorandum is to provide you with a brief overview of the Agreement between American Traffic Solutions (ATS), Howard County Department of Police and the City of Hyattsville and to extend the Agreement for another year.

Background

The City of Hyattsville entered into a contract with Lasercraft, Inc., (now ATS) on September 1, 2006, to provide digital camera traffic enforcement services, related citation management and back office processing for the Red Light Camera Program. The City of Hyattsville entered into three more extensions with ATS in 2014, 2015 and 2016. We have the option to extend the contract if we so desire. The program is self sustaining, meaning it does not cost us anything to out of pocket to operate these red light cameras; rather, the program is funded by fines levied on violators.

The City currently has three Red Light Cameras located at:

1. North Bound Baltimore Avenue @ Hamilton Street
2. North Bound Queens Chapel Road @ Queensbury Road
3. East Bound East-West Highway @ Queens Chapel Road

Citations Issued:

2013 - 4239

2014 - 4116

2015 - 4923

2016 - 3828

2017 – 2683 (To Date)

Recommendation

I am recommending that we continue the services of ATS. The contract extension has been reviewed for legal sufficiency by Skip Cornbrooks, City Attorney.

**THIRD AMENDMENT TO AGREEMENT
BETWEEN HYATTSVILLE, MARYLAND
AND AMERICAN TRAFFIC SOLUTIONS, INC.**

This Third Amendment ("Amendment") is effective as of the date of final execution hereof and entered into between the City of Hyattsville, a municipal corporation of the State of Maryland ("Municipality") and American Traffic Solutions, Inc., a Kansas corporation ("ATS").

WHEREAS, ATS entered into an agreement with Howard County, Maryland as of January 5, 2016 (hereinafter the "Howard County Agreement"); and

WHEREAS, the Municipality and ATS entered into an Agreement, subject to the terms and conditions of the Howard County Agreement, effective January 5, 2016, which was amended by the First Amendment to Agreement dated as of April 1, 2016 and the Second Amendment to Agreement dated as of December 22, 2016 (together the "Agreement"); and

WHEREAS, the Municipality and ATS wish to modify and amend certain terms and conditions of the Agreement; and

WHEREAS, Section 3.2 of the Howard County Agreement allows seven (7) one-year renewal options; and

NOW, THEREFORE, in consideration of the mutual covenants, warranties, representations, and conditions contained in the Agreement, the parties hereto agree as follows:

1. The Agreement is hereby extended for a one-year period beginning January 1, 2018, and ending December 31, 2018.
2. Except as expressly amended or modified by the terms of this Amendment, all terms of the Agreement shall remain in full force and effect. In the event of a conflict between the terms of this Amendment and the Agreement, the terms of this Amendment shall prevail and control.
3. This Amendment may be executed in one or more counterparts, each of which shall constitute an original, but all of which taken together shall constitute one and the same instrument. Each party represents and warrants that the representative signing this Amendment on its behalf has all right and authority to bind and commit that party to the terms and conditions of this Amendment.

IN WITNESS WHEREOF, authorized representatives of the parties have set forth their signatures below, intending to be legally bound.

AMERICAN TRAFFIC SOLUTIONS, INC.

HYATTSVILLE, MARYLAND

By: _____
Elizabeth Caracciolo Date
SVP/GM, Government Solutions

By: _____
Date



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Consent Items (8:45 p.m. - 8:50 p.m.)

SUBJECT

2018 Council Regular & Budget Meeting Calendar

HCC-115-FY18

Recommendation:

I move that the Mayor and Council adopt the 2018 Council Meeting Schedule and the FY-2018 Budget Meeting Schedule, as presented.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[2018 Council Meeting Calendar_DRAFT](#)

Summary Background:

Please see attached draft meeting schedule.

Next Steps:

Upon adoption, the Council Meeting calendar will be published on the City's website and posted in the Municipal Building.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Council meeting agendas are posted a minimum of 48 hours in advance of each meeting. Subscribers to the City's Notify Me system also receive email and text alerts when meeting agendas are posted.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete



CITY OF HYATTSVILLE, MD

2018 COUNCIL REGULAR & BUDGET MEETING SCHEDULE

This schedule may be subject to change. The first and third Monday of the month are reserved for City Council Meetings per City Charter. Meetings & Work Sessions begin at 8:00 p.m. unless otherwise noted. Adopted by the Mayor & Council on xxxxxx, 2017.

JANUARY

Monday	8	8:00 PM	Regular Council Meeting
Wednesday	17	8:00 PM	FY19 Budget Work Session: <i>Council Budget Priorities</i>
Monday	22	8:00 PM	Regular Council Meeting

FEBRUARY

Monday	5	8:00 PM	Regular Council Meeting
Tuesday	20	8:00 PM	Regular Council Meeting

MARCH

Monday	5	8:00 PM	Regular Council Meeting
Wednesday	14	8:00 PM	FY19 Budget Work Session: <i>Departmental Presentations</i>
Monday	19	8:00 PM	Regular Council Meeting
Wednesday	28	8:00 PM	FY19 Budget Work Session: <i>Departmental Presentations</i>

APRIL

Monday	2	8:00 PM	Regular Council Meeting
Monday	16	7:30 PM	Public Hearing: <i>FY19 Real Property Tax Rate</i>
	16	8:00 PM	Regular Council Meeting: <i>Council Budget Amendments</i>

MAY

Monday	7	8:00 PM	Regular Council Meeting: <i>1st Reading of FY19 Budget</i>
Monday	21	8:00 PM	Regular Council Meeting: <i>Adoption of FY19 Budget</i>

JUNE

Monday	4	8:00 PM	Regular Council Meeting
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JULY

Monday	16	8:00 PM	Regular Council Meeting
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AUGUST

Monday	6	8:00 PM	Regular Council Meeting
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SEPTEMBER

Monday	17	8:00 PM	Regular Council Meeting
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OCTOBER

Monday	1	8:00 PM	Regular Council Meeting
Monday	15	8:00 PM	Regular Council Meeting

NOVEMBER

Monday	5	8:00 PM	Regular Council Meeting
Monday	19	8:00 PM	Regular Council Meeting

DECEMBER

Monday	3	8:00 PM	Regular Council Meeting
Monday	10	8:00 PM	FY20 Budget Work Session: <i>Council Budget Priorities</i>
Monday	17	8:00 PM	Regular Council Meeting



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Policy

Agenda Section: Consent Items (8:45 p.m. - 8:50 p.m.)

