

City of Hyattsville

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



Meeting Minutes

Monday, April 15, 2024

7:00 PM

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_R2byPIIhRcWlxsuSq0lg_g

Virtual

City Council

Robert S. Croslin, Mayor
Joseph Solomon, Council President, Ward 5
Joanne Waszczak, Council Vice President, Ward 1
Sam Denes, Ward 1
Danny Schaible, Ward 2
Emily Strab, Ward 2
Jimmy McClellan, Ward 3
Kareem Redmond, Ward 3
Edouard Haba, Ward 4
Michelle Lee, Ward 4
Rommel Sandino, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator

Nate Groenendyk, City Clerk, 301-985-5001, 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. Submitted electronic statements will be sent to Councilmembers prior to the meeting and will not be read aloud. 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 Monday, April 15, 2024 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_R2byPIIhRcWlxsuSq0lg_g

1. Call to Order and Council Roll Call

Call to order at 7:00 PM.

Also Present:

City Administrator Tracey Douglas
Deputy City Administrator Suzanne Ludlow
City Treasurer Ron Brooks
Director of Public Works Lesley Riddle
Director of Community Services Sandra Shephard
Director of Human Resources
City Clerk Laura Reams
Deputy City Clerk Nate Groenendyk
Deputy of Public Works Priyanka Joshi
City Planner Jeff Ulysse
Housing Manager David Cristeal
American Rescue Plan Program Manager Patrick Paschall

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

A motion was made by Council President Solomon, seconded by Councilmember Sandino, that this item was Approved. The motion carried by the following vote:

Aye:	Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino
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Absent: Haba

Absent: Haba

4. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker

Sally Ethelston speaking on behalf of St. Matthews Episcopal Church requested financial support for the renovation of their bathrooms. The facility is used to support the immigrant community.

5. City Administrator Update (7:20 p.m - 7:40 p.m.)

City Administrator Tracey Douglas gave updates on City related news and events.

6. Proclamations

A motion was made by Council Vice-President Waszczak, seconded by Council President Solomon, that this item was Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

6.a. Arbor Day Proclamation

[HCC-271-FY24](#)

I move the Mayor and Council proclaim April 26, 2024 as Arbor Day in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0415 Arbor Day 2024](#)

6.b. Proclamation in Honor of National Volunteer Week

[HCC-280-FY24](#)

I move that the Mayor and Council proclaim April 14 - 20, 2024 as National Volunteer Week in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0415 National Volunteer Week 2024](#)

7. Appointments

A motion was made by Council President Solomon, seconded by Council Vice-President Waszczak, that this item was Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

7.a. Appointment to the Shade Tree Board[HCC-279-FY24](#)

I move that the Mayor, with Council approval, appoint Kyla Gallagher (Ward 2) to the Shade Tree Board for a term of 3 years to expire on April 30, 2027.

Sponsors: Croslin

Attachments: [Kyla Gallagher, W2 Nov 21, 2023 redac](#)

8. Consent Items (7:40 p.m. - 7:45 p.m.)

Items listed on the Consent Agenda are considered routine in nature, and are approved in one motion. There will be no separate discussion of these items unless the Mayor/Council request specific items be removed from the Consent agenda for separate action.

A motion was made by Council President Solomon, seconded by Councilmember Strab, to approve the Consent Agenda. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

8.a. Nicholson Street Pedestrian Safety Improvements Change Order[HCC-254-FY24](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$60,000 to NZI Construction for additional street art as part of the Nicholson Street Pedestrian Safety Improvement project under their existing contract with the City.

Sponsors: City Administrator

Attachments: [Proposal_Nicholson Street_Street Art](#)

8.b. MOU with MDOT SHA for maintenance of MD500 and MD410[HCC-260-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into a memorandum of understanding (MOU) with the Maryland Department of Transportation - State Highway Administration (MDOT-SHA) for the maintenance of grass medians on MD500 Queen's Chapel Road and MD410 - East-West Highway. The City will provide mowing services and be reimbursed by MDOT-SHA an amount not to exceed \$63,138 over the 3-year life of the agreement, pending legal review.

Sponsors: City Administrator

Attachments: [MD 500 and MD 410 Median Maintenance MOU#5](#)

8.c. Lancer Drive and Longfellow Street Traffic Calming [HCC-263-FY24](#)

I move the Mayor and Council authorize an expenditure not to exceed \$45,000 to Toole Design to create a traffic calming concept design for Lancer Drive and Longfellow Street under their existing contract with the City.

