



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD

MARCH 27, 2019 – 7:30 PM

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council Pres.)
Kevin Ward, W1 (Council VP)
Bart Lawrence, W1
Robert Croslin, W2
Thomas Wright, W3
Joseph A Solomon, W5

Absent: Shani Warner, W2
Carrianna Suiter, W3
Erica Spell, W5

Also present were the following City staff members:

Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Chief Amal Awad, City of Hyattsville Police Department
Lesley Riddle, Director of Public Works
Vivian Snellman, Director of Human Resources
Laura Reams, City Clerk
Nicola Konigkramer, Deputy City Clerk
Aaron Jones, DPW Fleet Maintenance Supervisor (departed at 8:51 p.m.)
Joe Buckholtz, DPW Operations Manager (departed at 8:51 p.m.)
Dawn Taft, Arborist (departed at 8:51 p.m.)
Tara George, DPW Projects Assistant (departed at 8:51 p.m.)
Laura Carr, Administrative Assistant (departed at 8:51 p.m.)
Captain Scott Dunklee, City of Hyattsville Police Department (departed at 7:47 p.m.)
Hal Metzler, DPW Project Manager (departed 8:51 p.m.)

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

Mayor Candace Hollingsworth called the meeting to order at 7:34 p.m.

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

3) **Approval of the Agenda**

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



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD

MARCH 27, 2019 – 7:30 PM

4) Public Comment (7:40 p.m. - 7:50 p.m.) Limit 2 minutes per speaker

There were no public comments.

5) FY20 Proposed Budget Document

5.a) FY20 Proposed Budget

HCC-332-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[FY20 Proposed Budget.pdf](#) 

City Administrator Tracey Douglas addressed the Mayor and Council recalling that on March 18, 2019 staff provided the budget proposal for fiscal year 2020 (FY20) and that they would be presenting the Body with highlights therein and a financial overview.

City Treasurer, Ron Brooks, addressed questions submitted by **Ward 3 Councilmember Thomas Wright** and **Ward 1 Councilmember Bart Lawrence** expressing the importance of reducing expenditures wherever possible and provided a brief description of contracted and professional services noting that the budget addressed specific reduction in costs for those areas. Mr. Brooks stated that in the previous three (3) years there were attempts to move capital equipment items of a value in excess of \$5K to the capital budget compliant with industry standards. He added that the outlook estimate for Highway User Revenue (HUR) was very good and House Bill 807 provided insight that cited increases through 2024; more than twice the amount received in FY19. Treasurer Brooks addressed service charges stating that, in particular, the cost for Summer Jam would be reduced from \$9K to \$5.2K due to changes in vendors and omission of certain costs. Mr. Brooks addressed miscellaneous revenues and provided history regarding interest earnings and past fluctuations of revenues.

6) Presentation & Discussion (7:50 p.m. - 9:50 p.m.)

6.a) FY20 Proposed Budget

HCC-333-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

City Administrator Douglas stated that the presentations would be done by Department and introduced the overall agenda. She presented the Hyattsville City Government organizational chart and indicated that there were changes in personnel, but the structure remained the same. She summarized the overview of the FY19 budget citing several updates and future initiatives. She reported that the City was functioning under a balanced budget and moved the presentation to Treasurer Brooks for further details.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD

MARCH 27, 2019 – 7:30 PM

City Treasurer Ron Brooks reiterated the success of balancing the budget and stated that he would be keeping close track of any adjustments or amendments introduced in the meeting and that it was his intention to maintain, if not improve upon, the balanced budget. Mr. Brooks provided detail and visual aid regarding revenues and the FY20 total revenue estimate as well as the respective expenditures.

City Administrator Douglas presented the FY20 Mayor and Council priorities which included several proposed plans including infrastructure improvements, landscaping, the “re-imagining” of Magruder Park, a trash collection study, and the Hyattsville Community Stabilization fund. The presentation also detailed salary and benefits for City employees, an overview of economic development, infrastructure investment, programs and services, police and public safety initiatives, smart and green technology, and Sustained City services and programs. Ms. Douglas addressed FY20 Planning priorities which focused on the 2017-2021 Sustainability plan, a community survey and Age-Friendly Action plan, transportation study initiatives, and cited new and open positions which the City intended to staff and implement in the coming year.

