

City of Hyattsville

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



Agenda Regular Meeting

https://us06web.zoom.us/webinar/register/WN_bNNNWyN_RoaHAIJh1azvag

Monday, December 16, 2024

7:00 PM

Virtual

City Council

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

ADMINISTRATION

Tracey E. Douglas, City Administrator
Nate Groenendyk, City Clerk, 301-985-5001, cityclerk@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!
Your participation at this public meeting is valued and appreciated.

AGENDA/PACKET: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior to the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

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Meeting Notice:

The Hyattsville City Council will hold its meeting on Monday, December 16, 2024, remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Approval of the Minutes**
 - 4.a. **Approval of the Minutes** [HCC-175-FY25](#)

I move that the Mayor and Council approve the minutes of the June 10, 2024 and November 4, 2024, City Council Meetings.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Minutes June 10 2024](#)
[Minutes Nov 4 2024](#)
5. **Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**

6. City Administrator Update (7:20 p.m - 7:40 p.m.)**7. Presentations (7:40 p.m. - 8:10 p.m.)****7.a. Gallatin Street Intersection Study Preferred Alternative Presentation**[HCC-104-FY25](#)

Presentation Only

Sponsors: City Administrator**Department:** Public Works**Attachments:** [Gallatin St Intersection Existing Conditions Report](#)
[Gallatin Intersection CC Presentation](#)**8. Proclamations****8.a. Proclamation Recognizing December 21, 2024, as National Homeless Persons' Memorial Day**[HCC-179-FY25](#)

I move that the Mayor and Council adopt a proclamation recognizing December 21, 2024, as National Homeless Persons' Memorial Day in the City of Hyattsville.

Sponsors: City Administrator**Department:** City Clerk**Attachments:** [CM 1216 National Homeless Persons Memorial Day Proclamation](#)**9. Appointments****9.a. Re-appointments to Board of Supervisors of Elections**[HCC-174-FY25](#)

I move the Mayor, with Council approval, re-appoint Greta Mosher (Ward 1) and Lisa Pineda (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years beginning January 12, 2025 through January 12, 2029.

Sponsors: Croslin**Department:** City Clerk**Attachments:** [Greta Mosher W1 Oct 14 24 for Jan 12 25 appl redac.pdf](#)
[Lisa W2 Nov 27 25 for Jan 12 25 appl redac.pdf](#)

9.b. Council of Governments Policy Committee Appointments[HCC-178-FY25](#)

I move that the Mayor and Council make the following appointments to the Council of Governments (COG) Policy Committees for a term of one (1) year, beginning on January 1, 2025:

- Region Forward Coalition: Mayor Robert Croslin, with staff alternate Tracey Douglas and Laura Reams
- Human Services and Public Safety Policy Committee: Mayor Robert Croslin, with staff alternate Police Chief Jarod Towers and Sandra Shephard
- Climate Energy and Environment Policy Committee: Mayor Robert Croslin, with staff alternate Lesley Riddle
- Chesapeake Bay and Water Resources Policy Committee: Mayor Robert Croslin, with staff alternate Lesley Riddle

Sponsors: City Administrator

Department: City Clerk

Attachments: [MWCOG Policy Committees](#)

10. Consent Items (8:10 p.m. - 8:15 p.m.)

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

10.a. Purchase of Park and Playground Equipment for the Trolley Trailhead Park project[HCC-176-FY25](#)

I move the Mayor and Council authorize the City Administrator to enter into an agreement with Playground Specialist for the furnishing and installation of park and playground equipment for the Trolley Trailhead Park project, "The Spot", for an encumbrance of \$110,000.

Sponsors: City Administrator

Department: Public Works

Attachments: [2024-03-11-Site Concept The SPOT.pdf](#)
[PlaySpec Sourcewell 010521-LTS The Spot Proposal 31631G 10-22-2024](#)

10.b. Hyattsville Ordinance 2024-05: Revisions to City Code Chapter 8, Elections (Second Reading and Adoption) [HCC-177-FY25](#)

I move the Mayor and Council adopt Hyattsville Ordinance 2024-05, an ordinance whereby the City Council amends City Code, Chapter 8, Elections to change the requirements related to early voting day hours and election related mailings and update the language regarding the processing of mail-in ballots.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Hyattsville Ordinance 2024-05 - Election Code Revisions FOR PACKET.pdf](#)
[Election Code Changes](#)

11. Council Dialogue (8:15 p.m. - 8:25 p.m.)

12. Motion to Close

12.a. Motion to Close - Note: Council will Not Return to Open Session [HCC-180-FY25](#)

I move the Mayor and Council close the Council Meeting of December 16, 2024, to discuss a personnel matter and to discuss negotiations related to the acquisition of real property. City staff will be consulted as to each.

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 individuals” and Maryland State Government General Provisions Article Section 3-305 (b) (3) to “consider the acquisition of real property for a public purpose and matters directly related to the acquisition.”

Sponsors: City Administrator

Department: City Clerk



City of Hyattsville

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Agenda Item Report

File #: HCC-175-FY25

12/16/2024

4.a.

Submitted by: Quianna Taylor
Submitting Department: City Clerk
Agenda Section: Approval of the Minutes

Item Title:
Approval of the Minutes

Suggested Action:
I move that the Mayor and Council approve the minutes of the June 10, 2024 and November 4, 2024, City Council Meetings.

Summary Background:
Action summaries for Council Meetings are posted to the City website within 48 hours of the meeting. Please see attached minutes. Staff is in the process of reviewing outstanding minutes to bring forward for Council approval.

Next Steps:
Upon approval, approved minutes will be posted on the City's website.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend approval.

Community Engagement:
N/A

Strategic Goals:
Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?
N/A

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Meeting Minutes

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7:00 PM

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1. Call to Order and Council Roll Call

Call to order at 7:01 PM.

Also Present:

City Administrator Tracey Douglas

Deputy City Administrator Laura Reams

Director of Community Business Economic Development Debi Sandlin

City Treasurer Ronald Brooks

Chief of Police Jarod Towers

Director of Public Works Lesley Riddle

Director of Community Services Sandra Shephard

Director of Human Resources Jay Joyner

City Clerk Nate Groenendyk

Deputy Director of Public Works Priyanka Joshi

Housing Manager David Cristeal

Deputy Finance Manager Natally Palma

Present:

Mayor Robert Croslin

Council President Joseph Solomon

Council Vice-President Joanne Waszczak

Councilmember Sam Denes

Councilmember Danny Schaible

Councilmember Emily Strab

Councilmember Jimmy McClellan

Councilmember Kareem Redmond

Councilmember Michelle Lee

Councilmember Edouard Haba

Councilmember Rommel Sandino

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

Amendments to the agenda are as follows:

-Addition of Proclamation HCC-379-FY24-Proclamation to Celebrate the 100 Year Anniversary of North Brentwood

-Addition of Proclamation HCC-380-FY24-Proclamation to Celebrate the 100 Year Anniversary of Edmonston

-Addition of Consent Agenda Item HCC-381-FY24-Motion for the Mayor and Council to authorize the disbursement \$914.48 of Ward 4 discretionary funds to CM Haba for the upcoming Ward 4 Community Day and Pig Roast.

-Addition of Action Agenda Item HCC-382-FY24-Motion for the Mayor and Council to give authority for City of Hyattsville staff to provide testimony before the Prince George's County Council expressing support for a rent stabilization ordinance and articulate concerns with CB-055-2024.

A motion was made by Council Lee, seconded by Councilmember Strab, that this was Approved as Amended. The motion carried by the following vote:

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

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

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

Michael Gorman (Ward 5) urged the Council to vote against the issuance of bonds as he feels that this will negatively impact the City's finances and stressed the need for transparency in reporting on City finances.

Claire Tombes (Ward 2) urged the Council not to stifle speech of residents in public meetings.

Will Seath (Ward 2) expressed concerns about the Council passing a budget that requires the use of reserve funds and stated that the Council needs to act promptly to reverse this trend.

Melissa Schweisguth stated that she would like to see the Council do more community outreach around events and activities that are affiliated with proclamations such as LGBTQ+ Pride Month.

Ryan Washington (Apartment & Office Building Association of Metropolitan Washington) expressed that his association opposes the rent stabilization legislation as they fear a negative impact on the industry.

Daniel Broder (Ward 2) is concerned about the increasing cost of the new police department. He expressed that residents could benefit from redirecting some of the funds related to this project. He also urged the Council to pass a Ceasefire Resolution for the people of Palestine.

Martha Wells (Member of St. Matthews/San Mateo) made a request that a portion of remaining ARPA funds be allocated to support their meal distribution programs.

Mr. Marshall is opposed to approving the budget in its present form and outlined items that he felt could be reduced and/or removed. He also discussed the last minute additions to the agenda and asked that these items be made available to the public for transparency.

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

City Administrator Douglas provided an update on City related news and events.

6. Presentations (7:40 p.m. - 8:10 p.m.)**6.a. City of Hyattsville 10 Year Financial Forecast**[HCC-367-FY24](#)

For presentation.

Sponsors: City Administrator

Treasurer Brooks, Deputy Finance Manager Natally Palma, Mike Sudsina (City of Hyattsville Financial Advisor), and Greg Van Wagnen (City of Hyattsville Financial Advisor), presented the City of Hyattsville 10 Year financial forecast and discussed the new forecasting model that was utilized in its creation.

The Council and staff discussed staffing levels utilized in the model, the projected decrease in expenditures, a potential financial surplus in the FY24 budget, and ways to improve one year projections. Council members also inquired about the metrics to measure growth. Mr. Sudsina advised that new construction projects, increases in available housing, and increased property taxes are measurable growth metrics. The Council requested that the financial projection tool be made available in the form of a dashboard for the Council to use. Treasurer Brooks advised that he would provide this information to the Council.

7. Appointments

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

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

7.a. Appointment to Board of Supervisors of Elections[HCC-366-FY24](#)

I move that the Mayor, with Council approval, appoint Nicola Konigkramer (Ward 3) to the Board of Supervisors of Elections for a term to expire on January 12, 2027.