SUBJECT

Dedication of Public Safety Surcharges

HCC-40-FY18

Recommendation:

I move that the Mayor and Council dedicate all public safety surcharges received on property developed in the City of Hyattsville to satisfy debt service on the development of the public safety facility at 3505 Hamilton Street. I further move that the Mayor and Council direct the Treasurer to establish—as a threshold—a disbursement request equivalent to the annual differential for Community Safety approved by Prince George's County. I further move that the Mayor and Council direct the City Administrator or her designee to issue a report to the Council on surcharges received no less than semi-annually.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Public safety surcharges are authorized under Section 10-192.11 of the Prince George's County Code. Use of public safety surcharges is limited to a) the construction or rehabilitation of public safety facilities or b) the purchase of equipment or communications devices used in connection with law enforcement, fire fighting, or emergency services activities, including protective body armor, surveillance devices, weapons, ladder trucks, ambulances, police cruisers, and rescue vehicles.

Next Steps:

The Council discussed this item on November 6, 2017 and requested to have the item placed on the Consent Agenda for November 20, 2017.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Approval

Community Engagement:

TBD

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: November 20, 2017

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Consent Items (8:45 p.m. - 8:50 p.m.)

SUBJECT

Endorsement of Purple Line Community Development Agreement

HCC-118-FY18

Recommendation:

I move that the Mayor and Council authorize the City Administrator to submit an endorsement on behalf of the City of Hyattsville for the Purple Line Community Development Agreement.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

Haba, Ward

ATTACHMENTS

[PLCommunityDevelopmentAgreement.pdf](#)

Summary Background:

The Purple Line is a 16-mile light rail line that will extend from Bethesda in Montgomery County to New Carrollton in Prince George's County. It will provide a direct connection to the Metrorail Red, Green and Orange Lines; at Bethesda, Silver Spring, College Park, and New Carrollton. The Purple Line will also connect to MARC, Amtrak, and local bus services.

The Purple Line will be light rail and will operate mainly in dedicated or exclusive lanes, allowing for fast, reliable transit operations. 21 stations are planned.

MTA is taking the lead on this project, with the support and close coordination of a team that includes the Washington Metropolitan Area Transit Authority, Montgomery and Prince George's counties, the Maryland-National Capital Park and Planning Commission, State Highway Administration, and local municipalities in the project area.

With the Purple Line transit project already underway, community partners are taking steps to fully realize the benefits of this massive transit investment. The 'Purple Line Community Development Agreement' is a shared commitment to create and sustain a unique transit corridor for decades and serve as a national model for purposeful and committed community development.

Next Steps:

The signing ceremony is scheduled for 9:30 AM on Tuesday, November 28, 2017 at The Hotel at the University of Maryland.

The event is hosted by the University of Maryland's National Center for Smart Growth, bringing together the region's leaders and representatives of public, private and community stakeholders to sign and launch Pathways to Opportunity: A Community Development Agreement for the Purple Line Corridor. The program will focus on efforts

to stimulate innovative collaboration, focus community investment, and consider how your organization can play a role in achieving this shared vision.

Additional information about the event is available at:
<http://washington.uli.org/event/purple-line-corridor-community-development-agreement/>

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

N/A

Pathways to Opportunity

A Community Development Agreement for the Purple Line Corridor

WHEREAS, the Maryland Purple Line project—a 16-mile, 21 station, light rail transit system between New Carrollton in Prince George’s County and Bethesda in Montgomery County—represents a historically significant community and economic development investment;

WHEREAS, the Purple Line will create temporary and permanent jobs, stimulate regional economic growth, strengthen communities, provide opportunities for economic empowerment, increase housing options, and produce a healthy and attractive physical environment;

WHEREAS, the Purple Line will provide new transportation options and enhance mobility in a highly congested region;

WHEREAS, the Purple Line presents opportunities to replace aging infrastructure, foster improvements in public health, and address issues of social justice in new and innovative ways;

WHEREAS, the Purple Line has the potential to benefit current and future residents, workers, businesses and property owners in Montgomery County, Prince George’s County, the State of Maryland, and the entire Washington metropolitan region;

WHEREAS, the Purple Line runs the risk of adversely displacing existing low- and middle-income residents and small businesses if policies and programs are not put in place;

WHEREAS, successfully capturing all of these benefits will require local governments, and civic, community, business, and anchor institutions to collaborate in unprecedented ways;

NOW THEREFORE, although the parties to this Community Development Agreement acknowledge that this Agreement imposes no legally binding obligations on any party, this Agreement represents a strong commitment of the parties to leverage this major transit investment to create a place of opportunity for all who live, work, and invest in the corridor through the collective pursuit of the following goals:

- **Diverse, locally established businesses prosper both during and after the construction period.**
- **Workers in the corridor are well-trained, grow in number, and are well-matched with employers in skills and location.**
- **Housing opportunities are available for people of all incomes in communities throughout the corridor, especially current low- and middle-income, and transit-dependent residents.**
- **Vibrant and sustainable communities enhance health, culture, and a sense of place.**

Toward these ends, we the undersigned pledge to pursue and annually review progress toward the goals, strategies, action items, and indicators set out in the “Pathways to Opportunity: Purple Line Corridor Action Plan” developed by residents, government, business, philanthropic, community and philanthropic organizations, and academic organizations along the Purple Line Corridor over a multi-year period.



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (8:45 p.m. - 8:50 p.m.)

SUBJECT

PEPCO Lighting Retrofit

HCC-119-FY18

Recommendation:

I move that the Mayor and Council approve the expenditure of funds from the FY-18 Capital Improvements Budget to allow PEPCO to retrofit the existing lighting to LED lighting in the Phase Two project area of Hyattsville, costs not to exceed \$160,000.00.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City is prepared to begin Phase 2 of the West Hyattsville Lighting Upgrades. In March, 2015, Charles P. Johnson and Associates (CPJ) completed a comprehensive Lighting and Pedestrian Safety study. As expected, the study indicated that there were deficiencies with the amount of lighting, the quality of lighting and amount of coverage provided. The study recommended as an initial course of action, retrofitting existing lighting fixtures to LED to improve overall lighting conditions, luminance, and illumination levels. This requires review, analysis and cost proposals from Pepco. The proposals were received last week.

