

City of Hyattsville

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



Agenda Regular Meeting

Monday, April 6, 2020

7:00 PM

Council Chambers

City Council

Mayor Candace B. Hollingsworth
Kevin Ward, Council President, Ward 1
Carrianna Suiter, Council Vice President, Ward 3
Bart Lawrence, Ward 1
Robert S. Croslin, Ward 2
Danny Schaible, Ward 2
Ben Simasek, Ward 3
Edouard Haba, Ward 4
Daniel Peabody, Ward 4
Joseph Solomon, Ward 5
Erica Spell Wolf, 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 submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

WAYS TO WATCH THE 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.

1. Call to Order and Council Roll Call**2. Pledge of Allegiance to the Flag****3. Approval of Agenda****4. Approval of the Minutes****4.a Approval of the Minutes**[HCC-289-FY20](#)**Approval of the Minutes**

I move that the Mayor and Council approve the minutes of the City Council Meetings of March 27 and April 1, 2019 and February 18 and March 2, 2020.

Sponsors: City Administrator

Attachments: [Minutes March 27 2019 CM FINAL](#)
[Minutes Apr 1 2019 CM FINAL](#)
[Minutes Feb 18 2020 FINAL](#)
[Minutes Mar 2 FINAL](#)

5. Motion to Close (7:10 p.m. - 8:10 p.m.)**5.a Motion to Close (60 minutes)**[HCC-287-FY20](#)**Motion to Close (60 minutes)**

I move that the Mayor and Council close the Council Meeting of April 6, 2020 to consult with staff to discuss confidential commercial or financial information related to a proposed development in the City.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

The reason for closing the meeting under this exception is to protect the City's bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information.

Sponsors: Douglas

6. Public Comment (8:10 p.m. – 8:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**7. City Administrator Update (8:20 p.m. - 8:30 p.m.)**

8. Presentations (8:30 p.m. - 9:00 p.m.)

- 8.a** Introduction of the Draft Budget for Fiscal Year 2021 (15 minutes) [HCC-288-FY20](#)

Introduction of the Draft Budget for Fiscal Year 2021 (15 minutes)

Click or tap here to enter text.

Sponsors: City Administrator

Department: City Clerk

Attachments: [FY21 Draft Budget](#)

- 8.b** Medical Office Building Architecture - Detailed Site Plan [HCC-286-FY20](#)
(DSP-20004)

Medical Office Building Architecture - Detailed Site Plan (DSP-20004)

Presentation Only

Sponsors: City Administrator

Department: Community & Economic Development

Attachments: [DSP-20004 Med Bldg - DSP-20004 Presentation Memo](#)
[A-SOJ-DSP 20004](#)
[Kaiser DSP Presentation Apr 6 2020 CM](#)

9. Proclamation (9:00 p.m. - 9:05 p.m.)

- 9.a** Proclamation in honor of National Volunteer Week [HCC-294-FY20](#)

Proclamation in honor of National Volunteer Week

I move that the Mayor and Council proclaim April 19 - 25, 2020 as National Volunteer Week in the City of Hyattsville.

Sponsors: City Administrator

Department: City Clerk

Attachments: [National Volunteer Week 2020](#)

10. Consent Items (9:00 p.m. - 9:05 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.

- 10.a** FY20 Budget Amendment: Accept and Appropriate the [HCC-278-FY20](#)
Chesapeake Bay Trust Grant Award

FY20 Budget Amendment: Accept and Appropriate the Chesapeake Bay Trust Grant Award

I move that the Mayor and Council amend the FY20 budget to accept and appropriate the Chesapeake Bay Trust award in the amount of \$60,762 for implementing a Tree Canopy Study and providing resources for residents to plant trees.

Sponsors: City Administrator

Department: Public Works

Attachments: [17682](#)

- 10.b** Repair of Security Gate at the Department of Public Works [HCC-279-FY20](#)

Repair of Security Gate at the Department of Public Works

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Del Electric, for an expenditure not to exceed \$12,000 for the repair of the Security Gate at the Department of Public Works.

Sponsors: City Administrator

Department: Public Works

Attachments: [S20-097 - DPW Entrance Gate - Hyattsville](#)

- 10.c** Right of Way Mowing [HCC-280-FY20](#)

Right of Way Mowing

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Professional Lawn Maintenance Service, LLC for Additional Right of Way mowing in response to a Request For Proposal for an expenditure not to exceed \$21,000.

Sponsors: City Administrator

Department: Public Works

Attachments: [Professional Lawn Maintenance Services - Hyattsville RFP documents](#)
[Professional Lawn Maintenance Services - Addendum no. 1](#)

- 10.d** Dossier-on-Demand System Contract [HCC-282-FY20](#)

Dossier-on-Demand System Contract

I move that the Mayor and Council authorize the City Administrator to enter into an

agreement with Dossier Systems, Inc. for a 3 year subscription to the Dossier Fleet Management System with an encumbrance not to exceed \$25,000 for the setup, training, and first year of the subscription.