Sponsors: Croslin

Attachments: [Nicola Konigkramer 5.24.2024 redc.pdf](#)

Proclamations

All Proclamations are approved in a single motion.

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

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

HCC-379-FY24 Proclamation Celebrating North Brentwood's 100 Year Anniversary

[HCC-373-FY24](#)

HCC-380-FY24 Proclamation Celebrating Edmonston's 100 Year Anniversary

HCC-374-FY24

8. Consent Items (8:10 p.m. - 8:15 p.m.)

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

All Consent Agenda Items are approved in a single motion.

A motion was made by Council President Solomon, seconded by Councilmember Lee, that the Consent Agenda was Approved. The motion carried by the following vote:

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

8.a. Disbursement of Ward 3 Discretionary Funds

[HCC-372-FY24](#)

I move that the Mayor and Council authorize the disbursement of \$90.46 to Kareem Redmond for reimbursement for refreshments provided at the community meeting held on June 6, 2024 at the City Building.

Sponsors: McClellan and Redmond

Attachments: [Receipt.jpeg](#)

8.b Disbursement of Ward 4 Discretionary Funds

[HCC-375-FY24](#)

I move that the Mayor & Council approve the disbursement of \$914.48 of Ward 4 discretionary funds to CM Edouard Haba for the upcoming Ward 4 Community Day and Pig Roast.

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

9.d HCC-382-FY24 - Testimony to Prince George's County Council

[HCC-377-FY24](#)

Council Vice President Waszczak asked if Community Business & Economic Development Director Sandlin or City Planner Jeff Ulysse could provide insight into the City's Rent Stabilization legislation in comparison to Prince George's County Rent Stabilization legislation.

Housing Manager David Cristeal provided an overview of the proposed Prince George's County rent stabilization ordinances in comparison to the City of Hyattsville draft motion.

CM Strab inquired if the bill set forth by Prince George's County Council has a provision for vacancy decontrol. Mr. Cristeal confirmed that the bill proposed by Prince George's County Council does not have it. Additionally the Prince George's County bill gives exemption to all units constructed after the year 2000 in perpetuity. She also asked for clarification about the rent increases for units outside of senior living facilities and asked that the Council define what items they would like to be in the testimony prior to voting.

CM Redmond inquired what views would Mr. Cristeal will be communicating to the Prince George's County Council. CM Schaible stated that he would like for Mr. Cristeal to advocate for Prince George's County Council to consider reframing their bill to be closer to the City of Hyattsville's draft ordinance.

Council President Solomon stated that it is too late to submit a letter with Hyattsville's proposed recommendations to the Prince George's County Council. He would like to see the testimony focus on vacancy decontrol, the stabilization rate, and the period of exemption. Council President Solomon feels flexibility should be allowed for staff to testify before Prince George's County Council.

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

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

Nay: Strab

9.a. **Hyattsville Ordinance 2024-02: Fiscal Year 2025 Budget (Second Reading and Adoption)** [HCC-364-FY24](#)

I move the Mayor and Council adopt Hyattsville Ordinance 2024-02, an ordinance adopting an annual budget for the Fiscal Year July 1, 2024, through June 30, 2025, for the general purpose, fixing the tax rates for the Fiscal Year beginning July 1, 2024; authorizing collection of taxes herein levied, and appropriating funds for the fiscal year (Second Reading and Adoption).

Sponsors: City Administrator

Attachments: [Hyattsville Ordinance 2024-02 Fiscal Year 2025 Budget Final DRAFT .pdf](#)
[University Town Center Special Tax Report \(2024\).pdf](#)

Council Vice President Waszczak requested a pie chart graphic to reflect the balance of investment in prevention and intervention efforts versus suppression efforts overseen by the police department. City Administrator Douglas stated that the communications team produces infographics for the budget each year and it includes the information requested.

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

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

Nay: Denes

9.b. **Hyattsville Ordinance 2024-03: Authorizing the Issue and Sale of General Obligation Bonds (Second Reading and Adoption)** [HCC-365-FY24](#)

I move that the Mayor and Council adopt Hyattsville Ordinance 2024-03 authorizing and empowering the City of Hyattsville to issue and sell from time to time one or more series of general obligation bonds in an aggregate principal amount not to exceed Seventeen Million Five Hundred Thousand Dollars (\$17,500,000), the proceeds of the sale of the bonds to be used and applied for the public purpose of financing, reimbursing or refinancing costs of the project identified as 3505 Hamilton Street Public Safety Building, together with related costs; specifies the amount of the bonds to be allocated to the project, provides that each series of the authorized bonds may be sold at public sale or private sale; authorizes the City Council to determine or provide by resolution for various matters relating to the authorization, sale, security, issuance, delivery, payment, and redemption or repayment of, and for each series of bonds. The City pledges its full faith and credit and unlimited taxing power to the payment of debt service on the bonds and provides for the imposition of ad valorem taxes sufficient for such purposes. Details of any series of the bonds to be issued shall be determined or provided for by resolution of the City Council.

Sponsors: City Administrator

Attachments: [City of Hyattsville Ordinance 2024\(189724225.4\)_1.pdf](#)

The Council and staff discussed the status of the bond rating, status of the capital fund budget, and the potential increase in interest rates. Mike Sudsina (City of Hyattsville Financial Advisor) advised that the City is conducting a semi-public sale and working with the underwriting firm to solicit buyers for the bonds. He also stated that this is an accepted method to convert bonds into permanent funding and the outcome should not be significantly different from a fully public sale.

Treasurer Brooks stated that Ordinance 2024-03 grants the authorization for the issuance of the bonds. This ordinance will be followed by a resolution to sell the bonds to sell the bonds in accordance with the City Charter.

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

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

9.c. Contract with Motorola Solutions for New Dispatch Center Equipment and Installation[HCC-369-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Motorola Solutions for dispatch center equipment and installation not to exceed \$2,000,000, with \$650,000 funded by ARPA.

I further move that the Mayor and Council authorize the City Administrator to enter into an equipment maintenance and support contract for the dispatch center equipment with Motorola Solutions for years 2-5, at a cost not to exceed \$560,000.

The total expenditure for this project is not to exceed \$2,560,000. The contracts are subject to review and approval of the City Attorney for legal sufficiency.

Sponsors: City Administrator

Attachments: [Motorola Proposal Communications Center](#)

The Council and staff discussed potential ways to recoup funds expended on the Motorola equipment, alternate funding sources such as grants and government funding, CCTV network compatibility, and potential partnerships with external agencies.

CM Haba expressed concerns about this funding request as there was a previous request made for equipment in the new police facility. He also inquired if the funding for this request will come from remaining ARPA funds. Treasurer Brooks advised that these funds were previously approved and will not be allocated from remaining ARPA funds. Council President Solomon stated that the \$650,000 referenced by CM Haba was discussed and approved at the January 16, 2024 Council meeting and asked Chief Towers for an update on how those funds were spent. Chief Towers stated that the previous request for \$650,000 was related to IT infrastructure at the new facility which differs from the items in the Motorola contract. The infrastructure includes network switches, servers, cabling, voice over IP phone systems, and computer systems for the entire building with the exclusion of the communications center.

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

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

Nay: Haba

10. Council Dialogue (8:45 p.m. - 8:55 p.m.)**11. Motion to Close (8:55 p.m. - 9:25 p.m.)**

11.a. Motion to Close - Note: Council will Not Return to Open Session[HCC-370-FY24](#)

I move the Mayor and Council close the Council Meeting of June 10, 2024, to discuss the performance evaluation and compensation of an employee over whom this public body has jurisdiction.

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 the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals.

Sponsors: City Administrator

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1) (2); this statement is included in these minutes:

A closed session of the Council of the City of Hyattsville was held virtually at 10:13 p.m. on June 10, 2024.

In addition to the City Council, the following staff members were present:

-Director of Human Resources Jay Joyner

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article 3-305 (b)(1) to discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction.

Topics Discussed: The compensation and performance evaluation of an employee over whom the this public body has jurisdiction.

Action Taken: None Taken

The closed session adjourned at 10:45 PM.

A motion was made by Council President Solomon, seconded by Councilmember Strab, to move to Closed Session. motion carried by the following vote:

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

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Meeting Minutes

Monday, November 4, 2024

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

ADMINISTRATION

Tracey E. Douglas, City Administrator
Nate Groenendyk, City Clerk, 301-985-5001, cityclerk@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!
Your participation at this public meeting is valued and appreciated.

- Present:** Mayor Robert Croslin
Council President Joseph Solomon
Council Vice-President Joanne Waszczak
Councilmember Sam Denes
Councilmember Danny Schaible
Councilmember Emily Strab
Councilmember Jimmy McClellan
Councilmember Kareem Redmond
Councilmember Michelle Lee
Councilmember Edouard Haba
- Absent:** Councilmember Rommel Sandino

AGENDA/PACKET: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior to the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

AMERICANS WITH DISABILITY ACT: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AUDIBLE DEVICES: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

PUBLIC INPUT: If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

REPLAY SCHEDULE: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 (Verizon) daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/meetings.

CITY INFORMATION: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

INCLEMENT WEATHER: In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.

Meeting Notice:

The Hyattsville City Council will hold its meeting on Monday, November 4, 2024, remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

The meeting will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at www.hyattsville.org/meetings.

