

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, March 21, 2016

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

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

[Bart Lawrence, Council Vice President, Ward 1](#)

[Kevin Ward, Ward 1](#)

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

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

[Patrick A. Paschall, Ward 3](#)

[Thomas Wright, Ward 3](#)

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

[Ruth Ann Frazier, Ward 5](#)

[Joseph Solomon, 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.

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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.

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Moment of Silence in Honor of Prince George's County Police Officer Jacai Colson**
4. **Approval of Agenda**
5. **Approval of the Minutes**
 - 5.a) **Approval of the Minutes**

I move that the Mayor and Council approve the Council Meeting Minutes for February 1, 2016.
[02.01.16 Minutes_final.pdf](#)
6. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
7. **Presentations (8:20 p.m. – 8:40 p.m.)**
 - 7.a) **FY-2014 & FY-2015 Audit update**

None
[FY-2014-2015 Audit Update_cover.docx](#)
 - 7.b) **Senior Services Report**

Presentation
[Presentation Senior Services Report_cover.pdf](#)

[Senior Service Report.pdf](#)
8. **Consent Items (8:40 p.m. – 8:45 p.m.)**
 - 8.a) **Appointments to Police and Public Safety Advisory Committee**

Motion # 36-03-16
I move that the Mayor and Council appoint Yvonne Wallace-Penn (Ward 3) and Timothy Epp (Ward 1) to the Police and Public Safety Advisory Committee for a term of 2 years to expire on March 21, 2018.
- Croslin, Ward, Warner
[36-03-16 PPSAC Appointments_cover.docx](#)

[PPSAC Wallace-Penn_redacted.pdf](#)

[PPSAC Epp_redacted.pdf](#)
 - 8.b) **Appointment to the Hyattsville Environment Committee**

Motion # 37-03-16
I move that the Mayor and Council appoint Marc Tartaro (Ward 1) to the Hyattsville Environment Committee for a term of 2 years to expire on March 21, 2018.
- Lawrence, Ward, Solomon
[37-06-16 HEC Appointments_cover.docx](#)

[HEC Tartaro redacted.pdf](#)

8.c) Appointment to the Health, Wellness and Recreation Advisory Committee

Motion # 38-03-16

I move that the Mayor and Council appoint Gerrard Jolly (Ward 3) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on March 21, 2018.

- Warner, Solomon

[38-03-16 HWRAC Appointments cover.docx](#)

[HWRAC Jolly redacted.pdf](#)

8.d) Appointment to the Education Advisory Committee

Motion # 39-03-16

I move that the Mayor and Council appoint Reva Harris (Ward 1) to the Education Advisory Committee for a term of 2 years to expire on March 21, 2018.

- Ward

[39-03-16 EAC Appointments cover.docx](#)

[EAC Harris redacted.pdf](#)

8.e) Appointment to Residential Parking Zone Committee

Motion # 40-03-16

I move that the Mayor and Council appoint Marquisha Powell (Ward 1) to the Ad Hoc Residential Parking Zone Committee for a term to expire 120 days after the first meeting of the committee.

- Lawrence, Ward

[40-03-16 RPZ Appointment cover.docx](#)

[RPZ Powell redacted.pdf](#)

8.f) PEPCO Lighting MOU for MD500 Project

Motion # 41-03-16

I move that the Mayor & Council authorize the City Administrator to accept the Memorandum of Understanding with PEPCO and appropriate the additional funding for Queens Chapel Road Lighting Project not to exceed \$200,500.00 upon the review and approval of the City Attorney for legal sufficiency.

- At the Request of the City Administrator

[41-03-16 SHA MOU 2016 cover.pdf](#)

8.g) Chesapeake Bay Trust Grant

Motion # 42-03-16

I move that the Mayor & Council authorize the City Administrator to appropriate the grant funding from Chesapeake Bay Trust Grant for the design and landscaping on Melrose Trail not to exceed \$21,000.00 and upon the review and approval of the City Attorney for legal sufficiency.

- At the Request of the City Administrator

[42-03-16 Chesapeake Bay cover.pdf](#)

8.h) Agreements Between the City of Hyattsville and Howard County Department of Police and the City of Hyattsville and American Traffic Solutions to Provide Red Light Camera Enforcement Services

Motion # 43-03-16

I move that the Mayor & Council approve the agreements between the City of Hyattsville and the Howard County Department of Police and the City of Hyattsville and American Traffic Solutions to provide Red Light Camera enforcement services.

- At the Request of the City Administrator

[43-03-16 Howard County ATS cover.pdf](#)

[Memo -Howard County and ATS Agreements.pdf](#)

8.i) Lease Financing for Police Cars and Related Equipment Approved in the 2016 Capital Improvement Plan

Motion # 44-03-16

I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Bancorp-Jefferson Leasing in an amount not to exceed \$312,708 to purchase police vehicles and related equipment and upon legal review and approval by the City Attorney.

- At the Request of the City Administrator

[44-03-16 Lease Financing New Police Cars cover.pdf](#)

[Memo Purchase of Police Vehicles.pdf](#)

9. Action Items (8:45 p.m. – 9:10 p.m.)

9.a) City Sidewalk Policy

Motion # 46-03-16

I move that the Mayor and Council adopt the attached City Sidewalk Policy 2016 to replace the existing City Sidewalk Policy adopted in 2006.

- At the Request of the City Administrator

[46-03-16 Sidewalk Policy cover.pdf](#)

[2016 Sidewalk Policy Final \(4\).doc](#)

9.b) Hyattsville Resolution 2016-01, A Resolution Concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures

Motion # 47-03-16

I move that the Mayor and Council adopt Hyattsville Resolution 2016-01, a resolution concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures, for the purpose of expressing the City Council's support for the importance of diversity, inclusiveness, and human rights in the City of Hyattsville, Prince George's County, and the State of Maryland.

- Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Perry, Solomon

[47-03-16 Resolution on Refugees and Immigration cover.pdf](#)

[Resolution 2016-01.pdf](#)

9.c) Agreement between the City of Hyattsville and American Traffic Solutions (ATS) to Initiate Collections Efforts of Delinquent Red Light Camera Enforcement Violation Notices

Motion # 48-03-16

I move that the Mayor and Council authorize the City Administrator to execute an agreement with American Traffic Solutions for the purposes of conducting collections operations on delinquent Red Light Camera fines. This item has been reviewed and approved the by the City Attorney.

- At the Request of the City Administrator

[48-03-16 Delinquent Red Light Camera Collections cover.pdf](#)

[Memo ATS Collections 4.docx](#)

[ATS Collections.pdf](#)

10. Discussion Items (9:10 p.m. – 9:25 p.m.)

10.a) Pay-by-Phone Parking Services

Discussion

[Discussion Pay by Phone.pdf](#)

[Memo - Pay by Phone Parking RFP.docx](#)

[Hyattsville Passport.pdf](#)

11. Council Dialogue (9:25 p.m. – 9:35 p.m.)

12. Community Notices and Meetings

12.a) Main City Calendar: March 23 - April 4, 2016

[Main City Calendar for March 21.pdf](#)

13. Motion to Adjourn



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, FEBRUARY 1, 2016

CALL TO ORDER AND COUNCIL ROLL CALL:

The meeting was called to order by Mayor Hollingsworth at 8:00 p.m.

Attendee Name	Title	Status	Arrived
Candace Hollingsworth	Mayor	Present	
Edouard Haba	Council President	Present	
Bart Lawrence	Council Vice President	Present	
Kevin Ward	Councilmember, Ward 1	Present	
Robert S. Croslin	Councilmember, Ward 2	Present	
Shani Warner	Councilmember, Ward 2	Present	
Thomas Wright	Councilmember, Ward 3	Present	
Patrick A. Paschall	Councilmember, Ward 3	Present	
Paula J. Perry	Councilmember, Ward 4	Absent	
Ruth Ann Frazier	Councilmember, Ward 5	Present	
Joseph Solomon	Councilmember, Ward 5	Present	

Also present were the following City Staff Members:

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

APPROVAL OF AGENDA:

1. Motion to Approve the Agenda for February 1, 2016.

The agenda was approved with the following amendments: 1) revision of Motion # 14-02-16 (Closed Session) to add a discussion regarding pending litigation to the executive session; 2) Remove Motion # 21-02-16 (Department of Public Works RFQ Selection) from the action agenda and add to the discussion agenda.

RESULT:	APPROVED AS AMENDED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Patrick Paschall, Councilmember, Ward 3
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

MOTION TO CLOSE:

1. Motion to Close the Council Meeting of February 1, 2016.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
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14-02-16 Motion to Close I move that the Mayor & Council close the Council Meeting of February 1, 2016 in order to provide the Council with information pertaining to contract negotiations and pending litigation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Eduard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

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 8:06 p.m. on Monday, February 1, 2016, in the City of Hyattsville Municipal Building, Third Floor Council Chambers.

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

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section §3-305(b)(8) consult with staff, consultants, or other individuals about pending or potential litigation; (14) 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: Contract negotiations with Pyramid Atlantic and City Administrator informed Council of pending litigation.

Action Taken: None

The Council returned to open session on a motion made by Council Vice President Lawrence, seconded by Councilmember Solomon and approved unanimously by the Body at 8:27 p.m.

APPROVAL OF MINUTES:

1. City Council - Regular Meeting - Dec 7, 2015 8:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

2. City Council - Regular Meeting - Dec 21, 2015 8:00 PM



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, FEBRUARY 1, 2016

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

3. City Council - Work Session - Jan 12, 2016 8:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

Council Vice President Lawrence thanked Clerk Reams for the minutes. Councilmember Lawrence noted a clerical error, in the Regular Meeting of December 21, 2015. Clerk Reams stated that the error would be corrected.

PUBLIC COMMENT:

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

PRESENTATIONS:

1. FY-2014 Audit Update

City Treasurer Brooks notified the Council that the FY14 audit would be delayed for another two weeks in order to document the rationale of the changes made to the Debt Service Fund.

CONSENT ITEMS:

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Edouard Haba, Council President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

1. **15-02-16 Teen Advisory Committee Appointments** I move that the Mayor & Council appoint the following recommended candidates to the Teen Advisory Committee: Charisse Clarke, Marlin Gutierrez, Leydy Madrid, Kendric Mbowue, Benedicta Owusu-Arthur, Destiny Powers, Walter Requeno and Jonathan Wemple.
2. **16-02-16 Hyattsville Sustainable Land and Building Management Practices** I move that the Mayor and Council adopt the Hyattsville Sustainable Land and Building Management Practices.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
MONDAY, FEBRUARY 1, 2016

3. **17-02-16 Schedule Public Hearing: Petition for One-Way (SB) Alley 4200 Blocks Gallatin to Farragut St.** I move that the Mayor & Council schedule a Public Hearing on March 21, 2016 at 7:30 p.m. to hear testimony on a proposal to make the alley running between the 4200 blocks of Gallatin Street and Farragut Street one-way, southbound.
4. **18-02-16 Schedule Council Work Session for Wednesday, February 10** I move that the Mayor & Council schedule a Council Work Session for Wednesday, February 10, 2016 at 7:00 p.m. to review and discuss changes to City election laws including a proposed change in the qualifications of eligible voters for City elections and to discuss Council budget priorities for the Fiscal Year 2017 budget.

ACTION ITEMS:

1. **21-02-16 Department of Public Works RFQ Selection** I move that the Mayor and Council authorize the City Administrator to enter into contract negotiations with Keller CM for the renovation of the Department of Public Works facility and with the review and approval of the City Attorney, execute a contract not to exceed \$3.3 million.

Director of Public Works Riddle asked that the Council move forward with the initiative for the design and build in order to provide a new facility for the Department of Public Works. Council President Haba added that he hoped to see this initiative done quickly in order to provide DPW with the facility the department deserves. Councilmember Wright thanked the Department of Public Works for the snow removal efforts completed the prior week.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Council President Edouard Haba
SECONDER:	Robert S. Croslin, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

2. **19-02-16 Authorizing the Development of a Hyattsville Ambassadors Academy** I move that the Mayor and Council authorize the Director of Community and Economic Development (and/or his designee) to develop eligibility requirements, responsibilities, benefits, and "curriculum" for participation in the Hyattsville Ambassadors Academy.

Mayor Hollingsworth opened the floor for discussion. Councilmember Solomon expressed residents' concerns regarding the City's need to promote business opportunities. Councilmember Solomon added that he would hope that the City would support any motion to promote new business in Hyattsville.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
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RESULT:	APPROVED [UNANIMOUS]
MOVER:	Council President Edouard Haba
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

3. **20-02-16 Amend Article II – Administration of Government and Article VI (Contract Personnel)** I move that the Mayor and Council direct the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. I further direct the City Attorney to draft legislation to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

Councilmember Paschall noted that this proposal was the appropriate way to move forward.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Candace Hollingsworth, Edouard Haba
SECONDER:	Robert S. Croslin, Councilmember, Ward 2
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

DISCUSSION ITEMS:

1. Community Sustainability Plan Update

Assistant City Administrator Chandler addressed the Council to provide background information on the comprehensive plan for the Community Sustainability Plan. Mr. Chandler stated that the plan would mimic the 2015 Community Sustainability Plan, but added changes to increase public engagement within the fall and spring months. City Planner Katie Gerbes stated that the largest part of the plan would be to reach out to residents and increase public input in the City. Ms. Gerbes added that two sessions had been scheduled for residents to attend, with City staff and members of the Planning Committee acting as trained facilitators. Ms. Gerbes stated that residents would have the ability to map the City and determine priorities. Mr. Chandler added that interviews would start in April for City Council and staff in order to get feedback in time for the summer months.

Mr. Chandler then responded to Councilmember Paschall's questions and stated that, with the help of the City Planner and GIS technician, most of this process could be completed in-house, but he did not have an exact number to propose. Councilmember Paschall asked for an assessment on the success of previous plans. Councilmember Paschall also asked for intentional outreach to ensue in order to assure that the stakeholders for this plan were diverse in terms of geography, socioeconomic status and race. Councilmember Paschall then stated concern for the response time for resident priorities. Administrator Nicholson noted that this schedule was tentative and there were room for alterations. Councilmember Wright noted that the plan did not specify art-related programs, and Mr. Chandler assured the Council that this plan did not narrow possibilities for the City.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE, MD
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2. Pyramid Atlantic Arts Center: Letter of Support

Mr. Chandler addressed the Council and provided background information on the relocation of the Pyramid Atlantic Arts Center. Mr. Chandler stated that Pyramid Atlantic requested support from the City for a Maryland State Bond Bill to be used for building the arcade. Councilmember Warner expressed support and Mayor Hollingsworth asked if there was any hesitancy in moving the motion that evening. The Council agreed to take immediate action.

22-02-16 Pyramid Atlantic Arts Center: Letter of Support I move that the Mayor and Council authorize the City Administrator to draft a letter of support from the City to support Pyramid Atlantic's Maryland State Bond Bill request of \$300,000.00 to the State of Maryland as part of the 2016 Legislative Session.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Bart Lawrence, Council Vice President
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry

3. Amendment of Police FY2016-FY2020 CIP

Chief Holland addressed the Council and stated that the City's five year Capital Improvement Plan (CIP) had included a line item allowing \$13,000.00 to support a canine program for purchasing dogs in FY17. Chief Holland informed the Council that Prince George's County training classes have been scheduled for the end of FY16 and said he did not believe there would be a training held during FY17. Chief Holland then requested an amendment to the CIP to appropriate the \$13,000.00 to FY16 and not request any funding in FY17. Chief Holland assured Councilmember Ward that no additional officers would need to be trained and that the funding was for the dog and the related accessories.

COUNCIL DIALOGUE:

Councilmember Frazier thanked the Department of Public Works, Police Department, Staff and residents for their efforts in the snow removal process. Councilmember Wright shared a poem thanking the Staff for their efforts. Councilmembers Ward, Warner, Haba, Lawrence, Paschall, Solomon, and Croslin also expressed gratitude. Councilmember Solomon also wished Councilmember Perry good health and thanked her for her continued presence. Councilmember Croslin recognized African American History Month and shared that the Bridging Cultural Gaps Book Club would meet Thursday February 11, 2016 in the Multicultural Room.

MOTION TO ADJOURN:

1. Motion to Adjourn the Agenda for February 1, 2016.

The meeting adjourned at 9:14 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Robert S. Croslin, Councilmember, Ward 2
SECONDER:	Joseph Solomon, Councilmember, Ward 5
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Warner, Wright, Frazier, Solomon, Paschall
ABSENT:	Perry



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: FY-2014-2015 AUDIT UPDATE

Motion #:	n/a
Council Meeting Date:	3/21/2016
Agenda Section:	Presentation
Recommendation:	n/a
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	Currently we are working with the auditors to resolve various outstanding issues and then push to close-out the FY-2014 audit. In an effort to stay within our audit completion schedules we started the FY-2015 audit with track files in various compliance areas.
Next Steps:	Final close-out of FY-2014 audit.
Alternatives:	
Fiscal Impact:	Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenue from the State Highway Fund and limited opportunities to secure funding for current and future capital improvement needs.
Community Engagement:	
Strategic Goals:	☒ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	n/a



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: SENIOR SERVICES REPORT

Motion #:	n/a
Council Meeting Date:	3/21/2016
Agenda Section:	Presentation
Recommendation:	n/a
Department:	Community Services
Staff Contact:	Jake Rollow
Council Sponsor:	At the Request of the City Administrator
Summary Background:	
Next Steps:	
Alternatives:	
Fiscal Impact:	None
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☒ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Senior Services Report



Services for Seniors & People with Disabilities

**Presented to the City of Hyattsville Mayor and Council on
March 21, 2016**

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Introduction

This report seeks to inform the City of Hyattsville Mayor and Council as they make decisions concerning services for seniors and residents with disabilities. It was requested by the Mayor and Council when the senior and disability services position expanded from part-time to full-time in fiscal year 2015. The report includes results of the recent senior survey (conducted in-house) and relevant information learned from meetings with community groups and residents. Further, to help Council consider possible service trajectories, the report also includes summaries of the senior services and associated staffing and resources of other nearby cities.

Methodology

Two primary methods were used to gather information for this report. Semi-structured interviews were carried out with seniors and residents with disabilities, community organizations and officials of other cities. Also, a bilingual printed opinion survey was mailed to all addresses within the City – approximately 8,000. The City received near 600 responses.

Demographics

Of the City's nearly 18,500 residents, just over 7% are seniors age 65 or older and just over 8% of residents have a disability. Combined they comprise 13% of residents. (The groups have significant overlap, as 42% of senior residents have a disability.)

However, more residents are impacted by senior issues, as nearly 17% of the City's households include at least one senior member, and just over 12% of the City's population is age 55-64, and possibly already thinking about their own lives as seniors.

Finally, among senior residents, 11% live below the poverty line.¹

History of the City's Senior and Disability Services

The City has offered curb-to-curb Call-A-Bus service to seniors and residents with disabilities for many years. However, it expanded senior service provision in 2011 by hiring a part-time senior and disability services coordinator. In 2014, this position was expanded to full time. The coordinator position's duties have changed from year to year, as the position stabilized. An overview of current service offerings follows.

Senior and Disability Services Currently Offered by the City of Hyattsville

Benefits Assistance – supports seniors and residents with disabilities to understand Social Security, Medicare, Medicaid Waiver, other health insurance plans, prescription programs including Medicare Part D, medical providers, and entitlement programs.

Information and Referral Service – provides information and referrals to resource providers on issues including health, finances, transportation, family issues, housing and other areas of concern.

Transportation Service – curb-to-curb reduced-cost service is offered by the City's Call-a-Bus which operates within a six-mile radius of the city during business hours. Transportation is provided to medical appointments, pharmacies, grocery stores, and occasional additional shopping venues. Regular nutritional trips are made to Price Rite and the Hyattsville Farmers Market. Special appointments outside the six-mile radius are considered upon request.

¹ All demographic statistics are from the U.S. Census Bureau.

Educational Programming – educational presentations – generally on health issues – are coordinated regularly throughout the year.

Exercise Class – Ageless Grace exercise classes are offered twice weekly year-round.

Recreational Programming – nearly every month a social trip or program is coordinated by the City. Coordination may include planning and hosting the event, or coordinating participation and transportation of residents to an event hosted by another government or third party. Additionally, seniors at the Friendship Arms housing facility are regularly involved in service projects with student Volunteers.

Staff & Vehicles Utilized:

- 1 FTE Senior & Disability Services Coordinator
- 1.25 FTE Call-A-Bus Driver
- .25 Administrative Aide/Schedule CAB Transport
- .33 Community Services Manager
- Total = 2.83 FTE**
- 1 Bus**

Services of Prince George’s County and Maryland National-Capital Parks and Planning

The County and MNCPPC are the other local governments that provide services to Hyattsville residents. An overview of their services follows. Services marked with an asterisk (*) have a waitlist.

Information Service – provides information about senior opportunities, services and service providers to seniors and their family members.

Family Caregiver Program – assists caregivers in making decisions, identifying benefits and respite care, and solving problems for seniors losing their ability to live independently.

Health Insurance Counseling – offers free health insurance counseling concerning Medicare, Medicaid, Medigap-Supplemental, HMO plans, physician and hospital bills, and long-term care insurance.