Sponsors: City Administrator

Department: Public Works

Attachments: [2020-02-07-DOD-City of Hyattsville-2020-02-12](#)

10.e Solar Lighting & LED Installation and Upgrades

[HCC-283-FY20](#)

Solar Lighting & LED Installation and Upgrades

I move that the Mayor and Council authorize the City Administrator enter into an agreement with GraybaR for the installation of LED and Solar LED lighting at various locations throughout the City at an encumbered amount not to exceed \$115,000.

Sponsors: City Administrator

Department: Public Works

Attachments: [Memo - Solar LEDs \(Laura Carr\)](#)
[Graybar Quotation 02349697 Parking lot one LED repalcements lights for current HID lights](#)
[Graybar Quotation 0234937326.pdf 38th ave \(1\)](#)
[Graybar Quotation 0234937323.pdf hyatt Park.pdf solar ballard lighting](#)

10.f FY20 Budget Amendment: Acceptance of Laptop Donation

[HCC-292-FY20](#)

FY20 Budget Amendment: Acceptance of Laptop Donation

I move that the Mayor and Council accept the donation of 10 used laptop computers and the Asset Disposal/Transfer form from GlobalGiving Foundation these computer devices have an aggerate value of \$500 and will be immediately gifted out as a pass-thru to Hyattsville City schools for distribution and specific use by students.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Computer Donation](#)

10.g Reschedule Budget Work Session of April 18, 2020 to April 15, 2020 [HCC-291-FY20](#)

Reschedule Budget Work Session of April 18, 2020 to April 15, 2020

I move that the Mayor and Council cancel the Council Budget Work Session scheduled for

Saturday, April 18, 2020 and schedule a Budget Work Session for Wednesday, April 15, 2020

Sponsors: City Administrator

Attachments: [Calendar of Budget Presentations FY21 updated 040320](#)

11. Action Items (9:05 p.m. - 9:55 p.m.)

11.a Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund (Introduction & Adoption) [HCC-293-FY20](#)

Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund (Introduction & Adoption)

I move that the Mayor and Council introduce and adopt Hyattsville Emergency Ordinance 2020-02, COVID-19 Pandemic Fund, an uncodified Ordinance whereby the City of Hyattsville establishes a special revenue fund known as the Covid-19 Pandemic Fund and transfers one million dollars from unencumbered funds in the General Fund to reduce the impact of economic hardships arising from the pandemic caused by the coronavirus ("COVID-19") in the City of Hyattsville (INTRODUCTION & ADOPTION).

Sponsors: Hollingsworth

Department: City Clerk

Attachments: [Emergency Ordinance Covid Fund 3.23.20](#)

11.b Backyard Chicken Act [HCC-252-FY20](#)

Backyard Chicken Act

I move that the Mayor and Council direct the City Attorney to draft an ordinance amending Chapter 52 of the Hyattsville Charter and Code to amend section §52-10 by striking the inclusion of "domestic fowl" and "poultry and game birds" from the list of prohibited animals. Roosters will remain on the list of prohibited animals in the Code.

Sponsors: Schaible

Department: City Clerk

11.c Solid Waste Collection Study Contract [HCC-277-FY20](#)

Solid Waste Collection Study Contract

I move that the Mayor and Council authorize the City Administrator to enter into a contract with SCS Engineers and to encumber an amount not to exceed \$39,000 to complete a Solid Waste Collection Study in response to RFP #DPW20-001.

Sponsors: City Administrator

Department: Public Works

Attachments: [SCS Proposal to Hyattsville](#)
[SCS Proposal for PAYT Analysis](#)

- 11.d** 4016 Crittenden Street: Departure from Design Standards [HCC-284-FY20](#)
(DDS-666)

4016 Crittenden Street: Departure from Design Standards (DDS-666)

I move that the City Council authorize the Mayor to provide correspondence to the Maryland-National Capital Park & Planning Commission in opposition of the Departure from Design Standards (DDS-666) application. The City is of the opinion that the modification requested are insufficient and do not adequately buffer the proposed high-impact project from the historic Wheelock House located at 4100 Crittenden Street.

Sponsors: City Administrator

Department: Community & Economic Development

Attachments: [A-SOJ-DDS-666](#)
[CIVP-DDS-666](#)
[Prince Georges County Landscape Manual - Section 4.7](#)

12. Discussion Items (9:55 p.m. - 10:05 p.m.)

- 12.a** Enterprise Resource Planning Vendor Selection: BC Systems [HCC-285-FY20](#)

Enterprise Resource Planning Vendor Selection: BC Systems

I move that the Mayor and City Council authorize the City Administrator to enter into a contract for services with BC Computers Inc. (dba BC Systems) for the provision of an Enterprise Resource Planning system for a term of five (5) consecutive years and grant the authority to the City Administrator to execute three (3) additional consecutive one (1) year terms, not to exceed a term of eight (8) years, upon review for legal sufficiency by the City Attorney.

Sponsors: City Administrator

Department: Information Technology

Attachments: [Memo - ERP Selection - 3.31.2020](#)

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

14. Community Notices and Meetings

- 14.a** Main City Calendar April 7, 2020 - April 27, 2020 [HCC-290-FY20](#)

Main City Calendar April 7, 2020 - April 27, 2020

N/A

Sponsors: City Administrator

Attachments: [Main City Calendar Apr 7-Apr 27 040220](#)

15. Motion to Adjourn