



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD APRIL 6, 2020 – 7:00 PM

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Candace Hollingsworth, Mayor  
Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3 (Council Vice President)  
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  
Chief Amal Awad, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Vivian Snellman, Director of Human Resources  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk

### 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](https://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.



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Public Comment may also be made using the e-comment feature at [hyattsville.org/meetings](http://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto: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**

**Council President Pro Tempore Madison Galloway**, representing the Hyattsville Elementary School Student Council, called the meeting to order at 7:41 p.m. (*Start of the meeting was delayed due to technical difficulties.*)

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

### 3. **Approval of Agenda**

#### **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

**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.



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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:

- \$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.

<b>RESULT:</b>	<b>APPROVED, AS AMENDED [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

**4. Approval of the Minutes**

**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](#)



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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.

<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

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

#### 5.a) Motion to Close (60 minutes)

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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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.

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<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

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-306(C)(2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held at 8:11 p.m. on Monday, April 6, 2020, through virtual means.

In addition to the City Council, the following staff members were present: **City Administrator Tracey E. Douglas, Assistant City Administrator Jim Chandler, City Treasurer Ron Brooks, City Clerk Laura Reams, and Deputy City Clerk Sean Corcoran.**

The authority under which the session was closed was 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) and 3-305(b)(1) to discuss a personnel matter that affects one or more specific employees.

Topics Discussed: The Council discussed the terms of a revitalization tax credit for Urban Investment Partners, a separate development proposal located in the City, and a personnel matter.

Action Taken: None taken.

**Ward 2 Councilmember Robert Croslin** made a motion to adjourn the closed session at 9:46 p.m. which was seconded by **Ward 5 Councilmember Erica Spell Wolf** and approved unanimously by the Council.

Council returned to open session at 9:54 p.m.

### 6. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**

City Clerk Laura Reams read the public comments submitted electronically:

Ward 2 resident, David Marshall, expressed opposition to the COVID-19 pandemic fund stating his displeasure with the lack of detail as to the specific intent of the funds and their amounts. He also stressed that resident feedback should be considered when making said determinations. Mr. Marshall also expressed opposition to the Backyard Chicken Act questioning the legality and the time and funding that had gone into addressing the matter as well as the timing of the legislation in accordance with the response to COVID-19.



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The reading of Mr. Marshall's comments ceased upon reaching the two (2) minute limit. **Mayor Candace Hollingsworth** stated that Council would receive Mr. Marshall's comments in their entirety.

City Clerk Laura Reams read the next public comments submitted electronically:

Ward 3 resident, Chuck Perry, expressed opposition to the COVID-19 pandemic fund stating his belief that the money would be used for projects of interest for the Mayor and Council that would not otherwise be available and suggested looking into other means of funding including various grants provided by the County and State. Mr. Perry expressed opposition to the Backyard Chicken Act stating that domestic fowl could increase the likelihood of the spread of COVID-19 and cited an article from [www.sciencedaily.com](http://www.sciencedaily.com). He questioned whether many of the City's contracted assistance were businesses owned predominantly by minorities and specifically the racial makeup of the Stearns, Conrad, Schmidt, (SCS) Consulting Engineers Incorporated workforce citing [www.sesengineers.com](http://www.sesengineers.com).

### 7. **City Administrator Update (8:20 p.m. - 8:30 p.m.)**

City Administrator Tracey Douglas provided the Mayor and Council with an update of news and events regarding the City recognizing that April 1, 2020 was national Census Day and staff had launched collaborative, creative, initiatives to raise awareness of and participation in the Census and stating that resident participation had already shown an increase.

Ms. Douglas congratulated City Clerk Laura Reams, Communication and Outreach Coordinator Brayon Perez, and Video Coordinator Matt Carl on the issuance of the Maryland Municipal League (MML) 2020 large city achievement award winner for Hyattsville's monthly Council recap videos.

City Administrator Douglas provided an update regarding the City's response to the COVID-19 pandemic stating that staff were staying informed on all aspects of the emergency and were taking all steps necessary to ensure that residents received any new information as it was received. She stated that the Department of Public Works was still functioning and performing services and directed community members to view the City's website for updates and information regarding community assistance and volunteer opportunities. Ms. Douglas acknowledged the work of the Hyattsville Police Department in partnering with neighboring entities to provide food to those in need and stated that all staff continued to examine new, creative, ways to ease burdens during the time of emergency.