The presentation was turned over to City Clerk, Laura Reams, who reported on the FY20 Mayor and City Council budgets citing minor increases in the budget primarily to provide for extended professional development and a scheduled salary increase. She explained that the Council budget was similar to what it had been in previous years and provided funding for salary compensation, professional development, partnership dues, education assistance grants, discretionary projects, continued City events and programs, and assistance for the Health, Wellness, and Recreation Advisory Committee (HWRAC) initiatives.

Councilmember Lawrence referenced the funds for the HWRAC stating that Council requested a report on the specific intention for the funds to which Ms. Reams explained that the details would be presented by the Committee on April 15th.

City Administrator Douglas cited minor increases in certain areas of the budget and reported on the increase in funding for legal services which would include a \$15 increase to the hourly rate of the City attorney as well as funding for bond counsel, contract review and negotiations, real estate and demolition consultation, and the continuation of assistance regarding existing needs.

City Clerk Reams presented the Clerk’s Office budget and provided a background and summary of the responsibilities of the City Clerk and stated intentions to improve agenda management software and add a part-time records management position. Treasurer Brooks added that the costs for Granicus, the legislative resource management software, came partly from the Clerk’s budget and partly from the Information Technology (IT) budget, but that the plan was to gradually put all funding under the Clerk’s budget.

Ms. Reams provided information regarding the Board of Supervisors of Elections relaying that changes had been made to the code regarding elections, outlined the process in which an election vendor was chosen, and described the efforts and outreach of the 2019 election including pop-up polling.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD

MARCH 27, 2019 – 7:30 PM

Director of Human Resources, Vivian Snellman, presented the budget agenda for the department providing a summary of the responsibilities of the department and showcasing its operational structure. Ms. Snellman listed several initiatives implemented by the Human Resources department such as volunteer programs, wellness initiatives, various educational opportunities, and referral programs. Director Snellman provided information on the department's FY20 program priorities listing the implementation of the Clean and Safe team, continued volunteer and internship outreach, a work study program with Northwestern High School, retention for key positions, and tools to reduce overall costs. She presented the department's budget proposal and the items' purposes and process of implementation.

Assistant City Administrator Jim Chandler addressed the Mayor and Council with a reprisal of budget and program priorities from FY19 reviewing previous operational and professional services including expanded IT services, implementation of a new telephone interface, as well as facility and capital projects support including a new Department of Public Works facility and Hyattsville Police Department headquarters. **Ward 5 Councilmember Joseph Solomon** requested that Mr. Chandler provide Council with an overview of the direction of the IT department to which Mr. Chandler stated that staff would prepare a presentation to be given that would supply the Body with all needed information.

Mr. Chandler addressed the initiatives of the Department of Community and Economic Development noting an intern position that had been used to help where needed depending on the volume of responsibilities of the department. He stated that the position had proven beneficial and they would like to transition from an internship to a full-time position. He highlighted measures that had been initiated in the FY19 budget and implemented successfully including vital reports and studies, installation of bicycle racks, the Commercial Façade Improvement Program, and electric vehicle charging stations. He noted the addition of a weekend Code inspector as well as new parking structures, automated license plate readers, and residential parking zones and their implementation. Assistant City Administrator Chandler projected goals for the FY20 budget including zoning ordinances, affordable housing strategy, various City events, advancing technology at the disposal of City staff, and improvements for parking and code compliance.

Councilmember Solomon inquired about short-term rentals to which Mr. Chandler responded that the department accounted for the purchase of a license that will allow collaboration with a company who collects and analyzes data related to short-term rentals making information regarding a property's license and rental frequency accurately and readily available. He stated that more resources and attention were to be given to short-term rentals in FY20.

Director of the Department of Public Works (DPW), Lesley Riddle, thanked staff for their efforts in developing the budget for presentation and introduced new staff members. Ms. Riddle gave background regarding the responsibilities of the department and provided an organizational chart of positions and responsibilities therein. She cited the initiatives of the FY19 budget and reported on their statuses including the new Police headquarters, the new DPW facility, and several other projects and studies. Director Riddle described the FY20 budget and program priorities citing construction projects and programs that would continue and noted new initiatives introduced in the fiscal year. The budgetary plan for DPW was then categorized and



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD

MARCH 27, 2019 – 7:30 PM

detailed by plans for administration, highway streets operations, maintenance operations, and park operations.