Phase 1 was completed and consisted of 21 new lights and 73 upgrades to existing lights. The total cost was \$94,710.62.

Phase 2

All of the site evaluation and inspections for Phase 2 were completed in January. Due to the size of the project area and the amount of data to record, the staff separated phase 2 into two segments, segment 2.0 and segment 2.1. Phase 2.0 will begin next month and this request will fund Phase 2.1.

The cost proposals from PEPCO for 132 lights for LED conversion and should not exceed \$160,000.00 and will complete Phase 2 of the project.

Phase 3

With the findings from the CPJ study we will continue to evaluate the remainder of the street lights in residential areas beyond West Hyattsville. Phase 3 will include areas from 38th Avenue to the City boundary on the East, and from Jefferson to the City boundary to the south.

Next Steps:

With the Council's approval, staff will coordinate with PEPCO to install all LED lighting within the Phase 2 scope of work.

Fiscal Impact:

Not exceed \$160,000, Capital Improvements Budget

City Administrator Comments:

Recommend Approval

Community Engagement:

No community meetings are scheduled at this time.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Budget

Agenda Section: Consent Items (8:45 p.m. - 8:50 p.m.)

SUBJECT

Surplus of City Equipment and Furnishings

HCC-120-FY18

Recommendation:

I move that the Mayor and Council approve the sale of various surplus equipment and office furnishings from the departments of Public Works and Code Compliance at public auction, all proceeds from the sale will be posted to General Fund Revenues.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Parking Surplus Items.docx](#)

[171116 - Memo - 3505 Surplus Items.pdf](#)

Summary Background:

The Departments of Public Works and Code Compliance have surplus equipment items that are aged, missing parts and are non-compatible that need to be disposed of and offered for sale at auction. The lists of items include furniture and office equipment from 3505 Hamilton Street and parking equipment from Code Compliance. A list of all items is attached for review.

Next Steps:

With Council approval all items will be offered at auction.

Fiscal Impact:

Proceeds from each auction will be presented to the Finance Department

City Administrator Comments:

Recommend Approval

Community Engagement:

None

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A



Memo

To: Mayor and Council
Ron Brooks, City Treasurer

CC: Tracey Nicholson, City Administrator

From: Jim Chandler, Assistant City Administrator, Director, Com. & Econ. Development

Date: March 29, 2017

Re: Parking Services Surplus Inventory

The following is a summary of aged parking equipment that is not compatible with the City's current parking equipment. Per section 14.2 of the City's Procurement Policy, the Director is recommending the following items be declared as 'surplus' and sold at public auction, by the City Treasurer, with the consent of the City Council.

Surplus Items	Units	Condition	Cumulative Estimated Value
Cash Boxes	27	Poor	\$200.00
VM Paystations	15	Poor	\$1,500
VM Batteries	6	New	\$30.00
SSM Batteries	125	Poor	\$50.00
SSM Timers	113	Fair	\$50.00
Main Boards (VM)	7	Do not work	\$0.00
Wires (various)	5	Fair	\$1.00
Misc. Components	5	Fair	\$1.00
			\$1,832.00



Memo

To: Mayor and Council
Ron Brooks, City Treasurer

CC: Tracey Nicholson, City Administrator

From: Lesley Riddle, Director of Public Works

Date: November 16, 2017

Re: 3505 Hamilton Street surplus equipment

The following is a summary of furniture and equipment at 3505 Hamilton Street that needs to be removed for renovation and cannot be reused elsewhere in the City. Per section 14 of the City's Procurement Policy, the Director is recommending the following;

- a. Items whose condition is graded as satisfactory or better be declared as 'surplus' and sold by online auction, by the City Treasurer or designee, with the consent of the City Council.
- b. Items whose condition is graded as bad or poor be declared as 'scrap' if there is a scrap value or otherwise declared as 'worthless equipment' and disposed of appropriately.
- c. Items which do not sell at public auction will be donated, sold as 'scrap', or destroyed and disposed of appropriately as is determined on an item by item basis.

Item	Category	Condition
021	2 drawer file cabinet	(2) Good
022	2 drawer file cabinet	(2) Good
023	2 drawer file cabinet	(2) Good
025	2 drawer file cabinet	(2) Good
027	2 drawer file cabinet	(2) Good
028	2 drawer file cabinet	(2) Good
041	2 drawer file cabinet	(2) Good
93	2 drawer file cabinet	(2) Good
98	2 drawer file cabinet	(2) Good

040	2 drawer wood file cabinet	(2) Good
53	3 shelf book shelf	(2) Good
54	3 shelf book shelf	(2) Good
58	36 slot letter size paper shelf	(5) Poor
018	4 drawer lateral file cabinet	(3) Satisfactory
037	4 drawer wood desk	(2) Good
009	4 shelf wood book case	(2) Good
038	4 shelf wood book case	(2) Good
019	5 drawer lateral file cabinet	(2) Good
031	5 drawer lateral file cabinet	(2) Good
032	5 drawer lateral file cabinet	(2) Good
001	5 drawer lateral file cabinet	(3) Satisfactory
002	5 shelf book shelf wood	(2) Good
49	5 shelf book shelf wood	(2) Good
50	5 shelf book shelf wood	(2) Good
51	5 shelf book shelf wood	(2) Good
52	5 shelf book shelf wood	(2) Good
48	6 shelf book shelf wood	(2) Good
86	7 drawer wood desk	(4) Bad
010	Conference table	(4) Bad
99	consloe racks	(2) Good
109	couch	(2) Good
44	credenza	(2) Good
45	credenza	(2) Good
60	credenza	(2) Good
95	credenza	(2) Good
112	credenza	(2) Good
113	credenza	(2) Good
63	credenza top hutch	(2) Good
012	File cabinet 4 drawer	(2) Good
014	File cabinet 4 drawer	(2) Good
015	File cabinet 4 drawer	(2) Good
016	File cabinet 4 drawer	(2) Good
017	File cabinet 4 drawer	(2) Good
020	File cabinet 4 drawer	(2) Good
026	File cabinet 4 drawer	(2) Good
030	File cabinet 4 drawer	(2) Good
033	File cabinet 4 drawer	(2) Good
96	File cabinet 4 drawer	(2) Good

