



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, OCTOBER 19, 2020 7:00 PM

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Candace Hollingsworth, Mayor (*Departed at 7:42 p.m.*)  
Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3  
Bart Lawrence, W1  
Robert Croslin, W2  
Danny Schaible, W2  
Ben Simasek, W3  
Edouard Haba, W4  
Daniel Peabody, W4  
Joseph A. Solomon, W5  
Erica Spell Wolf, W5

Absent: None

Also present were the following City staff members:

Tracey E. Douglas, City Administrator  
Jim Chandler, Assistant City Administrator  
Ron Brooks, City Treasurer  
Deputy Chief Scott Dunklee, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk  
Cheri Everhart, Recreation, Programs, and Events Manager  
Dawn Taft, Arborist and Supervisor of Environmental Programs  
Hal Metzler, Deputy Director of Public Works  
Reggie Bagley, Emergency Operations Manager  
Mike Schmidl, Department of Public Works Superintendent

### **MEETING NOTICE:**

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Monday, October 19, 2020 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 [hyattsville.org/meetings](https://hyattsville.org/meetings).

### **PUBLIC PARTICIPATION:**

Public Comment may be made using the e-comment feature at [hyattsville.org/meetings](https://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on October 19, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

Members of the public who wish to attend the virtual council meeting must register in advance using the link below.

Register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_wTnnZELjQrel698DTbNZoA](https://zoom.us/webinar/register/WN_wTnnZELjQrel698DTbNZoA)



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

**Mayor Candace Hollingsworth** called the meeting to order at 7:02 p.m.

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

**3. Approval of Agenda**

**AMENDMENT**

1) **AMEND** the title and motion language of item HCC-103-FY21, consent item 9.c), to read:

FY21 Budget Appropriation: Pedestrian **Safety** Grant Award

I move that the Mayor and Council amend and increase the FY21 Special Revenues Fund Budget and to accept and appropriate the FY21 Pedestrian Enforcement **Safety** grant award in the amount of \$1,500 from the Maryland Highway Safety Office (MHSO) for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

<b>RESULT:</b>	<b>APPROVED, AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Ward
<b>SECONDER:</b>	Croslin
<b>AYES:</b>	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	None

**4. Approval of the Minutes**

**4.a) Approval of the Minutes**

**[HCC-112-FY21](#)**

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

**[Minutes Oct 5, 2020 CM FINAL](#)**

I move that the Mayor and Council approve the minutes of the City Council meeting of October 5, 2020.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Ward
<b>SECONDER:</b>	Haba
<b>AYES:</b>	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	None



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

There were no public comments.

**6. City Administrator Update (7:20 p.m. - 7:30 p.m.)**

City Administrator Tracey Douglas addressed the Mayor and Council with updates regarding City initiatives and events welcoming new Hyattsville Police Department officers Kendall Cherry and Mancini Gaskill and the City's newest member Nola; a Facility Service Dog under the care of Officer Chris Evans trained to assist and enhance the quality of life for staff and residents. Ms. Douglas noted that Nola was present during the rescue efforts for residents of the Friendship Arms apartment complex who experienced a building fire the previous week. She reported that a majority of the residents had returned to their homes and the remainder would be returning very soon.

Administrator Douglas reported on the COVID-19 testing site stating that it was functional and active two (2) days a week serving approximately 200 patients a day with results returned on an average of three (3) days. Ms. Douglas explained that there was interest in offering a third day each week, but the City would not be able to increase the availability of the service without funding from outside entities and staff were actively investigating potential partnerships.

Ms. Douglas provided an update regarding the ongoing food distribution events for residents in need due to the challenges endured as a result of the COVID-19 health crisis. Ms. Douglas announced that thousands of boxes of food were being provided by the Capital Area Food Bank and City staff were able to distribute 600 boxes on average per event. She noted that the City was examining options for Coronavirus Aid, Relief, and Economic Security (CARES) Act and Federal Emergency Management Agency (FEMA) reimbursements and funding and cited a gift card distribution event the following Friday in collaboration with Employ Prince George's (EPG).