Director of Community Services, Jake Rollow, presented the Mayor and Council with a background of the programs and accomplishments of the department citing increased reception to community outreach, a newly developed tutoring program and expanded opportunities at the Teen Center, and efforts to form partnerships with neighboring entities, and other items. He provided the organizational chart of the department and relayed that staff were seeking a program lead for an Age-Friendly initiative and administrative assistance. City Administrator Douglas referenced the new implementation of See, Click, Fix and stated that staff would be receiving training for the program in the coming weeks. Director Rollow displayed the Communications budget and explained some of the changes and reallocations of funds due to contractual obligations regarding teen mentoring and tutoring and the release of contractual obligation regarding Americorps VISTA. The remainder of the budget plan was broken down by park operations, cable television expenses, volunteer services, senior services, and Call-a-Bus Services.

Hyattsville Police Department Chief, Amal Awad, summarized the role and responsibilities of the Police force and presented its organizational chart stating that they would be requesting a full-time civilian position for training and a Commission for Accreditation for Law Enforcement Agencies (CALEA) certified professional who would be tasked with the maintenance of all records in preparations for audits throughout the department. City Administrator Douglas interjected that the position had formerly been held by a uniformed officer, but with the growing need to use all officers in the field, the position was to be transitioned to a civilian. Chief Awad stated that the Community Action Team (CAT) had been disbanded until staffing issues are resolved and the new Police headquarters are completed. She stated that the design of the new Police Department location was 95% complete and would be starting construction in the coming weeks. She projected that funds would be used to purchase six (6) new patrol vehicles and two (2) SUVs and that funding would be sought from grants from the Maryland Crime Intelligence Network (MCIN) and that continuing initiatives would include gang intelligence collection, traffic and pedestrian safety, and security of the commercial corridor. Chief Awad noted that an annual report including statistics and highlighted training initiatives would be provided at the end of the month and a presentation on 21st century policing would be held on April 15. She closed her comments citing continuing programs including senior check-ins, back to school safety, shop with a cop, coffee with a cop, and holiday food basket deliveries as well as increases in staffing and adjusted requirements for employment and detailed intentions for funding in the FY20 cycle.

City Administrator Tracey Douglas presented a visual display that cited the FY20-24 Capital Improvements Budget and stated that she would be fielding any questions regarding the departmental budget presentations.

City Treasurer Ron Brooks responded to inquiries from Council stating that there existed transfers for capital projects and transfers for debt services and there were four (4) funds: general, special revenue, capital, and debt services and funding for debt services was transferred out of the general fund.



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD

MARCH 27, 2019 – 7:30 PM

City Administrator Douglas provided an overview of the FY19 budget offsets which cited grants received, City programs, partnerships, including advertising opportunities and internships.

Councilmember Wright expressed his appreciation for the efforts committed stating that the presentation was well thought out, easily navigated, and impressive overall.

Councilmember Solomon echoed the sentiments of his colleague and inquired as to the changes that would take place in the City Municipal Building's reception area to which Ms. Douglas responded that funding for renovation of the building would be included in a future fiscal cycle but improvements would be made including monitors in the lobbies that will provide information and direction, additional staff support, and a newly integrated phone system.

Councilmember Solomon inquired about delays in construction projects to which Ms. Douglas responded that some delay was due to weather conditions, staffing, and partly because of augmented tariffs that were substantially increasing the price of materials such as steel and concrete. Director of Public Works, Lesley Riddle, noted specific projects in the City directly affected by the delay in the delivery of steel and its raised cost and confirmed that it was the result of changes in international trade tariffs.

Treasurer Brooks stated that it was important to reassess the funding plan as the inevitable increased cost for development projects increased and staff became aware of the specific expenses. In response to questions from **Mayor Hollingsworth**, Mr. Brooks confirmed that solicitation for new auditors would take place in the FY20 cycle, as well as it being the final year until a property tax assessment could be determined. Assistant City Administrator Jim Chandler added that there would be about 380 units that would produce revenue from permitting.

7) **Council Dialogue (9:50 p.m. - 10:00 p.m.)**

Ward 2 Councilmember Robert Croslin thanked staff for the presentations and commended the hard work attributed to the effort which was echoed by **Councilmember Wright**.

Mayor Hollingsworth reminded Council that recommendation for Council officers would be requested in the coming months and those involved would be behooved to prepare for the process.

8) **Community Notices and Meetings**

8.a) City Calendar

HCC-335-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[Main City Calendar_Mar 29 - Apr 1 2019.docx](#) 

[Calendar of Budget Presentations_FY20_revised.docx](#) 



WORK SESSION OF THE CITY COUNCIL, HYATTSVILLE MD
MARCH 27, 2019 – 7:30 PM

9) Motion to Adjourn

The meeting adjourned at 9:40 p.m.

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

ATTEST:

March 18, 2020