97	File cabinet 4 drawer	(2) Good
102	File cabinet 4 drawer	(2) Good
011	File cabinet 4 drawer	(3) Satisfactory
013	File cabinet 4 drawer	(3) Satisfactory
035	File cabinet 4 drawer	(4) Bad
100	fileing book shelf	(2) Good
46	hanging shelf 3 door Black	(2) Good
89	island	(2) Good
003	leather chair	(2) Good
005	leather chair	(2) Good
006	leather chair	(2) Good
007	leather chair	(2) Good
008	leather chair	(2) Good
004	leather chair	(3) Satisfactory
55	office chair no wheels	(2) Good
65	office chair no wheels	(2) Good
66	office chair no wheels	(2) Good
67	office chair no wheels	(2) Good
68	office chair no wheels	(2) Good
69	office chair no wheels	(2) Good
70	office chair no wheels	(2) Good
55A	office chair no wheels	(2) Good
71	office chair no wheels	(2) Good
72	office chair no wheels	(2) Good
73	office chair no wheels	(2) Good
74	office chair no wheels	(2) Good
75	office chair no wheels	(2) Good
76	office chair no wheels	(2) Good
101	office chair no wheels	(2) Good
104	office chair no wheels	(2) Good
107	office chair no wheels	(2) Good
115	office chair no wheels	(2) Good
117	office chair no wheels	(2) Good
77	office chair no wheels	(4) Bad
64	office chair with wheels	(2) Good
80	office chair with wheels	(2) Good
81	office chair with wheels	(2) Good
82	office chair with wheels	(2) Good
83	office chair with wheels	(2) Good

84	office chair with wheels	(2) Good
85	office chair with wheels	(2) Good
108	office chair with wheels	(2) Good
78	office chair with wheels	(4) Bad
79	office chair with wheels	(4) Bad
92	Piano	(4) Bad
039	round wood pedistal table	(2) Good
43	round wood pedistal table	(2) Good
042	round wood pedistal table 48"	(5) Poor
59	small computer desk	(2) Good
110`	stackable chairs	(2) Good
029	Steel locker 2 door	(2) Good
91	TV entertainment center	(2) Good
036	type writer desk	(2) Good
94	type writer desk	(2) Good
61	wardrobe	(2) Good
56	wood chairs	(2) Good
88	wood desk	(2) Good
103	wood desk	(2) Good
106	wood desk	(2) Good
114	wood desk	(2) Good
116	wood desk	(2) Good
87	wood desk	(5) Poor
111	wood desk	(5) Poor
57	wood table	(2) Good
62	wood table	(2) Good
90	wood table	(2) Good
105	wood table	(2) Good
47	wooden 4 drawer lateral file cabinet	(2) Good
024	(1) Category	(2) Good
034	(1) Category	(2) Good



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Discussion Items (8:50 p.m. - 9:15 p.m.)

SUBJECT

Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft (15 minutes)

HCC-123-FY18

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Comprehensive Review Draft Comments - Final.docx](#)

Summary Background:

On October 25, 2017, staff attended the latest Prince George's County Zoning Rewrite Municipal Workgroup meeting. During this meeting, Maryland-National Capital Park and Planning Commission (M-NCPPC) staff introduced the Comprehensive Review Draft of the Zoning Ordinance and Subdivision Regulations. During their presentation, M-NCPPC staff highlighted frequent comments received from the previous draft of the ordinance, as well as the key changes that have been made to the Comprehensive Review Draft in response to those comments.

City of Hyattsville staff have reviewed the changes and the Comprehensive Review Draft and have the following professional opinions and comments to bring to the attention of the City Council and members of the Planning Committee.

It is staff's request that a final set of comments be submitted to M-NCPPC on behalf of the City of Hyattsville. The City's final set of comments should address the following language included in the Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft.

The document is available to review on-line at: <http://zoningpgc.pgplanning.com/2017/09/26/compreview/>

Next Steps:

The Hyattsville Planning Committee is scheduled to review the Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft staff comments at its next meeting on Tuesday, November 21, 2017. The staff will include the Committee's comments when this item is considered by the City Council on December 4, 2017.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

After nearly three years and more than 300 community meetings, the Prince George's County Planning Department has released the Comprehensive Review Draft of the of the new Zoning Ordinance and Subdivision Regulations. The language has been released as part of three (3) modules, which have been reviewed and comments have been provided by City staff, the Planning Committee and City Council.

Strategic Goals:

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

Legal Review Required?

N/A



Memo

To: Mayor and Council

CC: Tracey Nicholson, City Administrator

From: Jim Chandler, Asst. City Administrator, Director, Community and Economic Development
Katie Gerbes, Community Planner

Date: November 16, 2017

Re: Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft

On October 25, 2017, Staff attended the latest Prince George's County Zoning Rewrite Municipal Workgroup meeting. During this meeting, Maryland-National Capital Park and Planning Commission (M-NCPPC) staff introduced the Comprehensive Review Draft of the Zoning Ordinance and Subdivision Regulations. During their presentation, M-NCPPC staff highlighted frequent comments received from the previous draft of the ordinance, as well as the key changes that have been made to the Comprehensive Review Draft in response to those comments.

City of Hyattsville Staff have reviewed the changes and Comprehensive Review Draft and have the following professional opinions and comments to bring to the attention of the City Council and members of the Planning Committee.

It is Staff's request that a final set of comments be submitted to M-NCPPC on behalf of the City of Hyattsville. The City's final set of comments should address the following language included in the Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft

24-1.705 Building Restriction Lines

Language: "Any building lines shown on a plat recorded on or before November 29, 1949 are extinguished. Buildings and structures that may have been affected by such building restriction lines may be altered, enlarged, or extended, if the alteration, enlargement or extension conforms to the dimensional

standards of the zone in which it is located, and all other relevant requirements of these regulations and the zoning ordinance.”