PUBLIC PARTICIPATION:

If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and included in the official meeting record. Electronically submitted statements will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

Members of the public who wish to comment during the virtual Council meeting must register in advance using the link below.

https://us06web.zoom.us/webinar/register/WN_TD6w6yCeQ9i_uBEMCcXtbA

1. Call to Order and Council Roll Call

Call to Order:

Also in Attendance:

City Administrator Tracey Douglas
 Deputy City Administrator Laura Reams
 City Treasurer Ron Brooks
 Chief of Police Jarod Towers
 Director of Public Works Lesley Riddle
 Director of Community Services Sandra Shephard
 Director of Human Resources Jay Joyner
 City Clerk Nate Groenendyk
 Deputy City Clerk Quianna Taylor

Present:	Mayor Robert Croslin Council President Joseph Solomon Council Vice-President Joanne Waszczak Councilmember Sam Denes Councilmember Danny Schaible Councilmember Emily Strab Councilmember Jimmy McClellan Councilmember Kareem Redmond Councilmember Michelle Lee Councilmember Edouard Haba
Absent:	Councilmember Rommel Sandino

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

A motion was made by CM Denes and seconded by CM Haba to move Consent Agenda item 10.c. to Action Items. Approved, Unanimous.

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

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

Absent: Sandino

4. Approval of the Minutes**4.a. Approval of the Minutes**[HCC-141-FY25](#)

I move that the Mayor and Council approve the minutes of the April 15, 2024, City Council Meetings.

Sponsors: City Administrator

Attachments: [Minutes Apr 15 2024](#)

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

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

Absent: Sandino

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

Noura Estavie stated that she is in favor of Ceasefire Resolution.

Melissa Schweisguth thanked CM McClellan for his service as a council member. She also expressed concerns about the debt service agenda item and stated that she is not in favor of contract for wireless internet in the parks, asking for more detail. Lastly, she stated she's in favor of the ceasefire resolution.

Paul Abowd (Ward 2) stated that he is in favor of ceasefire resolution.

Raheela Ahmed stated that she is in favor of Ceasefire Resolution.

Mai Abdul Rahman stated that she is in favor of Ceasefire Resolution and asked that the council to use their voice to oppose the genocide in Palestine.

Robert Meyers stated that he is in favor of Ceasefire Resolution.

Owen Anderson testified in support of ranked choice voting.

Elias Johnson (Ward 2) stated that he is in favor of Ceasefire Resolution.

Rrezart Beqa (Ward 2) stated that he is in favor of Ceasefire Resolution and asked for the resolution to include a request for an arms embargo.

Mr. Marshall stated that he is opposed to ranked choice voting and the proposed parking fine increase. He inquired about the need to replace the generator in the City building which is scheduled to be renovated. Lastly he stated that he is opposed to the ceasefire resolution, stating that the City Council should focus on City matters.

Greg Smith stated that he is in favor of Ceasefire Resolution.

Sarah Harper stated that she is in favor of Ceasefire Resolution.

Laura Caldwell (Ward 1) stated that she is in favor of Ceasefire Resolution.

Dan Broder thanked CM Denes for removing item 10.c. from agenda, and stated that he is in favor of Ceasefire Resolution.

April Downs stated that she is in favor of Ceasefire Resolution.

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

City Administrator provided updates on City projects and events and thanked CM McClellan for his service.

Treasurer Brooks provided an update on soon to be released RFPs for a compliance audit and City financial advisor.

7. Presentations (7:40 p.m. - 8:10 p.m.)**7.a. City Auditor Presentation: City Auditor Robert Diss Overview of the FY22 Audit**[HCC-152-FY25](#)

For Presentation

Sponsors: City Administrator

Treasurer Brooks introduced Bob Diss from Lindsay & Associates who gave an overview of the FY22 financial audit. The FY22 is available on the City website.

The Council asked for an explanation of OPEB (Other Post Employment Benefits), actionable items under the law in the FY22 audit, and the status of any errors, misstatements, or edits found in the audit. The Council also inquired about a decrease in liabilities in the FY22 audit.

The Council was advised that OPEB refers to health insurance benefits for retired City employees. In reference to actionable items, audits are required by law and serve to assess financial control. Mr. Diss noted there has been a great improvement from older audits. He also stated that there was a restatement of funds provided to the fire department, which was an internal measure taken to account for a budgetary change. The decrease in liabilities in the FY22 audit was prompted by a return on investments. City Administrator Douglas advised that past audits aid in better aligning the budget with Council goals and priorities.

8. Proclamations

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

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

Absent: Sandino

8.a. Proclamation Recognizing November 2024 Native American Heritage Month[HCC-121-FY25](#)

I move that Mayor and Council adopt a proclamation to declare November 2024 as Native American Heritage Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 1104 Native American Heritage Month 2024](#)

8.b. Proclamation Recognizing November 2024 as Municipal Government Works Month [HCC-122-FY25](#)

I move that the Mayor and Council adopt a proclamation recognizing November 2024 as Municipal Government Works Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 1104 Municipal Government Works Month 2024](#)

8.c. Proclamation Recognizing November 11, 2024, as Veterans Day [HCC-123-FY25](#)

I move that the Mayor and Council proclaim November 11, 2024, to be Veterans Day in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 1104 Veterans Day Proclamation 2024](#)

8.d. Proclamation to Recognize November 2024 as National Family Caregivers Month [HCC-125-FY25](#)

I move that the Mayor and Council Recognize November 2024 as National Family Caregivers Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 1104 National Caregivers Month 2024](#)

9. Appointments

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

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

Absent: Sandino

9.a. Appointment to the Education Advisory Committee [HCC-143-FY25](#)

I move that the Mayor and Council approve the appointment of Mercy Ogutu (Ward 4) to the Education Advisory Committee for a term of two (2) years ending on November 30, 2026.

Sponsors: Strab

Attachments: [Mercy Ogutu W4 appl Mar 28 2024 redac](#)

10. Consent Items (8:10 p.m. - 8:15 p.m.)

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

Consent Agenda item 10.c.was removed in a motion made by CM Denes during approval of the agenda.

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

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

Absent: Sandino

10.a. FY25 Budget Appropriation: COPS Hiring Program Grant[HCC-103-FY25](#)

I move that the Mayor and Council accept and appropriate into the FY25 Budget, the COPS Hiring Grant award in the amount of \$1,000,000 to hire eight (8) entry-level officers.

Sponsors: City Administrator

10.b. Replacement of the backup generator at 4310 Gallatin St[HCC-116-FY25](#)

I move that the Mayor and Council authorize the City Administrator enter into an agreement with Kelly Generator & Equipment, Inc for the replacement of backup generator at 4310 Gallatin St for an amount not to exceed \$224,000, pending legal review using FY25 Capital Improvement Plan funds. The Treasurer is authorized to make the budget amendments necessary to encumber these funds.

Sponsors: City Administrator

Attachments: [City of Hyattsville Generator Replacement](#)

10.d. Disbursement of Ward 2 Discretionary Funds[HCC-126-FY25](#)

I move that the Mayor and Council authorize the disbursement of Ward 2 Discretionary Funds in the amount of \$260.00 to Councilmember Strab for reimbursement for refreshments at the Ward 2 block party on September 29, 2024.

Sponsors: Schaible and Strab

Attachments: [Receipt.pdf](#)

**10.e. FY25 Budget Appropriation: Governor’s Office of Crime Control and Prevention - [HCC-127-FY25](#)
Project Safe Neighborhoods - License Plate Reader Program with the City of
Mount Rainier**

I move that the Mayor and Council accept and appropriate into the FY25 Budget, the GOCCP Project Safe Neighborhoods award in the amount of \$279,422.00 to purchase 12 stationary license plate readers and provide overtime for officers of HPD and Mt. Rainier for a Gang Violence Task Force.

Sponsors: City Administrator

Attachments: [Budget Notice - 2024-10-24T092319.763](#)

10.f. Disbursement of Ward 4 Discretionary Funds [HCC-148-FY25](#)

I move that the Mayor and Council authorize the disbursement of Ward 4 Discretionary Funds in the amount of \$333.74 to Councilmember Lee as reimbursement for refreshment and supplies for the Ward 4 Check-in on October 12, 2024.

Sponsors: Lee and Haba

Attachments: [IMG_5052.jpeg](#)

[IMG_5053.jpeg](#)

[IMG_5048.jpeg](#)

[IMG_5049.jpeg](#)

11. Action Items (8:15 p.m. - 9:15 p.m.)

11.a. Hyattsville Resolution 2024-03: Ceasefire in Gaza and Lebanon[HCC-137-FY25](#)

I move the Mayor and Council adopt Hyattsville Resolution 2024-03, affirming the City of Hyattsville's commitment to human rights and support for congressional and worldwide calls for an immediate ceasefire in Gaza and Lebanon.

Sponsors: Haba, Schaible and McClellan

Attachments: [City of Hyattsville Resolution 2024_03.pdf](#)

Mayor Croslin outlined guidelines for Council to provide amendments to the resolution.

Council President Solomon offered amended language to the resolution, striking language in the preamble and body of the resolution. CM Strab asked to include language that states support for the letter sent to Prime Minister Netanyahu issued by US Secretary of State, Anthony Blinken, to allow humanitarian aid. Council Vice President Waszczak asked for language requiring the release of hostages being held by Hamas to be included and supports language calling for an arms embargo. CM McClellan stated that he is in favor of passing the language as is.

Council President Solomon moved to adopt his amendments to the Resolution. This was seconded by CM Strab.

Yes: 5/No: 5 The motion does not carry.

CM Denes recommended language to clarify that a person's place of birth should not impact their individual rights. CM Haba recommended including language that shows support of Secretary Blinken's letter to PM Netanyahu. CM Schaible recommended language that states that the arms embargo is contingent upon humanitarian aid to Palestinians. He stated that he is against removing "Whereas number 4"

A friendly amendment was made by CM Strab moved to include language that shows support of Secretary Blinken's letter to PM Netanyahu, and to strike the language in "Whereas number 4", (Whereas the city of Hyattsville recognizes that the United States has a shameful history of racialized violence, white supremacy, and segregation, and we have come too far as a nation to blindly support the state of Israel, which treats Palestinians as an inferior class.), language that demands humanitarian aid and striking language in the preamble recommended by Council President Solomon.

CM Schaible stated that he does not agree with the changes in the language in the resolution.