Sponsors: City Administrator

Attachments: [2024-03-27_50707.16_Lancer and Longfellow Traffic Calming Scope_Corrected](#)

8.d. MOU with the U.S. Attorney's Office, Metropolitan Police Department and City of Hyattsville - Presidential Inauguration Task Force (PITF) [HCC-264-FY24](#)

I move that Mayor and Council authorize the City Administrator to enter into an MOU with the U.S. Attorney's Office, Metropolitan Police Department, and the City regarding the Presidential Inauguration on January 17, 2025, pending legal approval.

Sponsors: City Administrator

8.e. ARPA: Purchase of Ambulance for Hyattsville Volunteer Fire Department [HCC-273-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into a contract for the purchase of an ambulance from Atlantic Emergency Solutions for an amount not to exceed \$390,000, utilizing ARPA funds, pending legal review. This purchase was authorized by the Council in December 2023.

Sponsors: City Administrator

Attachments: [HVFD Ambulance Procurement](#)
[Attachment F - Executed Contract-Siddons Martin Emergency Group LLC](#)
[Attachment G - Limited Assignment-Atlantic Emergency Solutions, Inc.](#)
[Attachment H - Hyattsville Proposal Binder WC F550 11.24.24](#)

8.f. Disbursement of Ward 1 Discretionary Funds [HCC-278-FY24](#)

I move the Mayor and Council approve the disbursement of \$252 from the Ward 1 discretionary funds to Arrow Bicycles for the purchase of children and youth bicycle helmets.

Sponsors: Denes and Waszczak

Attachments: [OrderFormHelmets](#)

8.g. Donation of Two Police Vehicles for Non-Emergency Administrative Purposes [HCC-284-FY24](#)

I move that the Mayor and Council to authorize the donation of two (2) Police Department out-of-service 2009 Chevrolet Impalas to the Hyattsville Volunteer Fire department, to be used for non-emergency administrative purposes.

Sponsors: City Administrator

Attachments: [4693_001](#)

9. Action Items (7:45 p.m. - 8:05 p.m.)**9.a. Hyattsville Charter Amendment Resolution: 2024-01: Modernizing the City's Procurement Provisions** [HCC-287-FY24](#)

I move the Mayor and Council adopt Hyattsville Charter Amendment Resolution 2024-01, a Resolution amending the Charter to modernize the City's procurement provisions by placing the requirements for Council oversight in the City's Code and by placing aspects of the procurement process in the City's Code and inserting language requiring the City Administrator to sign all contracts in accordance with the City Code (INTRODUCTION & ADOPTION).

Sponsors: City Administrator

Attachments: [2024-01 Charter Resolution Procurement 2.14.24 Procurement FINAL](#)
[Hyattsville PPT Procurement Charter and Code April 2024](#)

Interim Deputy City Administrator Suzanne Ludlow gave an overview of the Charter Amendment.

Council President Solomon stated that his concerns from the previous meeting have been resolved.

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

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

9.b. Hyattsville Ordinance 2024-01: Procurement & Contracting Procedures: First Reading[HCC-288-FY24](#)

I move the Mayor and Council introduce Hyattsville Ordinance 2024-01, an ordinance whereby the City Council amends the City Code in order to modernize and codify the City's contacting and procurement policies (FIRST READING).

Sponsors: City Administrator

Attachments: [Hyattsville Ordinance 2024-01 Chapter 6 Procurement FINAL](#)
[Hyattsville PPT Procurement Charter and Code April 2024](#)

Interim Deputy City Administrator Suzanne Ludlow gave an overview of the proposed revisions to the City Code.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

10. Discussion Items (8:05 p.m. - 10:00 p.m.)**10.a. FY25 Budget Discussion: Overview**[HCC-283-FY24](#)

City Administrator Tracey Douglas and City Treasurer Ron Brooks will open the FY25 Budget discussions with an overview of the budget and information from departmental office hours.

Sponsors: City Administrator

Council President Solomon asked the Council to consider moving appropriate motions to Action Items from Discussion Agenda due to the tight timeline to approve the budget. The Council agreed to table the Homeless Action Plan (Discussion Item 10.I.).

The Council and staff discussed the timeline to approve the budget, the impact of potential grant funding, staffing consolidation, and the financial implications of putting the Rent Stabilization Ordinance on hold versus immediate implementation. Council and staff also conferred about streamlining services and programming to avoid redundancies and uses for surplus funds.

Treasurer Brooks advised the Council that the year end analysis will be done within 90 days of the end of the fiscal year.