Senior Assisted Living Group Home Subsidy Program* – subsidizes costs for low- to moderate-income seniors to live in an assisted living/group home facility. *Waitlist is based on availability of annual subsidy allocation.

Medicaid Home and Community-Based Waiver* – allows services that are typically covered by Medicaid only in a long-term care facility to be provided to seniors in their homes or assisted living facilities. *Applicants are assessed, and those with most critical need receive service first.

Community First Choice* – provides enhanced Medicaid services to help seniors stay in their homes. Services can include meal delivery, accessibility adaptations, emergency response, and nurse monitoring. *Applicants are assessed, and those with most critical need receive service first.

Senior Care* – provides services to seniors at risk for nursing home placement, including personal care, adult day care, and financial help for medications, medical/personal supplies and emergency response systems. *Applicants are assessed, and those with most critical need receive service first. Applicants who do not receive services immediately are reassessed annually, or after a medical event or emergency.

Ombudsman Program – helps protect and advocate for people living in nursing homes and other long-term care centers by investigating complaints, ensuring resident rights, mediating disputes between family members and nursing home staff, and educating staff and families.

Elder Abuse Prevention and Treatment – provides short-term counseling and connections to additional support.

Public Guardianship – provides in-depth monitoring and ensures the safety of senior wards appointed by the Court.

Money Follows the Person – assists seniors transitioning from nursing homes to an apartment, private home or small group setting.

Senior Community Service Employment Program – a federal initiative that provides job training and improves the well-being of low income seniors.

Retired Senior and Volunteer Program – helps seniors put their skills and talents to work in their communities.

Foster Grandparents Program – seniors work with at-risk youth and young adults to help them grow, gain self-confidence and become productive members of our communities.

Telephone Reassurance – utilizes senior volunteers to place daily check-in/reassuring phone calls to isolated seniors.

Large-Scale Socials – twice a year, these events bring together residents county-wide to share a meal, learn about county services, dance and exercise.

Senior Activity Centers and Community Centers – Offerings vary by center, but can include special events, meals, trips, classes, health programs, fitness rooms, walking tracks, pickle ball, golf discounts, pool, and information and referrals. The Prince George's Plaza Community Center is located inside the City of Hyattsville. The closest Senior Center is in North Brentwood. Three other centers are within the six-mile radius accessible by the Call-A-Bus.

Senior and Disability Services Offered by Other Communities

Below is an outline of services provided by three nearby communities. The information is provided as reference points and/or benchmarks for the Mayor and Council as they consider current and potential service levels of the City of Hyattsville.

Bowie

The City of Bowie has been serving seniors since the mid-1990s, but in 2000 it greatly expanded service by opening a nationally accredited senior center. There are two subsidized senior housing facilities in Bowie, and two that are market rate, and two more market rate developments in design/construction phases. None of the facilities are owned by the City.

The City does not supplement social work services, but provides many other services on a large scale. Those services include information and referrals in the areas of healthcare, finances, family issues and housing; curb-to-curb Call-A-Bus service; health and wellness activities and a health newsletter; support groups and activity groups; continuing education provided by Prince George's Community College; hot lunches; social and recreational trips and events.

According to census data, the City of Bowie's population is roughly three times that of Hyattsville, and 11.6% of the population are seniors. Still, Bowie's senior staffing level is proportionately much higher than the City of Hyattsville.

Staff & Vehicles Utilized:	1 FTE Senior Services Manager
	1 FTE Assistant Manager
	1 FTE Transportation Coordinator
	1 FTE Wellness Coordinator
	1 FTE Senior Nutrition Aide
	1 FTE Information & Referral Specialist
	2 FTE Maintenance Personnel
	4 FTE Program Assistants
	10 FTE Bus Drivers
	Total = 22 FTE
	9 Buses, 1 Van

College Park

The City of College Park began serving seniors in the early 1980s by providing Call-A-Bus service. The community is home to two federally-subsidized senior housing buildings.

Currently, the City's programming includes **information and referral** services and **casework support** at two federally subsidized apartment buildings for seniors. **Educational presentations** are also coordinated and a **monthly health newsletter** is distributed. Finally, the City subsidizes **eight social trips each year** – covering about half the cost so that residents only pay \$20-40.

Staff & Vehicles Utilized:

- 1 FTE Seniors Program Manager
- 1.5 FTE Driver
- .5 FTE Caseworker (only serves senior housing facilities)
- .5 FTE Administrative Aide
- 1 FTE Family Services Director
- Total = 4.5 FTE**
- 3 Buses**

Greenbelt

In the early 1970s the City of Greenbelt launched Greenbelt CARES, the arm of the City that serves youth, families, seniors and people with disabilities. The City owns one federally-subsidized senior apartment buildings.

The City's offerings include **Call-A-Bus service, 7 days/week**, limited to the boundaries of the city, **information and referral services, benefits assistance, educational presentations and health activities** (including an annual flu clinic, health fair and mental health screening day, a memory support group, brain fitness program, Ageless Grace, a community nursing program, and provision of prescription drug discount cards). Social activities are organized and staffed by the City's recreation department.

Additionally, Greenbelt has opted to supplement **social services** offered by Prince George's County. The City offers **casework and social work** on topics including in-home care, housing, care-giving, and more. Additional support includes a weekday **hot-lunch program** (provided by the County), monthly food distributions and sliding-scale subsidies for home equipment. These services are reserved for City of Greenbelt residents only.

Staff & Vehicles Utilized:

- 1 FTE Community Resource Advocate
- 1 FTE Geriatric Case Manager & Counselor
- 1 FTE Service Coordinator (serving residential facility)
- 1 FTE Case Manager/Service Coordinator
- 1 FTE Driver

1.5 FTE (3 pt. weekend drivers)
Total = 6.5 FTE
1 Bus, 1 Car

Resident Survey

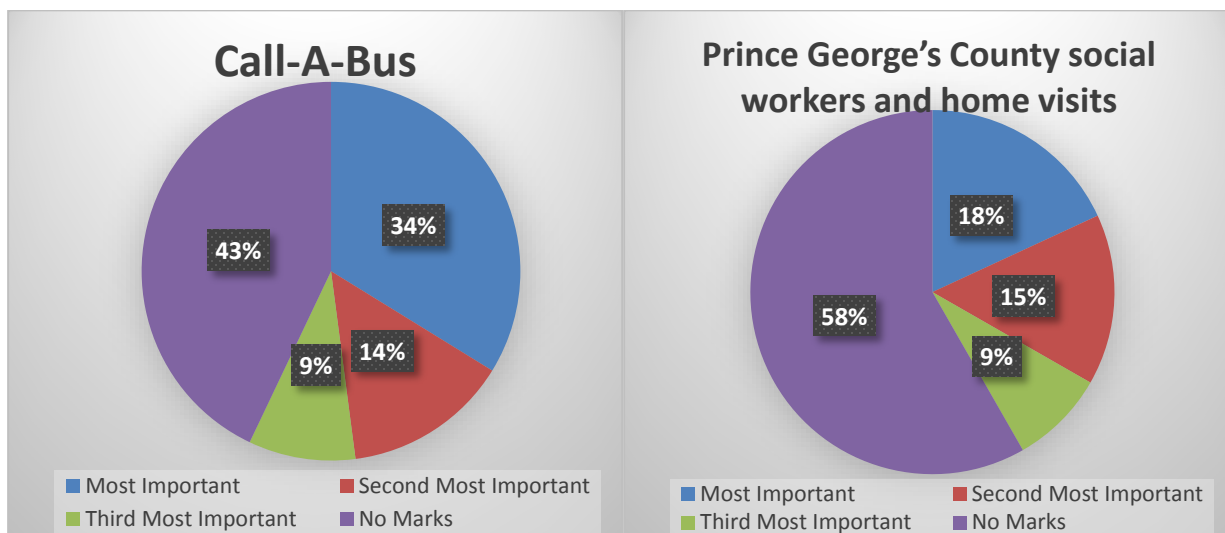
In January, the City mailed a survey to all residents seeking their opinion of current and potential services offered to seniors and people with disabilities. The survey was mailed in English and Spanish with a postage-paid return envelope. Approximately 600 responses were mailed back, 51% of which were filled out by people age 60 or older. Below are the key findings of the survey, followed by answers to all questions.

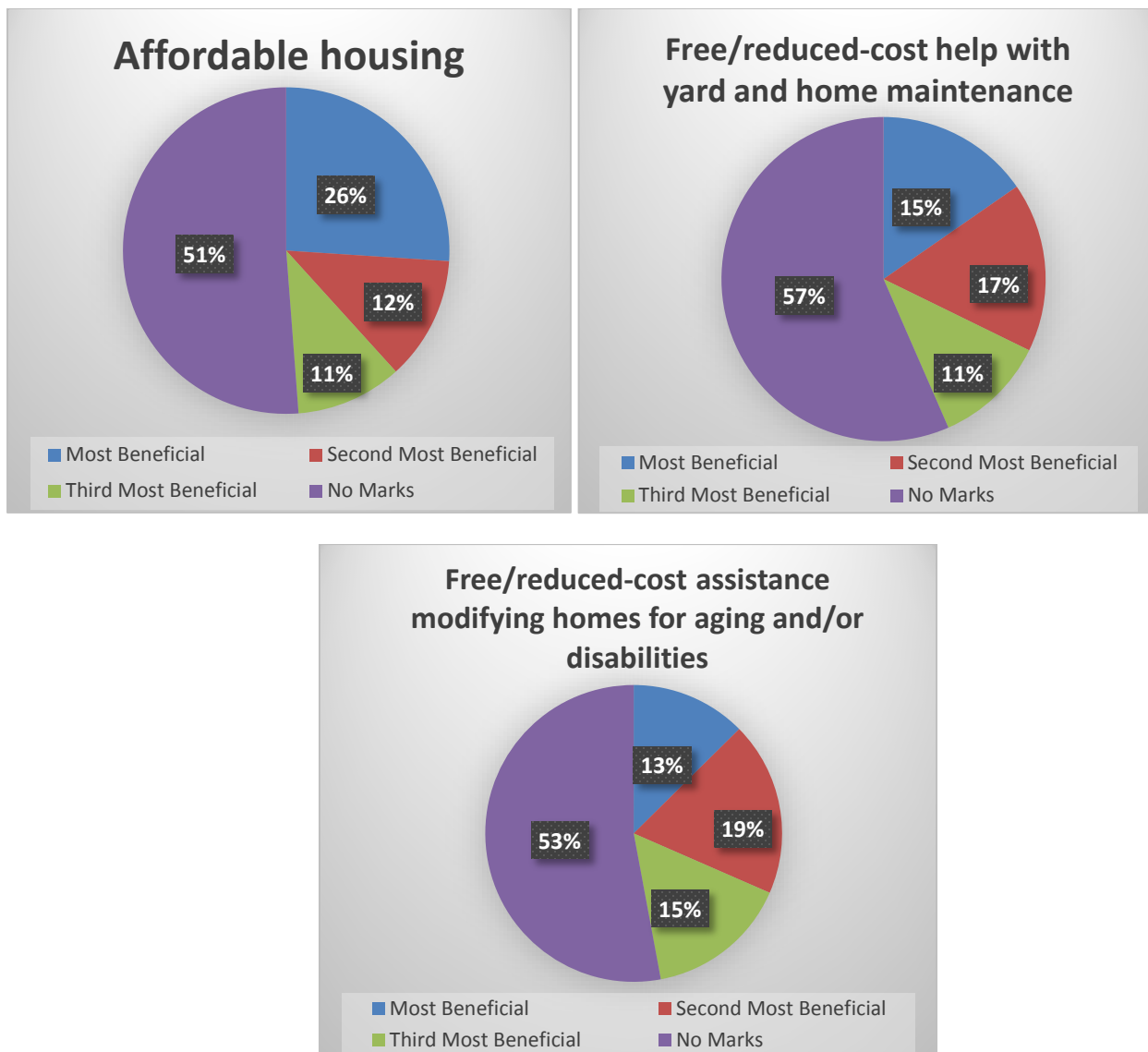
Key Findings

Throughout the survey, residents were asked to rank what services they thought were most important – including services that are currently provided and those that could potentially be provided in the future. Of the 19 services named in the survey, five outscored the others by considerable margins. The five services that residents considered most important are:

- Call-A-Bus (current)
- Prince George’s County Social Workers and Home Visits (current)
- Affordable Housing (potential)
- Assistance with Home/Yard Maintenance (potential)
- Assistance with Home/Property Modification (potential)

The charts below show the percentage of respondents that considered these services important. Each of them was ranked as the first or second most important service by more than 30% of respondents, which is significantly higher than the 14 remaining services included in the survey.





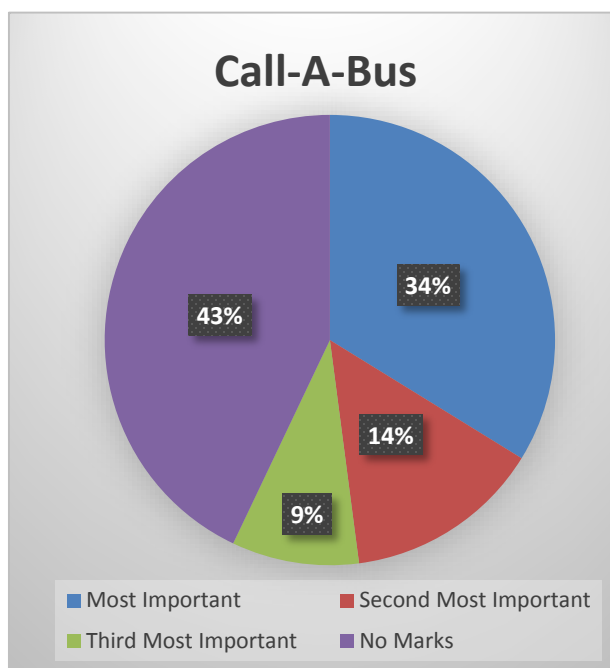
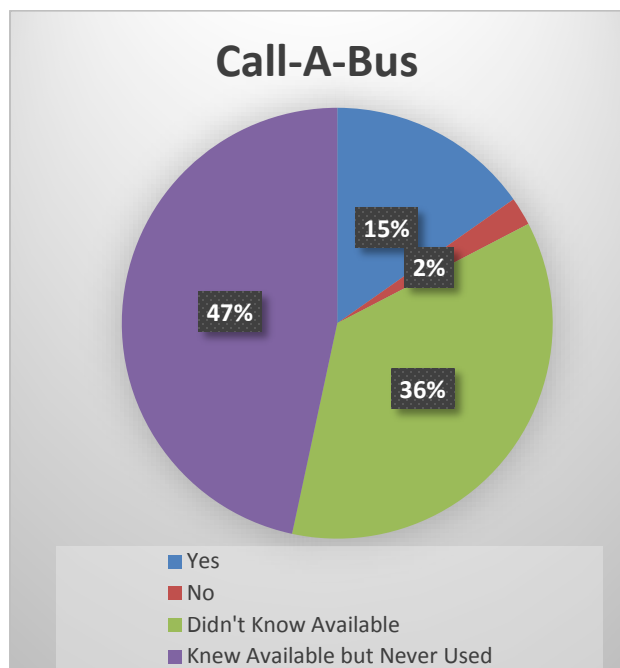
Responses to All Survey Questions

The charts below show the responses to all the questions asked in the survey.

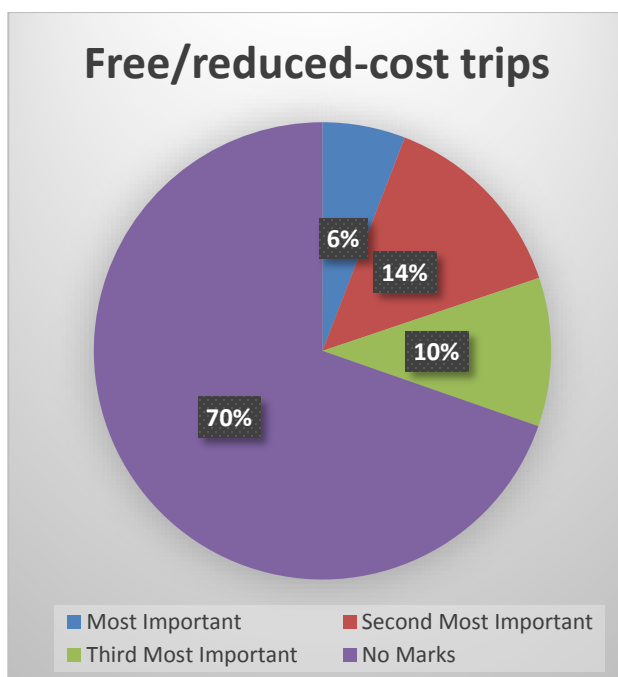
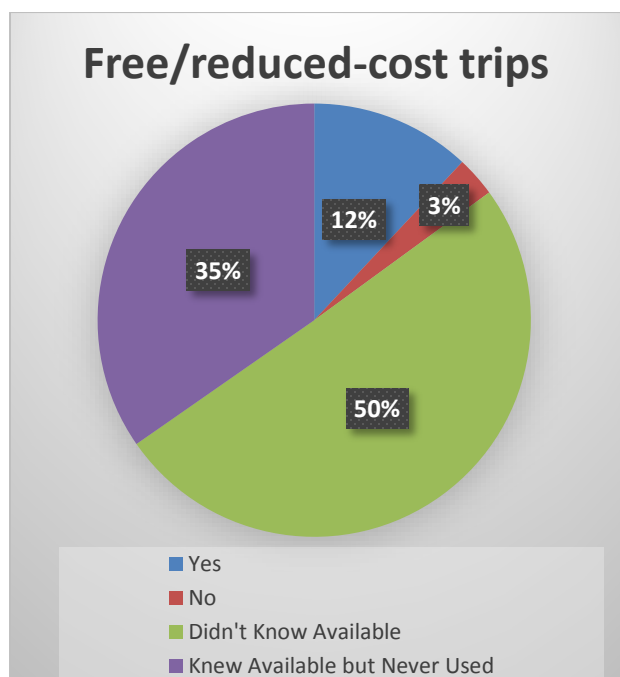
Question 1.

The charts on the left show the answers to the question, “The following services are available in the City of Hyattsville for seniors and residents with disabilities. Are you satisfied with them?” The charts on the right show answers to the question, “Which THREE of the items above do you think are most important?”

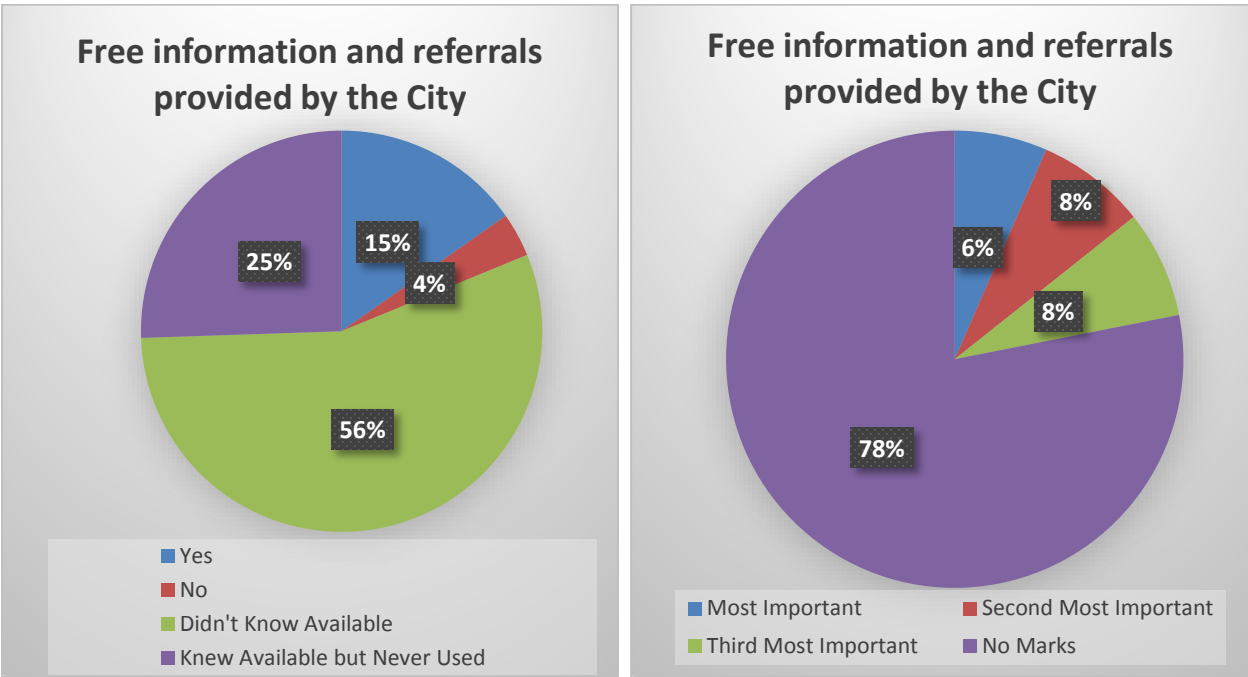
1A. Free/reduced-cost Call-A-Bus service.