Administrator Douglas highlighted the work of the Complete Count Committee and other volunteers who contributed to the outreach and planning associated with the 2020 Census relaying that they reached hundreds of residents and that the City's participation rate was 63.2% at that time with final results pending.

Ms. Douglas provided detail regarding two (2) initiatives implemented by the Office of the Clerk recognizing an agreement with a codification vendor that would perform a restructuring of the City's Charter and Code which would allow patrons of the official Hyattsville website to easily navigate the Charter and Code while ensuring accuracy and decreasing costs previously required for legal review. She stated that the new interface would likely be made available by February 2021. Ms. Douglas introduced that the second item was the creation of a City Committee Handbook that would administer guidelines and regulations for individuals interested in joining a committee such as requiring the attendance of at least one (1) meeting and a discussion with liaisons before being eligible for appointment.



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Ms. Douglas recognized Economic Development Week stating that the effects on small businesses due to the ongoing pandemic were still yet to be seen in their entirety and commended City business owners for their resilience and ability to reinvent their operations to continue to provide products and services to customers. Assistant City Administrator Jim Chandler reiterated the acclaim for small businesses and their ability to adapt amid the unprecedented economic downturn a referenced a roundtable discussion scheduled for the following day to discuss what the future may entail and give recognition to local businesses who have been partners in building the Route 1 corridor and recipients of Commercial Façade Improvement (CFI) grants.

Ms. Douglas updated the Body regarding the Citywide trash study that was conducted by SCS engineers disclosing that the company was chosen to evaluate the current solid waste collection and management and assess feasibility and costs for expanding the service and all associated aspects. She reported that an analysis of existing ordinances and methods of operations was being conducted and recommendations would be provided to Council in early Spring 2021 after feedback from residents had been received and reviewed.

Administrator Douglas announced that the City had installed eight (8) new solar powered light-emitting devices (LED) road signs that would improve vehicle and pedestrian safety and there were tentative plans to continue installations throughout Hyattsville.

Ms. Douglas acknowledged that the national election was 15 days away with the deadline for requesting mail-in ballots the following day and citing the steps to the process and ballot drop-off ballot box locations.

Ms. Douglas closed with a reminder to residents that each Ward would be holding a check-in to discuss the process and potential names for the rebranding of Magruder Park that was expected to complete in the Summer of 2021. Ms. Douglas introduced a video created by the Hyattsville video and communications team that outlined the details regarding bulk trash day.

### **7. City Treasurer Update (7:30 p.m. - 7:35 p.m.)**

City Treasurer Ron Brooks addressed the Mayor and Council with an update of the City's financial position reporting that the Fiscal Year 2019 (FY19) audit was continuing without issue and expected to complete by the end of 2020 upon which time the audit would be filed with legislative services, Municipal Services Review Board (MSRB), and Moody's.

Treasurer Brooks provided an update regarding revenues stating that the week prior the City had received the first supplemental payment from property taxes which returned approximately \$7.8M, 6% less than then the average of the previous five (5) years and relayed to the Body that the major revenue sources would be closely monitored as all municipalities of varying sizes were being financially affected by the COVID-19 pandemic. Mr. Brooks explained that revenue returns were staggered throughout the year and that the property tax served as a barometer for anticipating future revenue amounts. He expected several changes to the budget including the possibility of reducing the budget associated with amusement taxes down to zero.



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Treasurer Brooks reported that many revenues would not be collected for several months which put pressure on the City's cash reserves and assured Council that personnel would be funded, contracts would be honored, and all other financial obligations would be fulfilled, however he stressed the importance of limiting capital expenditures as any spending in that area would cause great concern.

**Ward 4 Councilmember Daniel Peabody** cited item 9.g) of the agenda that would transfer \$303.5K to be moved from one budgetary fund to another and requested clarity as to the source and intentions for the money to which Treasurer Brooks responded that the measure would move the remainder of funds from the FY20 Special Revenues fund to unencumbered funds under the FY21 budget. Mr. Brooks explained that the method would make certain that there was legal compliance and transparency.