**Ward 5 Councilmember Joseph Solomon** inquired as to whether the Call-a-Bus service would still be providing service at some level to which Ms. Douglas responded that the service was currently suspended, but volunteer resources could possibly be made available for transportation and errands for seniors. **Councilmember Solomon** sought clarity regarding a transition into a workflow similar to that before quarantine orders to which Ms. Douglas replied that while some delays may continue but staff were working hard to address all concerns of Council and residents.



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

#### 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](#)

Counsel for the developer, Thomas Haller, thanked the Mayor and Council for the opportunity to present of the detailed site plan (DSP) for the Kaiser Medical Office Building and for their efforts in keeping City business up and running during the compromising times. Mr. Haller introduced colleagues in attendance and relayed that the Riverfront project had been ongoing for some time and speculated about the construction of townhouses being built that year. He commenced the presentation for the medical building on Ager Road and transitioned the lead of the presentation to Robert Gilbain, representative for the ownership.

Mr. Gilbain echoed the sentiments of Mr. Haller and showcased a power point presentation that described the DSP that was recently accepted by Prince George's County. He provided visual aid of the master site plan which included the location of the proposed Kaiser Medical Office that would face Ager Road, existing and planned infrastructure, nearby open space and public parks, and the locations and types of units included in the plan.

Mr. Gilbain explained the footprint for the medical building as well as the landscape plan and provided specifications including requirements and building elevations. He continued that they were proposing an adjustment to the preferred land use map in which mixed-use residential structures would be implemented and the placement of a medical lab or café for certain areas of the site. He addressed parking issues stating that the Transit District Development Plan (TDDP) permitted 92 spaces and that the proposed structure anticipated 238 spaces and laid out traffic and pedestrian data for reference and justification.

Mr. Haller stated that the TDDP had very specific requirements and that they would be asking for an exception regarding the allowance of a commercial structure and its amenities as well as a parking waiver. He stated that the TDDP was developed in 2006 and many of the requirements are not feasible in 2020 and provided reasoning behind the request for variance and exception.

**Ward 4 Councilmember Edouard Haba** requested clarity regarding the timeline for the project to which Mr. Gilbain responded that the project was currently on schedule, they were anticipating the receipt fo approvals no later than fall of that year, the start of construction in the beginning of December 2020, and the completed building by June 2021. **Councilmember Haba** inquired as to communications with the Planning Committee to which Mr. Haller answered that they planned to meet on April 21 and return to Council at the Council meeting scheduled for May 4, 2020.



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**Ward 5 Councilmember Erica Spell Wolf** inquired as to the intentions for outdoor space to which Kaiser representative Adrian Haggerty responded that their focus was to open up the area to the community by implementing a public square, glass doors leading to conference rooms, and a café that would be adjacent to an outdoor seating area.

**Ward 2 Councilmember Danny Schaible** stated his familiarity with the existing Kaiser Medical Building at the Prince George's Plaza and asked if the new development will replace the current one to which Mr. Haggerty answered in the affirmative explaining that it was the entity's intention to own all of their buildings. **Councilmember Schaible** inquired about the expansion of services and adjustments to the façade to which Mr. Haggerty responded that the standard services would be available with rotating specialties with the addition of urgent care as a consideration for the future. Regarding the exterior façade, Mr. Haggerty explained that they were continuing to consider options to improve the aesthetic of the structure.

### **8.a) Introduction of the Draft Budget for Fiscal Year 2021 (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](#)

City Administrator Douglas addressed the Mayor and Council stating that she would be providing an abbreviated version of the draft budget for fiscal year 2021 (FY21) as the department directors would be providing a more in-depth explanation at the April 15 Council meeting. Ms. Douglas explained that projecting a budget during times of uncertainty proved difficult and they were anticipating a \$2.4M decrease in revenue due to the impact of the COVID-19 global pandemic.

Ms. Douglas highlighted projections for the general fund, general fund reserve, special revenue funds, capital improvement funds, and their anticipated revenues and balances. She cited a compensation study that showed that City police officers and other staff were below average regarding compensation and funds would be allocated to address the data. Ms. Douglas stated that funding would also be allotted to mandatory and developmental training, support for the Clean and Safe Team, bonuses for police retention, and the institution of the Family Member Leave Act (FMLA).

Ms. Douglas presented initiatives related to economic development which provided some insight into further business and community outreach, the continuation of the Residential Parking Zone (RPZ) program, adjusted work flow of Code Compliance to function by region, small business resources, and the implementation of Enterprise Resource Planning (ERP).