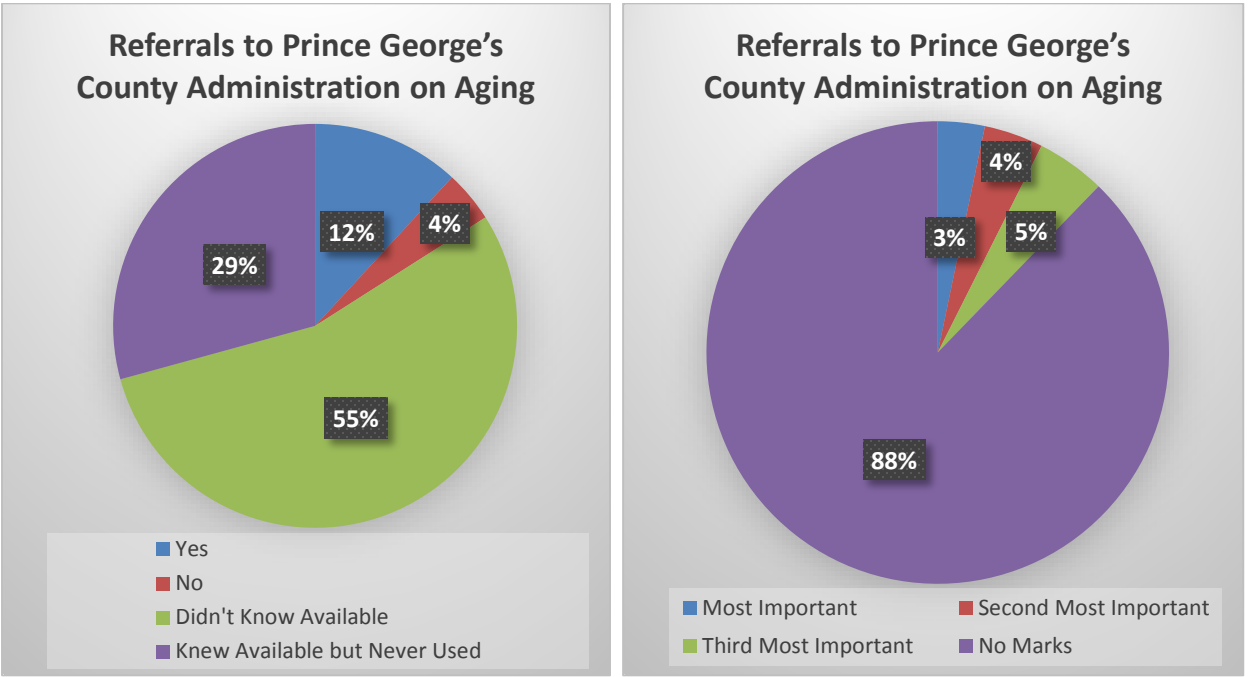
1B: Free/reduced-cost trips (for socializing, entertainment, shopping)



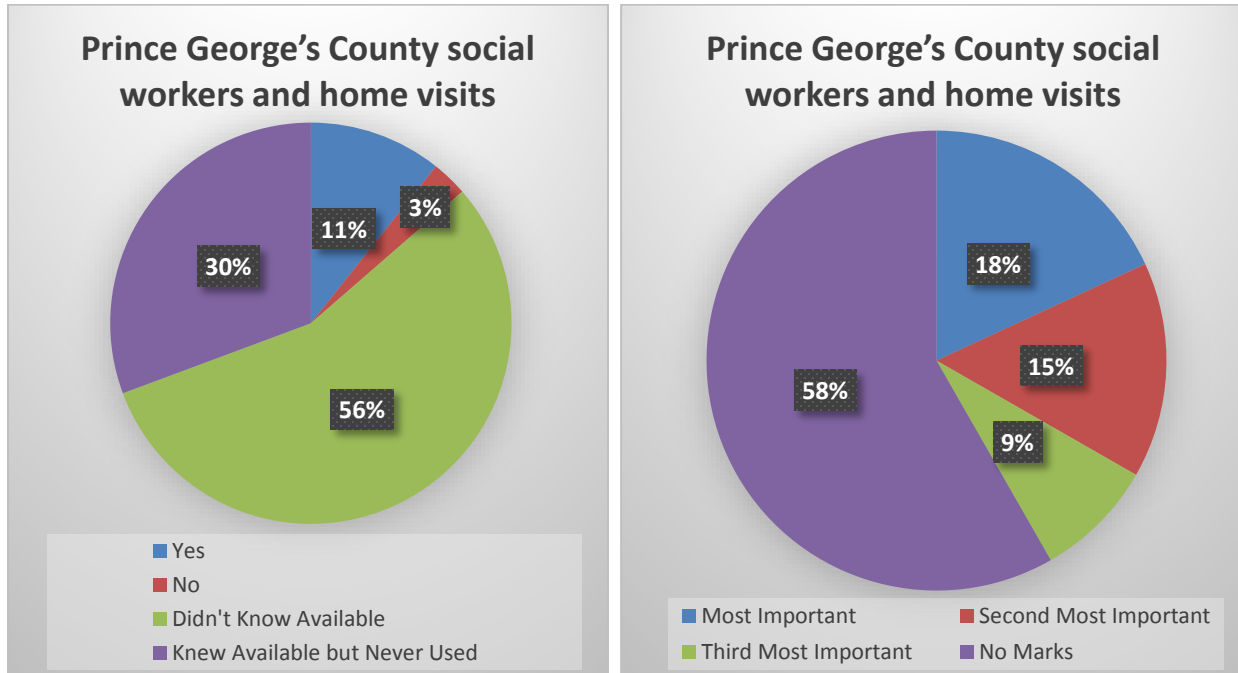
1C: Free information and referrals provided by the City.



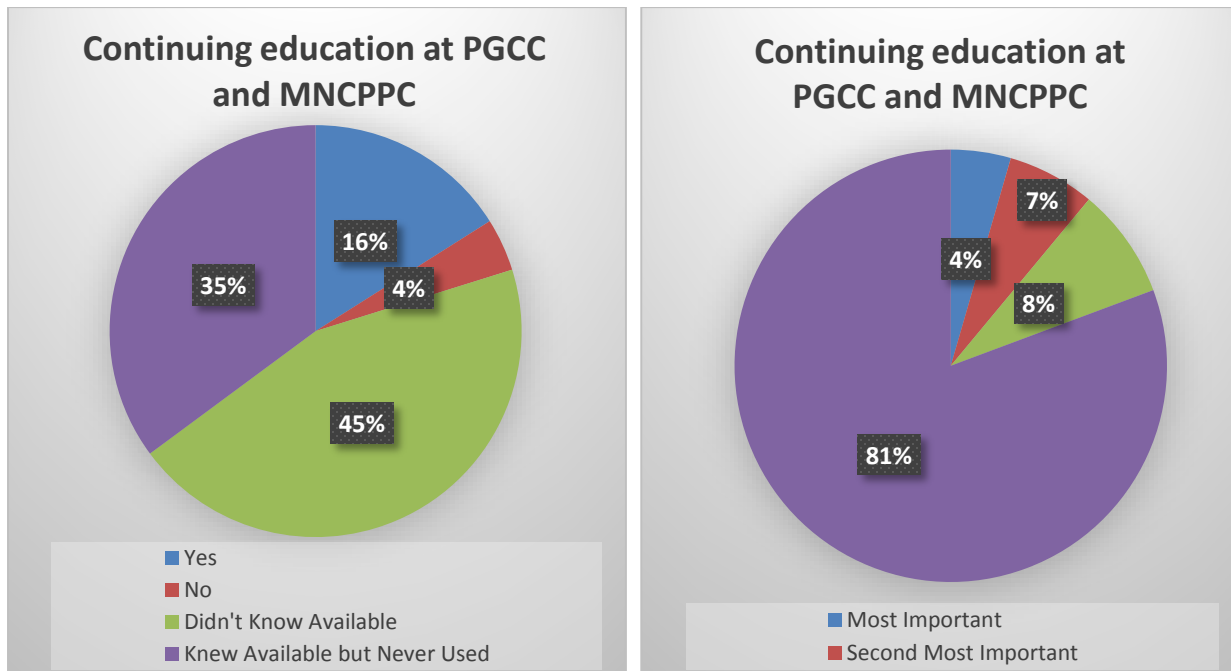
1D: Referrals to Prince George's County Administration on Aging.



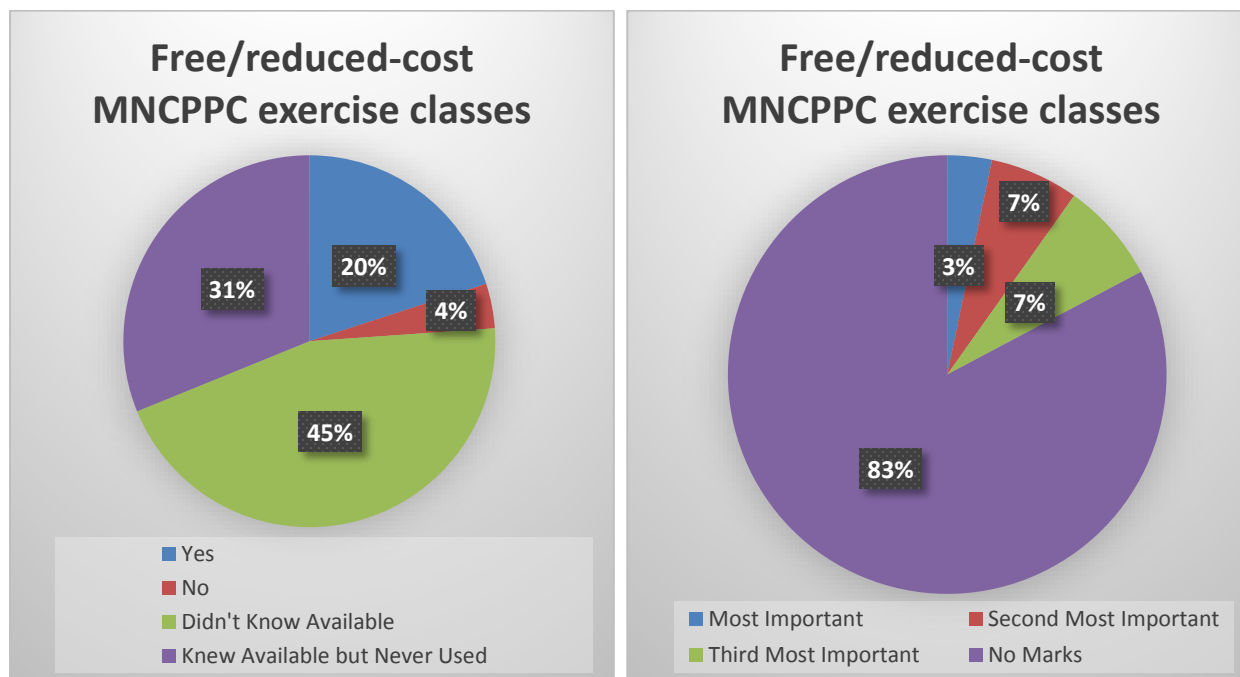
1E: Prince George's County social workers and home visits.



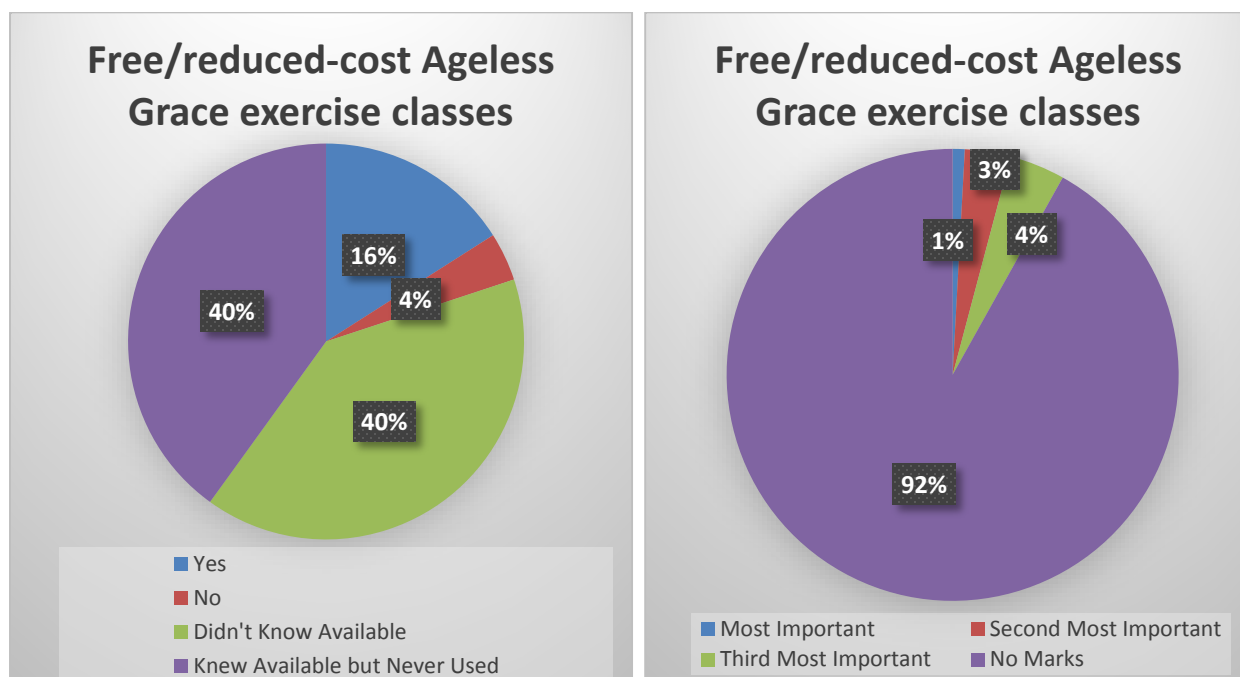
1F: Free/reduced-cost continuing education at Prince George's Community College and Maryland-National Capital Parks and Planning Commission (MNCPPC)



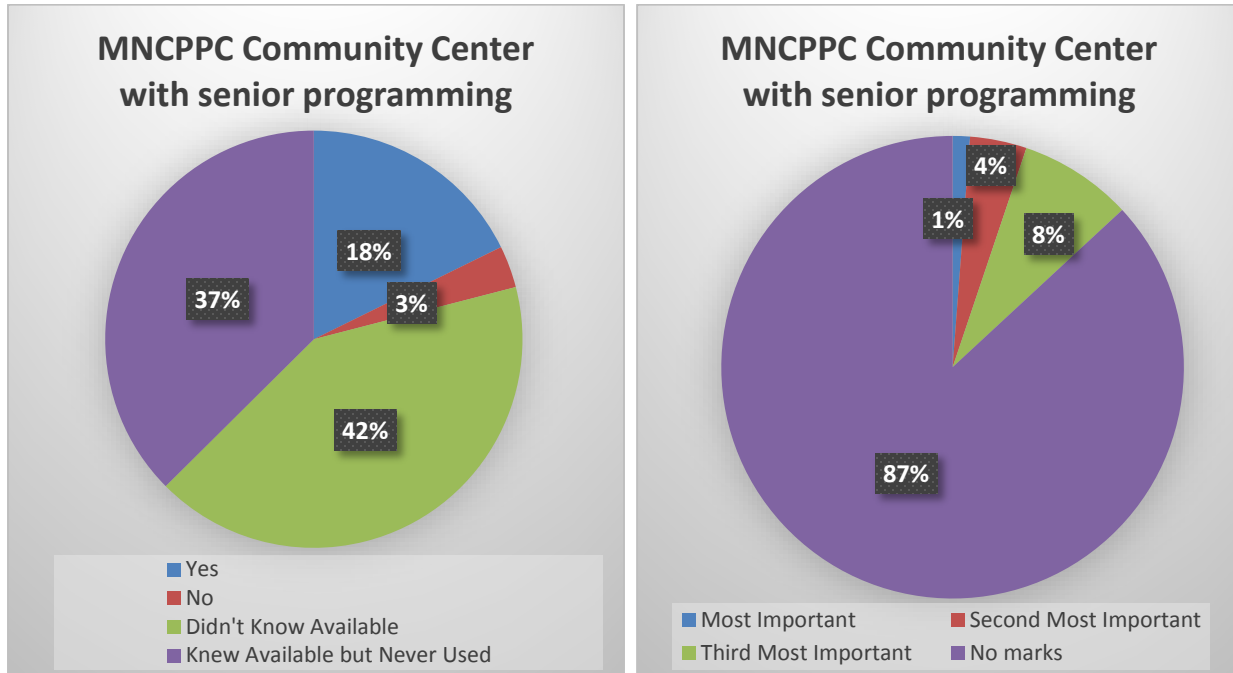
1G: Free/reduced-cost MNCPPC exercise classes.



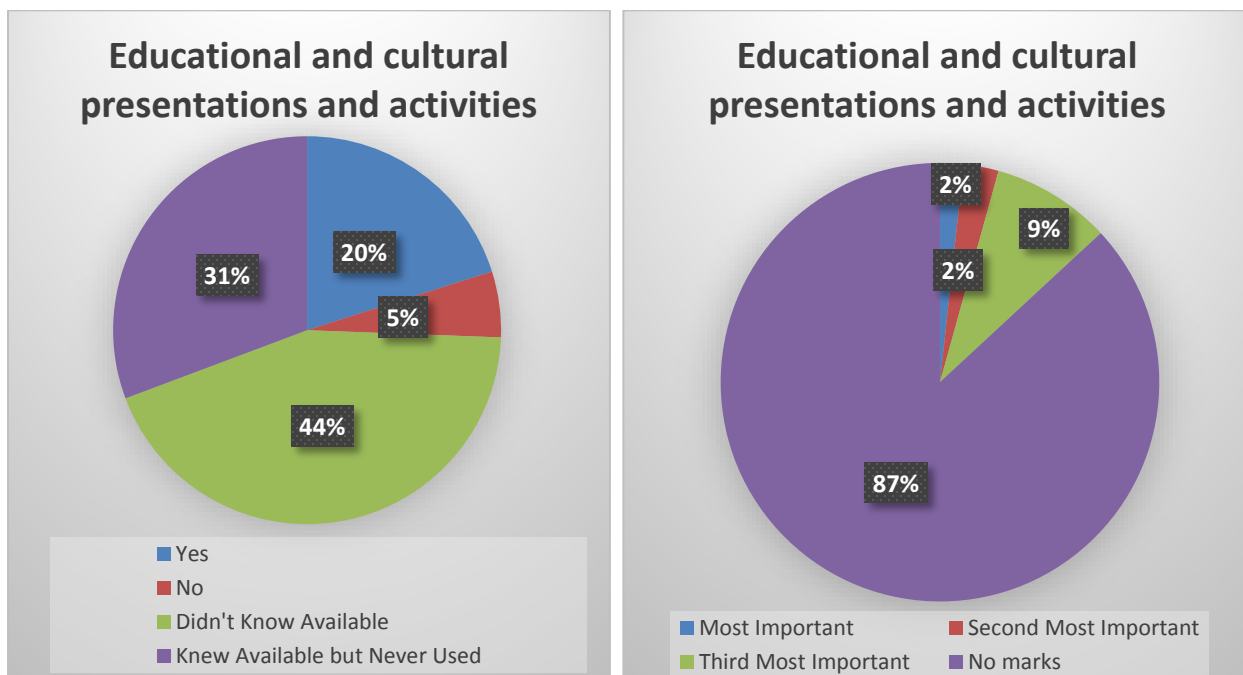
1H: Free/reduced-cost Ageless Grace exercise classes.



1I: MNCPPC Community Center with senior programming.



1J: Educational and cultural presentations and activities.



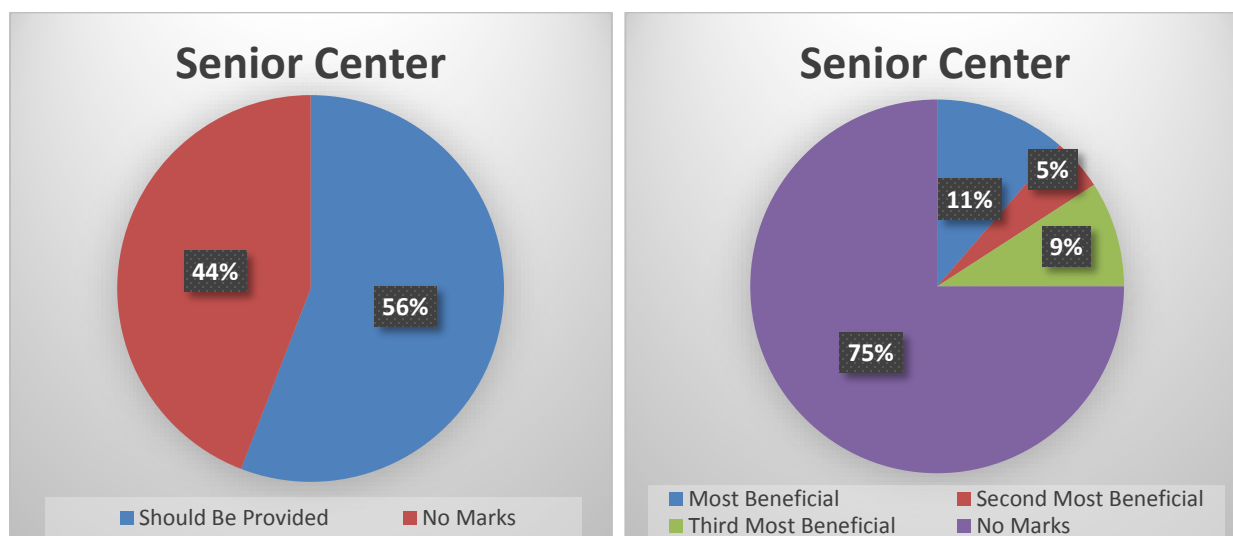
1K: Is there another service you want to include? Please write it in here and say if it satisfies you.

