

City of Hyattsville

*Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org*



Meeting Minutes

Wednesday, March 29, 2023

6:00 PM

Register in advance for the webinar:

https://us06web.zoom.us/webinar/register/WN_cJArJT1BR9KbWppMokiHMA

Budget Work Session: FY24 Departmental Presentations/Introduction FY24 Budget

City Council

Robert S. Croslin, Mayor
Joseph Solomon, Council President, Ward 5
Danny Schaible, Council Vice President, Ward 1
Sam Denes, Ward 1
Joanne Waszczak, Ward 2
Emily Strab, Ward 2
Jimmy McClellan, Ward 3
Ben Simasek, Ward 3
Edouard Haba, Ward 4
Daniel Peabody, Ward 4
Rommel Sandino, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator
~~Laura Reams, City Clerk, 301-985-5009, cityclerk@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 to 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 DISABILITY 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.

PUBLIC INPUT: If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at www.hyattsville.org/meetings or via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

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

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

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

Meeting Notice:

The Hyattsville City Council will hold its meeting on Wednesday, March 29, 2023 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

The meeting will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at www.hyattsville.org/meetings.

PUBLIC PARTICIPATION:

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Members of the public who wish to comment during the virtual Council meeting must register in advance using the link below.

https://us06web.zoom.us/webinar/register/WN_cJArJT1BR9KbWppMokiHMA

1. Call to Order and Council Roll Call

The meeting was called to order at 6:07 p.m.

Also present:

City Administrator-Tracey Douglas
Deputy City Administrator-Consuela Barbour
Assistant City Administrator-Jim Chandler
City Treasurer-Ron Brooks
Chief of Police-Jarod Towers
Director of Public Works-Lesley Riddle
Director of Community Services-Sandra Shephard
Director of Human Resources-Jay Joyner
City Clerk-Laura Reams
Deputy City Clerk-Nate Groenendyk
Deputy Director of Public Works-Hal Metzler
ARPA Fund Manager-Patrick Paschall

Present:

Mayor Robert Croslin
Council President Joseph Solomon
Council Vice-President Danny Schaible
Councilmember Emily Strab
Councilmember Sam Denes
Councilmember Joanne Waszczak
Councilmember Ben Simasek
Councilmember Edouard Haba Arrived at 6:20 p.m.
Councilmember Daniel Peabody

Absent:

Councilmember Jimmy McClellan
Councilmember Rommel Sandino

2. Pledge of Allegiance to the Flag**3. Approval of Agenda**

A motion was made by Council President Solomon, seconded by Councilmember Strab, that the Agenda be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Strab, Denes, Waszczak, Simasek, and Peabody

Absent: McClellan, Haba, and Sandino

4. Public Comment (6:10 p.m. – 6:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker

There were no public comments.

5. Presentations (6:20 p.m. - 9:30 p.m.)

Introduction of the Draft Budget for Fiscal Year 2024[HCC-321-FY23](#)

For presentation and discussion.

Sponsors: City Administrator

Attachments: [FY24 Budget Memo](#)
[Budget Presentation FY24](#)

City Administrator Tracey Douglas shared the Fiscal Year 2024 Budget Presentation.

City Treasurer Ron Brooks explained the specifics of the budget; he also noted that the Operational Budget Book will be available to the Council in a week per the City Charter.

City Clerk Laura Reams reviewed the City Council Budget, including new initiatives proposed by Council.

City Administrator Douglas explained the City Administrator budget.

Deputy City Administrator Consuela Barbour explained the Deputy City Administrator's budget.

City Treasurer Ron Brooks explained the Finance Department budget, and thanked his staff for their diligent work.

Treasurer Brooks also spoke about the ARPA fund budget.

Clerk Reams addressed the Department of Communications and Legislative Services budget.

Director of Human Resources Jay Joyner talked about the department title change to "People Services." He then addressed the priorities of the department for FY 24.

Director of Community & Economic Development Jim Chandler introduced the IT Operations budget, and then addressed the budget for Community & Economic Development.

Director of Public Works Lesley Riddle presented the budget for the Department of Public Works. She noted that the workload has increased 120%.

Director of Community Services Sandra Shephard talked about the priorities in the Community Services department.

Police Chief Towers explained the budget for Police and Public Safety. He told Council that the speed cameras had been offline as the vendor was changed, which is the reason for the reduction in the current fiscal year revenues.

Treasurer Brooks then explained the Capital Improvement Plan (CIP).

Councilmember Schaible asked for clarification on expenditures and the actual City deficit. Treasurer Brooks explained that the CIP is a plan, but historically has not been fully expended each year. The projects in the CIP would come back to Council for approval before any funds are used.

Councilmember Schaible asked about the budget item on the City Attorney. Treasurer Brooks responded that a Law Department within a municipal government would be much more costly than a contracted City Attorney.