A motion was made by Councilmember Haba, seconded by Councilmember Schaible, that this agenda item be Approved as Amended. The motion carried by the following vote:

Aye: Croslin, Waszczak, Denes, Strab, McClellan, Redmond, Lee, and Haba

Nay: Schaible

Absent: Solomon, and Sandino

11.b. Final Adjustment to American Rescue Plan Act Fund Allocation and Obligations

[HCC-140-FY25](#)

I move that the Mayor and Council approve the reallocation of American Rescue Plan Act Funds to the projects and amounts listed in Exhibit A, which reflects final adjustments to 20 project budgets and moves \$1,360,058 from previously planned projects to FY25 General Fund Salaries. I further move that the Mayor and Council earmark the projects and amounts listed in Exhibit B to the General Fund Capital Budget and General Fund Operating Budget as the Treasurer determines appropriate for each project.

Sponsors: City Administrator

Attachments: [ARPA Budget Adjustments November 2024 Exhibit B.pdf](#)
[ARPA Budget Adjustments November 2024 Exhibit A.pdf](#)
[ARPA Update Presentation 11.04.2024.pdf](#)

ARPA Manager Paschall provided an overview of the final ARPA spending plan motion to obligate the remainder of ARPA funds.

Councilmembers inquired if the City is in danger of being required to return funds. They also asked if this spending plan is in line with what other municipalities are doing, and if the attorney has provided feedback on legal sufficiency. ARPA Manager Paschall advised that if the spending plan is passed, there will be no need to return funds. He also stated that smaller municipalities are changing their plans comparably with Hyattsville.

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

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

Absent: Sandino

11.c. Zoning Variance Request V-65-24 - 5803 33rd Ave, Hyattsville[HCC-144-FY25](#)

I move the City Council authorize the Mayor to send a letter to the Board of Zoning Appeals requesting the denial of application #V-65-24, for subject property at 5803 33rd Ave, Hyattsville specifically for the waiver of the parking area location requirement. The purpose of the zoning variance request is to validate existing conditions for net lot area, lot width at the building line, front yard depth and waiver of the parking area location requirement to obtain a building permit for a proposed 25'x20' driveway.

Sponsors: City Administrator

Attachments: [V-65-24 Binder](#)
[City of Hyattsville Zoning Variance Policy Statement & Variance Process ENGLISH](#)
[2024-10-24 Memo-V-65-24 .ju](#)

Interim Director of Community Business and Economic Development Jeff Ulysse discussed an application for a variance for a property on 33rd Avenue that was received on October 18, 2024. He recommends denying the application as it does not meet the existing standards and would require removing a City tree to permit driveway functionality. He would like to submit a letter to the Board of Appeals to that effect.

Councilmembers inquired about the proposed location of the driveway and potential impacts of a storm drain at the site. Mr. Ulysse advised that he would be meeting with the residents later in the week to discuss options for the driveway.

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

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

Absent: Sandino

11.d. FY25 Budget Amendment: FY25 Debt Service Fund Budget Appropriations[HCC-151-FY25](#)

I am move that the Mayor and Council amend the FY25 Debt Service Funds Budget appropriations and authorize the Treasurer to adjust the appropriations to reconcile the cost associated with the sale of the FY25 General Obligation Bonds authorized in Resolution 2024-01 approved by the City Council on July 15, 2024.

Sponsors: City Administrator

Treasurer Brooks gave an overview of the FY25 debt service budget appropriations which included the original debt service budget and the proposed debt service amendment and adjustment. Council President Solomon inquired if this motion would amend the budget that was passed and was advised by Treasurer Brooks that it would. He also inquired why the costs for the issuance of the bond were not included in the budget. Treasurer Brooks advised that at that time the Council wanted to look into deferring the note for the BAN for another year, which is not permitted by the State of Maryland. Additionally, constructions costs for the new police facility increased, which factored into issuing a General Obligation bond. CM Strab asked for more information in the agenda when items such as this are being presented.

The Council agreed to add a "Not to Exceed" amount of \$13,639,893 to the motion.

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

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

Absent: Sandino

10.c. Approval of Contracts for Installation of INet and Public Wifi pilot Project - Phase 1a & 1b [HCC-119-FY25](#)

I move that the Mayor and Council authorize the City Administrator to enter into two separate contracts for Phase 1a and Phase 1b of the Inet and Public Wifi Pilot Project, pending legal review and approval of the agreements by the City Attorney.

Phase 1a will be to construct the Inet fiber backbone from 4310 Gallatin St to 3505 Hamilton St and will be performed by Nucleus Tech Solutions, LLC for an amount not to exceed \$247,000, to be funded by FY25 Capital Improvement Plan (CIP) funds.

Phase 1b, will be to construct turn-key wifi networks in multiple park locations along the route of the fiber trunkline to be performed by Systems Application & Technologies, Inc (SA-Tech) for an amount not to exceed \$200,000, to be funded using FY25 CIP Funding.

The Treasurer is authorized to make the budget amendments necessary to encumber the funds required.

Sponsors: City Administrator

Attachments: [Sa_Tech City of Hyattsville Police Department and Access Points Latetrals Fiber Project Quote Submittal CJ 2024_06_25 \(1\) NTS-0379 for Hyattsville](#)

The Council did not vote on, or discuss this item.

12. Discussion Items (9:15 p.m. - 10:00 p.m.)

12.a. Ranked Choice Voting Referendum for May 2025 City Election [HCC-138-FY25](#)

For Discussion

Sponsors: Schaible, Waszczak and Denes

A motion was made by Council President Solomon and seconded by CM McClellan to table this item until the November 18, 2024 meeting. The motion was approved unanimously.

12.b. Parking Violation Fine Increase [HCC-153-FY25](#)

For Discussion

Sponsors: City Administrator

CM Strab recommended including language stating that the maximum penalty for this violation would be \$500. Emergency Operations Manager Bagley recommended an equity analysis before making a final determination. He advised that having the City Attorney draft an ordinance would allow time for an equity analysis to happen. Additionally, he stated including language that states the fine will be up to \$500 provides the City flexibility in setting violations. Further background was provided by City Administrator Douglas and Emergency Operations Manager Bagley about the decision of previous administrations to lower violations and the process of setting fines for violations. CM Denes added that this violation has not changed since 1998.

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

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

Absent: Sandino

Abstain: Schaible

13. Council Dialogue (10:00 p.m. - 10:10 p.m.)

14. Motion to Adjourn

The meeting adjourned at 11:47 PM.

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

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

Absent: Sandino



City of Hyattsville

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

Agenda Item Report

File #: HCC-104-FY25

12/16/2024

7.a.

Submitted by: Dealon Lacroix
Submitting Department: Public Works
Agenda Section: Presentation

Item Title:
Gallatin Street Intersection Study Preferred Alternative Presentation

Suggested Action:
Presentation Only

Summary Background:

The Gallatin Street intersection is a complex five-way intersection of Hamilton Street, Gallatin Street, 40th Avenue, and the entrance to Driskell Park. In 2023, City Council authorized RK&K to perform an intersection study and develop concepts to improve the safety of pedestrian, cyclists, vehicles, and transit navigating the intersection. City staff and RK&K conducted existing conditions analysis and presented 3 design scenarios to the community for feedback. A preferred design was developed that addresses existing challenges while balancing stated projects goals and community feedback.

Next Steps:
The project team will work towards 30% design concept.

Fiscal Impact:
N/A

City Administrator Comments:
For discussion

Community Engagement:
Community engagement occurred in April 2024. Feedback was collected during a virtual public meeting and on Hello Hyattsville during a two-week comment period.

Strategic Goals:
Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?
N/A

GALLATIN STREET

INTERSECTION STUDY



Existing Conditions Report

January 2024



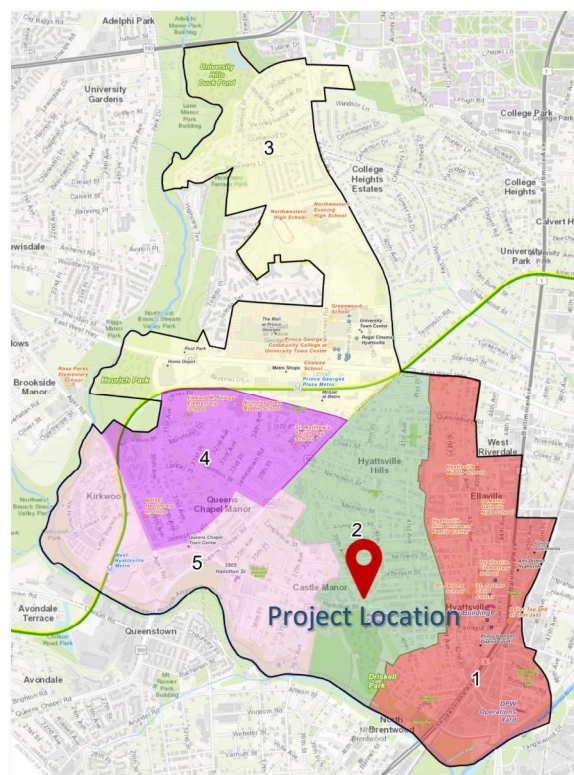
City of
HYATTSVILLE

RK&K 36

Project Purpose and Location

The goal of the Gallatin Street Intersection Study for the City of Hyattsville, MD is to identify feasible solutions to improve the safety of pedestrians, cyclists, vehicles, and transit navigating the subject intersection. The proposed improvements will prioritize the most vulnerable road users while maintaining efficient traffic flow. To meet this goal, a complete streets approach is required to evaluate a variety of improvement options such as geometric adjustments, mini-roundabouts, curb extensions, streetscape treatments, crosswalks, sidewalks, pedestrian ramps, bike lanes, traffic calming and, tactical urbanism.

The project is located in the southeast quadrant of Hyattsville, MD. This 5-leg intersection is comprised of Hamilton Road on the west, 40th Avenue on the north, the David C. Driskell Community Park entrance on the south, and Hamilton Road and Gallatin Avenue on the east.