There were 89 responses to this question, all of which are available upon request. The most frequently mentioned services were snow removal (six responses) and transportation (six responses).

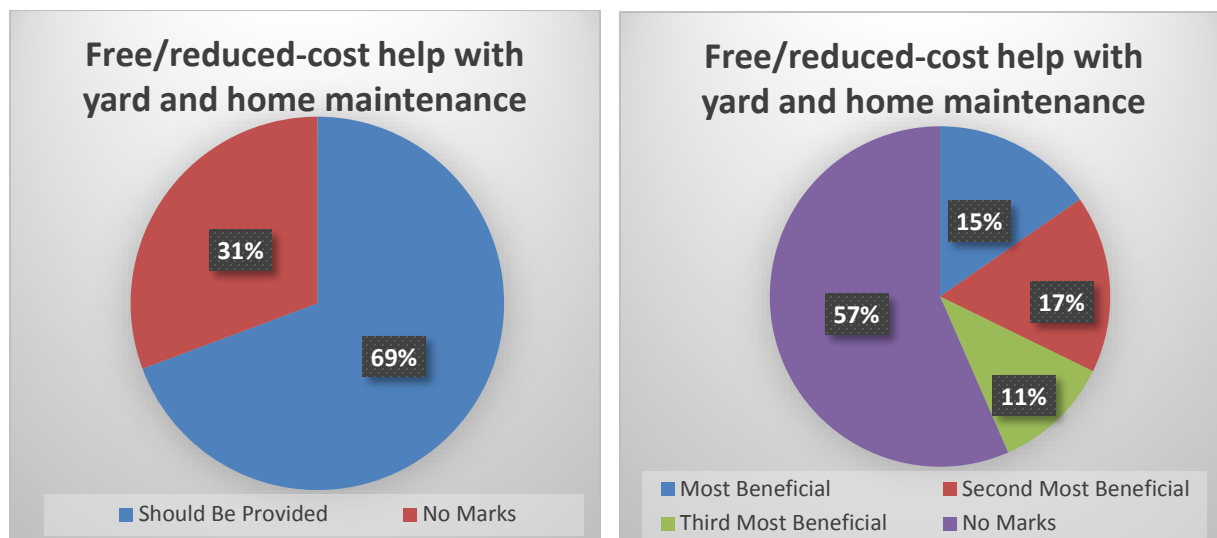
Question 2.

The charts on the left show the answers to the question, “Which of the items below do you think should be provided?” The charts on the right show the answers to the question, “Which THREE of the items above (A-K) do you think are most beneficial?”

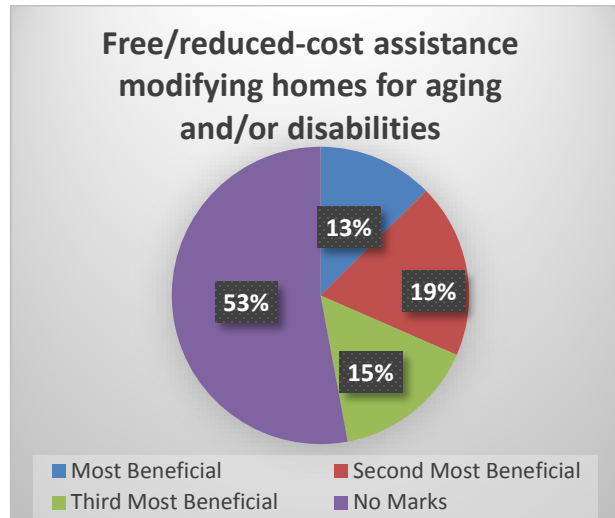
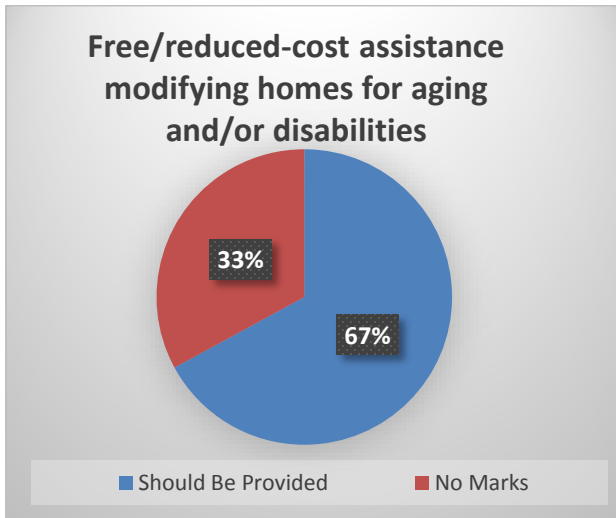
2A. A senior center



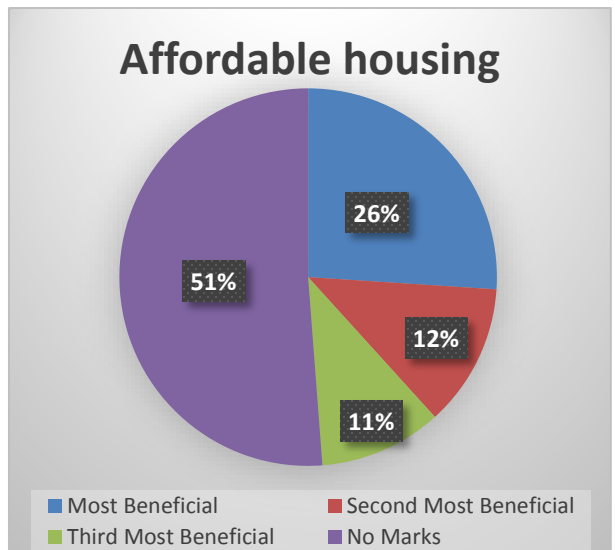
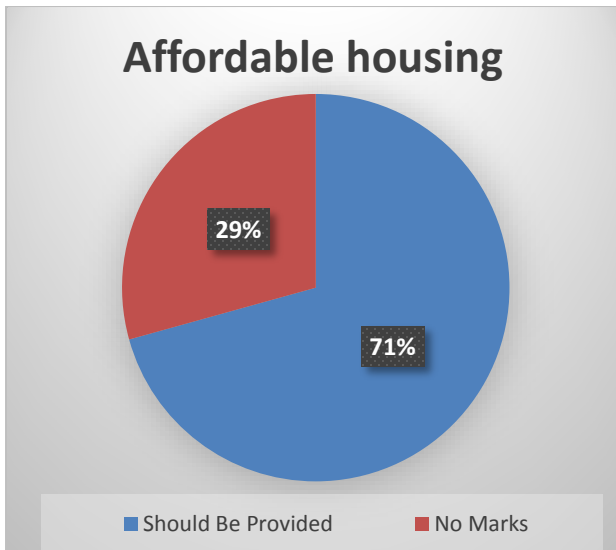
2B. Free/reduced-cost help with yard and home maintenance



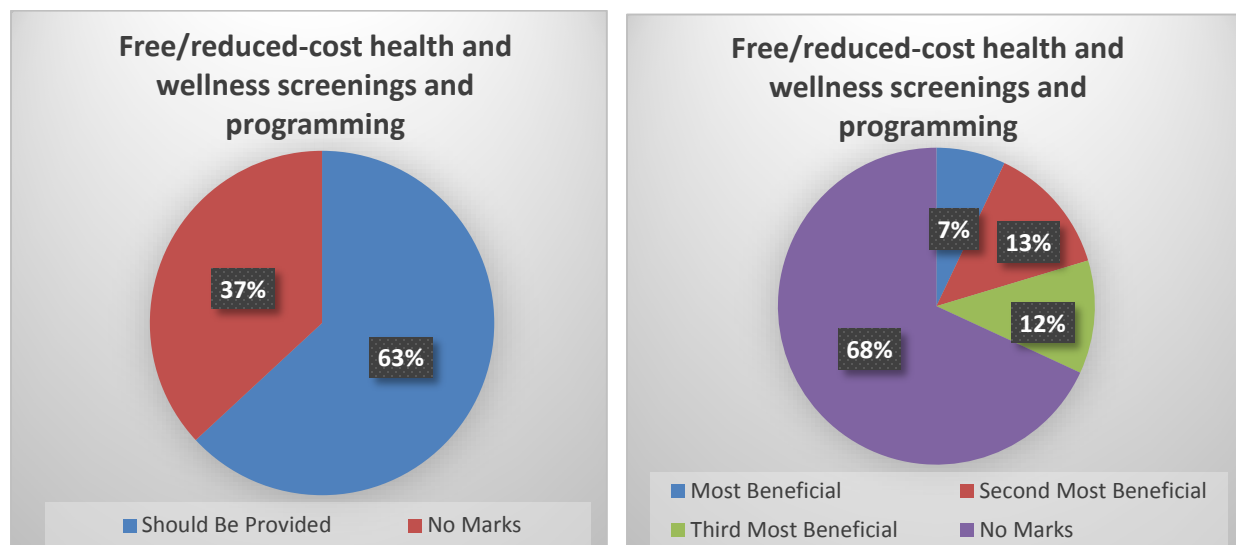
2C. Free/reduced-cost assistance modifying homes for aging and/or disabilities (installing wheelchair ramps, grab-bars, first-floor bedroom, etc.)



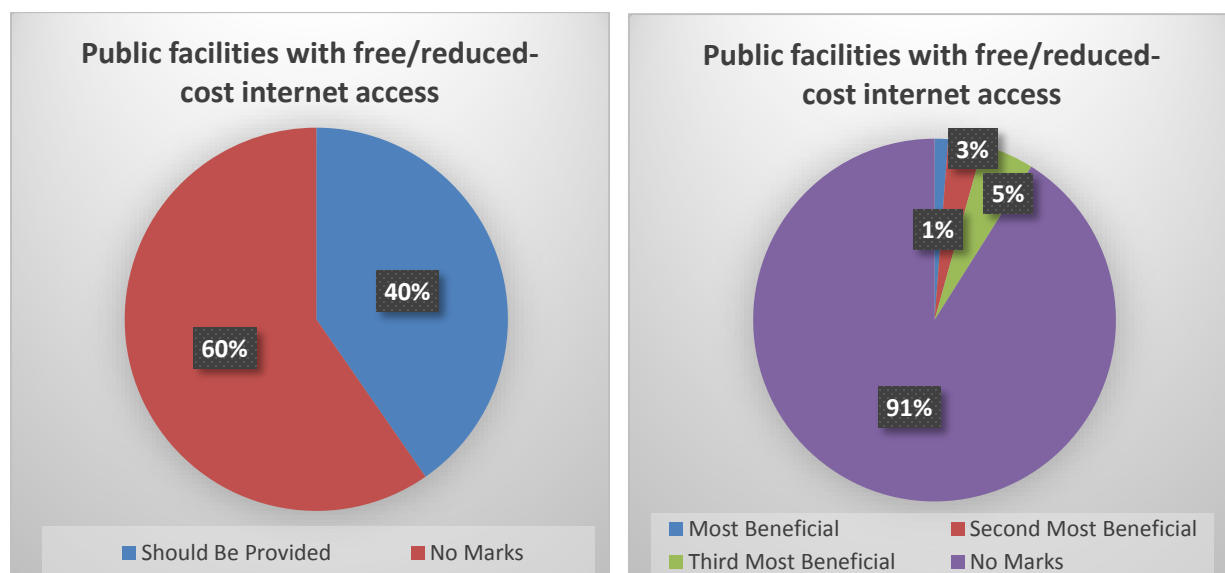
2D. Affordable housing options for seniors and people with disabilities.



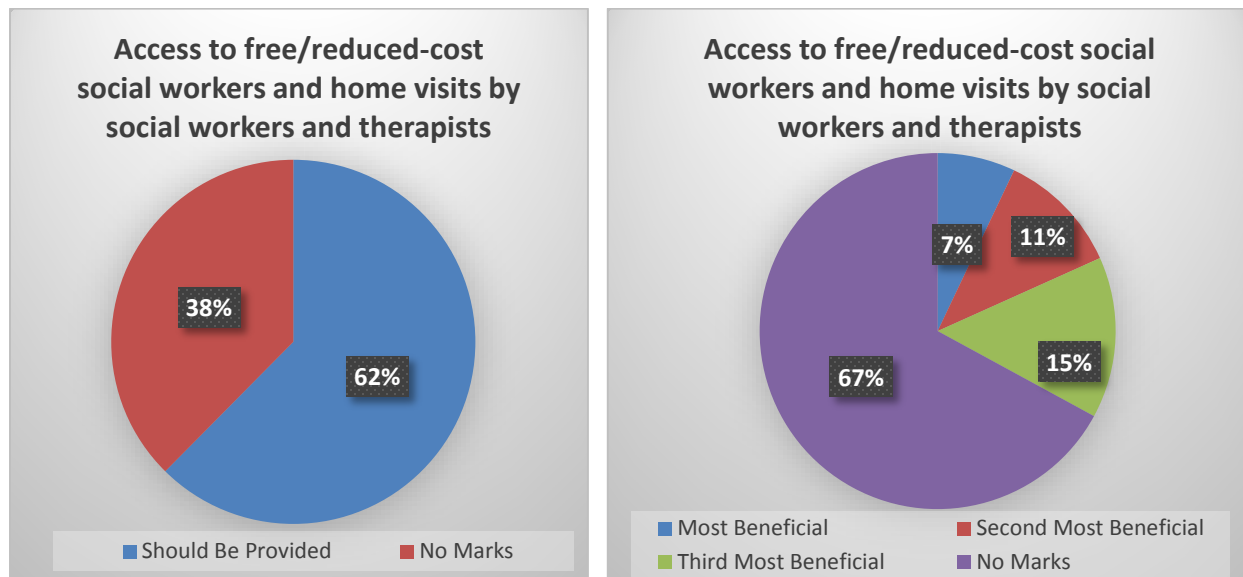
2E. Free/reduced-cost health and wellness screenings and programming



2F. Public facilities with free/reduced-cost internet access



2G. Access to free/reduced-cost social workers and home visits by social workers and therapists

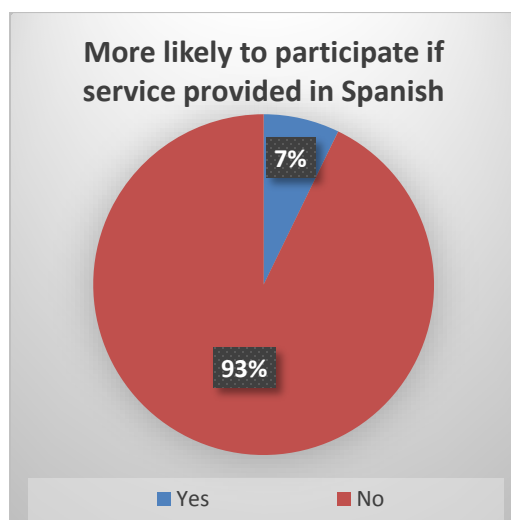


2H. Are there other services that you think should be provided? If so, please write them here.

There were 84 responses to this question, and the opinions are diverse. The popular opinions were snow shoveling (eight), medical and dental services and help (e.g. free visit, reduced-cost bills) (seven), help with IT (e.g. computer and/or smartphone class, subsidized cost of connectivity) (six), volunteers/coordinators visits (four).

Question 3

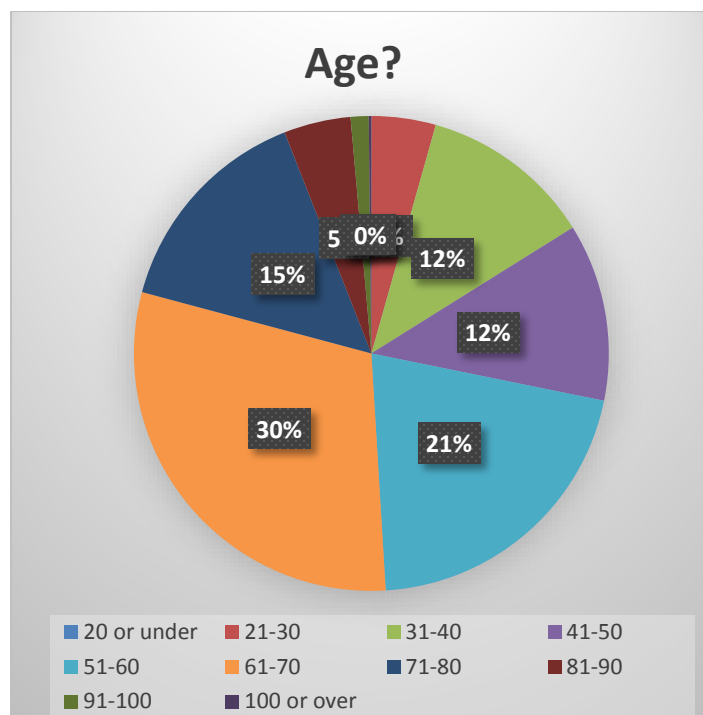
Would you be more likely to utilize services/activities if they were provided in Spanish?



Of the nearly 600 responses the City received, only 22 were in Spanish.

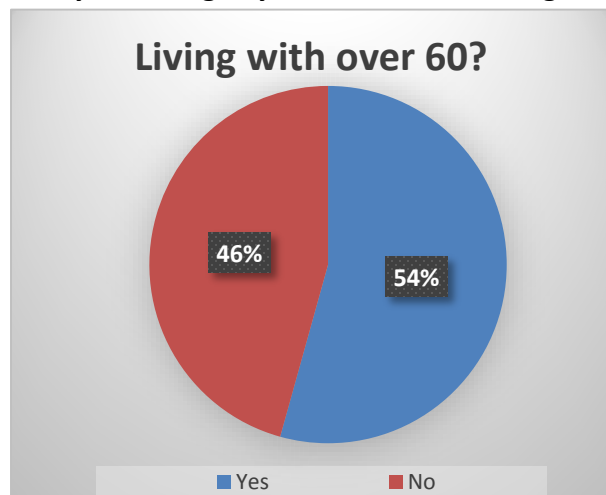
Question 4

What is your age?



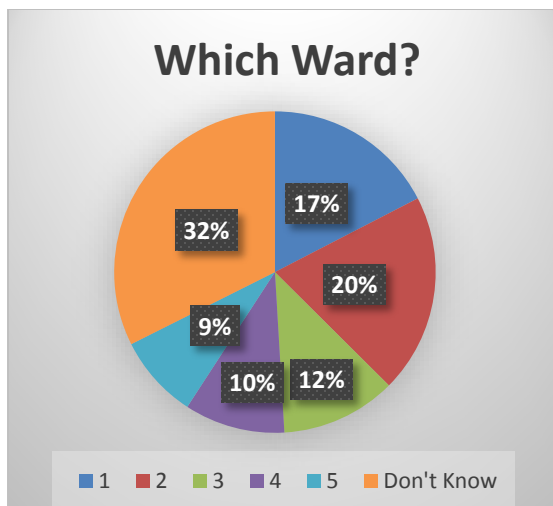
Question 5

Is anyone living in your home over the age of 60?



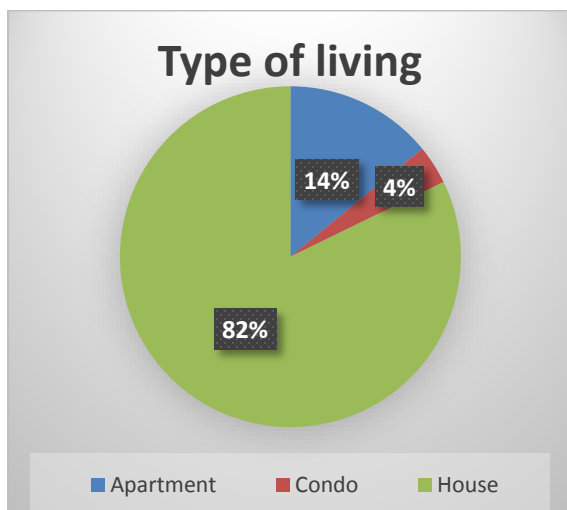
Question 6

Which ward do you live in?



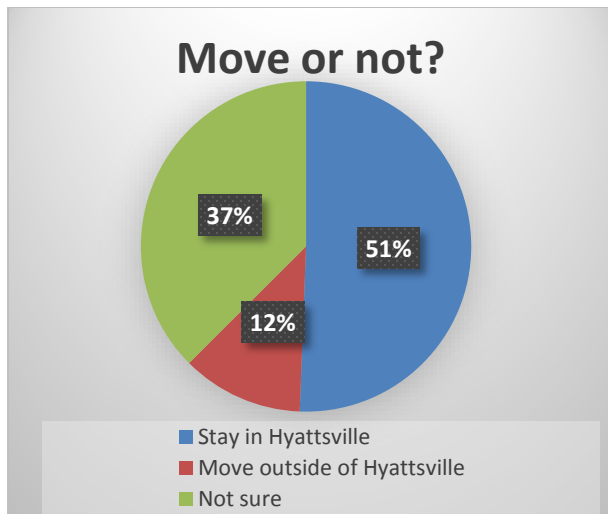
Question 7

Do you live in an apartment, condo or house?