Comment: In the past, the City has experienced land-use issues where older/historic housing stock is subject to ‘pre-1949 zoning code’ setbacks and Building Restriction Lines (BRL’s) that were established at the time of construction, as they were not in compliance with the current zoning code. Many of these regulations are considered outdated, and prevented homeowners from being able to make relatively simple, non-intrusive modifications to their homes, such as the addition or reconstruction of a porch. As a result, property owners are required to go through the time-consuming process of a variance review and approval. Through this Zoning rewrite update, this issue is being addressed by allowing any alteration or enlargement of a home, even if it was built before 1949, to be permitted by-right, provided that the modifications meet the modern zoning code.

24-3.204 Private Streets and Easements

Language: “Unless exempted in accordance with Sec. 24-3.208 B below, no subdivision shall be approved with a private street, right-of-way, or easement as the means of vehicular access to any lot, unless the private street, right-of-way or easement is built to County street standards.”

Comment: Staff is supportive of this language. It is a best practice for the municipality to control roadways to ensure that maintenance and replacement are properly managed, as well as to provide City sanitation related services to residences. Hyattsville accepts responsibility for roadways that meet the County's public roadway standard, so that we can ensure the roadway is constructed to a public standard for public utilities layout, roadway materials specifications, depth and widths. The language included in the Zoning rewrite would make it so the City could assume responsibility for all new development in the City.

Language: “Points of access to public streets shall be approved by the Planning Board, or the Planning Director for a minor subdivision, and by the DPIE Director, the State Highway Administration, the Department of Public Works and Transportation, the Public Works Department of the municipality in which the property is located, or other appropriate roadway authority as applicable.”

Comment: Staff is supportive of this language, which provides the City more control over points of access on local streets.

24-2.303 District Council

Comment: In the previous draft for this section of the Subdivision Regulations, Clarion Associates provided language removing the District Council’s ability to “call up” development applications after they have been decided on by the Planning Board. The Comprehensive Review Draft removes that language, keeping the system in place that currently exists. It is not a best practice to allow the District Council to call up developments after the Planning Board has already made a decision on the application. This process is unpredictable and leads to longer time frames and higher costs for a development to get approved within the County. As was recommended in the first draft of the rewrite, Staff believe that power should be removed from the District Council.

24-3.505 Transportation Adequacy

Language: “Adequate transportation facilities shall be available to accommodate or offset (through alternative trip capture) the vehicular trips within the Impact Area surrounding the development subject to the requirements of the Section, as defined by the Transportation Review Guidelines. This standard is met if: ...the applicant reduces project impacts to a level so that the adopted LOS standard is maintained by any combination of the following:

- a. Reducing the number of dwelling units or floor area
- b. Incorporating alternative trip capture
- c. Incorporating a mix of uses that reduces trips through internal capture, as defined in the Transportation Review Guidelines.”

Comment: Staff is supportive of this language and as it takes into consideration multiple methods to address the level of service, including the addition of multimodal elements.

Language: Any transportation improvements within the Impact Area that are counted as available capacity shall be: ... incorporated in a specific County of State Public Facilities Financing and Implementation Program, including the County CIP or State CTP with construction scheduled with 100 percent of the construction funds allocated...”

Comment: Staff is recommending the addition of language noting improvements within the municipality's CIP scheduled with 50 percent of the construction funds allocated. This ensures that City projects can also be included in the count of available capacity.

24-3.601 Mandatory Dedication of Parkland

Language: “The amount of land to be dedicated shall be ... 15 percent of land on which a density exceeding 12 dwelling units per net acre is permissible.”

Comment: The language ensures that all developments must provide onsite recreational amenities, and ensures that the space dedicated to recreation grows in accordance to the size of the development. Large scale developments will now be responsible for more onsite parkland.

24-6.300 Definitions

Comment: M-NCPPC should consider incorporating the term “Building Restriction Line” into the glossary, as it is referenced throughout the document.

27-2.200 Measurements and Exceptions of Intensity and Dimensional Standards

Language: Lot coverage (expressed as a percentage of net lot area) shall be determined by measuring the total horizontal land area of the lot (in acres or square feet) covered by all buildings, covered structures, areas used for vehicular access and parking, patios and walkways; dividing that coverage area by the net lot area (see Sec. 27-2.201.A above); and multiplying the result by 100.”

Comment: This section should include language that pervious surfaces are to be 'exempt' from the lot coverage calculation. Staff is also concerned that by including sidewalks and primary walkways in the calculation, existing homes may be out of conformance with the lot coverage requirements, requiring the need for additional variance(s).

27-2.300.F Commercial Uses Classification

Language: "The Eating or Drinking Establishment Uses category consists of establishments primarily engaged in the preparation and serving of food or beverages for on or off premises consumption. Use types include: brewpubs or microbreweries; restaurants; fast food restaurants; and establishments primarily engaged in selling food or beverages for on-site consumption that also provide live entertainment on a limited basis, and similar uses. Accessory uses many include areas for outdoor seating, drive-through service facilities, facilities for live entertainment, and valet parking services."

Comment: "Drive-through" as an accessory use should not be permitted in the Town Activity Center, Local Transit Oriented or Regional Transit Oriented zones.

27-3.407.B Required Public Notice

Language: "15 days prior to the hearing [for a variance], notice required to the appellant; owners of all lands contiguous to or opposite the land subject to the application and any municipality in whose boundaries the property is located."

Comment: Public notice to municipality should be expanded from 15-calendar days to 30-calendardays to allow for the matter to be scheduled on the City Council agenda.

Next Steps

The Hyattsville Planning Committee is scheduled to review the Prince George's County Zoning Ordinance & Subdivision Regulations Comprehensive Review Draft Staff comments at its next meeting on Tuesday, November 21, 2017. The Staff will include the Committee's comments when this item is considered by the City Council on December 4, 2017.



Hyattsville City Council Agenda Item Report

Meeting Date: November 20, 2017

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Ordinance

Agenda Section: Discussion Items (8:50 p.m. - 9:15 p.m.)