**Ward 5 Councilmember Joseph Solomon** sought clarity regarding the conservative revenue estimates made earlier in the year which considered the impact of the suffering economy and how the actual revenues measured against the estimates to which Mr. Brooks replied that the estimates made for the FY21 budget were extremely conservative and, while some revenue sources would remain static, the budget was prepared to see significantly lower returns with reductions in some areas of over 20%.

**Councilmember Solomon** asked if the 6.6% decrease in the property tax revenue was 6.6% below a normal estimate or of the estimate which already accounted for a more than 20% decrease to which Mr. Brooks confirmed the latter.

**Ward 4 Councilmember Danny Schaible** opined that he wouldn't expect property values and appraisals to have decreased in such a short time and asked Mr. Brooks to elaborate on what the causes of the additional 6.6% decrease could be to which the Treasurer answered that he believed it was due, in part, to lagging tax collections and tax rebates to property owners.

### 8. Presentations (7:35 p.m. - 8:05 p.m.)

#### 8.a) Lower Ward 1 Community Resiliency Grant Study

[HCC-101-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Ward 1 Study Presentation 10-5-20](#)

[Hyattsville CS Study 093019 FINAL](#)

Director of Public Works, Lesley Riddle, addressed the Mayor and Council with a summary and history of the Community Resiliency Grant Study stating that about a year prior the City received grant funding to assess the stormwater mitigation and the impact of torrential rain in the lower portion of Ward 1. Director Riddle introduced Emily Clifton of Low Impact Development (LID) who would conduct the presentation.



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Ms. Clifton provided information on LID including their history and purpose and acknowledged the entities responsible for their operational funding. She explained that the presentation that evening would be a report on the main points of the Lower Ward 1 Resilient Stormwater Systems Planning Study and described that when the study began in 2018 with the intention of evaluating the existing conditions, reducing localized flood risks, improving water quality and incorporating future climate estimates on rainfall for the region. Ms. Clifton acknowledged that storms and rainfall were likely to become more frequent and powerful as the climate temperature continues to rise.

Ms. Clifton presented illustrative documents that showed the location of the stormwater facility and described the difference between “gray” stormwater mitigation that included underground plumbing, gutters, and other mechanisms for moving water away from the site and “green” stormwater mitigation that was intended to capture rainwater at the site, reduce the amount of water, and use natural tools to control the migration of the downfall. She stated that the study focused on nuisance flooding, as opposed to tidal or river flooding, to identify a framework with which to work from as well as identifying land uses and pervious areas.

Ms. Clifton described the process in which the existing drainage plan was evaluated, its efficiency, and assessing its effectiveness in the future predicting that there would be a 25% increase in rainfall over the next several years. She reported that suggested projects were determined and accounted for required materials and resulting costs and explained that they were currently in the phase of acquiring permits with the expectation of completion before the end of 2021 after outreach and community feedback.

**Ward 3 Councilmember Ben Simasek** inquired as to how the prioritization and timeframe were weighted against cost and on what entities the onus would be on for the projects as some affected areas outside City limits to which Ms. Clifton responded that their approach considers water quality and water quantity as each issue is funded from different sources and explained that, in some cases, they would approach the County or State but would first prepare to provide them with details as to the future benefits of the project or projects. Executive Director or LID, Neil Weinstein, added that projects that improve water quality are of interest to the County as it would positively affect the general area overall.

### **8.b) Hyattsville Urban Tree Canopy Study**

#### **[HCC-102-FY21](#)**

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Hyattsville MD UTC 2019 Canopy Study PPT](#)

[Hyattsville MD UTC Factsheet 8-2020](#)

[2020 Hyattsville MD UTC Assessment Change Analysis FINAL](#)

Director of Public Works, Lesley Riddle, introduced the presentation stating that under the FY21 budget cycle the Council had approved an Urban Tree Canopy (UTC) study which was conducted by Davey Resource Group, Inc. and the results were to be reported by Arborist and Davey representative, Joseph Joyner.



