

City Council of Hyattsville, Maryland

SUMMARY OF COUNCIL ACTIONS

City Council Regular Meeting
Monday, April 6, 2020 at 7:00 PM

MEETING NOTICE:

As we all take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Monday, March 23, 2020 remotely via video conference.

To join the video conference, please use the link below. The meeting will also be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon) and available via live stream at hyattsville.org/meetings.

Join Zoom Meeting:

<https://zoom.us/j/739659776> (second, undisclosed, link provided due to technical issues.)

To join with audio only: +1 301 715 8592 US

Meeting ID: 739 659 776

Find your local number: <https://zoom.us/u/abf4v5ZGh2>

PUBLIC PARTICIPATION:

Participants who join the video/audio conference will be enabled to speak by the meeting chair. Speakers will be allowed to address the Council for two (2) minutes, but there will be no back and forth conversations. Once the two (2) minute time limit is up, the speaker will return to listen only mode.

Public Comment may also be made using the e-comment feature at hyattsville.org/meetings or emailing cityclerk@hyattsville.org. All electronic comments must be submitted by 6 PM on March 23, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

The Council meeting will be conducted entirely remotely, there will be no in person meeting attendance.

- 1. Call to Order and Council Roll Call – *the meeting was called to order at 7:41 p.m.; all Councilmembers were present. (Start of the meeting was delayed due to technical difficulties)***
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of Agenda – *APPROVED, AS AMENDED, UNANIMOUS***

AMENDMENTS

1) ADD Moment of Silence in Honor of Professor David Driskell, Northwestern High School teacher Annis Creese, and Northwestern High School Coach Terrance Burke

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2) AMEND Motion to Close as follows:

5.a) Motion to Close (60 minutes)

HCC-287-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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.

I further move that the Mayor and Council close the Council Meeting of April 6, 2020 to discuss confidential personnel matters.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b)(1) to discuss a personnel matter that affects one or more specific employees.

The reason for closing the meeting under this exception is to maintain legally required confidentiality in regard to personnel matters.

3) ADD ACTION Item: **HCC 295-FY20**

I move that the Mayor and Council authorize the treasurer to reallocate funds in the Mayor's budget as follows:

\$1,992.00 from membership to miscellaneous

\$390.00 from lodging to miscellaneous

\$189.00 from meals to miscellaneous

\$250.00 from registration to miscellaneous

I further move that the Mayor and Council authorize the distribution of funds from the Mayor's budget for the following purposes:

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\$1,700 to support activation and three (3) months of mobile/data usage for up to twenty-four (24) donated phones for senior residents in the City of Hyattsville.

\$7,300 to support the purchase of grocery gift cards valued at \$100.00/ea for Hyattsville residents affected by COVID-19.

Recipients of grocery gift cards shall be 18 years of age or older, a resident of the City of Hyattsville, and experiencing unemployment or other reduction in income due to COVID-19.

4. Approval of the Minutes – *APPROVED, UNANIMOUS*

4.a) Approval of the Minutes

HCC-289-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Approval of the Minutes](#)

[Minutes Feb 18 2020 FINAL.pdf](#)

[Minutes Mar 2 2020 FINAL.pdf](#)

[Minutes March 27 2019 CM FINAL.docx](#)

[Minutes Apr 1 2019 CM FINAL.docx](#)

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.

5. Motion to Close (7:10 p.m. - 8:10 p.m.)

5.a) Motion to Close (60 minutes) – *APPROVED, UNANIMOUS*

HCC-287-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [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.

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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. *The Council entered Closed Session at 8:11 p.m. The Council returned to open session at 9:54 p.m. on a motion made by Councilmember Croslin, seconded by Councilmember Spell Wolf and approved unanimously by the body at 9:46 p.m.*

6. **Public Comment (8:10 p.m. – 8:20 p.m.) 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 2020 (15 minutes)**
HCC-288-FY20
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
Cover Page: [Introduction of the Draft Budget for Fiscal Year 2020 \(15 minutes\) FY21 Draft Budget.pdf](#)
 - 8.b) **Medical Office Building Architecture - Detailed Site Plan (DSP-20004) (15 minutes)**
HCC-286-FY20
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
Cover Page: [Medical Office Building Architecture - Detailed Site Plan \(DSP-20004\) \(15 minutes\) DSP-20004 Med Bldg - DPS-20004 Presentation Memo.docx A-SOJ-DSP 20004.pdf Kaiser DSP Presentation Apr 6 2020 CM.pptx](#)
9. **Proclamation (9:00 p.m. - 9:05 p.m.)**
 - 9.a) **Proclamation in honor of National Volunteer Week – APPROVED, UNANIMOUS**
HCC-294-FY20
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
Cover Page: [Proclamation in honor of National Volunteer Week National Volunteer Week 2020.docx](#)

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

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

10.a) FY20 Budget Amendment: Accept and Appropriate the Chesapeake Bay Trust Grant Award – *APPROVED, UNANIMOUS*

HCC-278-FY20

Co-Sponsor(s): N/A

Lead Sponsor: At the Request of the City Administrator

Cover Page: [FY20 Budget Amendment: Accept and Appropriate the Chesapeake Bay Trust Grant Award](#)
[CB Trust Grant.pdf](#)

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.