SUBJECT

Payment in Lieu of Taxes (PILOT) Request: Montgomery Housing Partnership Ordinance (10 minutes)

HCC-124-FY18

Recommendation:

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

Spell, Solomon, Haba, Ward

ATTACHMENTS

[Memo - MHP Affordable Housing PILOT Ordinance - Discussion - 11.16.2017.docx](#)

[MHP Parkview Manor Ordinance - Discussion 11.20.2017.docx](#)

[MHP-PV Organizational Chart.pdf](#)

Summary Background:

At the City Council meeting on October 16, 2017, the City Council adopted HCC-78-FY18 - Payment in Lieu of Taxes (PILOT) Ordinance a motion directing the City Attorney, in consultation with the City Treasurer and Director of Community & Economic Development, to draft an enabling ordinance authorizing the City Council to consider a Payment in Lieu of Taxes (PILOT) to support a request by Montgomery Housing Partnership (MHP) the renovation of Parkview Manor Apartments, an affordable housing property, located at 5040 38th Avenue, Hyattsville, Maryland 20782.

The cost of these renovations is estimated at just over \$73,000 per unit, for a total direct investment of over \$3.88 million into the complex. MHP has provided a full list of the necessary renovations, which is attached to this memo.

Units in Parkview Manor are structured as follows:

- Six (6) units are set aside for residents making less than 30% AMI (\$32,400);
- Forty (40) units are reserved for residents making less than 50% AMI (\$54,000);
- Seven (7) units are reserved for residents making less than 60% AMI (\$64,800).

After the renovation is complete, rents for residents qualifying with 60% AMI will be \$875/month for a one-bedroom unit, \$950/month for a two-bedroom unit and \$1,040/month for a two-bedroom townhouse. Rents for the 30% and 50% AMI groups would be lower to account for their lower income.

The City Attorney has drafted the attached ordinance for consideration by the City Council.

Next Steps:

A final version of the ordinance will be available for consideration at the City Council meeting on December 4, 2017.

Fiscal Impact:

Approval of this item will create a annual fiscal impact of \$15,000 for a 15-year term, not to exceed a total value of \$225,000.

City Administrator Comments:

For Review

Community Engagement:

The City of Hyattsville conducted a public hearing for this item 'Payment in Lieu of Taxes (PILOT) Request: Montgomery Housing Partnership HCC-78-FY18' on October 2, 2017 at 7:30 PM.

Strategic Goals:

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

Legal Review Required?

Complete



Memo

To: Mayor and City Council

From: Jim Chandler, Asst. City Administrator & Director, Community and Economic Development

CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Katie Gerbes, Community Planner

Date: November 16, 2017

Re: Parkview Manor PILOT

Attachments: Montgomery Housing Partnership (MHP) Parkview Manor Apartments Project

On Monday, May 1, 2017 Montgomery Housing Partnership (MHP) presented the City Council with details of the financing for the renovation of Parkview Manor Apartments. At the request of the City Council, MHP has provided the City with an updated financial pro forma detailing the project financing.

Proposed Ordinance

At the City Council meeting on October 16, 2017, the City Council adopted HCC-78-FY18 - Payment in Lieu of Taxes (PILOT) Ordinance a motion directing the City Attorney, in consultation with the City Treasurer and Director of Community & Economic Development, to draft an enabling ordinance authorizing the City Council to consider a Payment in Lieu of Taxes (PILOT) to support a request by Montgomery Housing Partnership (MHP) the renovation of Parkview Manor Apartments, an affordable housing property, located at 5040 38th Avenue, Hyattsville, Maryland 20782.

The proposed ordinance includes an annual Payment In-Lieu of Taxes (PILOT) in the amount of \$15,000 for a term of 15-years, not to exceed a total value of \$225,000.

Project Background: Parkview Manor Apartments

Parkview Manor Apartments is a 53-unit apartment complex located at 5040 38th Avenue in Council Ward 5. Montgomery Housing Partnership (MHP), an affordable housing developer based out of Montgomery County, became the full owner of the property in 2015. Montgomery Housing Partnership currently operates 29 affordable housing communities in Montgomery and Prince George's counties.

The apartment complex is in need of significant renovations, which include: conversion of two units to meet Americans with Disabilities Act requirements; replacement of the plumbing system; repairs to the electrical wiring; new windows; new flooring; new bathroom appliances and fixtures; new kitchen cabinets and counters; replacement of kitchen appliances; new washers and dryers; and exterior repairs to the building and parking lots. The cost of these renovations is estimated at just over \$73,000 per unit, for a total direct investment of over \$3.88 million into the complex. MHP has provided a full list of the necessary renovations, which is attached to this memo.

Units in Parkview Manor are structured as follows:

- Six (6) units are set aside for residents making less than 30% AMI (\$32,400);
- Forty (40) units are reserved for residents making less than 50% AMI (\$54,000);
- Seven (7) units are reserved for residents making less than 60% AMI (\$64,800).

After the renovation is complete, rents for residents qualifying with 60% AMI will be \$875/month for a one-bedroom unit, \$950/month for a two-bedroom unit and \$1,040/month for a two-bedroom townhouse. Rents for the 30% and 50% AMI groups would be lower to account for their lower income.

Project Financing

On June 29, 2017 the Prince George's County approved a 40-year Payment In Lieu of Taxes (PILOT) that will forgo \$687,544 in County tax revenue of the term. A copy of the Committee Report is attached to this item.

MHP has provided the City with an updated pro forma statement, 'Operating Expense and Fee Assumptions' which includes a financial projection based on the County's PILOT commitment and the financial picture, should the City of Hyattsville be agreeable to granting a reduction in City property taxes.

Montgomery Housing Partnership is in the process of finalizing its construction financing and so if the City Council is interested in providing financial assistance for the Parkview Manor renovation project.

Community Engagement

The City of Hyattsville conducted a public hearing for this item 'Payment in Lieu of Taxes (PILOT) Request: Montgomery Housing Partnership (HCC-78-FY18) on October 2, 2017 at 7:30 PM.

Next Steps

A final version of the ordinance will be available for consideration at the City Council meeting on December 4, 2017.

**CITY OF HYATTSVILLE
ORDINANCE 2017-0__**

An Ordinance whereby the City of Hyattsville establishes a payment in lieu of taxes for Montgomery Housing Partnership in order to secure affordable housing within the City of Hyattsville.