Question 8

In retirement would you like to continue living in the City of Hyattsville, or move elsewhere?



Question 9

If you plan to move elsewhere, where and why?

A wide variety of responses were received. The most common reasons people said they would move was to find a lower tax rate and cost of living (43), and warmer climate (19), less traffic congestion (18), and poor walkability of the city (9).

Recommendations

The following recommendations are based on analysis of the information in this report. They are provided as a starting point for further consideration and development.

1. Many residents do not know about the senior and disability services the City offers, and the low response rate among Spanish-speaking residents suggests we are not connecting with this community through mailers. Community Services is planning to expand outreach through churches, schools, automated phone calls, and flyer distribution Citywide.
2. Per capita, the City dedicates less resources to senior and disability services than nearby communities. If the City were to expand services in a significant way, additional resources and/or personnel will be required. At this time, no such expansion is planned.
3. Few residents cited a dearth of senior service provision as a reason to move away in retirement. This suggests that such services should be considered a benefit the City provides – possibly one

that builds good will and well-being among residents – rather than a requisite that will determine the life decisions of many residents.

4. The County provides services and facilities that are of significant interest to Hyattsville residents. Some cities replicate these services, in part because of the waitlist for County assistance. Community Services will explore expanding Call-A-Bus service to County offices and events (as some of them are located outside the Bus's six-mile service radius). The department will also continue to monitor and evaluate how frequently residents are waitlisted for County services, and if there is sufficient demand for replication. The department will also explore partnering with other cities to reduce costs and respond to the demand for such services.
5. Residents seek assistance with weather-related yard maintenance and home modifications. The former of these the City is hopes to address with a no-cost "Good Neighbor" program that will be launched in coming months. Community Services will also do further research on the home modification programs offered by Greenbelt and the County, to determine if and how the City should create a similar programming.
6. Residents also expressed a desire to have affordable housing for seniors and people with disabilities. This is an area that will require additional research and exploration.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENTS TO POLICE & PUBLIC SAFETY ADVISORY COMMITTEE

Motion #:	36-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Yvonne Wallace-Penn (Ward 3) and Timothy Epp (Ward 1) to the Police and Public Safety Advisory Committee for a term of 2 years to expire on March 21, 2018.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Croslin, Ward, Warner
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	The first meeting of the Police & Public Safety Committee met on March 17, 2016. Ms. Wallace-Penn & Mr. Epp were both invited to attend the meeting.
Strategic Goals:	□ Goal 1 – Ensure Transparent & Accessible Governance □ Goal 2 – Ensure the Long-Term Economic Viability of the City □ Goal 3 – Promote a Safe & Vibrant Community □ Goal 4 – Foster Excellence in all City Operations □ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Forms

Profile

Yvonne

First Name

Wallace-Penn

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

Ward 3

Ward

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Police & Public Safety Advisory Committee

Referred By:

Biographical Statement

The Reverend Dr. Yvonne Wallace-Penn of Salisbury is the senior pastor of Hyattsville's First United Methodist Church. A native of Philadelphia, PA, she is a graduate of William Penn High School in Philadelphia, PA. Throughout her formative years, Yvonne was actively involved at Mt. Zion United Methodist Church in Philadelphia. Yvonne earned her BA degree from Virginia Union University (VUU) in Richmond, VA. After being called into ministry, she traveled to Howard University's School of Divinity in Washington, DC while working full time as a Therapist at a Long Term Care facility and serving as a full-time Pastor of the Quantico-Hebron Charge that includes three churches. She graduated with a Masters of Divinity Degree in 1997. Two years later, she was ordained an Elder in the Peninsula-Delaware Conference of the United Methodist Church. Dr. Penn received her Doctorate of Ministry from the United Theological Seminary in 2014 and a Life Coaching ICF Certification during the summer of 2015. Prior to the First United Methodist Church Assignment, Rev. Penn was serving as Senior Pastor of the Cambridge-Vienna United Methodist Charge

that includes: St. Luke United Methodist Church in Cambridge, Wesley United Methodist Church in Vienna, and Zoar United Methodist Church in Reid's Grove in the Eastern District of the Peninsula-Delaware Conference. Dr. Penn is the recipient of numerous awards and honors and is most proud of the Denman Award for Evangelism and The Order of St. Barnabas Award that she has recieved. She considers her role as Mother to one daughter and son-in-law and Grandmother to four grandsons her Highest Honor. Isaiah 43:2ff reads: "Don't be afraid, I've redeemed you. I've called your name. You're mine. When you are in over your head, I'll be there with you. When you're in rough waters, you will not go down. When you're between a rock and a hard place, it won't be a dead end, because I am God, your personal God. The Holy of Israel, your Savior. I paid a huge price for you. That's how much you meant to me! That's how much I love you!" Rev. Penn believes that this captures her understanding and belief in God's desire to be in a relationship with His people, which includes His protection and comfort during difficult and stressful moments, which life can often bring.

Profile

Timothy

First Name

Epp

Last Name

[REDACTED]

Email Address

[REDACTED]

Street Address

[REDACTED]

City

[REDACTED]

Suite or Apt

[REDACTED]

State

[REDACTED]

Postal Code

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

Ward 1

Ward

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Which Boards would you like to apply for?

Police & Public Safety Advisory Committee

Referred By:

Biographical Statement

20-year resident of Hyattsville with five grown children raised in Hyattsville and attended public school in Prince George's County. A public servant working for the U.S. federal government. A lawyer, graduated with honors from Harvard Law School in 1990, with extensive civil litigation experience and experience negotiating agreements on behalf of the U.S. government. And, a manager overseeing a staff of attorneys.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENT TO HYATTSVILLE ENVIRONMENT COMMITTEE

Motion #:	37-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Marc Tartaro (Ward 1) to the Hyattsville Environment Committee for a term of 2 years to expire on March 21, 2018.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Lawrence, Ward, Solomon
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	□ Goal 1 – Ensure Transparent & Accessible Governance □ Goal 2 – Ensure the Long-Term Economic Viability of the City □ Goal 3 – Promote a Safe & Vibrant Community □ Goal 4 – Foster Excellence in all City Operations □ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Form

Profile

Marc

First Name

Tartaro

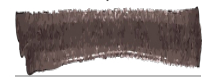
Last Name


Email Address


Street Address


City


Suite or Apt


State


Postal Code

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

Ward 1

Ward


Primary Phone


Alternate Phone

Which Boards would you like to apply for?

Hyattsville Environment Committee

Referred By:

Biographical Statement



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENT TO HEALTH, WELLNESS & RECREATION ADVISORY COMMITTEE

Motion #:	38-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Gerrard Jolly (Ward 3) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on March 21, 2018.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Warner, Solomon
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	□ Goal 1 – Ensure Transparent & Accessible Governance □ Goal 2 – Ensure the Long-Term Economic Viability of the City □ Goal 3 – Promote a Safe & Vibrant Community □ Goal 4 – Foster Excellence in all City Operations □ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Form

Profile

Gerrard

First Name

Jolly

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

Ward 3

Ward

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness, Recreation Advisory Committee

Referred By:

Biographical Statement

I am a former national park ranger who spent years leading recreational activities such as hiking, biking fishing and camping for visitors to national parks in Ohio and Washington, DC. After leaving the National Park Service, i designed and directed recreational and volunteer programs at the National Park Foundation and helped to raise awareness of recreation opportunities among diverse audiences. i currently manage a health care jobs training program that promotes patient empowerment to improve health and wellness. It would be a privilege to use my knowledge and experience to benefit my neighbors and the city I have called home for nearly 17 years.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENT TO EDUCATION ADVISORY COMMITTEE

Motion #:	39-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Reva Harris (Ward 1) to the Education Advisory Committee for a term of 2 years to expire on March 21, 2018.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Ward
Summary Background:	n/a
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	▣ Goal 1 – Ensure Transparent & Accessible Governance ▣ Goal 2 – Ensure the Long-Term Economic Viability of the City ▣ Goal 3 – Promote a Safe & Vibrant Community ▣ Goal 4 – Foster Excellence in all City Operations ▣ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Form

Profile

Reva

First Name

Harris

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

Ward 1

Ward

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Education Advisory Committee

Referred By:

Biographical Statement



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: APPOINTMENT TO RESIDENTIAL PARKING ZONE COMMITTEE

Motion #:	40-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council appoint Marquisha Powell (Ward 1) to the Ad Hoc Residential Parking Zone Committee for a term to expire 120 days after the first meeting of the committee.
Department:	Legislative
Staff Contact:	Laura Reams, City Clerk
Council Sponsor:	Lawrence, Ward
Summary Background:	With the approval of this appointment, the Ad Hoc Residential Parking Zone Committee will be full and the first meeting will be scheduled by the staff liaison.
Next Steps:	n/a
Alternatives:	n/a
Fiscal Impact:	n/a
Community Engagement:	n/a
Strategic Goals:	□ Goal 1 – Ensure Transparent & Accessible Governance □ Goal 2 – Ensure the Long-Term Economic Viability of the City □ Goal 3 – Promote a Safe & Vibrant Community □ Goal 4 – Foster Excellence in all City Operations □ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Not Applicable
Attachments:	Appointment Form

Profile

Marquisha

First Name

Powell

Last Name

[REDACTED]

Email Address

[REDACTED]

Street Address

[REDACTED]

City

[REDACTED]

Suite or Apt

[REDACTED]

State

[REDACTED]

Postal Code

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

Ward 1

Ward

[REDACTED]

Primary Phone

[REDACTED]

Alternate Phone

Which Boards would you like to apply for?

Residential Parking Zone Committee

Referred By:

Biographical Statement



CITY OF HYATTSVILLE

4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: PEPCO LIGHTING MOU FOR MD500 PROJECT

Motion #:	41-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor & Council authorize the City Administrator to accept the Memorandum of Understanding with PEPCO and appropriate the additional funding for Queens Chapel Road Lighting Project not to exceed \$200,500.00 upon the review and approval of the City Attorney.
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	City Administrator
Summary Background:	The Maryland State Highway Administration (SHA) has been working on a \$10.6 million "streetscape" project along a one-mile section of MD 500 (Queens Chapel Road) in the City of Hyattsville. The project is intended to enhance pedestrian and traffic safety, revitalize the neighborhood, and meet the transportation needs of community. It involves improved lighting, sidewalks, cross walks, updating pedestrian signals, adding bike lanes and converting an existing painted median into a landscaped median from MD 208 (Hamilton Street) to MD 410 (East West Highway). In 2013, shortly after the project was designed, the City agreed to contribute 50% of the costs for lighting improvements and upgrades. In 2014, SHA provided updated estimates and the Council approved an amount NTE \$191,226. SHA has recently informed the City that the project is 29% complete and the final lighting proposal will require an additional \$9116.00. This brings the City's new contribution amount to \$200,342.00, which is less than 50% of the \$543,754 total lighting costs and approximately 2% of the \$10.6M overall project cost. SHA is requesting that the City sign an updated MOU authorizing \$200,342.00 for lighting improvements the project.
Next Steps:	Currently the roadway and traffic safety portions of the project are underway. Upon review and approval of the Mayor and Council and City Attorney, the City Administrator will sign the MOU with SHA.
Alternatives:	
Fiscal Impact:	The cost to the City for the lighting upgrades on MD500 through the SHA will be budgeted in the Capital Improvements Projects budget.
Community Engagement:	There have been numerous meetings to discuss the upgrades to MD500 and the need for upgrades to existing lighting and the need for additional pedestrian level lighting.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community

	☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City’s Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	Memo – SHA MOU 2016, Cover – SHA MOU 2016, SHA QCR Sharing Breakdown, SHA MD500 Amendment



CITY OF HYATTSVILLE

4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: CHESAPEAKE BAY TRUST GRANT

Motion #:	42-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor & Council authorize the City Administrator to appropriate the grant funding from Chesapeake Bay Trust for the design and landscaping on Melrose Trail not to exceed \$21,000.00 and upon legal review and approval by the City Attorney.
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	At the Request of the City Administrator
Summary Background:	Melrose Trail was designed and constructed in 2014 to accommodate and encourage bike and pedestrian access to the Anacostia Tributary Trail System. The project was to complete the landscape design to capture storm water and runoff from this 400 square foot green space. Other design elements include the installation of a rain garden, meadow plantings, trees and an open seating area. Additionally, the design will stabilize the area with native plantings which will increase wildlife habitat while providing an inviting space for citizens and an educational area for students to learn about storm water; its' impact in the environment, and ways to remediate pollutants in our waterways.
Next Steps:	
Alternatives:	Staff will work with a local landscape designer to complete the plan and design specifications. Staff will work with a local contractor to install the seating area and hard-scape. Staff will schedule a date this spring to complete the planting phase as a community planting project.
Fiscal Impact:	In-kind match of staff hours and material purchase from the Parks operating budget.
Community Engagement:	There is a community planting scheduled in May
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: AGREEMENTS BETWEEN THE CITY OF HYATTSVILLE AND HOWARD COUNTY DEPARTMENT OF POLICE AND THE CITY OF HYATTSVILLE AND AMERICAN TRAFFIC SOLUTIONS TO PROVIDE RED LIGHT CAMERA ENFORCEMENT SERVICES

Motion #:	43-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council approve the agreements Between the City of Hyattsville and the Howard County Department of Police (HCPD) and the City of Hyattsville and American Traffic Solutions to provide Red Light Camera Enforcement Services.
Department:	Police
Staff Contact:	Police Chief Douglas Holland
Council Sponsor:	City Administrator Tracey Nicholson
Summary Background:	The City of Hyattsville has had a long standing Memorandum of Understanding with the HCDP to provide Red Light Camera enforcement services. The HCDP has in the past contracted with a private vendor, Lasercraft to provide the services. The HCPD recently underwent a Request for Proposal (RFP) to assess and select an automated red light camera traffic enforcement vendor. The process has been completed and the selected vendor is American Traffic Solutions (ATS). The Hyattsville City Police Department is a regional partner in the Regional Automated Enforcement Center run by the HCDP. We are now required to execute new agreements with both HCDP and ATS. The new MOU is minimally modified with no substantive changes from prior agreements. There are modest price increases in the new ATS contract, and the first increases since 2008. There are also modest increases with the HCDP, the first increase since 2004.
Next Steps:	Execute Contracts upon Council Approval
Alternatives:	N/A
Fiscal Impact:	Minimal. Continuation of existing Red Light Camera Enforcement Program
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	Agreement with American Traffic Solutions, Agreement with Howard County Department of Police, Agreement Between Howard County Department of Police and American Traffic Solutions, Letter from Howard County Department of Police to Hyattsville City Police Department



Memo

To: Mayor and Council
From: Douglas K. Holland, Chief of Police
CC: Tracey E. Nicholson, City Administrator
Date: March 16, 2015

Re: Agreements Between the City of Hyattsville and Howard County Police and The City of Hyattsville and American Traffic Solutions (ATS) to provide Red Light Camera Enforcement Services.

Purpose

The purpose of this memorandum is to provide the Mayor and Council a brief overview of the proposed agreements between the City of Hyattsville and the Howard County Department of Police (HCDP) as well as the City of Hyattsville and American Traffic Solutions (ATS) to provide Red Light Camera Enforcement Services.

Background

The City of Hyattsville has had a long standing Memorandum of Understanding with the HCDP to provide Red Light Camera enforcement services. The HCDP has in the past contracted with a private vendor, Lasercraft to provide the services. The HCPD recently underwent a Request for Proposals (RFP) to assess and select an automated red light camera traffic enforcement vendor. The process has been completed and the selected vendor is American Traffic Solutions (ATS).

Hyattsville City Police Department is a regional partner in the Regional Automated Enforcement Center run by the HCDP. As a result, we must now execute new agreements with both HCDP and ATS. The new MOU is minimally modified with no substantive changes from prior agreements. There are modest price increases in the new vendor contract with ATS which are the first increases since 2008. There are also modest increases with the HCDP, the first increase since 2004.

Representatives from both the HCDP and ATS met with City Administrator Nicholson, Treasurer Brooks and Chief Holland to discuss the agreements.

The agreements have been reviewed and approved for legal sufficiency by City Attorney Richard Colaresi.

Recommendation

Recommend that the Mayor and City Council authorize the City Administrator to renew the agreements between the City of Hyattsville and the Howard County Department of Police (HCDP) and the City of Hyattsville and American Traffic Solutions (ATS) to provide Red Light Camera Enforcement Services.



CITY OF HYATTSVILLE
 4310 Gallatin Street
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CITY COUNCIL AGENDA FORM

TITLE: LEASE FINANCING FOR NEW POLICE CARS AND EQUIPMENT

Motion #:	44-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Consent
Recommendation:	I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Bancorp-Jefferson Leasing in an amount not to exceed \$312,708 to purchase police vehicles and related equipment and upon legal review and approval by the City Attorney.
Department:	Finance
Staff Contact:	Ron Brooks
Council Sponsor:	City Administrator
Summary Background:	The Mayor and Council approved the purchase of six new police cars and related equipment in the FY-2016 Capital Improvements Budget for a total of \$282,000. Funding for these purchases will be provided via lease financing at a 4% interest rate for 5 years totaling \$312,708. We received three quotes that include rates and terms for lease financing.
Next Steps:	Complete the purchasing process for the police cars and related equipment.
Alternatives:	
Fiscal Impact:	The request for new vehicles and equipment is a capital expense noted in the FY-2016 Capital Improvements Plan that was approved by City Council.
Community Engagement:	None
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☒ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	Finance Department recommendation for lease financing.



Memo

To: Mayor and Council
From: Ron Brooks, Treasurer
CC: Tracey E. Nicholson, City Administrator
Date: March 16, 2015

Re: Purchase of Police Vehicles and Recommendation for Lease Financing

Background

The Mayor and Council approved the purchase of six new police cars and related equipment in the FY-2016 Capital Improvements Budget. Funding for these vehicles and equipment will be provided via lease financing and is consistent with last year,. Recently we received three proposals that included rate and term quotes for lease financing. Below are quotes received from each company, followed with our recommendation.

<u>Company Name</u>	<u>Interest Rate</u>	<u>Term</u>	<u>Upfront Fee</u>	<u>Total of Payments</u>
First Capital (a)	3.55%	5 Years	\$250	\$307,804
Green Campus Partners (a)	3.65%	5 Years	n/a	\$301,390
Bancorp-Jefferson Leasing	4.00%	5 Years	n/a	\$312,708

- (a) **These two financial organizations provided quotes but final approval was contingent on providing City audits for FY-2014.**

Recommendation

I recommend that upon legal review and approval, the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Bancorp-Jefferson Leasing for an amount not to exceed 312,708 to purchase police vehicles with related equipment. The proposal from Bancorp-Jefferson Leasing is to provide \$282,000 in lease financing at 4% interest for 5 years.



CITY OF HYATTSVILLE

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CITY COUNCIL AGENDA FORM

TITLE: SIDEWALK POLICY

Motion #:	46-03-16
Council Meeting Date:	3/21/2016
Agenda Section:	Action
Recommendation:	I move that the Mayor and Council adopt the attached City Sidewalk Policy 2016 to replace the existing City Sidewalk Policy adopted in 2006.
Department:	Public Works
Staff Contact:	Lesley Riddle
Council Sponsor:	At the Request of the City Administrator
Summary Background:	In 2006 the Hyattsville City Council adopted the Sidewalk policy with the intention of providing continuous pedestrian sidewalks throughout the City. The 2006 policy promoted walk-ability by mandating that all City streets have a sidewalk on at least one side of the street. Unfortunately, there were a myriad of concerns raised with regards to the application of the policy and the process for exceptions. The Council requested the staff review and update the current policy and provide a recommendation for a more comprehensive policy. This policy was discussed during the March 7, 2016 Council Meeting and minor modifications were made to clarify substantial completion and aesthetics.
Next Steps:	With Council approval City staff will implement the new policy and incorporate into ongoing and future streets project decisions
Alternatives:	
Fiscal Impact:	None
Community Engagement:	A community meeting is scheduled on March 23 rd at 7:30 pm to discuss the sidewalk policy with residents of University Hills.
Strategic Goals:	☒ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	City Sidewalk Policy 2016, Cover – City Sidewalk Policy

City of Hyattsville Sidewalk Policy

The City of Hyattsville seeks to balance accessibility and neighborhood appeal for City residents and visitors. This policy aims to ensure that all pedestrians can traverse the City safely and efficiently while also incorporating public input into the design and re-design of sidewalks.