The City Administrator addressed plans to improve infrastructure and facilities with funding for public parks and playgrounds, upgraded lighting throughout the City, the purchase of public restrooms to curtail vagrancy issues, and referenced the Ward 1 stormwater study expected to be completed in 2021. She relayed that the AA2 Municipal Bond rating that the City received allowed Hyattsville to procure \$12.6M in bonds to aid in the construction of the new Police and Public Safety Headquarters and the new location for the Teen and Mentoring Center.





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The presentation moved to smart and green technology referencing the ERP, implementation of closed-circuit television (CCTV), the expansion of environmental and lighting programs, smart technology, grant funding for an electrical vehicle fleet under the Department of Public Works, and possible telework implementation. She cited intentions to improve transparency and communication through a strategic communication plan, updating the City's website, and editing of the style and branding guide. City Administrator Douglas stated that funding had been allocated to improve applications such as See, Click, Fix and Code Red and to be proactive with media relations and an increased social media presence and continued content production.

Ms. Douglas addressed programs and services speculating that the activity of resident programs and services was hard to predict due to the uncertainty of the viral emergency. She stated that funding was reserved to continue the City's senior programs, child and youth programs, teen mentoring, volunteer programming, cultural events, transportation assistance, and several other events and offerings.

The presentation included details regarding improved Police and Public safety initiatives including efforts in community policing, crime reduction, dispatch support, and training. Ms. Douglas stated that for the third consecutive year the City was awarded grant funding to help mitigate gang-related crime in collaboration with neighboring regions and municipalities. She reported that staff will continue to explore ways in which cost can be offset through funding and other resources as well as continually investigating new cost-efficient technologies and practices while tracking spending and future revenue fluctuations. City Administrator Douglas cited the work of the City Treasurer, Ron Brooks, who had been instrumental in all financial accomplishments of the City and integral in preparing for each fiscal year.

*Item 9, Proclamations, was temporarily omitted and taken up after item 10, consent items.*

### 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 HCC-278-FY20**

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

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

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.



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### 10.b) Repair of Security Gate at the Department of Public Works

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

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.

### 10.d) Dossier-on-Demand System Contract

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

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](#)



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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**  
**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 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.

**10.g) Reschedule Budget Work Session of April 18, 2020 to April 15, 2020**  
**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.

<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

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

**9.a) Proclamation in honor of National Volunteer Week**  
**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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<b>RESULT:</b>	<b>APPROVED [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

### 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)

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).

**Mayor Hollingsworth** provided a brief summary of the intentions of the measure stating that the background materials invoke a deadline for which Council would have established criteria and guidelines for the allocation of funds and requirements for receipt. She stated that it also allowed time to develop sound protocol and take into consideration the comments and opinions of residents.

**Councilmember Solomon** stated that he was in support of the item, but wanted to have more discussion about how the funds would be allocated. He expressed a need to investigate the procedure of the State and County to identify gaps beyond their respective assistance and to make informed decisions about where funding could be best applied within the City of Hyattsville. He added that he had some concerns regarding uncertainty and wanted to be sure that they would be able to carry out the tenets of the motion throughout the ongoing challenges introduced from the COVID-19 emergency.

**Ward 3 Councilmember Ben Simasek** raised questions regarding the urgency of passage asking whether it was necessary to first pass the measure in order to determine criteria and parameters to which **Mayor Hollingsworth** responded that she did not believe it was necessary to be an emergency ordinance or that it was mandatory that it be approved that evening but, taking history into consideration, she believed it would be beneficial to begin to layout some structure first to compel the Body to move toward action as opposed to remaining idle.



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**Councilmember Simasek** inquired as to what the process would be for the appropriations given the possible scenarios to which **Mayor Hollingsworth** confirmed that no distribution of funds would take place until after criteria and regulations had been established regardless of the previously stated deadline of May 4. She stated that it would be helpful to have a pathway established and that it was important to identify gaps and stressed the importance of using the funds wisely.

**Councilmember Simasek** suggested implementing actions incrementally because of the overall uncertainty to which the Mayor reiterated that the method was the Council's will, but that the importance lied in ensuring that effective amounts of funding be applied to issues that would be served in the most effective ways.

**Councilmember Schaible** expressed support for the item and acknowledged the urgency of the motion. He stated that he had been in discussion with residents and they would also support the initiative and that he preferred to pass the preliminary steps, at least, that evening.