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Mr. Joyner explained that 2009 data was collected from the University of Vermont and compared with data collected in 2018 to assess the condition of Hyattsville's UTC and that Davey Resources Group had agreed on a contract with the City that included an extensive report showing the results of the study as well as a one-page informational document for residents to provide facts and the history of the UTC. He described some of the abilities of CanopyKeeper; the program used to view and analyze the UTC from an aerial view with the capability of highlighting a myriad of filtering options to further investigate land cover and use, canopy cover and change, and several other factors of the ecosystem.

Mr. Joyner detailed the land cover of the City reporting that 31.41% of the incorporated area of Hyattsville is tree canopy while pervious surfaces, bare soil, water, buildings, roads, other impervious surfaces made up 23.18%, 1.31%, .93%, 11.41%, 13.87%, and 17.89% collectively.

He produced an illustrative document that provided statistics on land use citing that within the UTC the City consisted mostly of open and recreational space, medium to low density residential, and water with the remainder consisting of other developed lands, transportation resources, high density residential, and commercial property.

Mr. Joyner displayed a chart that reflected the change in the UTC from 2009 to 2018 and referenced data that showed a decrease in canopy acreage of 236.46, a 30.12% decrease overall. He stated that the decrease was the result of the natural loss of trees, removal of trees by private land owners and project developers, and destruction from the Emerald Ash Borer; jewel beetles that feed on the ash species of trees. He noted that in many cases trees get replaced but take years to mature to the size in which they can be considered contributing to the UTC.

Mr. Joyner showcased the change in the UTC by land use referencing medium to low residential development in the center of the City as a primary factor for loss of UTC acreage. He reiterated that trees in the southwest portion of the City would contribute to the canopy over time.

When broken down by Ward, the presentation showed that Ward 2 had the highest level of UTC at 43% coverage, Ward 3 contained the highest gross acreage at 174 acres, and Ward 4 had the smallest amount of coverage 49 acres or 28%. Mr. Joyner reported that each Ward experienced significant decrease in UTC with Ward 4 suffering the largest loss with Ward 1 being the least affected dropping from 41% coverage to 31%.

Mr. Joyner provided facts about the benefit of trees relaying that a strong UTC could be integral in the removal of carbon monoxide, nitrogen dioxide, ozone, sulfur dioxide, and particulate matter from the local atmosphere as well as reducing stormwater runoff the had the potential of millions of dollars in savings for the City.

Mr. Joyner projected that as much as 392 acres of UTC could be created going forward with the growth and maturation of recently planted trees, sound initiatives for expansion, and the use of the TreeKeeper and CanopyKeeper tools to identify planting locations that will maximize benefits. He noted that only pervious surfaces were included in the data.



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Mr. Joyner presented the Urban Tree Canopy fact sheet that would be provided to residents for information and education and relayed the definition of a UTC, the benefits and affects on the environment, ecosystem, and health, as well as detailing some of the more important statistics discovered from the study. He exhibited the TreeKeeper program describing some of its capabilities such as identifying areas in which new trees could be planted, an inventory of existing trees, while giving access to ground level pictures of trees.

**Councilmember Peabody** acknowledged the significant decrease in the amount of trees throughout the City citing Ward 4 as having the least coverage and inquired as to how the priority areas for planting were determined to which Director Riddle responded that they would rely heavily on the expertise of City staff and partnerships with other arborists and environmental professionals, but that they were still in the preliminary stages of the project and the expertise and partnerships supplemented with the TreeKeeper and CanopyKeeper programs would provide a very good platform with which to plan the rehabilitation of the UTC.