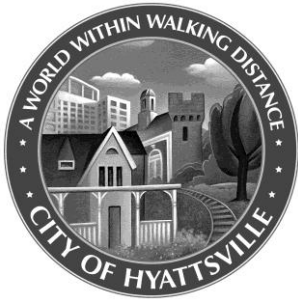
1. Continuous pedestrian sidewalks in the public right-of-way should ordinarily be installed and maintained on at least one side of the street of every City-owned block.
2. Except as specifically authorized by the City Council, all new installation of sidewalks or redesign of existing sidewalks in the public right-of-way shall be paid for with general City revenues and not by special assessment of adjacent property owners. In the event that the City Council levies a special assessment for sidewalks, the City shall follow the procedures in Article VIII of the City Charter and Code. In all other instances, Article VII of the City Charter and Code shall apply.
3. The classification of the road shall be considered to determine whether a particular street segment will receive a sidewalk.
4. New and reconstructed sidewalks shall be fully compliant with the Americans with Disabilities Act (ADA) regulations and other applicable state and federal requirements.
5. The City shall endeavor to remove or minimize obstacles within new or existing sidewalks to the fullest extent possible without incurring significant additional costs.
6. The City shall make every reasonable effort to find creative solutions to problem areas before deciding to forego installation of a sidewalk.
7. The appearance or aesthetics of a neighborhood may be a consideration in design planning.
8. The City may decide to forego installation of a sidewalk in a particular location based on, but not limited to, the following criteria:
 - a. There is insufficient existing public right of way or easement available for installation of a sidewalk and it is not feasible to either voluntarily acquire the necessary easement or to incorporate part of the existing roadway for the sidewalk.
 - b. The block is not on a through street.
 - c. Construction of a sidewalk would present inordinate engineering challenges or costs.
 - d. Construction of a sidewalk would entail the loss of significant existing tree canopy.
 - e. Construction of a sidewalk would impact stormwater management.
 - f. Construction of a sidewalk would impact the placement and/or construction of a hiker/biker trail.
9. The width of sidewalks will be determined by the appropriate standard detail for the classification of the road, and will utilize proper standard road geometry for the given classification.
10. On blocks where sidewalks are present on both sides of the street, a sidewalk may be removed by the City. Reasons for removal may include, but are not limited to the following: public safety or hazardous conditions, stormwater management, incorrect road geometry, installation of bike lane/trail, appropriate engineering judgement or study, the sidewalk is not of service or beyond repair, or the input of the residents/owners.
11. Maintenance of the sidewalk will be carried out as outlined in the City Code and Charter immediately after the sidewalk project is complete and accepted by the City.

The following procedure will be followed for the new installation of sidewalks or the redesign of an existing sidewalk. Such new installation or redesign shall not include either small installations (one hundred linear feet or less) or repair or replacement in kind of existing sidewalk(s).

1. Prior to beginning to design, the City shall conduct a public hearing before the City Administrator or his/her designee to receive input from the impacted properties and from the public on the City's intent to construct or redesign sidewalks in a specific area.
2. After the design is substantially complete, as defined in relevant project contract documents, and before the City Council approves the proposed plan, the City shall conduct an additional public hearing.
3. The City may schedule additional public hearings during the design process.

Residents have the right to present a petition to the City concerning their preferences as it relates to sidewalk installation, maintenance and/or removal. The preferences may be addressed by either a petition or testimony at a public hearing by the owners of property abutting the proposed sidewalk. A majority of the title-holders of properties on the block(s) may attest by their signatures on a petition to be received by the City Clerk on or before, the time of the public meeting, that they are opposed to the installation of a sidewalk on their block. The following procedures shall be utilized to present a petition.

1. Any petition shall be submitted to the City Clerk.
2. The petition shall conform to the procedures and requirements for a petition in section 114-8(A)&(B) of the City Code except as follows:
 - a. An eligible signature shall be that of any person over 18 years of age, who is a title holder to a dwelling unit on the block or section of the block that is the subject of the petition.
 - b. The area for each petition shall be no more than one full block.
 - c. The signatures of a simple majority of the property owners in the block (or section) shall be sufficient for the clerk to validate the petition.
 - d. A petition that is not validated solely because of the lack of a majority of eligible signatures shall nevertheless be submitted to the City Council accompanied by a statement explaining it was not validated due to the lack of majority.
 - e. A hearing on a petition can only be scheduled by an act of City Council.
3. Any petition presented to City Council shall become part of the record of the public hearings held on the project.
4. The City will not accept petitions on the project after the public hearing that concludes project design and precedes Council approval (see paragraph two in the section of this policy concerning public hearings).



Council Agenda Form

MOTION # 47-03-16		DRAFT #
DATE SUBMITTED: 3/17/2016	DATE TO GO BEFORE COUNCIL: March 21, 2016	
SUBMITTED BY: Hollingsworth, Haba, Lawrence, Ward, Warner, Croslin, Paschall, Wright, Perry, Solomon		
DEPARTMENT: Legislative		

TITLE OF MOTION: Resolution Concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures
RECOMMENDATION: I move that the Mayor and Council adopt Hyattsville Resolution 2016-01, a resolution concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures, for the purpose of expressing the City Council's support for the importance of diversity, inclusiveness, and human rights in the City of Hyattsville, Prince George's County, and the State of Maryland.
BACKGROUND: See attached information.
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: none
CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator): Tracey E. Nicholson, City Administrator
STRATEGIC GOALS AND ACTIONS: Goal 5 – Strengthen the City's identity as a diverse, creative, and welcoming community
SUPPORTING DOCUMENTATION:
CURRENT YEAR BUDGET IMPACT: none

A Resolution Concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures

A RESOLUTION concerning the Syrian Refugee Crisis and Immigration Enforcement Procedures

For the purpose of expressing the City Council support for the importance of diversity, inclusiveness, and human rights in the City of Hyattsville, Prince George's County, and the State of Maryland.

WHEREAS, the United States of America was founded by those seeking to escape tyranny and secure for themselves and their posterity a better future; and

WHEREAS, the United States of America has a history of attempting to right current and past wrongs, striving for freedom and justice for all; and

WHEREAS, Maryland was formed as a refuge for Catholics fleeing persecuted in England; and

WHEREAS, millions of Americans can proudly trace their ancestry back to immigrants or refugees from other nations, and routinely celebrate the history, customs, and traditions of those lands; and

WHEREAS, all refugees should be treated with dignity, care, and compassion that every person deserves and the federal government's response to the potential deportation of children and families should be executed in the most humane and respectful manner possible; and

WHEREAS, Hyattsville has been enriched by the contributions of generations of people from around the world; and

WHEREAS, Hyattsville's diversity is one of our greatest strengths and our immigrant community is an integral part of the fabric that makes our city "A World within Walking Distance"; and

WHEREAS, a February 2016 study by the Syrian Centre for Policy Research estimates nearly a half million deaths since the start of the Syrian conflict in March 2011, with a total of 11.5% of the entire population wounded or killed, demonstrating the unspeakable depravation and violence faced by refugees fleeing Syria; and

WHEREAS, the number of refugees fleeing the conflict in Syria to neighboring countries has now eclipsed four million, thus confirming the Syrian refugee crisis as the world's single largest refugee crisis in almost a quarter century; and

WHEREAS, President Obama has stated that "we do not close our hearts to these victims of such violence and somehow start equating the issue of refugees with the issue of terrorism"; and

WHEREAS, Hyattsville joins with other Maryland jurisdictions, including Prince George's County, Montgomery County, Howard County and the City of Greenbelt, in expressing our dispositions to welcome refugees and immigrants.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyattsville, Maryland, that the City expresses its support for the importance of diversity and inclusiveness by Prince George's County and the State of Maryland.

HYATTSVILLE RESOLUTION 2016-01

BE IT FURTHER RESOLVED that Hyattsville continues to welcome all people, regardless of national origin or refugee status.

BE IT FURTHER RESOLVED that a copy of this resolution be sent to Maryland Governor Lawrence Hogan, Maryland Congressional Delegation, District 22 Delegation, and Prince George's County Executive Rushern L. Baker, III.

READ AND PASSED THIS 21th day of March, 2016.

BY ORDER: Mayor Candace B. Hollingsworth, I hereby certify that Resolution Number 2016-01 is true and correct and duly adopted by the City Council of Hyattsville.

ATTEST/WITNESS:

City of Hyattsville

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: AGREEMENT BETWEEN THE CITY OF HYATTSVILLE AND AMERICAN TRAFFIC SOLUTIONS (ATS) TO INITIATE COLLECTIONS EFFORTS OF DELINQUENT RED LIGHT CAMERA ENFORCEMENT VIOLATION NOTICES

Motion #:	n/a
Council Meeting Date:	3/21/2016
Agenda Section:	Action
Recommendation:	I move that the Mayor and Council authorize the City Administrator to execute an agreement with American Traffic Solutions for the purposes of conducting collections operations on delinquent Red Light Camera fines. This item has been reviewed and approved the by the City Attorney.
Department:	Police
Staff Contact:	Police Chief, Doug Holland
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The City of Hyattsville has had a long standing Memorandum of Understanding with the Howard County Department of Police (HCDP) to provide Red Light Camera enforcement services in the City. The HCPD recently underwent a Request for Proposal (RFP) and selected American Traffic Solutions (ATS) as their automated red light camera traffic enforcement vendor. ATS representatives recently conducted an annual review of our Automated Red Light Safety Camera program and identified 10,475 open citations amounting to \$850,007 in uncollected fines since 2001. They followed up with a meeting with City Administrator Nicholson, Director Brooks and Chief Holland to discuss the benefits of using their collection program. The City currently has three Red Light Cameras located at: 1. North Bound Baltimore Avenue @ Hamilton Street 2. North Bound Queensbury Road @ Queensbury Road 3. East Bound East-West Highway @ Queens Chapel Road Using ATS collection services will require no up-front cost from the City. The program is self-funded by violator fines. If overdue/outstanding fines are collected, the City will receive 70% of the recovered revenue amounts and the vendor/ATS will receive 30%. There were a total of 4241 Red Light Citations issued in 2013, 4137 in 2014, and 4930 in 2015. The collections program if implemented will focus on outstanding violations from 2010 to 2015. ATS currently collects at a 28% rate from other jurisdictions and expects Hyattsville's projected collections in rate the first year to be approximately 25-28% as well.
Next Steps:	Upon Council Approval, execute an agreement with ATS
Alternatives:	n/a

Fiscal Impact:	The City will receive 70% of revenues collected.
Community Engagement:	
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☒ Goal 3 – Promote a Safe & Vibrant Community ☐ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City’s Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Complete
Attachments:	Memo, Information Sheet on ATS Collections



Memo

To: Mayor and Council

From: Douglas K. Holland, Chief of Police

CC: Tracey E. Nicholson, City Administrator

Date: March 16, 2015

Re: Agreement Between the City of Hyattsville and American Traffic Solutions (ATS) to Initiate Collections of Red Light Camera Delinquent Enforcement Violation Notices

Purpose

The purpose of this memorandum is to provide the Mayor and Council Members a brief overview of the proposed collections agreement between American Traffic Solutions (ATS) and the City of Hyattsville.

Background

The City of Hyattsville entered into a contract with Lasercraft, Inc., on September 1, 2006, to provide automated red light traffic camera enforcement services, related citation management and back office processing. The City of Hyattsville entered into a second amendment to the agreement with Lasercraft in 2014 and a third amendment in 2015.

The City participates in a consortium of jurisdictions overseen by the Howard County Police Department. This year Howard County administered an RFP to select an Automated Red Light Camera Traffic Enforcement Vendor. They awarded the contract to ATS (Formerly Lasercraft).

Recently, ATS conducted an annual review of our Automated Red Light Safety Camera program since we began with Lasercraft in 2001. They discovered there were 10,475 open citations amounting to \$850,007 in uncollected fines.

ATS proposed allowing them to coordinate a collections service and met with City Administrator Tracey Nicholson, Treasurer Ron Brooks and Chief Holland to discuss the program. There is no up-front cost to the City. If overdue/outstanding fines are collected,

the City will receive 70% of the recovered revenue amounts and the vendor, (ATS), will collect 30% of recovered revenue in addition to ATS' normal fee for services.

The City currently has three Red Light Cameras located at:

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

There were a total of 4241 Red Light Citations issued in 2013; 4137 Red Light Citations issued in 2014; and 4930 in 2015. The proposed collections program will initially focus on collecting outstanding violation notices from 2010 to 2015. The program is self-funded by violator fines.

The projected collections for the Hyattsville, based off of comparables to other jurisdictions using ATS are expected to be approximately 28%.

The agreement has been reviewed and approved for legal sufficiency by City Attorney Richard Colaresi.

Recommendation

Recommend that the Mayor and City Council authorize the City Administrator to execute an agreement with American Traffic Solutions (ATS) to initiate collections of delinquent Red Light Camera violations.

The ability to hold individuals accountable for the violations they incur is critical to the success of your Road Safety Camera and other compliance programs. Violations that go unresolved create a sense that one can be cited for violating a law but not have to face the consequences. Furthermore, these unpaid fines result in increased administration and accounts receivable costs, putting a strain on already tight budgets.



To assist you in resolving open violations, American Traffic Solutions (ATS) partners with Linebarger Goggan Blair & Sampson, LLP (Linebarger Goggan) to provide turn-key, customized collections programs.



Collections by the Law Book

With more than three decades of experience in collecting delinquent government receivables, Linebarger Goggan is not just a collections agency – it's also a law firm.

Linebarger Goggan provides its municipal clients with a **high-touch, high-service approach** to collections. Employing a team of 122 attorneys, the law firm offers customized collection programs that are aggressive but fair.

Because Linebarger Goggan is a law firm, municipalities can be confident that collection efforts will be sensitive to potential legal issues and will be **considerate of the impact on citizens**. Clients can be assured that the collection strategies and techniques used by Linebarger Goggan will be lawful, ethical and totally professional.

To maximize the collection of delinquent receivables, Linebarger Goggan employs a five-component process that is **customizable to address a client's specific needs** and concerns.

The law firm offers three service levels from which to choose, with fees ranging from 26% to 30%. The most robust collection program includes unlimited skip tracing; inbound and outbound phone services and processing; and multiple letters, which consist of a standard three-letter series plus periodic letters at strategic times of the year as well as letters anytime an updated address is found.

Major municipalities throughout the United States – including New York City, NY; Fort Worth, TX; and Arlington, TX – have relied on Linebarger Goggan to increase collection rates on delinquent receivables, ensuring that violators are held accountable and securing much-needed revenue to reinvest in their communities.

How Linebarger Goggan's Program Works

Component I – Account Preparation

Upon program initiation, ATS electronically transfers a municipality's delinquent accounts to Linebarger Goggan's fully secure data processing system. The law firm then begins an electronic case history for each account by establishing a record and unique identification code, which prevents database and skip-tracing vendors from associating accounts with a particular municipality.

Component II – Contacting Violators by Mail

Within five days of an account placement by a municipality, the Linebarger Goggan system automatically generates an initial letter that is printed on the law firm's letterhead – a presentation that impresses upon violators the gravity of their obligation to pay the debt. Linebarger Goggan typically uses a series of at least three demand letters, one sent every 30 days. The series continues automatically if the violator fails to respond.



Component III – Telephone Contacts with Violators

If a violator has not responded to any of the demand letters, the Linebarger Goggan system transfers accounts with telephone numbers to the stratified collector inventory, which then handles each account in a two-step process:

Step 1: The collectors verify a violator's identity, confirm basic account information and attempt collection.

Step 2: The collectors work to resolve accounts through payment in full or other approved methods of resolution. Typically, an account remains in a collector's inventory for up to 12 months

Component IV – Skip Tracing

If an account does not include a telephone number or if the listed number is incorrect, the account is automatically transferred to the Linebarger Goggan skip-tracing unit. The law firm's skip-tracing agents have online, interactive access to multiple sources of information, including major companies specializing in skip-tracing as well as state and local agency databases.

When a violator is located, the skip-tracing agent verifies his or her account information via phone. Once verified, that violator then is transferred to a collector. This direct link between the skip-tracing and collections units dramatically increases Linebarger Goggan's effectiveness.

Component V – Processing & Tracking Payments

To safeguard client funds, Linebarger Goggan segregates important control functions throughout its internal control processes. The law firm also relies on an internal audit team and an Audit Committee to maintain an effective control system.

Violators are able to pay delinquent debts in full or in installment payments. If a violator sends an improper amount or is more than 10 days late in making a payment, a collector follows up with the violator by phone to review the installment plan, outline the importance of following its terms and encourage the violator to recommit to the agreement.



CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, Maryland 20781
Phone: (301) 985-5000

CITY COUNCIL AGENDA FORM

TITLE: PAY-BY-PHONE PARKING SERVICES

Motion #:	n/a
Council Meeting Date:	3/21/2016
Agenda Section:	Discussion
Recommendation:	Discussion only.
Department:	Community & Economic Dev.
Staff Contact:	Jim Chandler, Director, Community & Economic Development
Council Sponsor:	At the Request of the City Administrator
Summary Background:	The purpose of this discussion item is to advise the Mayor and Council regarding a solicitation for pay-by-phone parking services, provide an overview of the vetting process and a recommendation for awarding a contract for services.
Next Steps:	Presentation scheduled for April 18, 2016
Alternatives:	The services provided will not have any out-of-pocket expenses to the City of Hyattsville.
Fiscal Impact:	
Community Engagement:	The City is scheduled to host the recommended firm at an "open house" event scheduled for April 18, 2016, with a presentation to the City Council scheduled for the same evening.
Strategic Goals:	☐ Goal 1 – Ensure Transparent & Accessible Governance ☐ Goal 2 – Ensure the Long-Term Economic Viability of the City ☐ Goal 3 – Promote a Safe & Vibrant Community ☒ Goal 4 – Foster Excellence in all City Operations ☐ Goal 5 – Strengthen the City's Identity as a Diverse, Creative and Welcoming Community
Legal Review:	Pending
Attachments:	Memorandum: Pay-by-Phone Parking Services – March 16, 2016



Memo

To: Mayor and Council
From: Jim Chandler, Director, Community and Economic Development
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Date: March 16, 2016
Re: Pay-by-Phone Parking Services

This memorandum is to advise the Mayor and Council regarding a solicitation for pay-by-phone parking services, an overview of the vetting process and a recommendation for awarding a contract for services.

RFP Summary

In May 2015, the City began researching communities that manage public parking, specifically those that utilize a pay-by-phone payment option, their method for integration, its benefits, performance and how it was received by the public. In September, the City surveyed 500-individuals that either parked in a public parking lot or attended a public event in immediate proximity to public parking in order to ascertain existing customer preferences for pay-by-phone services. Information we attained included whether they currently use a pay-by-phone application, their carrier and their preferred payment method. Based on the responses we received, we are confident that a pay-by-phone parking payment option would be well received by our existing customers and will translate into a meaningful application rate and transaction rate.

In October 2015, the City of Hyattsville issued a request for proposal solicitation to secure a vendor to provide the City with pay-by-phone parking payment services.

In our preparation of the solicitation and throughout the vetting process, we envisioned pay-by-phone parking payment system supporting the City's economic growth based on the following principles:

- Provides **customers** a convenient alternative payment option that is available on most smart phone devices. By allowing customers to remotely add time to their parking space serves as an incentive for patrons to remain at their destination and offers the ability to drawdown transaction payments

from an electronic wallet (similar to EZ Pass) for either personal use or business expense reporting.

- Supplements the number transactions required to take place at the parking meter, reducing the **maintenance** schedule and extending the replacement for parking meter equipment.
- Modern parking validation option for **businesses** to reward loyal customers or sales/promotional effort. For merchants that host events, they would have the option of conveniently rolling the parking cost into the fee for the event, or pay the cost themselves.

Minimum Requirements

The RFP document specified that firms responding to the solicitation were required to meet the minimum eligibility qualifications in order for their proposal to be eligible for consideration:

- A minimum of three years experience operating a similar pay-by-phone system, including the management of pay-by-phone for at least two municipalities in North America.
- Push notifications must be able to be sent to the City's parking services vendor.
- The vendor must be PCI DSS and PCI-PA DSS Level 1 certified.

Proposed Scope of Services

The following is a summary of the proposed scope of services included in the RFP document:

- The firm is to provide a pay-by-phone service for all public parking in the City. The services should be primarily offered through a customer friendly phone application that is easily downloadable.
- The firm is to provide options for customers to use a desktop and mobile web interface in order to manage their account.
- There must be a dedicated phone number that customers may call to start a parking session without any devices or pre-registration.
- The firm must provide live customer service during the hours that parking is enforced.
- Customers must be able to register via Interactive Voice Response (IVR) system, or through a live customer service representative.
- The firm will be responsible for providing marketing materials, signs, decals, etc., which are to be approved by the City.
- The firm is responsible for installation of all signs and decals related to the pay-by-phone services.
- The firm will be responsible for managing all accounts, transactions, and customer service related to pay-by-phone.

- The firm's data management system should be accessible to the City online, and include real-time parking information, raw data on parking in the City, and understandable data reports distributed regularly which can be customizable to the needs and objectives of the City. The reports must be exportable to Excel spreadsheets.
- The firm should have ability to communicate with customers about their parking purchase over text message, including a warning text prior to the expiration of the parking purchase.
- It would be preferable if the system had capability for a "closed-wallet system."
- The firm should have options that accommodate the Spanish-speaking population.