10.b. FY25 Council Budget Amendment: FY25 Budget Reductions[HCC-270-FY24](#)

For discussion: I move the Mayor and Council cut from the FY25 budget or delay to FY26 the following items/programs:

- Multi-Family Green grant program
- Language program
- Hiring of housing support staff and consultant
- Rent stabilization software
- Resident satisfaction survey (\$35,000)
- Police cadet program
- Compensation study
- Business and economic development strategic plan
- Hiring of a lobbyist

Sponsors: Strab

Councilmember Strab presented items to cut from the FY25 budget. CA Douglas responded that the Multi Family Green grant, language program, hiring housing support staff and consultant, rent stabilization software, police cadet, compensation study, lobbyist and are supported cuts.

The following motion was made by Councilmember Strab:

I move the Mayor and Council cut from the FY25 budget the following items and programs: The Multi-Family Green grant program, the language program, the police cadet program, the compensation study, and the hiring of the lobbyist.

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

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

10.c. FY25 Council Budget Amendment: Pet Waste Stations[HCC-266-FY24](#)

For discussion: I move the Mayor and Council include \$3,000 in the FY25 budget for the purchase of 10 additional pet waste stations to be installed in the City of Hyattsville.

Sponsors: Lee

Attachments: [Pet Waste Stations](#)

CM Lee gave an overview of the motion. CM McClellan asked about the maintenance costs. Public Works Director Riddle stated that this would not be a heavy lift for the Public Works staff. CM Lee stated that the waste stations are needed in Ward 4 but can be placed around the City as needed. Council Vice President Waszczak asked if ten stations is enough and Director Riddle stated that ten is a good start.

A motion was made by Council President Solomon, seconded by Council Vice-President Waszczak, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

10.d. FY25 Council Budget Amendment: Develop a Hyattsville Climate Action Plan[HCC-267-FY24](#)

For discussion: I move that the Mayor and Council authorize the procurement of a Climate Action Plan (CAP), to establish a comprehensive decarbonization strategy for the City of Hyattsville.

Sponsors: Schaible

Attachments: [Draft Climate Action Plan 01-15-2022](#)
[Maryland's Climate Pollution Reduction Plan - Final - Dec 28 2023](#)

CM Schaible provided an overview of the initiative.

The Council and staff discussed potential partnerships and the impact implementing this initiative would have on the staff. A recommendation was made by City Administrator Douglas to follow the Prince George's County Climate Plan.

10.e. FY25 Council Budget Amendment: EAC Funding to Host a Principals' Luncheon[HCC-268-FY24](#)

For discussion: I move the Mayor and Council include \$1,000 in the FY25 Budget for the Education Advisory Committee to host a Principals' Luncheon.

Sponsors: Strab

CM Strab provided an overview of this initiative.

The following motion was made by CM Strab:

I move the Mayor and Council include \$2,000 in the FY25 Budget for the Education Advisory Committee to host a Principals' Luncheon.

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

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

10.f. FY25 Council Budget Amendment: Mayor & Ward Discretionary Funds[HCC-281-FY24](#)

For discussion: I move the Mayor and Council increase the funding in the FY25 budget for the Mayor and Ward Discretionary Funds from \$1,700 per Ward to \$2,700 per Ward.

Sponsors: Solomon

CM Denes stated that increasing the discretionary funds for the Mayor and Council seems unnecessary and supports the staff guideline recommendations for spending discretionary funds. CM McClellan is in agreement with CM Denes.

CM Redmond and CM Lee stated their support for the increase. Council President Solomon stated that public engagement has increased since the COVID-19 has ended and these funds will help bring residents together.

The following motion was made by Council President Solomon:

I move the Mayor and Council increase the funding in the FY25 budget for the Mayor and Ward Discretionary Funds from \$1,700 per Ward to \$2,700 per Ward.

A motion was made by Council President Solomon, seconded by Councilmember McClellan, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Nay: Denes

Absent: Haba

10.g. FY25 Council Budget Amendment: Laptops for New Councilmembers[HCC-282-FY24](#)

For discussion: I move the Mayor and Council include funding in the FY25 budget for the purchase of laptops for newly elected Councilmembers to allow non-returning Councilmembers to retain their City issued laptops.

Sponsors: Solomon

Council President Solomon provided an overview of the motion.