**Councilmember Croslin** expressed support for the item stating that everyone was obligated to do their part during the challenging times and did not feel the ordinance was too much to ask.

**Councilmember Haba** expressed support for the measure but identified its arbitrary nature stating that it was inconsequential if the Body passed the legislation that evening because they were unable to take any action until criteria and regulations had been established.

**Mayor Hollingsworth** retorted that if the measure was passed that evening it would alleviate some of the administrative burden going forward.

**Councilmember Spell Wolf** stated that her primary concern lied with the health and wellbeing of residents and it would be her preference to address those areas before providing assistance to businesses and was open to hearing the opinions of her colleagues.

**Mayor Hollingsworth** reiterated that the measure was created to address the needs of all and to soften the impact of the COVID-19 pandemic in every way possible and that the method in which these initiatives took place was at the behest of the Council.

City Treasurer Ron Brooks interjected that should the item receive approval he would request that the language be amended to clearly state that the funding source would be unencumbered funds. He added that Council could take action any way they saw fit and it would be possible to distribute funds incrementally and in response to unforeseen events as they materialized.

**Council President Kevin Ward** addressed the Mayor and Council expressing the need to be clear in their language that they were not immediately distributing funds as it was not the case and emphasized the importance of businesses to the local economy and the livelihood of community residents. He stated that successful, functioning, businesses provide stability to residents and voiced his support for passing the measure that evening proclaiming that would not be detrimental.



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**Councilmember Haba** reiterated his earlier comments and expressed support for adopting the motion at any point.

**Councilmember Solomon** expressed his support for implementing funding in an incremental manner stating that it allowed Council to react intelligently and change direction at any point after new findings. He inquired as to what fiscal year the amendment would apply to which City Treasurer Brooks stated that the amendment would apply to FY20 and after June 30, 2020 another amendment would need to be approved to use any leftover funds in FY21. **Councilmember Solomon** voiced his support for adopting the measure.

**Ward 1 Councilmember Bart Lawrence** expressed his support for adopting the measure and acknowledged that the item required more discussion and detailed instruction. He recollected that upon first seeing the language he believed the amount of funding to be insubstantial overall, but significant with regard to the City’s budget and stated that there were challenging times ahead and the Body should move forward with adopting the ordinance in order to initiate the process and begin work on criteria and requirements.

City Treasurer Ron Brooks reiterated the need to amend the language to clearly state that the funds would be moved from the unencumbered funds. The motion to amend the language was moved by **Councilmember Simasek**, seconded by **Councilmember Croslin**, and approved unanimously.

<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

**11.b) Backyard Chicken Act (10 minutes)**

**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.

**Councilmember Schaible** addressed the Mayor and Council with a background of the item and reiterated previous discussions among the Body stating that there were benefits from raising domestic fowl such as community building, providing a healthy and humane source of food, creation of fertilizer for use in gardens, and others. He stated that Hyattsville was an abnormality in the country as most areas allow the raising of domestic fowl and cited a recent survey conducted by the United States Department of Agriculture (USDA) which showed that 1% of all



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United States (US) households reported owning fowl; approximately 2.5M Americans and that these households were spread evenly among urban, suburban, and rural areas. He also cited a 2015 study that stated that 93% of the 150 most populated cities in the US. **Councilmember Schaible** continued that in a regional context, Hyattsville was an outlier as almost all the adjacent areas allow for residential fowl. He argued that the legislation would put the City in line with the position of a majority of the country and immediate area and referenced the COVID-19 pandemic, stating that it could be helpful during a time when food was not as abundant or available.

<b>RESULT:</b>	<b>FAILED, 3 – 8</b>
<b>MOVER:</b>	Ward
<b>SECONDER:</b>	Haba
<b>AYES:</b>	Ward, Suiter, Schaible
<b>NAYS</b>	Hollingsworth, Lawrence, Croslin, Simasek, Haba, Peabody, Solomon, Spell Wolf
<b>ABSENT:</b>	None

**11.c) Solid Waste Collection Study Contract (10 minutes)**

**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.

City Administrator Tracey Douglas addressed the Mayor and Council reminding the Body that last year they had allocated funds in the budget to conduct a solid waste collection study and came to an agreement on a capable vendor with notable experience. She stated that the item was delayed in being presented to Council because they wanted to also assess the effects and outcome of the Pay-as-You-Throw (PAYT) program and noted that they would recommend moving forward with the authorization of the contract with SCS engineers.