RFP Process

October 2, 2015: Solicitation Issued

December 10, 2015: Submissions due

December 11, 2015: Bid Opening

December 16, 2015: Evaluation period commences

January 5, 2015: Top 3 firms selected to interview

February 2, 2016: Interview of top 3 firms

February 3 – March 3, 2016: Reference checks of top 3 firms

March 4, 2016: Evaluation period concludes

March 7, 2016: Recommended firm is notified

March 21, 2016: City Council (Discussion Item)

April 18, 2016: Recommended Firm's Presentation to Council

May 2, 2016: Request for Council Approval (Action)

RFP Review Panel

The following City staff members participated in the proposal review and interview process:

Jim Chandler, Assistant City Administrator and Director of Com & Economic Development

Chris Giunta, Manager, Code & Parking Compliance

Antony Burton, Community Development Intern

Julius Wiggins, Supervisor, Contracts, Grants & Procurement

Katie Gerbes, Community Planner (Interview Only)

Juan Granados, Parking Aide II (Interview Only)

Evaluation Criteria

Written proposals were evaluated based on the following criteria:

- Experience and Qualifications
- Quality of User Data & Reporting
- Ease of Use for Customers and Administrators
- Cost of Convenience Fee
- Compatibility of application with parking equipment platforms

RFP Responses

On December 12, 2015, the City opened each of the seven (7) submitted proposals and each of the proposals was reviewed for basic requirements including the completion of all required submittal documents.

Park X	7272 E. Indian School Road, Suite 540, Scottsdale, AZ 85251	Yes
Passport	1300 S. Mint Street, Suite 200, Charlotte, NC 28203	Yes
Parkmobile	1100 Spring Street, NW, Suite 200, Atlanta, GA 30309	Yes
QuickPay	147 Liberty Street, Suite 54, Toronto, Ontario, M6K 3G3	Yes
Cale America Inc.	13808 Monroes Business Park, Tampa, FL 33635	
MobileNow!	2275 Research Boulevard, Suite 500, Rockville, MD 20850	Yes
GoParkit	Suite 6, Lindsey Building, 266 Cabot Street, Beverly, MA 01915	Yes

Technical Proposal Analysis & Evaluation

The proposal was distributed to each of the members of the RFP Review Panel along with the analysis score sheet. The proposals were evaluated independently by each of the members of the Panel based on the established criteria including: the overall professional qualifications and experience of the firm, track record of the firm, existing market share, integration of the applications across multiple parking service platforms, intuitiveness of the product, proposed pricing structure and scale of clients.

The firm's business licenses and corporate standing were found to be "In Good Standing" with the State of Maryland. The Maryland Department of General Services provides their latest list of firms debarred from providing services to the State on their web site and none of the respondent firms were found on the list, and all certify that they are not debarred from serving the State of Maryland or other governmental entity. References of the firm were then checked for authenticity via phone and validated.

- **Park X:** The proposal addressed most of the services detailed in the solicitation, stating that the application integrates with all hardware and software equipment offered in the parking industry and worked extensively with Duncan Solutions on several integrations. The proposal included a sufficient description of real-time management performance tools. The firm proposed a transaction fee of \$.25, but offered alternative rate structures, which included revenue sharing. The firm's application includes user features a closed-wallet

system (similar to EZ Pass), geo-tagged coupons, parking validation, a loyalty program and is a scalable product. There was some concern about the firm's limited regional market share, as the firm's existing clients are exclusively limited to southwestern United States.

- **Passport:** The proposal addressed most of the services detailed in the solicitation, stating that the application integrates with all hardware and software equipment offered in the parking industry and worked extensively with Duncan Solutions on several integrations. The proposal included an extensive description of real-time management and analytics performance tools. The firm proposed a transaction fee of \$.20, but offered alternative rate structures, which included revenue sharing. The firm's application includes a unique closed-wallet system that charges the customer a single transaction fee instead of transaction fees for each parking session, parking validation and is a scalable product. The application utilizes a progressive "as needed" registration and provides registration/log-in via Facebook. The firm's marketing roll-out and adoption program is well thought out, combining an in-person and social media strategy. The firm is also the only pay-by-phone parking firm to maintain a 100% client retention. There was some concern about the firm's limited local market share, however the firm has demonstrated a national presence with an extensive market share from the eastern seaboard and a diverse scale of communities including Evanston, Ashville, Virginia Beach and major cities such as Chicago, Toronto, Vancouver and Boston.
- **ParkMobile:** The proposal addressed most of the services detailed in the solicitation, stating that the application integrates with all hardware and software equipment offered in the parking industry and worked extensively with Duncan Solutions on several integrations. The firm's application includes user features a traditional closed-wallet system, parking validation, reserved pay-ahead parking and is a scalable product. The proposal included an extensive description of real-time management performance tools. The firm proposed a transaction fee of \$.50, but offered an alternative rate structure, to reduce the user transaction fee to \$.30, but would require the City to cover a 3% processing fee and \$.15 per transaction fee. The firm maintains the dominant local market share with clients including the District, Arlington County, University of Maryland and the City of Frederick.
- **QuickPay:** The proposal addressed most of the services detailed in the solicitation, stating that the application integrates with Duncan Solutions on several integrations. The proposal included a sufficient description of real-time management performance tools. The firm proposed a transaction fee of \$.35, but offered alternative rate structures, which included revenue sharing. The firm's marketing roll-out and adoption program is well thought out, utilizing social media, as well as a creative merchant and ambassador program to build a user base. There was significant concern about the firm's limited experience as well as the existing clients, which are predominantly airports, bus stations, stadiums and small colleges.
- **Cale America Inc.:** The proposal did not adequately address the integration of the application across multiple platforms or the City's existing equipment.

The proposal did not include thorough responses to the City's solicitation and in no way addressed the firm's ability to comply with the requested services.

- **MobileNow!:** The proposal addressed most of the services detailed in the solicitation, stating that the application integrates with all hardware and software equipment offered in the parking industry and worked extensively with Duncan Solutions on several integrations. The firm's application included standard features and implementation utilizes a mix of printed materials and a merchant validation program. The proposal included standard management performance reporting tool. The firm proposed a transaction fee a menu of transaction fee rates which use a base fee of \$.35 plus membership and transaction fees. The firm maintains the significant local market share with clients including Montgomery County and the City of College Park. There was some concern regarding long-term continuity of operations, as the firm employs only six (6) employees.
- **GoParkIt:** The proposal was well written and the firm's GIS mapping based approach to parking made it an intriguing proposal. The proposal includes a mobile wallet system and analytics management reporting. The marketing plan was generic and lacked sufficient details as compared to the other competing proposals. The proposal includes a transaction rate that fluctuates between \$.25 - \$1.00. The firm is very new, having launched in 2014, and its lack of direct experience with parking operations are evident throughout the proposal. Overall, we concluded that the firm lacked the adequate experience with parking management, but could thrive as a pay-by-phone provider in the future.

Based on a thorough analysis of the content for each of the seven proposals received, the Review Panel recommended the following three (3) firms be extended invitations to participate in in-person presentation and interviews:

- MobileNow!
- Parkmobile
- Passport

Presentation & Interview Evaluations

On February 2, 2016, the top-3 recommended firms provided the City with a 45 – 60 minute in-person presentation further detailing the capability of their firm's services and fielded questions from the Review Panel including, but not limited to the following:

- Highlighting which feature disguises its product from its competition
- Biggest criticism of its product
- Product development & reinvestment strategy
- Local adoption rate strategy
- Security of application

At the conclusion of the presentation and interview sessions, the Reviewer's were asked to rank the three firms in order of preference based on their respective presentation and responses to questions. The following represents the cumulative scores for each of the three firms:

- Passport: 1.00
- Parkmobile: 2.16
- MobileNow!: 2.83

Client References

At the conclusion of the presentation and interview evaluations, staff proceeded to complete due diligence by completing reference checks of existing and former clients of each of the top-3 firms. The purpose of the reference checks was to assess the implementation and operational performance of each firm and gain a sense of whether the respective municipality/agency would select the firm again if provided the opportunity.

Firm	Clients
Passport	Ashville, North Carolina
	Norfolk, Virginia
	Evanston, Illinois
	Virginia Beach, Virginia
	LAZ Parking, Austin & Dallas, Texas
Parkmobile	Boston, Massachusetts
	DC Department of Transportation
	University of Maryland DOT
MobileNow!	Arlington, Virginia
	City of College Park, Maryland

Based on our discussions with the parking management agencies identified in the list above, we ascertained the following information:

- DC Department of Transportation's selection of ParkMobile in 2011 was based on a pilot project in which the firm was tested against another pay-by-phone firm that did not participate in this solicitation. ParkMobile was the most competitive proposal, but was due in part to a lack of competition. DC Department of Transportation has not made a decision whether or not to extend its service with ParkMobile or issue a competitive bid.
- The University of Maryland DDOT did not issue a competitive solicitation to evaluate competing pay-by-phone services when it selected ParkMobile in 2013.
- ParkMobile highlights the ability to offer discount merchant programs using a QR code coupon, however the parking agencies that we spoke with either never utilized the program or could speak to the benefits of ParkMobile's merchant program. The firm provided in its written proposal an example of a North Carolina based company that utilizes its Parking Validation program and it is quite possible that the firm's application has a more direct relationship with merchant's than the parking agencies are aware of, however it raised some concern regarding the effectiveness of the merchant program.
- MobileNow was selected by the City of College Park primarily due to its proximity to Montgomery County and it does not appear that there was a coordinated effort with the University of Maryland. Additionally, there were significant communication issues between the vendor and the City regarding the implementation of the program and coordination with the local businesses. MobileNow is based in Montgomery County, which has apart a prominent "local" purchasing requirement within its Procurement Policy, which we believe significantly influenced the selection of the firm by the County.
- The City's of Ashville, Virginia Beach and Evanston found Passports implementation and the intuitiveness of its application and adoption rate exceed the expectations of both the parking operations staff and its local businesses.
- Passport has displaced ParkMobile in more than a dozen locations across North America and to date, Passport has not been displaced by any other pay-by-phone parking vendor.

Contract Award Recommendation

The City of Hyattsville has completed one of the most thorough solicitation processes for pay-by-phone parking services, for a community of similar size, in the region. We have reviewed the written proposals, assessed the capabilities of the top-3 firms and in our collective professional judgment are recommending **Passport** as the firm to provide pay-by-phone parking services to the City of Hyattsville. Our recommendation is based on the opinion that Passport is the best fit for customers parking in Hyattsville, our local merchants and City staff responsible for managing parking. We understand that the firm does not have a significant local market share, but we believe that the product will be well received by our local customers due to its quality and the firm's core values of implementation and reinvestment in its product. We believe that as Passport introduces itself to customers in this area it will capture a significant market share of the pay-by-phone parking service in the region.

At the conclusion of the discussion on March 21st, we will request Passport representatives to provide the City Council with a public presentation on Monday, April 18th. The firm will participate in an “open house” during the afternoon of April 18th at one or more of the City's parking lots to introduce themselves to businesses and the general public. We are proposing to bring the item back for approval in May and it is our preference to launch the Passport pay-by-phone program in concert with our updated parking pay station equipment in Summer 2016. Passport will also participate at the September 10th Arts Festival as we see that as an opportunity to formally introduce the service to residents and visitors to the City.

We thank you for your consideration of this recommendation and we welcome your feedback on our recommendation.

PAY BY PHONE PARKING SERVICE

A Passport + Hyattsville Partnership



ADDRESSING YOUR NEEDS



COMMITMENT TO SECURITY



**Certified Service Provider
by both Visa & Mastercard**



**Certified Merchant
Gateway Provider**



**Service
Level 1**



SSAE 16 Compliant



**ADA
Compliant**



**Amazon Web
Services**

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UNIQUELY POSITIONED TO SERVE HYATTSVILLE



**MOBILE
PAYMENTS**



**CITATION
MANAGEMENT**

ALL WITH A SINGLE PROVIDER

Dedicated
Wallet

Validation

Digital Permits

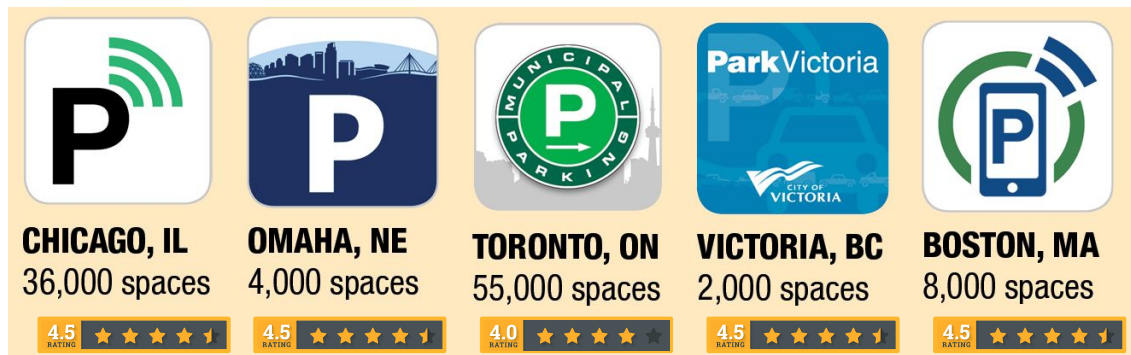
VALUE ADDED SERVICES
82

COMPLETE ENTERPRISE SUITE OF PARKING SOFTWARE

USER RATINGS: PASSPORT VS. COMPETITORS



iOS: 4.5
Android: 4.5



iOS: 4.5
Android: 4.5

iOS: 4.5
Android: 4.7

iOS: 4.5
Android: 4.5

iOS: 5.0
Android: 3.8

iOS: 4.5
Android: 4.4

COMPETITOR APPS



iOS: 2.5
Android: 4.4



iOS: 2.0
Android: 3.0



iOS: 3.0
Android: 4.4



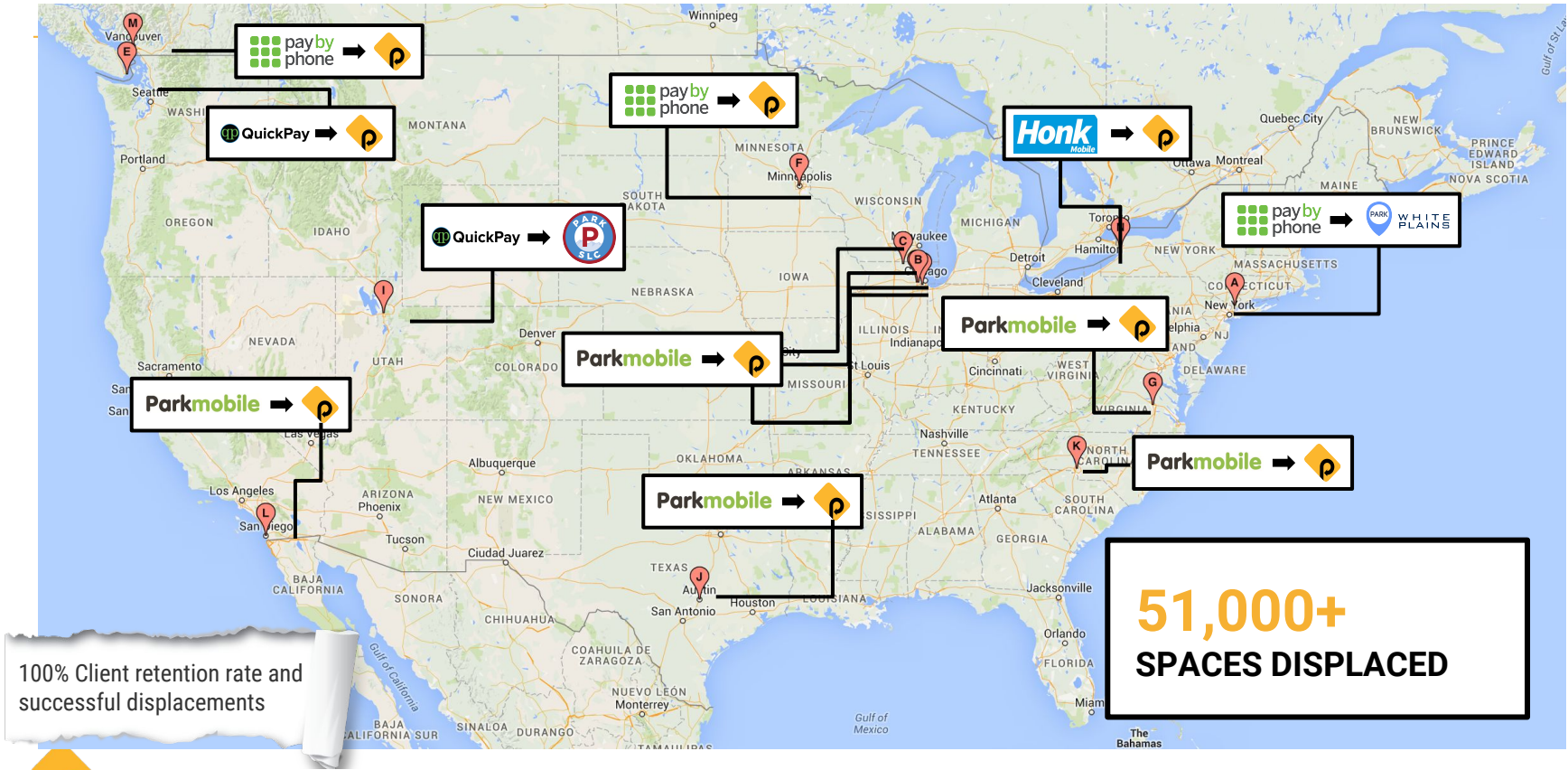
iOS: 2.0
Android: 3.1

All app ratings are averaged ratings from the App Store and Google Play (as of May 10, 2015)



gopassport.com

100% CLIENT RETENTION *and* SUCCESSFUL DISPLACEMENTS



100% Client retention rate and successful displacements



Passport

gopassport.com

PASSPORT TEAM



- 26 Developers
- 16 Sales + Marketing
- 11 Implementation + Client Success
- 9 Management + Support

85

MOBILE PAYMENTS *for Parking*



HOW IT WORKS

Four ways to
register & pay



MOBILE APP



MOBILE WEB



IVR (VOICE)



SMS (TEXT)



Use the native apps for iOS and Android

or pay through the mobile website
www.ppprk.com

PASSPORT IS THE INDUSTRY LEADER
with ***the quickest and most intuitive***
mobile parking payment service on the
market.

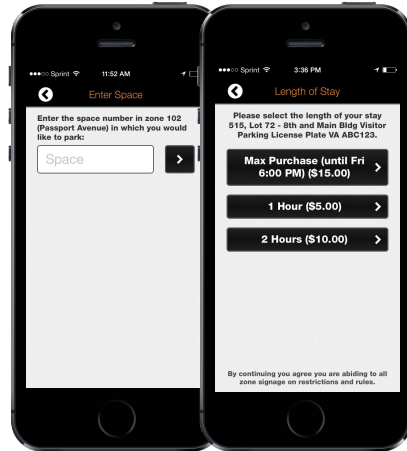
LET'S DO IT LIVE!

We get top consumer ratings for many reasons: rock solid apps, tailored system-specific messaging, apps designed for each parking situation, flawless rollouts and execution (clear signage and service communication)



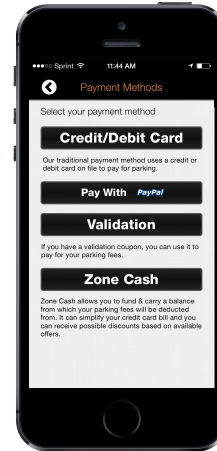
Let's get started!

Sign up with your phone number, email address, or do a one-touch login with Facebook.



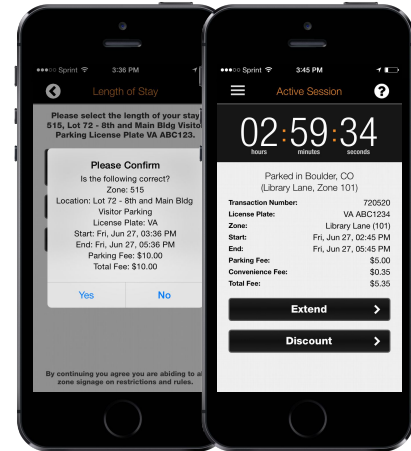
Enter Your Parking Info

Simply enter the Space Number and the length of parking time you would like to purchase.



Paying for Parking

All major Credit Cards are accepted, as well as PayPal.



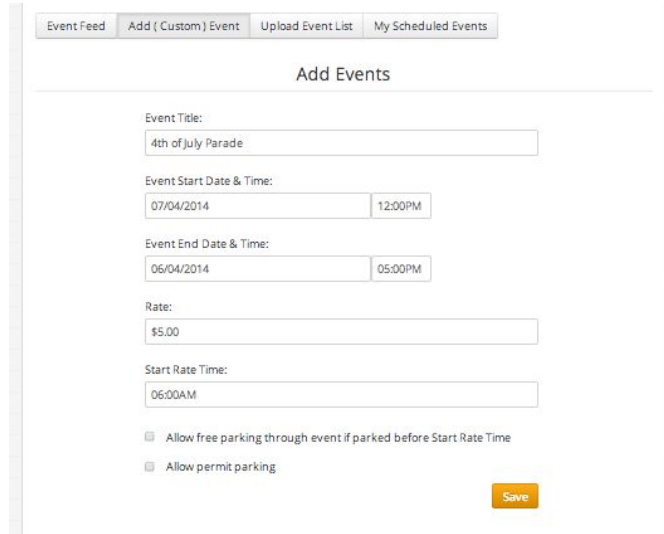
Confirm and you're done!