WHEREAS, MHP Parkview Manor LLC, a Maryland limited Liability Company, is the current owner of Parkview Manor Apartments, a 53-unit rental property located at 5040 38th Avenue Hyattsville, Maryland; and

WHEREAS, (insert MHP Parkview Manor LLC ownership description information); and

WHEREAS, (insert entity name) intends to renovate the property and convert into affordable rental housing; and

WHEREAS, under Maryland Code, section 7-503(a) of the Tax-Property Article, a nonprofit tax-exempt corporation that operates or manages rental housing that serves low-income households may be eligible under certain conditions to make a payment in lieu of taxes ("PILOT") on the real property; and

WHEREAS, (insert name of entity), as the managing member, represents that it qualifies under the provisions of Maryland Code, section 7-503 to enter into an agreement with the City to pay a negotiated amount in lieu of City real property taxes; and

WHEREAS, the Council finds that a PILOT Agreement with MHP TPP, LLC for, 5040 38th Avenue Hyattsville, Maryland, serves a public purpose and promotes the peace, health, and general welfare of the City and its residents by preserving affordable housing for residents with low and moderate incomes.

WHEREAS, the Council support the provision and protection of affordable housing in the City, and

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville
in regular session assembled that Article III be added to Chapter 108 of the City of Hyattsville
Code and read as follows:

Payments in Lieu of Taxes

§ 108-5 Montgomery Housing Partnership/Parkview Manor Apartments Payment in Lieu of Taxes.

A. For Tax Levy Years 2018 (tax period 7/1/2018 to 6/30/19) through 2033 (tax period 7/1/33 to 6/30/34), (insert name of managing member) shall have a \$15,000 abatement of City real property taxes for Parkview Manor Apartments located at 5040 38th Avenue Hyattsville, Maryland; and

B. A minimum of 100% of the rental units at Parkview Manor Apartments, located at 5040 38th Avenue Hyattsville, Maryland, shall be occupied by low or moderate income households (*i.e.*, households with incomes at or below 60% of the Washington Metropolitan Statistical Area (“WMASA”) median income).

C. The City Administrator is authorized to enter into a PILOT Agreement on behalf of the City with (entity name), under the provisions of Maryland Code, section 7-503 of the Tax Property Article, and to take such actions and execute such documents as are necessary in order to carry out the purposes of this Ordinance.

1 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the
2 application thereof to any person or circumstance is held invalid for any reason, such invalidity
3 shall not affect the other provisions or any other applications of the Ordinance which can be given
4 effect without the invalid provision or applications, and to this end, all the provisions of this
5 Ordinance are hereby declared to be severable;

6 **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20)
7 days from the date of its adoption;

8 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall
9 forthwith be published twice in a newspaper having general circulation in the City and otherwise
10 be made available to the public.

11 **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular
12 public meeting on _____, 2017.

13 **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public
14 meeting on _____, 2017.