Source: City of Hyattsville

RK&K's Healthy Communities Team conducted a desktop survey of the site to gain familiarity with the project and research available GIS data. The findings of the desktop survey, site visit, and data provided by the City of Hyattsville are summarized in this document.

General Site Description

The Gallatin intersection is All Way Stop controlled (AWSC). The existing stop signs do not include the necessary R1-4 ALL WAY plaques. All roads are owned by the City of Hyattsville and are classified as local roads. The posted speed limit is 25MPH. The roadways that create this intersection are Hamilton St to the west and northeast, 40th Avenue to the north, Gallatin Street to the southeast, and the David C. Driskell Community Park Entrance. See map below.



The Hamilton-Gallatin Street corridor serves as a connection between the West Hyattsville Metro Station (Green Line) and Queens Chapel Road (MD 500) and the multiple points of interest and services that sit along US Route 1. This includes the Arts District, restaurants, retail, and City's government offices. This corridor, along with 40th Avenue also connects the City to the David C. Driskell Community Park. With an area of 32 acres, this is Hyattsville's largest park. It hosts multiple community events and provides amenities such as a recreation center, playground, playing fields, combination tennis & pickleball courts, pavilions, and walking and biking paths. The Hamilton Splash Park is situated in the northwest corner of the park. This aquatic facility is owned and operated by the County.

Existing Conditions

To better describe the existing conditions encountered, the site has been divided in different categories for each leg of the intersection:

The description of each section of the project is categorized by:



Roadway characteristics



Pedestrian Accessibility



Bicycle Infrastructure



Transit



Utilities

Hamilton Street – West Leg



The west leg of Hamilton Street is approximately 34' wide and consists of a two-lane road, one lane on each direction, with a parking lane on the south side (eastbound lane). As previously mentioned, this section of Hamilton Street has a posted speed limit of 25MPH, which is maintained throughout the corridor. Hamilton Street to the west begins at the West Hyattsville Metro Station.



West of the intersection there is an entrance to the Hamilton Splash Park, which can also be accessed via the David C. Driskell Community Park entrance road. At the Gallatin Street

intersection there is a curb extension, only on the southwest corner, and the stop sign at this location is missing the “All Way” plaque.



The westbound lane of Hamilton Street includes continuous sidewalks on both sides of the road. These sidewalks are right against the curb, with no green buffer between the westbound travel lane and the parking lane on the eastbound direction. The West leg of the intersection includes curb ramps with detectable warning surface, but they appear to be non-ADA compliant at initial inspection. The west leg has a designated crosswalk, but the pavement markings are faded and do not include high visibility markings.



There is a mid block crossing at approximately 560’ west of the intersection. This crossings are intended for transit users as there are bus stops on both sides of the street at this location. The mid block crossing does not include high visibility markings and it is supported by a warning device that at first glance does not appear to meet MUTCD standards for mid block crossing signalization.



There is a 900’ long bike lane that runs along the west leg of Hamilton Street. extending from approximately 190’ from the intersection to the next crossing street (38th Avenue). Similarly, east of 38th Avenue there is a bike lane that runs for about 200’ before ending abruptly without adequate signage. There are no shared lane markings (“sharrows”) or signage for the bike lane endings or for vehicles to share the road with bicycles.



The WMATA Metrobus 86 route serves this segment of Hamilton Street. This route runs between Calverton, MD and Rhode Island Metro in DC. In the Calverton direction, buses turn left onto 40th Avenue from Hamilton Street, while in the Rhode Island Metro direction they approach from 40th Avenue before turning right on to Hamilton Street westbound. The bus stops along the west leg of Hamilton Street are located, on both sides of the street, adjacent to the mid block crossing found at approximately 560’ west of the intersection.



Above ground utilities around this leg of the intersection include utility poles with overhead lines and mast arm luminaires on the eastbound side as well as streetlight poles on both east and westbound sides.

Other utilities include drop inlets on both sides of Hamilton Street adjacent to the intersection and curb inlets east of the Hamilton Splash Park entrance. Fire hydrants can be found at approximately 180' west of the intersection and to the east of the Splash park entrance.

Park Entrance Road – South Leg





The David C. Driskell Community Park entrance road is about 20' wide. This is the main entrance to the park, which can also be accessed through the Hamilton Splash Park parking lot. It has two-way traffic and no parking along the road. The road extends south to the parking lot and soccer fields. The park entrance road includes asphalt painting.



The Park entrance road includes a sidewalk on the northbound direction with no buffer. There's no sidewalk on the southbound side. The crosswalk at this leg of the intersection consists of stamped colored concrete and includes curb ramps with detectable warning surfaces.



There is a mid block crossing approximately 190' south of the intersection, that provides access to the parking lot for the Hamilton Splash park. This crossing does not include pedestrian warning signage and the curb ramps are missing detectable warning surfaces.



There are no dedicated bicycle facilities along the road. This is considered as a low stress roadway where it is adequate for cyclists to use the full lane and vehicles to share the road.



There is no transit service along this road



There are utility poles with overhead lines and mast arm luminaires on the southbound lane

Gallatin Street – East Leg



Gallatin Street is a two-way road, approximately 20' wide with no on-street parking. It serves as a continuation of Hamilton St. on the eastbound direction as Hamilton Street, east of the intersection runs only to the west. This connection Gallatin and Hamilton Streets forces vehicles to significantly shift lanes since these two roadways are not aligned. The westbound lane on Gallatin Street is aligned with the Hamilton Street eastbound lane. The stop sign at the intersection is missing the "All-Way" plaque.

The east leg of the intersection is shared between Gallatin Street and Hamilton Street westbound. This condition, the angle in which both streets meet the intersection, in addition to the grade differential between them, creates a poor visibility scenario for drivers approaching the intersection on both roads. They are required to look behind them to identify if there is a vehicle on the adjacent street in order to assess right of way.



Gallatin Street splits at 40th Place where it continues as a one way only in the eastbound direction with parking on both sides. This condition ends at a T intersection with 42nd Ave. North of this intersection Gallatin Street resumes but runs on the westbound direction only from US Rt 1.



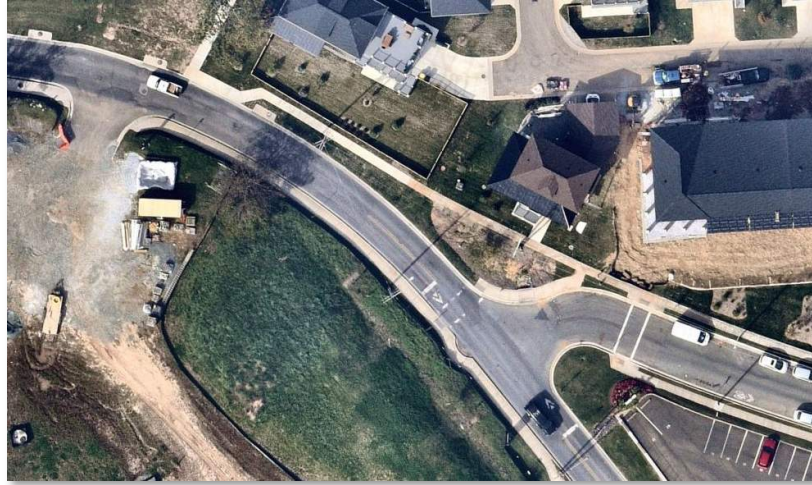
Gallatin Street. provides a continuous sidewalk along the eastbound lane. The crosswalk markings at the intersection are faded and do not include high visibility markings. The southeast corner includes a curb ramp connecting to a pedestrian opening at the tip of the separation between Gallatin Street and Hamilton Street. Both include detectable warning surfaces.



Sidewalk on the westbound lane can be found at approximately 180' east of the intersection. This sidewalk connects to Hamilton Street via a stairway adjacent to the new housing development prior to continuing to the east along Gallatin Street. Similarly at approximately 405' east of the intersection, there is a mid block crossing where 40th Place splits from Gallatin Street. This is a stop controlled raised crossing with advance warning signage. This crossing provides connectivity along the north side of Gallatin Street. This segment of Gallatin St. includes sidewalks on both sides, however to continue on the south side, it is required to cross once again just north of the split.



There are no dedicated facilities along Gallatin Street. The section east of the split with 40th Place includes shared lane markings, so it is assumed that the segment east of the intersection is also a shared lane.



There is no transit service along this segment of Gallatin St.



There is one utility poles with overhead lines and mast arm luminaire on the southeast corner. One set of overhead lines connects to a pole on the median, prior to continue north on Hamilton Street. Another overhead lines crosses Gallatin Street and connects to another pole on the northside of the street that is connected to the ground.

Hamilton Street – East Leg





This section of Hamilton Street consists of a one-way lane to the west. The approximate width is 27' and it includes on-street parking on both sides. There are a few residential driveways for the single unit homes located on the north side of the street. The intersection approach includes curb extensions on both sides of the road. The stop signs for this leg are missing the corresponding "All Way" plaques.



This leg of the intersection has a significant grade differential as the road elevation increases to the east. As previously mentioned, this differential, in addition to the angle in which Hamilton Street meets the intersection, and the fact that this leg is shared with Gallatin Street, all contribute to a poor visibility condition for drivers, in which they are required to look behind them to identify if there is a vehicle on Gallatin Street and assess right of way. To the east, Hamilton Street runs up to 42nd Avenue where it terminates at a T-shaped intersection.



Hamilton Street includes continuous sidewalk only on the north side of the street. There is a sidewalk on the south side but it abruptly ends 110' east of the intersection. At this point there are curb ramps on both sides of the street but no marked or signed crosswalk.



At the Gallatin Street intersection, this leg includes a curb ramp on the north corner and the pedestrian opening at the separation between Hamilton Street and Gallatin Street to the

south. Both include detectable warning surfaces. These are connected by a crosswalk with faded line markings and no high visibility markings.



This segment of Hamilton Street is marked as a share lane.



There is no transit service along this segment of Hamilton Street.