You have just paid for parking. This screen tells you how long you are parked.

The app notifies you 10 minutes before your session expires.

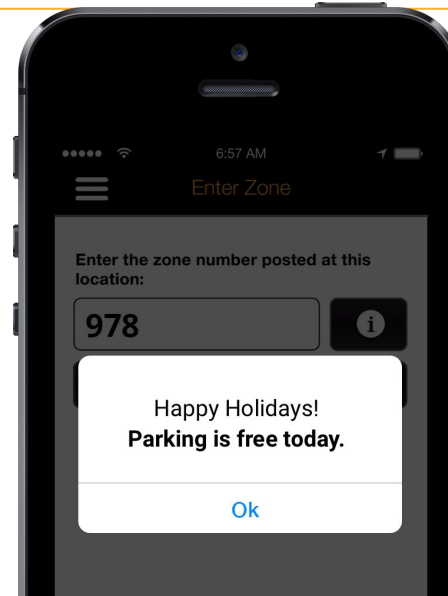


EVENT MANAGEMENT



The screenshot shows a web interface for adding events. At the top, there are four tabs: 'Event Feed', 'Add (Custom) Event', 'Upload Event List', and 'My Scheduled Events'. The 'Add (Custom) Event' tab is selected. Below the tabs, the heading 'Add Events' is centered. The form contains several input fields: 'Event Title' with the value '4th of July Parade', 'Event Start Date & Time' with '07/04/2014' and '12:00PM', 'Event End Date & Time' with '06/04/2014' and '05:00PM', 'Rate' with '\$5.00', and 'Start Rate Time' with '06:00AM'. There are two checkboxes: 'Allow free parking through event if parked before Start Rate Time' and 'Allow permit parking'. A 'Save' button is at the bottom right.

Add your own events as
needed



Custom messaging to your
parking customers

MERCHANT COUPONING

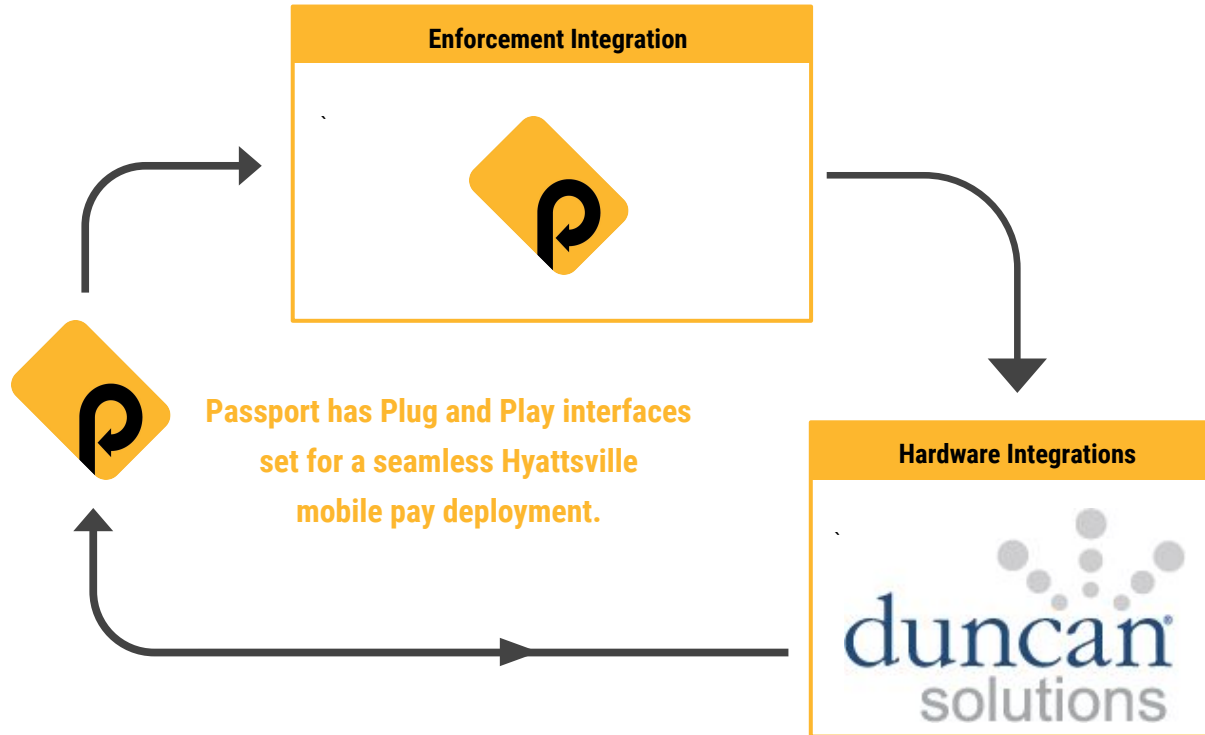
Subsidize Parking
with Coupon Codes



Mayor Roach (of White Plains, NY) promoting the
Discount program to local merchants

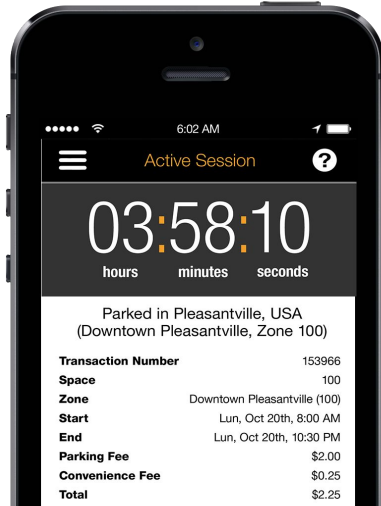


INTEGRATIONS

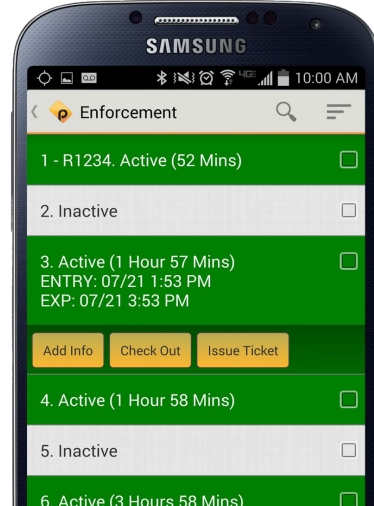


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CITATION MANAGEMENT



For Parkers
Passport Mobile Pay App



For Enforcement Personnel
OpsMan Mobile

ACCESSIBLE ON ANY ANDROID-BASED DEVICE

CITATIONS UPLOADED AND VISIBLE IN REAL-TIME

SCOFFLAW AND PREVIOUS INFRACTION

LOOK-UP REAL-TIME FIELD TRACKING

INCIDENT REPORTING

CHALKING

IMAGES PRINTED ON CITATION

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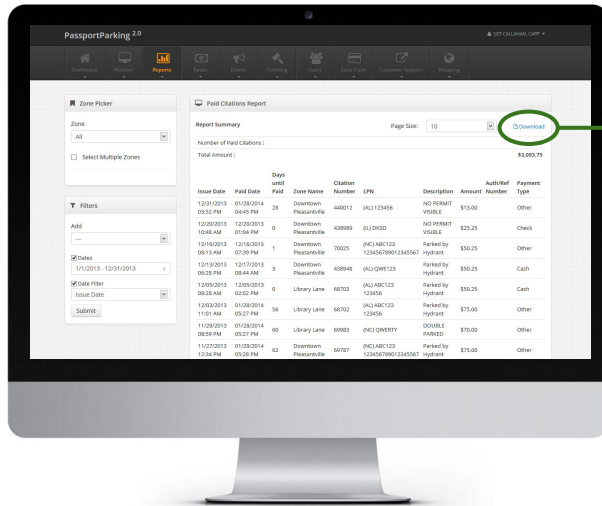


Functionality

Not all back-offices are
created equal!

OPERATIONS MANAGEMENT CONSOLE *and* REPORTING

Passport will provide the City with API access to our live reporting systems at NO cost



**DOWNLOAD REPORTS
AS EXCEL FILES**

REPORT TYPE	DESCRIPTION
Transaction Report	Provides detail of every transaction
Daily Total Revenue	Provides summary of transaction count and revenue by day
Summary by Zone	Report shows summary data by reporting zones, allowing the City to see information by pre-defined geographic areas
Validation Transactions	Details validation occurrences by local merchants
Zone Cash (Wallet) Report	Provides summary of wallet system deposits, transactions and withdrawals
Merchant Report	Provides transactions based upon the date and time of merchant processing capture
Customer Report	Shows activity for a particular pay by phone parking customer
Utilization by Space	Shows most utilized spaces
User Report	Report summarize new and unique user activity of the pay by phone parking solution

OPSMAN - Reporting and Analysis



Passport

gopassport.com

USER MANAGEMENT

- Administrators can manage user permissions, and it is readily, easily and securely accessible on a secure web interface
- Hyattsville has the capability to generate and designate levels of access to the monitoring and reporting system on an individual user basis
- The city can utilize predefined roles or build custom roles to suite their needs
- Hyattsville will receive unlimited users

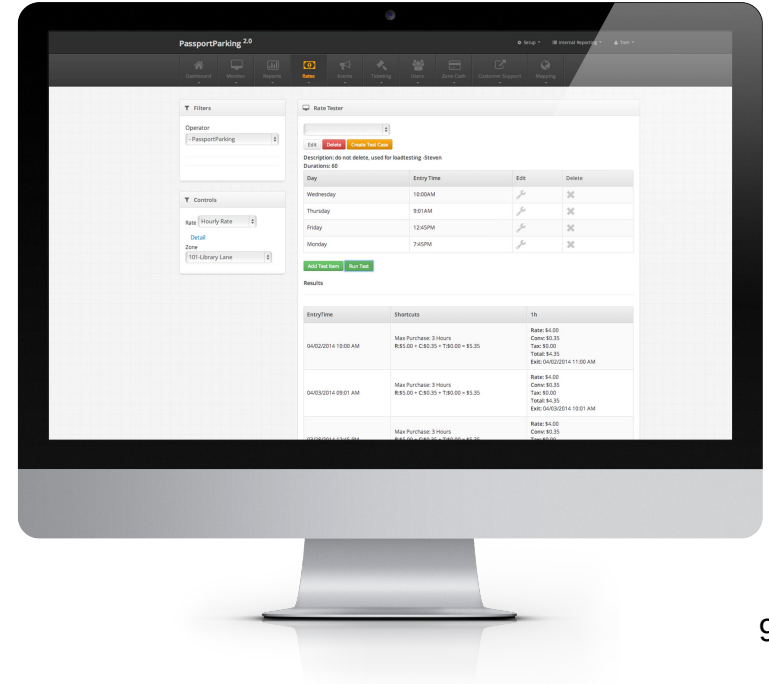
The screenshot displays the Passport Role Management interface. On the left, a 'Select Operator/Role' dialog box is open. It contains two dropdown menus: 'Operator' with '- PassportParking' selected, and 'Role' with 'Administrator' selected. Below these is a 'Role Name' text input field containing 'Administrator'. An orange 'Create New Role' button is positioned to the right of the 'Role' dropdown. At the bottom of the dialog are 'Save' and 'Delete' buttons. On the right, the 'Role Management' sidebar is visible, showing a list of permissions with checkboxes. The permissions listed are: Contract (unchecked), Rate (checked), Ticketing (checked), Events (checked), Display (unchecked), Users (checked), Reports (checked), Monitor (checked), Space Mapping (checked), Opsman mobile (unchecked), Dashboard (checked), Zone Cash (checked), Customer Support (checked), Setup (checked), and Admin (checked).

CONFIGURING RATES & TIME LIMITS

- Passport's Rate Engine can handle the most complicated rate structures
- **Hyattsville has the autonomy to make rate changes.** The city will simply login to OpsMan, select "Create New Rate," and enter in all the details associated with the rate changes to be made
- Hyattsville can test & sign-off on rate structures prior to implementing changes

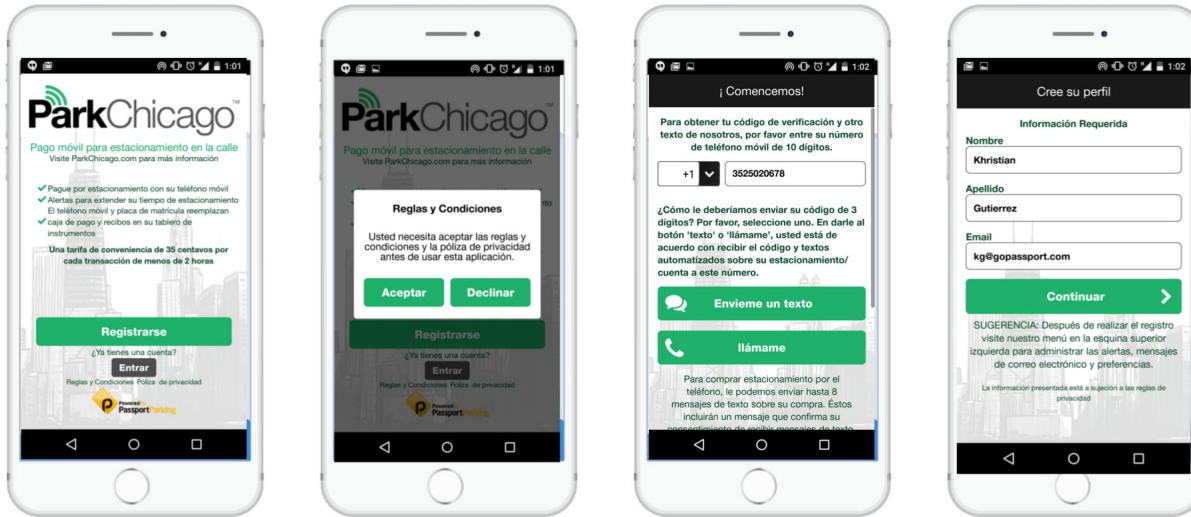
Additional Rate Management Features:

- Zone Lockouts
- Zone Minimum/Maximum Space Lockouts
- Space Lockouts
- Progressive Rates
- Input Error Handling



MULTI-LANGUAGE COMPATIBILITY

Any language can be added to the application suite. The application will detect the language to which the cellular phone is set and react accordingly.



Passport customer care and support is provided in English and Spanish.

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Implementation + Marketing

PROVEN IMPLEMENTATION PLAN

System Deliver » Marketing Installation » System Launch » Post Launch Service

Throughout the project, Hyattsville will have an Implementation Manager dedicated to supporting you.



System Delivery

Complete the fully functional system within desired timeline, deliver the login credentials to Hyattsville for testing.

Rollout Marketing

Design and approve marketing materials, create installation plan.

System Launch

Passport on site for launch, training and technical support.

Post Launch Service

Passport will oversee the launch and work with Hyattsville on all post launch follow up items and support.

PROJECT MANAGEMENT



KICK OFF



ROLE ASSIGNMENT



MILESTONES



WEEKLY CALLS

Kickoff Call: High level conversation about deliverables, project management tools, and timeline.

Role Assignment: Determine points of contact for each phase of deployment.

Milestones: Outline key milestones and dates for project roll-out.

Weekly calls: Schedule weekly calls with designated points of contact to address questions and communicate updates.

ONGOING MARKETING PLAN

INCREASE AWARENESS		DRIVE UTILIZATION		SUSTAIN ACTION	
PUBLIC RELATIONS	- Initial press notification - Media tour - Launch press event - Launch press release - Organic content 	SIGNAGE	- Update meter stickers - Update posted signage - Sidewalk graphics	SOCIAL MEDIA	- Twitter handle/ Facebook page - Dedicated hashtag - Posts to City government accounts
DIGITAL CONTENT	Online content & design resources for Hyattsville's website	PROMOTIONAL MATERIALS	- Flyers - Wallet cards - Coasters - Pull-up banners		
		PARTNERSHIP	- Business community - Local merchants & retailers (validations) 		
		DIRECT	Street team		

WHY PASSPORT?



Passport is the leading full-service parking technology company and the only provider to offer both a mobile pay and citation management platform



Passport has developed and deployed the highest rated and easy to use mobile pay applications



Passport maintains PCI-DSS Level 1+ compliance



Passport is the only provider in the market that supports a dedicated Hyattsville or “closed” wallet

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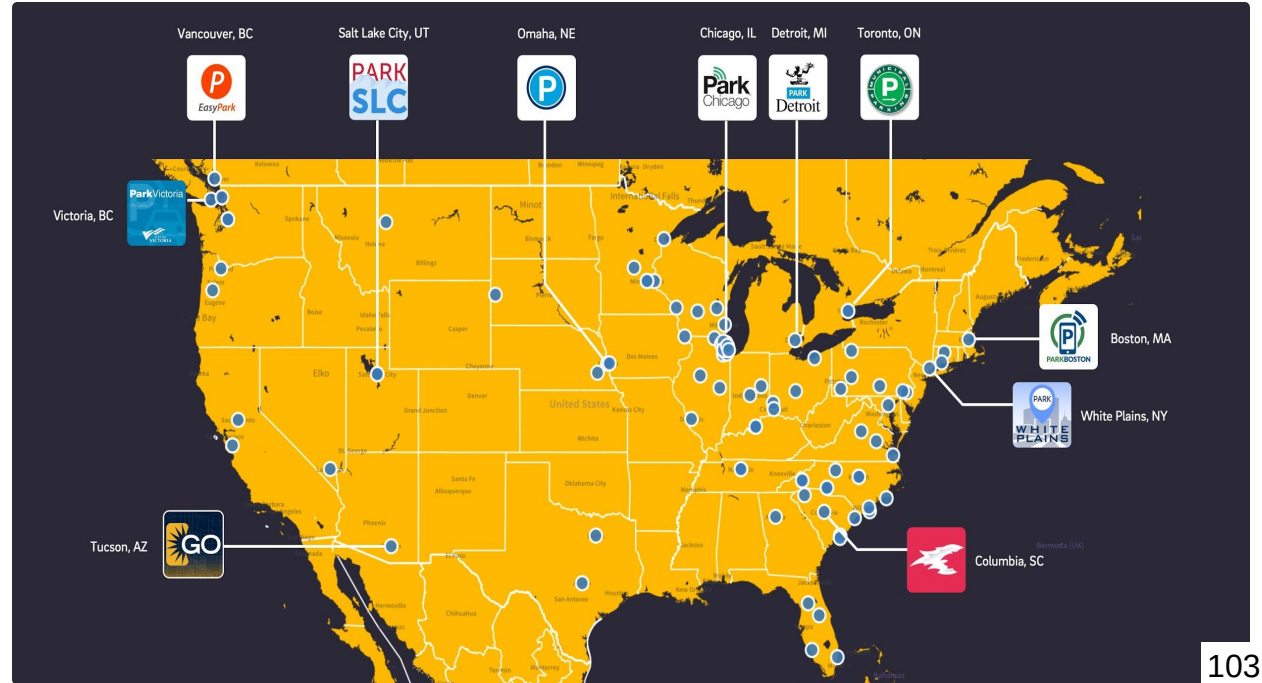
PASSPORT FOOTPRINT

MILLIONS
OF USERS SERVED

48
N.A. STATES &
PROVINCES

220+
TOTAL CLIENTS

115+
MUNICIPAL AGENCIES



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Thank You!

Please don't hesitate to contact us if you have more inquiries:



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URBAN MOBILITY
SOLUTIONS



POWERED BY
Passport

Main City Calendar for March 22 – April 4, 2016

Weekly Program Offerings

Creative Minds Parent-Child Program

Tuesdays and Thursdays, 10:00 AM @ Magruder Recreation Center

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ the City Administration Building

Upcoming Special Events

Call-A-Bus Shopping Trips

- March 22, 9:00 AM - 1:30 PM @ Walmart & Dollar Tree
- March 28, 11:00 AM - 1:00 PM @ Giant
- March 31, 11:00 AM - 1:00 PM @ Safeway/Aldi's

Price Rite Nutritional Tour

- March 24, 1:30 PM - 3:30 PM

Seniors on the Move - Free Movie Monday

April 4, 9:00 AM - 12:30 PM @ Beltway Plaza, Academy 8 Theaters

Please call 301.985.5020 to reserve your seat for these trips.

Upcoming Meetings

Community Meeting - Project Update on University Hills Paving Project

March 23, 7:30 PM - 9:30 PM @ Prince George's Plaza Community Center

Teen Advisory Committee

March 24, 5:00 PM @ Prince George's Plaza Community Center

Education Advisory Committee Meeting

March 24, 6:30 PM - 8:00 PM @ City Administrative Building

Citizen's Police Academy

March 24, 6:00 PM @ the City Administration Building, Pranglely Room

City Council Budget Work Session

March 30, 8:00 PM - 10:00 PM @ 3rd Floor, Council Chambers

Review of the proposed FY17 budget for the following departments: Police & Community Services

City Council Meeting

April 4, 8:00 PM - 10:00 PM @ 3rd Floor, Council Chambers

For more information on these meetings, call 301-985-5000.