Councilmember Schaible made some suggestions on compensation studies. Administrator Douglas said that the City feels that monitoring and reviewing SSA guidelines has been deemed important.

Councilmember Haba thanked staff for the budget and asked for time to review it. He looks forward to further discussion to follow.

Councilmember Waszczak asked about the IT Consultant/Senior Advisor position. Administrator Douglas explained that a consultant on contract will look at what the City is doing on IT and advise.

Councilmember Waszczak also asked if there is a Capital Improvement Plan for years further out so that planning for a new Senior Center and City Building can take place. Administrator Douglas said that the current Space Utilization Study is addressing the needs, but that the City does not yet feel like financially those expenses can be managed; the City would like to retire some of the significant debt. Administrator Douglas also suggested that the multi-generational center would meet some of those needs.

Councilmember Waszczak asked how a line item gets re-appropriated if it is not used (for instance, snow removal). Treasurer Brooks said the remaining funds become part of the carry-forward balance.

Councilmember Waszczak's follow-up question: what is the difference between a rainy day Fund and a carry-forward balance? Treasurer Brooks said that a rainy day Fund has specific purposes and guidelines.

Councilmember Strab asked about the outlay of debt retirement. Treasurer Brooks said that the debt service for the ensuing year is approximately \$2.5 million. He will get Council a breakdown of all of the City's debt.

Councilmember Strab asked where the funding for personnel will come from once ARPA funds are gone. Administrator Douglas said that the positions being added are not temporary, and the City's revenues are expected to grow to sustain the legacy costs of the new positions.

Councilmember Solomon asked Directors Riddle, Reams, and Shephard if they need more - if there is more that Council can do to support them. The directors' response was, 'we're good to go.'

Councilmember Solomon asked for a more specific response to Councilmember Schaible's question about the actual City deficit. Treasurer Brooks explained that there are individual funds; the fund with the highest total is the CIP and the funds cannot be expended without approval from Council.

Councilmember Solomon asked the expected revenue for the next fiscal year. Treasurer Brooks said \$24 million.

Councilmember Solomon requested clarification on why there would not be anything budgeted for the City Building work. Director Riddle responded that the Space Utilization Study must be completed before plans for future work take shape.

ARPA Priorities Discussion[HCC-326-FY23](#)

For Presentation and Discussion

Sponsors: City Administrator

Attachments: [ARPA Council Priorities Survey Presentation](#)

American Rescue Plan Act Fund Manager Patrick Paschall presented the ARPA Priorities survey results.

Councilmember Waszczak asked why the Environmental Depot would be funded through ARPA funding if Council had already agreed to fund it. Director Riddle responded that the project is only at concept/design stage. Some grant funding has been obtained, but property has not yet been obtained. ARPA funds are necessary to move the project forward.

Councilmember Denes objected to using ARPA funds toward proposals with sustained legacy costs.

Councilmember Schaible questioned the service of the Environmental Depot and whether it would serve other communities in northern Prince George's County. Director Riddle envisions the Environmental Depot as serving other localities with costs attached as a model for other communities. Director Riddle also noted that there are substantial federal funding streams that will help to realize construction.

Councilmember Schaible addressed the Grant Writer position: Would Hyattsville be better served by a City staff position rather than a contracted position? Administrator Douglas said that staff benefit costs are substantial so starting out with a contracted position seems financially prudent. Councilmember Schaible suggested Council not be too conservative on this position as Council has a strong interest in the value of this position.

Councilmember Strab noted that capital improvements would have the largest impact for residents and would like to see ARPA funds used to improve the City economy. Director Riddle responded that projects will take shape depending on availability of funding.

Councilmember Simasek said that the Hyattsville Crossing Business Improvement District (BID) would potentially revitalize a revenue stream. The SMART waste management study may be a good cost saver if results are implemented.

Councilmember Simasek questioned whether the infrastructure being installed for the Portland Loos could be used for showers in the parks. Director Riddle said the ARPA funded project would include mobile or moveable structures, which would not require significant permits. The Portland Loos have required significant permitting.

Councilmember Solomon asked if the proposed projects were based on staff capacity or a financial concern. Administrator Douglas said that some projects may extend beyond 18 months, and that staff capacity is a significant concern.

Councilmember Haba cautioned that Council must be mindful of legacy costs of any of the ARPA projects along with the impacts on the City.

Councilmember Waszczak asked Mr. Paschall to prepare an analysis of legacy costs on some projects.

Mr. Paschall said that in the staff comments for each item have information about whether grant or other funds may be available for each individual projects. He will do his best to update everything he can before the next meeting.

6. Motion to Adjourn

The meeting adjourned at 9:57 p.m.

A motion was made by Councilmember Denes, seconded by Councilmember Strab, that the meeting be Adjourned. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Strab, Denes, Waszczak, Simasek, Haba, and Peabody

Absent: McClellan, and Sandino