This leg of Hamilton Street includes utility poles with overhead lines on the south side of the road. Surface runoff is collected upstream of the curb extensions by curb openings on both sides of the street. In addition there are drop inlets on each side of the crosswalk at the northeast corner.



40th Avenue – North Leg





40th Avenue provides connectivity to the multiple east-west roadways to the north, this includes East-West Hwy (MD 410) via 41st Avenue and Jefferson Street which connects directly to the retail and restaurants on US Rt 1 north of the Art District. The section north of the Gallatin Street intersection is about 22' wide and it runs straight for approximately 150' where 39th Avenue southbound traffic merges into it. On-street parking is restricted on both sides of the street. There are a couple of residential driveways on both sides, just north of the intersection. The northwest corner includes a large curb radius to accommodate buses turning right onto Hamilton Street.



There are continuous sidewalks with green buffer on both sides of 40th Avenue. The intersection includes a colored stamped concrete crossing with curb ramps on both ends with detectable warning surface. This crossing is not ADA compliant as a drop inlet is located at the east end of the crosswalk. The markings for the crosswalk are faded. At the 39th Avenue merge point there are curb ramps but no designated crosswalk.



40th Avenue is marked and signed as a Bike Route as it serves as a key link in the City's bicycle network connecting the different shared lanes north of the intersection to the David C. Driskell Community Park.



As previously mentioned, the WMATA Metrobus 86 route serves this segment of 40th Avenue. This route runs between Calverton, MD and Rhode Island Metro in DC. In the Calverton direction, buses travel south on 40th Avenue, at the Gallatin Street intersection they turn right on to Hamilton Street, while in the Rhode Island Metro direction they approach the intersection from Hamilton Street westbound before turning left onto 40th Avenue.

There are bus stops for both directions on 40th Avenue at approximately 33' and 140' north of the intersection for the southbound and northbound direction respectively.



On this short segment of 40th Avenue there is one utility poles with overhead lines and mast arm luminaires on each side of the street.

Existing Traffic Conditions

The Hamilton Street, Gallatin Street, 40th Avenue, and 36th Avenue intersection is an All-Way-Stop-Controlled (AWSC), five-legged intersection. The east leg of Hamilton Street is one-way westbound only. Each of the other four legs of the intersection accommodates two-way travel. Crash data and traffic count

data were summarized as a part of the effort to evaluate the feasibility of reconfiguring the existing intersection to improve pedestrian and vehicular safety and circulation.

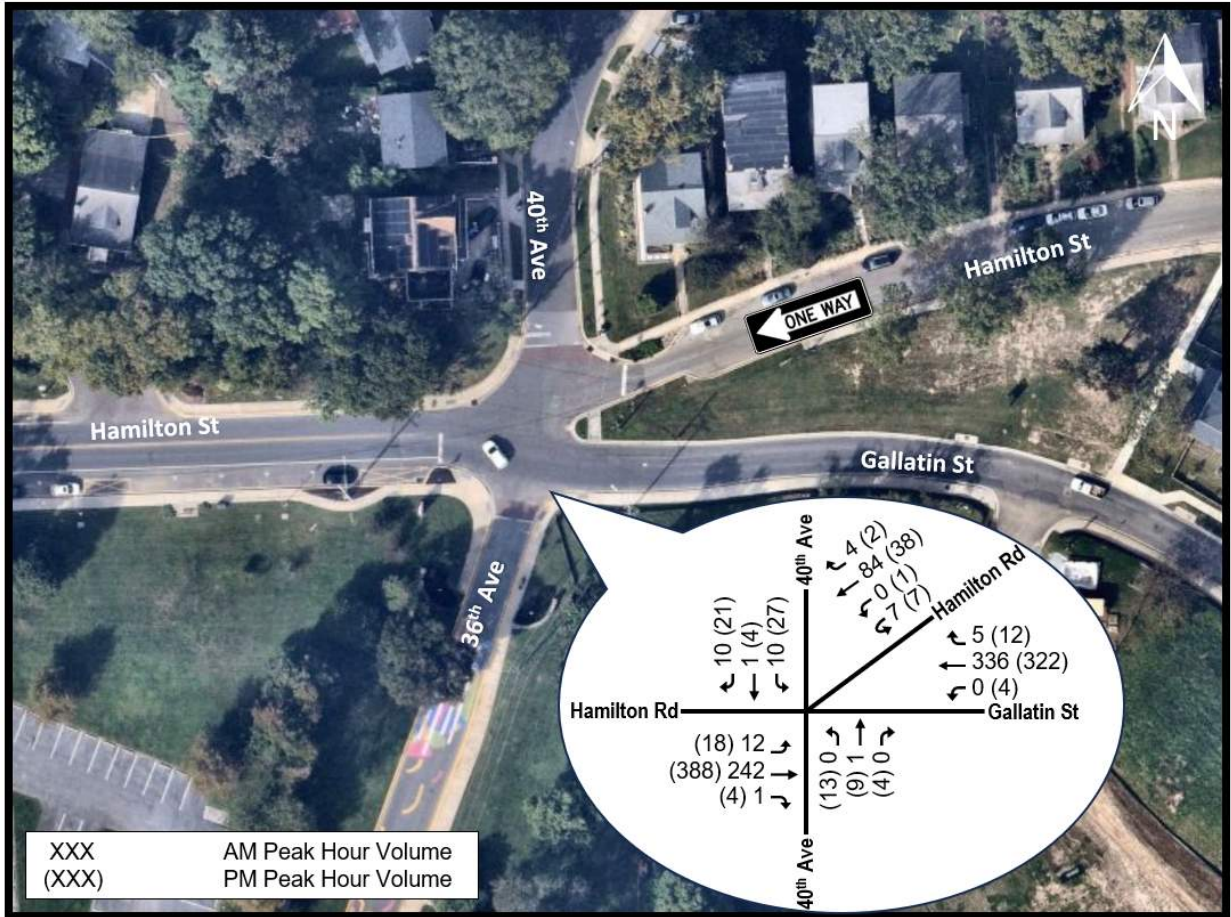
Crash Data

Crash data for the period from January 1, 2018, through October 22, 2023, was obtained and reviewed. During the five-year period, there were a total of 36 reported crashes in the area surrounding the Driskell Community Park. Of the 36 crashes, two (2) crashes involved injuries. Both occurred on the 3900 block of Hamilton Street, and both were hit-and-run crashes. Of the 36 crashes, one (1) pedestrian crash occurred at the Gallatin Street and 40th Place intersection, east of the five-legged intersection (see Table below).

Driskell Community Park Crashes				
Location	Number of Crashes	Number of Injury Crashes	Number of Pedestrian/Bike Crashes	Number of Hit and Run Crashes
3900 blk Hamilton Street	23	2	0	9
4000 blk Gallatin Street	3	0	0	1
Hamilton Street @ Gallatin Street	3	0	0	1
Gallatin Street @ Hamilton Street	3	0	0	0
Gallatin Street @ 40 th Place	4	0	1	0
40 th Place @ Gallatin Street	0	0	0	0
Total Reported Incidents	36	2	1	11

Count Data

Volumes were recorded for the Hamilton Street, Gallatin Street, 40th Avenue, and 36th Avenue intersection on Tuesday, November 5, 2019. Peak hourly volumes were collected from 7:00 to 8:00 AM and from 4:30 to 5:30 PM (See figure below).



Peak Hourly Volumes at the Hamilton Street, Gallatin Street, 40th Avenue, and 36th Avenue Intersection

Conclusion

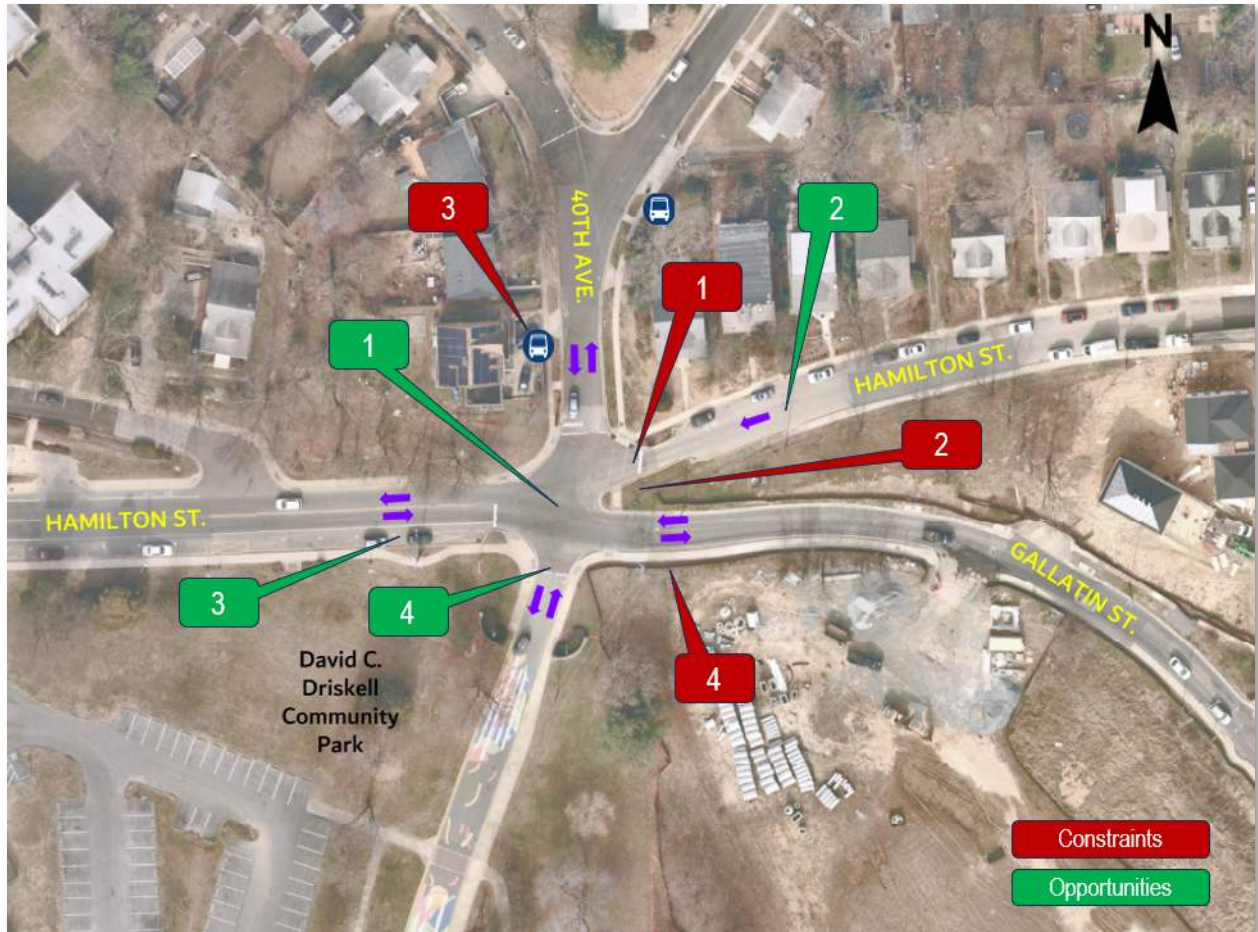
The intersection accommodates low volumes of traffic, both vehicular and pedestrian, during the peak hours. The west leg of Hamilton Street and the east leg of Gallatin Street are the primary approaches, but it is recommended that the intersection not prioritize the right of way of one approach or movement over another due to the unusual geometry of the intersection and the grade differential of the approaches.