10.b) Repair of Security Gate at the Department of Public Works – *APPROVED, UNANIMOUS*

HCC-279-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Repair of Security Gate at the Department of Public Works](#)
[S20-097 - DPW Entrance Gate - Hyattsville.pdf](#)

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 or the Security Gate at the Department of Public Works.

10.c) Right of Way Mowing – *APPROVED, UNANIMOUS*

HCC-280-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Right of Way Mowing](#)
[Professional Lawn Maintenance Services - Hyattsville RFP documents.pdf](#)
[Professional Lawn Maintenance Services - Addendum no. 1.pdf](#)

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.

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10.d) Dossier-on-Demand System Contract – *APPROVED, UNANIMOUS*

HCC-282-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Dossier-on-Demand System Contract
Dossier - Hyattsville.pdf](#)

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.

10.e) Solar Lighting & LED Installation and Upgrades – *APPROVED, UNANIMOUS*

HCC-283-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Solar Lighting & LED Installation and Upgrades
Memo - Solar LEDs.pdf
Graybar Quotation 02349697 Parking Lot One.pdf
Graybar Quotation 0234937323 Hyatt Park.pdf
Graybar Quotation 0234937326 38th Ave.pdf](#)

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.

10.f) FY20 Budget Amendment: Acceptance of Laptop Donation – *APPROVED, UNANIMOUS*

HCC-292-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [FY20 Budget Amendment: Acceptance of Laptop Donation
Computer Donation.pdf](#)

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 aggregate value of \$500 and will be immediately gifted out as a pass-thru to Hyattsville City schools for distribution and specific use by students.

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10.g) Reschedule Budget Work Session of April 18, 2020 to April 15, 2020 – APPROVED, UNANIMOUS

HCC-291-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Reschedule Budget Work Session of April 18, 2020 to April 15, 2020 Calendar of Budget Presentations FY21 updated 040320.docx](#)

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.

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

11.a) Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund from the Unencumbered Fund Balance (Introduction & Adoption) (15 minutes) – APPROVED, AS AMENDED, UNANIMOUS

HCC-293-FY20

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

Cover Page: [Hyattsville Emergency Ordinance 2020-02 COVID-19 Pandemic Fund \(Introduction & Adoption\) \(15 minutes\) Emergency Ordinance Covid Fund 3.23.20.pdf](#)

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 the unencumbered funds balance 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).

11.b) Backyard Chicken Act (10 minutes) – MOTION FAILED, 3 – 8.

HCC-252-FY20

Lead Sponsor: Schaible

Co-Sponsor(s): N/A

Cover Page: [Backyard Chicken Act \(10 minutes\)](#)

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.

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11.c) Solid Waste Collection Study Contract (10 minutes) – APPROVED, UNANIMOUS

HCC-277-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Solid Waste Collection Study Contract \(10 minutes\)](#)

[Solid Waste RFP_SCS.pdf](#)

[SCS Proposal for PAYT Analysis.pdf](#)

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.

11.d) 4016 Crittenden Street: Departure from Design Standards (DDS-666) (15 minutes) – APPROVED, UNANIMOUS

HCC-284-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [4016 Crittenden Street: Departure from Design Standards \(DDS-666\) \(15 minutes\)](#)

[A-SOJ-DDS-666.pdf](#)

[CIVP-DDS-666.pdf](#)

[Prince George's County Landscape Manual - Section 4.7.pdf](#)

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.

11.e) Reallocation of Funds in Mayor's Budget – APPROVED, UNANIMOUS

HCC-295-FY20

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

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I further move that the Mayor and Council authorize the distribution of funds from the Mayor's budget for the following purposes:

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\$7,300 to support the purchase of grocery gift cards valued at \$100.00/ea for Hyattsville residents affected by COVID-19.

Recipients of grocery gift cards shall be 18 years of age or older, a resident of the City of Hyattsville, and experiencing unemployment or other reduction in income due to COVID-19.

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

12.a) Enterprise Resource Planning Vendor Selection: BC Systems (10 minutes)

HCC-285-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Enterprise Resource Planning Vendor Selection: BC Systems \(10 minutes\) Memo - ERP Selection - 3.31.20.docx](#)

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.

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

14. Community Notices and Meetings

14.a) Main City Calendar: April 7 - 27, 2020

HCC-290-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Main City Calendar: April 7 - 27, 2020 Main City Calendar Apr 7-Apr 27 040220.docx](#)

15. Motion to Adjourn – **APPROVED, UNANIMOUS; the meeting adjourned at 12:26 a.m.**

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ATTEST:
APRIL 7, 2020

A handwritten signature in blue ink, appearing to read 'Laura Reams', written over a horizontal line.

Laura Reams, City Clerk