**Councilmember Peabody** stated a realization that new development did not necessarily equate to the lessening of trees and requested further detail regarding the strategy for improving the UTC to which Mr. Joyner replied that when trees are removed for development, they are generally replaced with young trees that will eventually contribute to the canopy. Director Riddle responded that they would develop a robust plan in which they can plant trees of several types in preferred areas while also considering different ecologies as to not negatively affect wetlands, open areas and the like with overzealous planting. Ms. Riddle stated that the plan would be adjusted as needed over time and she was confident that the guidelines they would establish would provide for a strong canopy 20 to 30 years into the future.

**Councilmember Simasek** asked whether there was a mechanism in place that would require that the transplantation of trees due to construction be placed in the City and sought clarity regarding the involvement of residents and outreach from the City to which Ms. Riddle stated that transplanted trees would generally be moved within City limits, but at times, would remain on the watershed outside of the City. She endorsed the outreach that was being conducted up to that point and projected that many actions would be taken to share information and educate residents noting the intention of the Department's collaboration with the Department of Community and Economic Development to ensure that the UTC is protected when new construction projects commence.

**Ward 1 Councilmember Bart Lawrence** commended the work of all who were involved and expressed his appreciation for the presentation encouraging staff to make lofty goals due to the importance of the issue. He recalled that there was language in the Hyattsville Code that required replacement of trees after removal on private property but felt that it was not being enforced and would like to see that the standards are reviewed to increase the number of trees and the growth of the UTC.





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**Councilmember Schaible** echoed the compliments of **Councilmember Lawrence** and asked if utilities, such as power lines, were incorporated into the data reflecting areas in which planting could take place to which Mr. Joyner responded that it was not taken into consideration and believed that the issue would not be prevalent. Mr. Joyner confirmed that the programs that will be used can discern between a bush and a tree from aerial view with a very limited chance of error.

City Administrator Tracey Douglas added that Director Riddle and Arborist Dawn Taft had performed extensive work regarding the project and held several discussions about forming a resident education meeting with assistance from the Hyattsville Environment Committee to impress the importance of and explain the methods for maintaining a thriving tree canopy. She stated that the initiative should be approached by multiple groups with varying perspectives.

**9. Consent Items (8:05 p.m. - 8:15 p.m.)**

**9.a) Schedule Public Hearing for Hyattsville Charter Amendment Resolution 2020-01: Election Day, Certification of Election, and Council Organizational Meeting**  
[HCC-96-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Charter Resolution - Changing Day of Election 10.14.20](#)

[Election Presentation July 20](#)

[Election Calendar 2021](#)

[2018 VBM Motion](#)

I move the Mayor and Council schedule a Public Hearing on Monday, November 16 at 6:30 PM for Hyattsville Charter Amendment Resolution 2020-01, a resolution amending Article II of the City of Hyattsville's Charter to alter the day in which the newly elected Mayor and Council take office and alter the day of the Mayor and Council's organizational meeting; amending Article 4 IV of the City's Charter to alter Election Day, change the time by which certification of the Election must take place and include related clarifying language.

**9.b) Big Belly - 5th and Final Year of Current Contract**

[HCC-100-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

I move that the Mayor and Council authorize an expenditure not to exceed \$73,000 for the 5th year of the Big Belly Solar contract.

**9.c) FY21 Budget Appropriation: Pedestrian Safety Enforcement Grant Award**

[HCC-103-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A



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I move that the Mayor and Council amend and increase the FY21 Special Revenues Fund Budget and to accept and appropriate the FY21 Pedestrian **Safety** Enforcement grant award in the amount of \$1,500 from the Maryland Highway Safety Office (MHSO) for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

### **9.d) FY21 Budget Appropriation: Aggressive Driving Enforcement Grant Award**

[HCC-104-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

I move that the Mayor and Council amend and increase the FY21 Special Revenues Budget and to accept and appropriate the FY21 Aggressive Driving Enforcement grant award in the amount \$2,000 from the Maryland Highway Safety Office (MHSO) for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

### **9.e) FY21 Budget Appropriation: Distracted Driving Enforcement Grant Award**

[HCC-105-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

I move that the Mayor and Council amend and increase the FY21 Special Revenues Fund Budget and to accept and appropriate the FY21 Distracted Driving Enforcement grant award in the amount of \$2,000 from the Maryland Highway Safety Office (MHSO) for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