Adopted: _____

Attest: _____

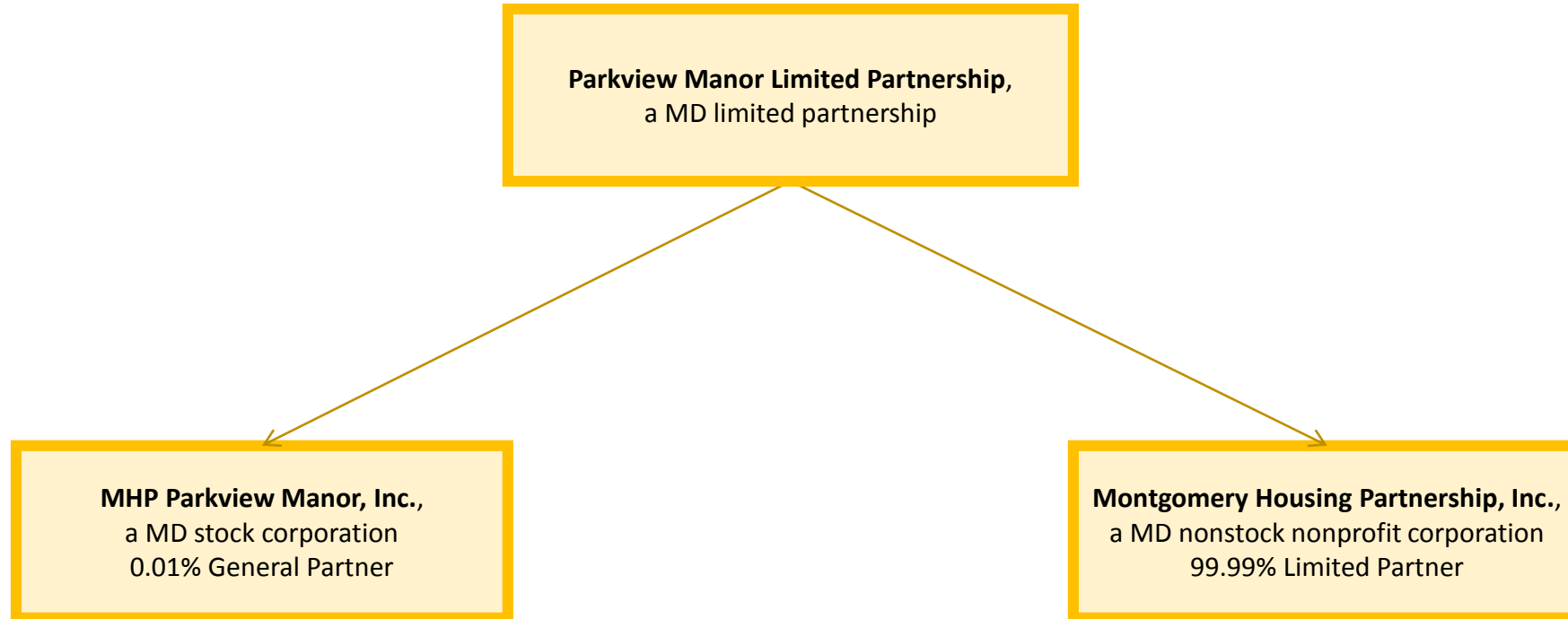
Mayor

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17 { } indicate deletions

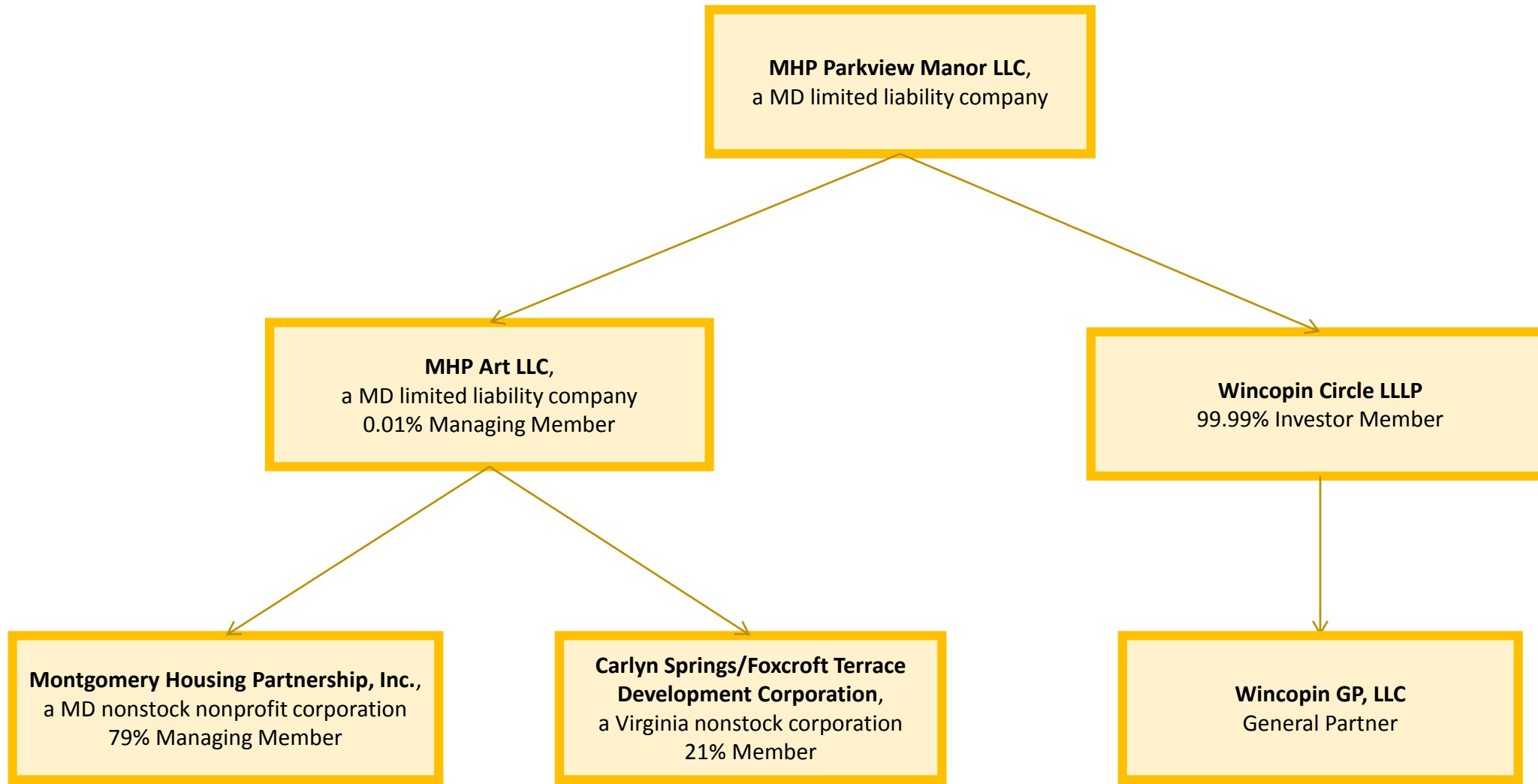
18 Underline indicates additions

19 Asterisks * * * Indicate matter retained in existing law but omitted herein

Current Ownership



At/After Closing



Main City Calendar: November 21 – December 4, 2017

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

Call-A-Bus Grocery Trips

Our Call-a-Bus takes seniors and residents with disabilities to grocery stores located in the City of Hyattsville each week. Call (301) 985-5000 to join a trip or add yourself to our Call-A-Bus calendar mailing list.

City Calendar: November 21 – December 4, 2017

Planning Committee Meeting

November 21, 2017, 7:00 PM @ City Municipal Building, 2nd Floor Pranglely Room

Hyattsville Environment Committee Meeting

November 21, 2017, 7:00 PM – 9:00 PM @ City Municipal Building, 1st Floor Multipurpose Room

City Offices Closed

November 23, 2017 – November 24, 2017

City offices will be closed in observance of Thanksgiving. There will be no yard waste pick up on Monday, November 20th. Trash will be collected that week on the day before your usual trash pick-up day, unless your trash is usually picked-up on Friday, then your trash will be picked up on Wednesday, November 22nd. Please call (301) 985-5000 with any questions.

Speak Up: FY 2019 Budget Meetings

November 28, 2017, 12:30 PM – 2:00 PM @ Friendship Arms Apartments

November 29, 2017, 7:00 PM @ City Municipal Building, 1st Floor Multipurpose Room

The City invites all residents to learn about the City budget and share their priorities and opinions. Mayor Candace Hollingsworth and members of Council look forward to hearing from seniors before drafting their priorities for the fiscal year 2019 budget.

Education Advisory Committee Meeting

November 30, 2017, 6:30 PM – 8:00 PM @ City Municipal Building, 2nd Floor Pranglely Room

Health, Wellness, and Recreation Advisory Committee Meeting

November 30, 2017, 7:00 PM – 8:30 PM @ City Municipal Building, 3rd Floor Inner Conference Room

Holiday Tree Lighting

December 1, 2017, 7:00 PM – 8:00 PM @ Magruder Park

Breakfast and Lunch with Santa

December 2, 2017, 9:00 AM – 1:30 PM @ City Municipal Building, 1st Floor Multipurpose Room

Council Meeting

December 4, 2017, 8:00 PM – 10:00 PM @ City Municipal Building, 3rd Floor Council Chambers