Director of Public Works, Lesley Riddle, agreed with the comments of the City Administrator stating that the department was confident in the ability of the vendor and they had a positive reputation and proven success in the area.

**Council Vice President Carrianna Suiter** sought clarity regarding the amounts of \$39K and \$6K provided in the pertinent documentation to which Ms. Riddle and Ms. Douglas confirmed that the original proposal was for approximately \$32K and the addition of assessing the effects of PAYT was approximately \$6K for a total approval amount up to \$39K.



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**Councilmember Schaible** expressed support for the item stating that he had assisted in creating the PAYT motion and inquired about possibly extending the scope of the PAYT study to include additional data analysis. City Administrator Douglas recommended a meeting with Ms. Riddle to determine if a wider scope would result in increased cost and then returning to Council with the adjusted scope, possible adjusted cost, and the augmenting of the motion language.

<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

### **11.d) 4016 Crittenden Street: Departure from Design Standards (DDS-666) (15 minutes)**

**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.

Assistant City Administrator Jim Chandler addressed the Mayor and Council announcing that the item was time sensitive as it was to be heard by the Planning Board on April 16 and stated that City Planner Kate Powers would be providing a summary, details of the project, and justification for the recommendation to oppose the design departure.

Ms. Powers stated that as part of the application the applicant was requesting the construction of a single-family home at 4016 Crittenden Street on a lot adjacent to the Wheelock House; a designated historic site. She explained that the applicant was requesting a departure from the 2010 Prince George's County Landscape Manual to reduce the landscaped buffer between the two properties from a building setback 50 feet to 12.5 feet and a landscape buffer of 40 feet to 8-10 feet. Ms. Powers relayed that the City was recommending denial of the departure due to its relation to the Chesapeake Bay Critical Area Intense Overlay Zone as well as being adjacent to a historic site and that the proposed buffer was not adequate.





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<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

**11.e) Reallocation of Funds in Mayor’s Budget**

**HCC-295-FY20**

**Lead Sponsor:** Hollingsworth

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

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:

- \$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.

**Mayor Hollingsworth** provided details regarding the motion stating that the funds in question were not expected to be used and could be more useful by being repurposed especially in the time of need and as a benefit to seniors in the community.

**Councilmember Haba** expressed support for the motion and stated they he planned to confer with his counterpart, **Ward 4 Councilmember Daniel Peabody**, to take similar action with their discretionary funds.

<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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**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.

City Administrator Tracey Douglas provided background and summarized the motion stating that an Enterprise Resource Planning (ERP) system is an integrated platform that streamlines several processes to increase productivity, provide more in-depth analysis, and assist in financial projection and maintenance, and other areas. She stated that after assessment of several vendors they were prepared to move forward with BC systems.

Mr. Chandler added that BC systems was able to provide the most flexibility and accessibility and offered many attractive aspects that could be very beneficial to the City at a reasonable cost.

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

**Councilmember Peabody** sent best wishes to all and expressed his appreciation for being on a Council that was always considering new ways to help the community.

**Councilmember Croslin** advised all to stay inside and to stay safe amid the emergency.

**Council President Ward** expressed the need for all to keep the most vulnerable in mind and to provide help to family, friends, and neighbors while considering their challenges during the COVID-19 pandemic.

**Councilmember Solomon** encouraged those who pray to exercise their faith and pray for others as well as staying optimistic.

**Councilmember Spell Wolf** advised everyone to stay home and stay safe.

**Councilmember Haba** recognized that the current times were trying ones and to remember that Spring was a time of rebirth and to stay strong and be sure to check on family, friends, and neighbors.



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**Councilmember Schaible** acknowledged the struggle shared by the world due to the COVID-19 emergency expressing his pleasure with the work of Council and staff and encouraging unity and optimism that we will all be unharmed.

**Council Vice President Suiter** thanked viewers and participants and asked everyone to stay home and stay safe.

**Councilmember Simasek** reiterated the comments of his colleagues and stated that being socially restrictive did not mean being unable to connect with others and to forge friendships and partnerships. He encouraged the community to stay safe.

**Councilmember Lawrence** encouraged all to stay safe and expressed his appreciation for City staff and residents who continue to work during the national quarantine.

**Mayor Hollingsworth** echoed the comments of her colleagues and challenged Council to consider items that the City could do without in order to assist in areas of higher priority and to move forward with discretion during the uncertain times.

**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**

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

The meeting adjourned at 12:26 a.m.

**ATTEST:**  
**APRIL 15, 2020**

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**Laura Reams, City Clerk**