### **9.f) FY21 Budget Appropriation: Impaired Driving Enforcement Grant**

[HCC-106-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

I move that the Mayor and Council amend and increase the FY21 Special Revenues Fund Budget and accept and appropriate the FY21 Impaired Driving Enforcement grant award in the amount of \$4,500 from the Maryland Highway safety Office (MHSO) for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

### **9.g) FY21 Budget Amendment: Special Revenues Budget and Appropriation of Unencumbered FY20 COVID-19 Funds**

[HCC-109-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

I move that the Mayor and Council amend the FY21 Special Revenues Fund Budget and appropriate \$303,500 in unencumbered FY20 COVID-19 Funds.



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<b>RESULT:</b>	<b>APPROVED, AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Suiter
<b>SECONDER:</b>	Solomon
<b>AYES:</b>	Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	Hollingsworth

**10. Action Items (8:15 p.m. - 8:45 p.m.)**

**10.a) Hyattsville Ordinance 2020-06: Vote-by-Mail Election Procedures**

[HCC-97-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Chapter 8 Revisions 10.14.20 SC](#)

[Election Presentation July 20](#)

[Election Calendar 2021](#)

[2018 VBM Motion](#)

I move the Mayor and Council introduce Hyattsville Ordinance 2020-06, an ordinance whereby the City Council amends Chapter 8 of the Hyattsville Code to change the day of the election, provide for an all Vote-by-Mail election, update, reorganize, and refine Chapter 8 to improve its overall clarity and better define the City's election policies and procedures (INTRODUCTION & FIRST READING)

City Clerk Laura Reams presented the Council with information and elements of a vote-by-mail election recalling that the Body had been initially given the information the previous July and explained that the proposal included changes to the City Code and an amendment to the City Charter.

Ms. Reams detailed the process in which ballots would be mailed to all registered voters 30 to 45 days in advance of the election in prepaid postage envelopes with at least one (1) drop box in the City. She described that there would be an election day polling location and noted inevitable investments for ballot boxes, security measures, and other measures to carry out an all vote-by-mail election. She referenced the advantages of voter convenience, increased voter participation, improved voter roll accuracy and a lower cost for poll workers. Ms. Reams added that some disadvantages were increased costs for infrastructure and communication, a defection from traditional voting methods, and the potential for an increase in campaign expenditures for candidates.

Ms. Reams stated that the voting method was to be determined by Council through a resolution which would authorize administrative procedures necessary for a vote-by-mail election and presented the next steps in the process including the discussion of the motion that evening followed by adoption of Code changes at the following Council meeting and the approval of a resolution designating the 2021 City election as an all vote-by-mail election.



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Ms. Reams provided further detail regarding the Charter amendment resolution noting changes to the date of the election, the changes in the process, and adjustments to the timeline as well as associated deadlines. She announced that with the approval of that night’s consent agenda, staff had been authorized to schedule a public hearing November 16<sup>th</sup> in which the Charter amendment could be discussed and receive resident feedback, followed by adoption and implementation.

Ms. Reams closed her comments with an overall timeline that scheduled adoption of the process, vendor selection, candidate registration, the mailing and submission of ballots, the acceptance and certification of election results, oath of office ceremony, first meeting of the new Council, and the election of a Council President and Vice President taking place from December 2020 until July 19, 2021.

**Councilmember Solomon** inquired as to the amount of drop boxes and their locations to which Ms. Reams responded that there would be at least one (1) drop box for the entire City as the cost incurred would be approximately \$8K per structure and would require surveillance on City property. She explained that voting opportunities and efforts would be prevalent throughout the City with outreach, pop-up polling, and other communicative measures.