CM Denes inquired if City staff keep their laptops when they leave. Treasurer responded that the staff does not keep their laptops when leaving the City. The City assesses the value of old devices and if the laptops are valued at less than \$500 they are deemed obsolete and wiped clean to be sold via public auction. Older devices are usually sold in lots for about \$50 each. CM Denes suggested creation of a policy that would allow these devices to go to members of the community who are in need.

Council President Solomon stated that the devices would be considered a parting gift for those who have served on the Council.

The following motion was made by Council President Solomon:

I move the Mayor and Council include funding in the FY25 budget for the purchase of laptops for newly elected Councilmembers to allow non-returning Councilmembers to retain their City issued laptops.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Solomon, Schaible, McClellan, Redmond, Lee, and Sandino

Nay: Waszczak, Denes, and Strab

Absent: Haba

Abstain: Croslin

10.h. FY25 Council Budget Amendment: Healthcare for Councilmembers[HCC-286-FY24](#)

For discussion: I move the Mayor and Council include funding in the FY25 budget to allow Councilmembers to receive healthcare benefits through the City.

Sponsors: Solomon

President Solomon provided an overview of the budget amendment that would allow Councilmembers to participate in the City's existing health care coverage. The Council and staff discussed feedback from the Compensation Committee, potentially extending insurance coverage to the families of council members, potential stipend increases to cover the costs of insurance, and best practices for implementation. CM Schaible stated concerns over the financial implications this decision would have. The Council agreed to bring this back at a later date.

10.i. ARPA Project Status Update[HCC-274-FY24](#)

Staff will present updates on the status of ARPA projects.

Sponsors: City Administrator

Attachments: [ARPA Exp-Obl Thru 03.31.24 with Status v04.05.2024](#)

American Rescue Plan Program Manager Patrick Paschall gave an overview of ARPA project spending. The Council and staff discussed the timeline to obligate all remaining funds and potential programming that could be expensed to these funds. Additionally, City Administrator Douglas stated that she would review the items to determine the number of Council items and staff items that have been suggested for reprogramming.

10.j. FY25 Council ARPA Amendment: Adjustments to ARPA spending for FY25[HCC-269-FY24](#)

For discussion: I move the Mayor and Council discontinue the Mental Health Youth Program and the Vandalism Recovery and Prevention Program at the conclusion of ARPA funding, and discontinue or reallocate the ARPA funding of the following initiatives:

- Rent stabilization implementation (\$250,000)
- Hyattsville Crossing BID (\$150,000)
- Hiring of a grant writer (\$120,000)
- Beautification of Alternate Route One (\$120,000)
- Environmental Depot (\$100,000)
- Small business online directory (\$60,000)
- Public wi-fi study (\$60,000)
- SMART waste management study (\$60,000)
- Circulator study (\$30,000)
- SDBE certification support (\$15,000)
- Mental health youth program (\$100,000)

Sponsors: Strab

The Council and staff discussed restricted funds within the ARPA spending plan, measures to track project spending, and legacy funding for initiatives. The Council agreed to bring this back at a later date.

10.k. FY25 Council ARPA/Budget Amendment: Alternate Route 1 Holiday Lights[HCC-275-FY24](#)

For discussion: I move the Mayor and Council include funding in the FY25 Budget for the purchase and installation of holiday lights along Alternate Route 1.

Sponsors: Waszczak

CM Waszczak gave an overview of the motion for holiday lights. The staff and Council discussed expanding light displays to other regions of the City and the Route 1 Beautification initiative from 2022.

The following motion was made by Council Vice President Waszczak:

I move the Mayor and Council include funding not to exceed \$25,000 in the FY25 Budget in ARPA funding for the purchase and installation of holiday lights along Alternate Route 1.

A motion was made by Council Vice-President Waszczak, seconded by Councilmember Denes, that this agenda item be Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba

10.l. FY25 Council ARPA/Budget Amendment: Homeless Action Plan[HCC-276-FY24](#)

For discussion: I move the Mayor and Council dedicate \$15,000 (of remaining ARPA funding if possible) to contract with a consulting firm that has proven expertise in both systems mapping and homelessness.

Sponsors: Waszczak

The Council agreed to discuss this item at a later date.

11. Council Dialogue (10:00 p.m. - 10:10 p.m.)**12. Motion to Adjourn**

The meeting adjourned at 11:15 PM.

A motion was made by Councilmember Denes, seconded by Councilmember Strab, that this item was Approved. The motion carried by the following vote:

Aye: Croslin, Solomon, Waszczak, Denes, Schaible, Strab, McClellan, Redmond, Lee, and Sandino

Absent: Haba