**Council Vice President Carrianna Suiter** expressed her appreciation for the initiative and the work involved in making substantial changes to the election process.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Suiter
<b>SECONDER:</b>	Solomon
<b>AYES:</b>	Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	Hollingsworth

**10.b) Lease Finance Funding for Six FY20 Police Vehicles and Related Equipment  
[HCC-110-FY21](#)**

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[FY20 Lease Financing Police Cars and Equipment NTE 331,311 10-13-20 Update 10-13-20](#)

I move that the Mayor and Council authorize the City Administrator to execute a lease finance agreement with Tax-Exempt Leasing Corp. in an amount not to exceed \$331,311 at a rate of 3.78% for five (5) years to finance the lease purchase of six (6) police vehicles and related equipment approved in the FY-2020 Capital Improvement Plan and upon legal review and approval by the City Attorney.

**Council President Kevin Ward** referenced the rate of 3.78% and asked if there was any difference in financial factors when entering a tax-exempt lease when compared to consumer lease to which City Treasurer Ron Brooks replied that there would be quarterly payments over a five (5) year plan that did not include a balloon payment upon closure.



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**Council President Ward** inquired as to any restriction limits on mileage for the vehicle that, if exceeded, would incur additional cost to which Deputy Chief of Police Scott Dunklee responded that he did not believe that there would be a mileage limit imposed but would confirm and provide an accurate response to the Council in the following days.

**Councilmember Lawrence** sought clarity regarding the status of the vehicles upon completion of the lease to which Treasurer Brooks responded that, at that time, the vehicles would become property of the City of Hyattsville. Deputy Chief Dunklee stated that the functional expectancy of the vehicles was seven (7) years and anticipated an extended timeline for the vehicles to the transfer of maintenance schedule responsibility to the Department of Public works. City Administrator Douglas reminded the Body that it was the City’s intention to incorporate hybrid vehicles into the fleet that would also extend the usable period of the vehicles.

**Councilmember Lawrence** inquired as to whether the vehicles were provided exclusively to sworn officers and requested information regarding the amount of vehicles financed since 2013 and the related users to which Deputy Chief Dunklee confirmed that they were, in fact, only used by sworn officers and Ms. Douglas, Mr. Brooks, and Deputy Chief Dunklee were amenable to providing the requested information for review by the Councilmember.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Suiter
<b>SECONDER:</b>	Croslin
<b>AYES:</b>	Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	Hollingsworth

**11. Discussion Items (8:45 p.m. - 9:00 p.m.)**

~~**11.a) Implementing Participatory Budgeting  
HCC-99-FY21**~~

~~**Sponsor:** Hollingsworth  
**Co-Sponsor(s):** N/A~~

~~I move that the Mayor and Council establish an ad hoc advisory committee to develop recommendations for a plan to establish a participatory budgeting process beginning with the FY23 budget.~~

The discussion item was tabled until the Council meeting of November 2, 2020.

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

**Ward 2 Councilmember Robert Croslin** expressed his gratitude for the work performed by the City Clerk and her staff in setting the parameters and establishing the plan for the implementation of an all vote-by-mail election.



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD**  
**MONDAY, OCTOBER 19, 2020 7:00 PM**

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**Ward 4 Councilmember Edouard Haba** concurred with the comments of **Councilmember Croslin** expressing his appreciation for the efforts in establishing changes for the next City election.

**Council President Ward** thanked all staff involved in the establishment of recent legislation and encouraged the community to make a plan to vote in the national election.

**13. Community Notices and Meetings**

**13.a) Main City Calendar October 20 - November 2, 2020**

[HCC-111-FY21](#)

**Sponsor:** At the Request of the City Administrator

**Co-Sponsor(s):** N/A

[Main City Calendar Oct 20 - Nov 2 2020 FINAL](#)

**14. Motion to Adjourn**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Croslin
<b>SECONDER:</b>	Suiter
<b>AYES:</b>	Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	Hollingsworth

The meeting adjourned at 8:56 p.m.

**ATTEST:**

**November 3, 2020**

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**Laura Reams, City Clerk**

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**Sean Corcoran, Deputy City Clerk**