With limited information about the crashes in the area, no pattern or safety concern can be identified. Recommendations include the following:

1. All approaches should be upgraded to include R1-4 ALL WAY plaques supplementing R1-1 STOP signs.
2. All crosswalks should be upgraded to high visibility crosswalk markings.
3. Due to the low volumes, alternative configurations are not expected to result significant trip diversions to other neighborhood streets that would cause an adverse impact to residents and road users.
4. Alternative configurations may consider a variety of traffic management treatments and countermeasures identified in the Prince George’s County DPW&T Neighborhood Traffic Management Program guidelines – mini roundabouts, semi-diverters, diagonal diverters, or full closures.

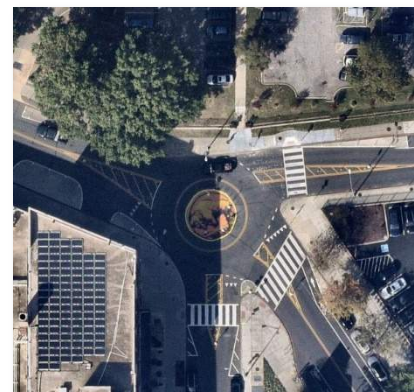
Opportunities And Constraints

There are different opportunities and constraints that have been identified during the review of the existing conditions.



Opportunities:

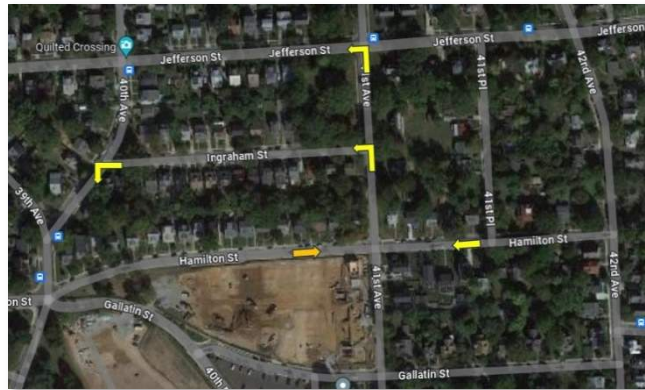
1 Mini-Roundabout Configuration:
The extents and characteristics of the intersection present an opportunity to install a mini-roundabout. These types of treatments are proven to efficiently reduce the number of collisions and the severity of vehicular crashes. The roundabout will simplify the right of way decision making and will make traffic movements more predictable, as vehicles will no longer be able to do U turns at the intersection. Special consideration must be given to preserve transit operation, as buses currently make turns to and from Hamilton St. and 40th Ave. Similarly, drainage will need to be considered and analyzed while exploring this opportunity. With or without the mini-round, there is also an opportunity for tactical urbanism such as asphalt painting at the intersection that can be an extension of the asphalt art



work on the park entrance road and the intersection of 40th Avenue and Jefferson Street. Alternatively, asphalt painting here can be used for placemaking or branding for the park.

2 Hamilton Street Conversion to One-way Eastbound:

Currently, the east leg of Hamilton Street consists of a single lane in the eastbound direction exclusively. As mentioned before, Hamilton Street ends at 42nd Avenue. Reverting the direction of Hamilton Street to the westbound direction, for the block between 40th Avenue and 41st Avenue provides an opportunity to improve traffic along the intersection. With this modification, vehicles traveling west on Hamilton Street, either from this block or from 42nd Avenue, will have to use Ingraham Street and 40th Avenue to continue west, or use Jefferson Street depending on their desired destination.



This traffic modification will eliminate the existing conflict between vehicles approaching the intersection from Hamilton St. and Gallatin St. In addition, it will eliminate U turns at the intersection from vehicles traveling west on Hamilton wanting to go east on Gallatin St. This movement was constantly observed during the site visit and will be no longer needed as vehicles will be already traveling east.

3 Approach Realignment:

As previously mentioned, the west leg of Hamilton Street and the westbound lane of Gallatin Street are misaligned. The parking lane at the north end of Driskell Park on Hamilton Street presents an opportunity to slightly shift the west leg approach on Hamilton Street to reduce the lane shift downstream from the intersection. A few parking spaces, as well as the curb extension, will inevitably be lost with this design approach.



4 Coordination with Park Redevelopment:
The Driskell Park will be going under a major renovation, this includes the entrance road and pedestrian access. This presents an opportunity for the City and the design teams to collaborate and ensure that the improvements proposed by both projects are coordinated and provide seamless connectivity.



Constraints:

1 Elevation Change:
The existing topography, particularly at the northeast corner of the intersection, makes any improvement that requires a curb relocation very challenging since this will translate into earthwork movement, retention structures, and potential impact to private property and existing walls. Similarly, the drainage structures at this corner may have to be relocated or modified.



2 Roadway Geometry:
Maintaining the existing road alignments and configuration will require to maintain the existing pedestrian refuge at the end of the area separating Hamilton Street westbound and Gallatin Street. This space is essential for pedestrian to traverse the intersection as it not only shortens the distance to cross but also gives them better visibility.



Furthermore, any alternative that may require temporary or permanently acquiring land along this separation is unfeasible since it is part of a current development.

3 Transit Routes:
The presence of a transit route between Hamilton Street and 40th Avenue presents two constraints. One is that the large turning radius at the northwest corner of the intersection will need to be maintained. This limits the installation of curb extensions or any treatment that can induce a speed reduction as vehicles make this turn. Tightening this radius will make buses encroach onto the eastbound lane, which is a condition already occurring based on the observations during the site visit.

The second constrain is posed by northbound buses turning left from Hamilton Street onto 40th Avenue This maneuver requires a large envelope of roadway that may impede the installation of a mini roundabout. In other circumstances, turning maneuvers for larger vehicles, along any type of roundabout can be addressed by installing mountable aprons. However, this are not recommended along where public transit buses regularly operate.



- 4** Right of Way: Similar to the area between Hamilton Street westbound and Gallatin Street, any design alternative that requires temporary or permanently acquiring land on the parcel at the southeast corner of the intersection, at Gallatin Street westbound, is unfeasible since it currently being developed.



Gallatin Street Intersection Study

CITY OF HYATTSVILLE

RK&K

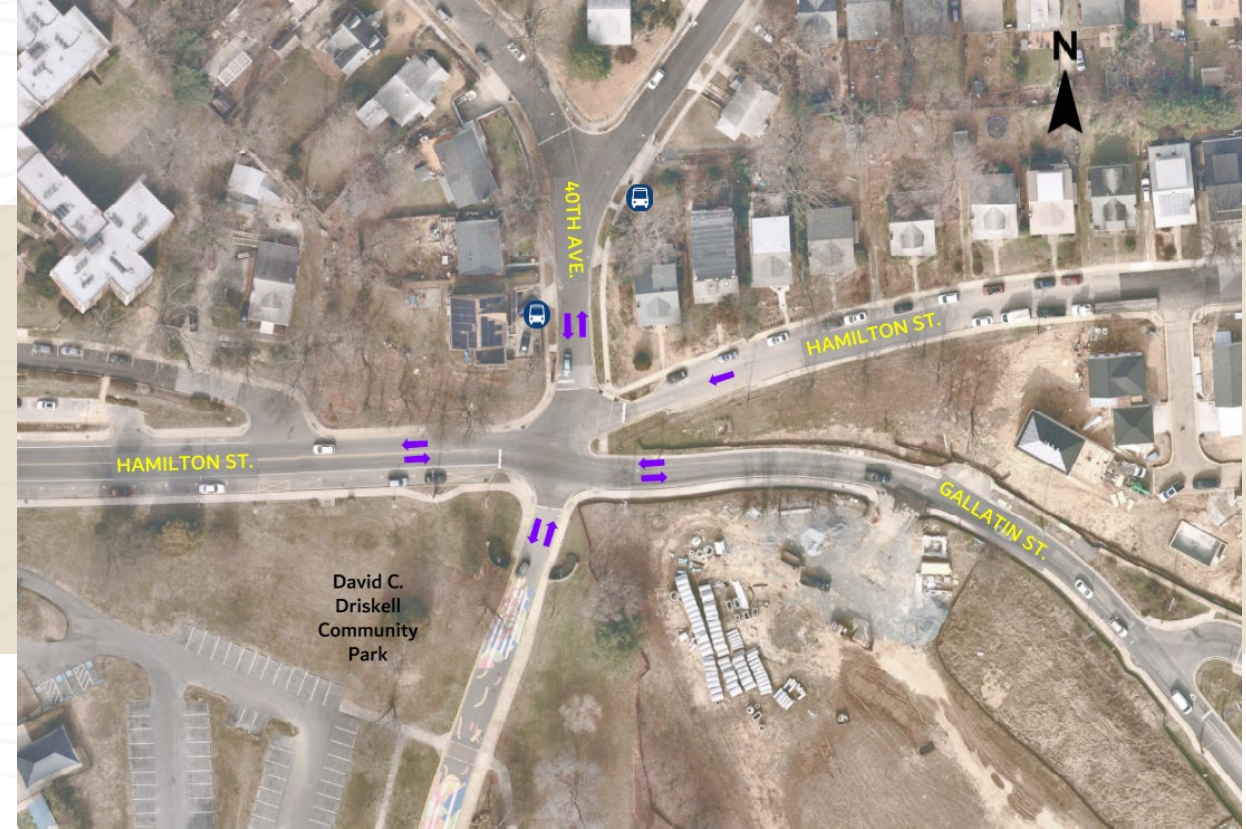


CITY COUNCIL PRESENTATION

PROJECT OVERVIEW

5-leg intersection comprised of:

- Hamilton Street (west)
- 40th Avenue (north)
- The David C. Driskell Community Park entrance (south)
- Hamilton Street and Gallatin Street (east)



Project Goal: Improve the safety of pedestrians, cyclists, vehicles, and transit navigating the intersection. The proposed improvements will prioritize the most vulnerable road users while maintaining efficient traffic flow.

EXISTING CONDITIONS



EXISTING CONDITIONS

Crashes



36

Ped/Bike Crashes



1

Injuries

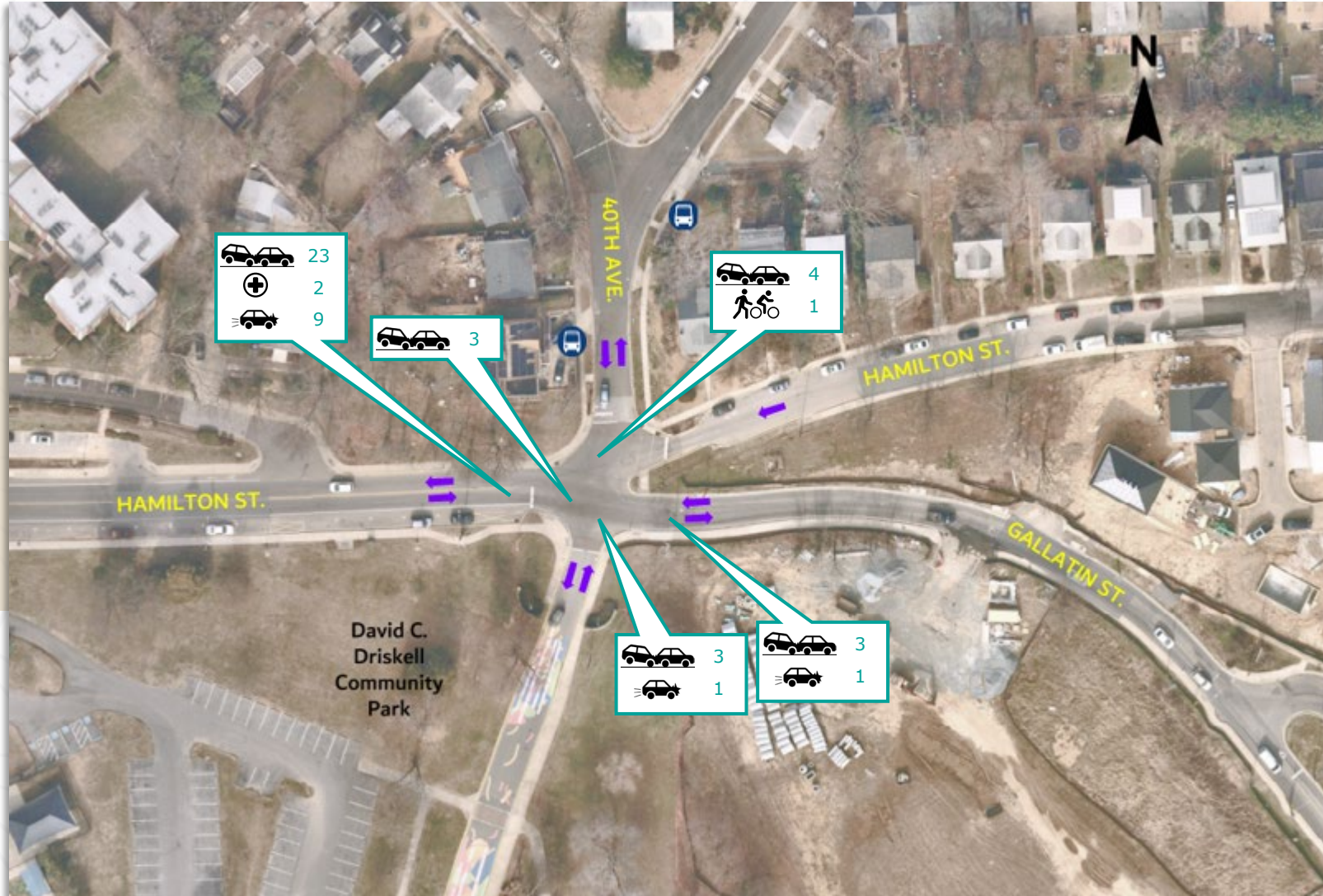


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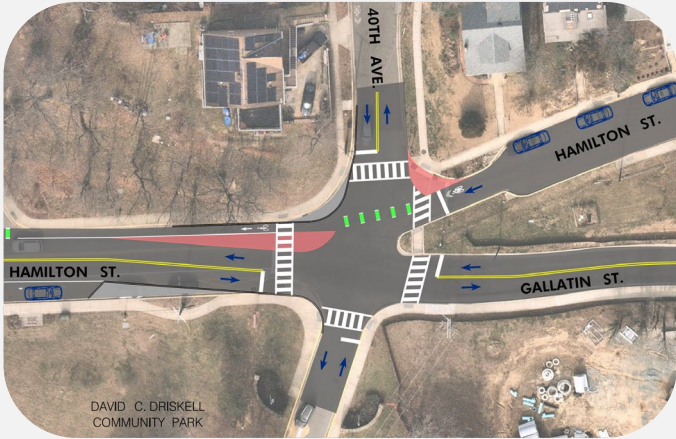
Hit & Run Crashes



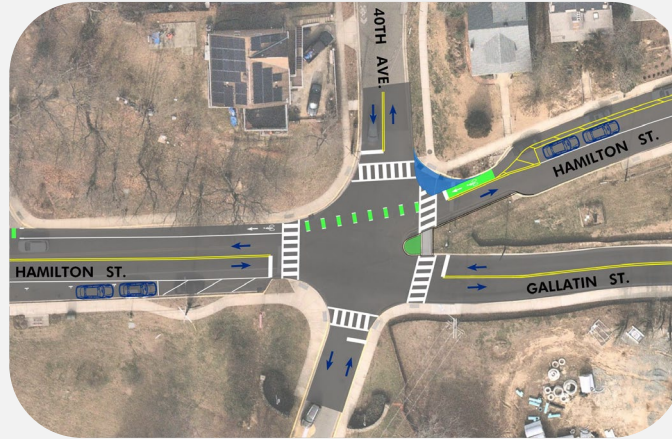
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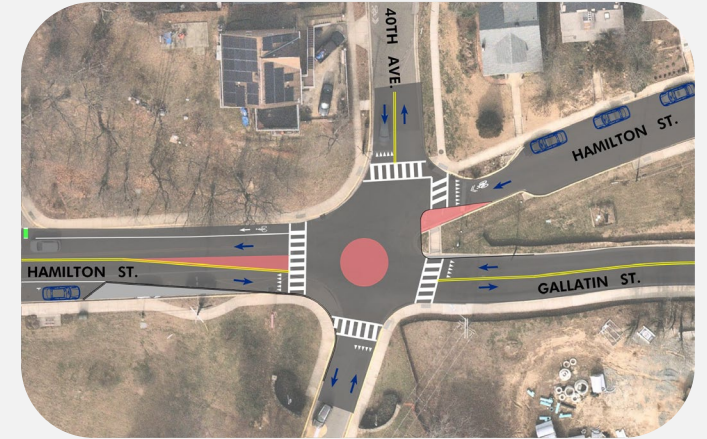
PRELIMINARY ALTERNATIVES



1 – Realignment



2 – Traffic Modification



3 – Mini Roundabout

PROS

- Aligns route along higher traffic volume
- Improves visibility
- Includes a protected bike lane

- Eliminates critical conflict
- Quick implementation
- Maintains bicycle connectivity

- Reduces crash severity
- Improves visibility

CONS

- Longer pedestrian crossing at Hamilton (west leg)
- On-street parking loss (2 spaces)
- Critical conflict movement remains

- Alters vehicular travel pattern
- On-street parking loss (3 spaces)
- Driveways

- Longer pedestrian crossing at Hamilton (west leg)
- On-street parking loss (2 spaces)
- Dependent on driver behavior

PUBLIC ENGAGEMENT

#2 appeals most to me.

I appreciate the quickness with which it can be implemented.

I suspect that reversing traffic on Hamilton Street to travel EB uphill would **reduce drivers' speed** compared to the current downhill direction of traffic.

I like #2 the most, because it eliminates one of the entry points to the intersection, and it is the entry that is most problematic.

The bike lane on the north side of Hamilton in #2, between car and sidewalk - **makes getting in and out of our cars much more dangerous.**

I am opposed to #3 because **it does not have adequate pedestrian protection measures.**

Paint the crosswalks in front of the park.

There are no painted crosswalks when crossing Hamilton. 3 of the 5 crossings don't have visible crosswalks currently.

Traffic circles can calm the traffic, and the more circles we use, the more people will get used to them.

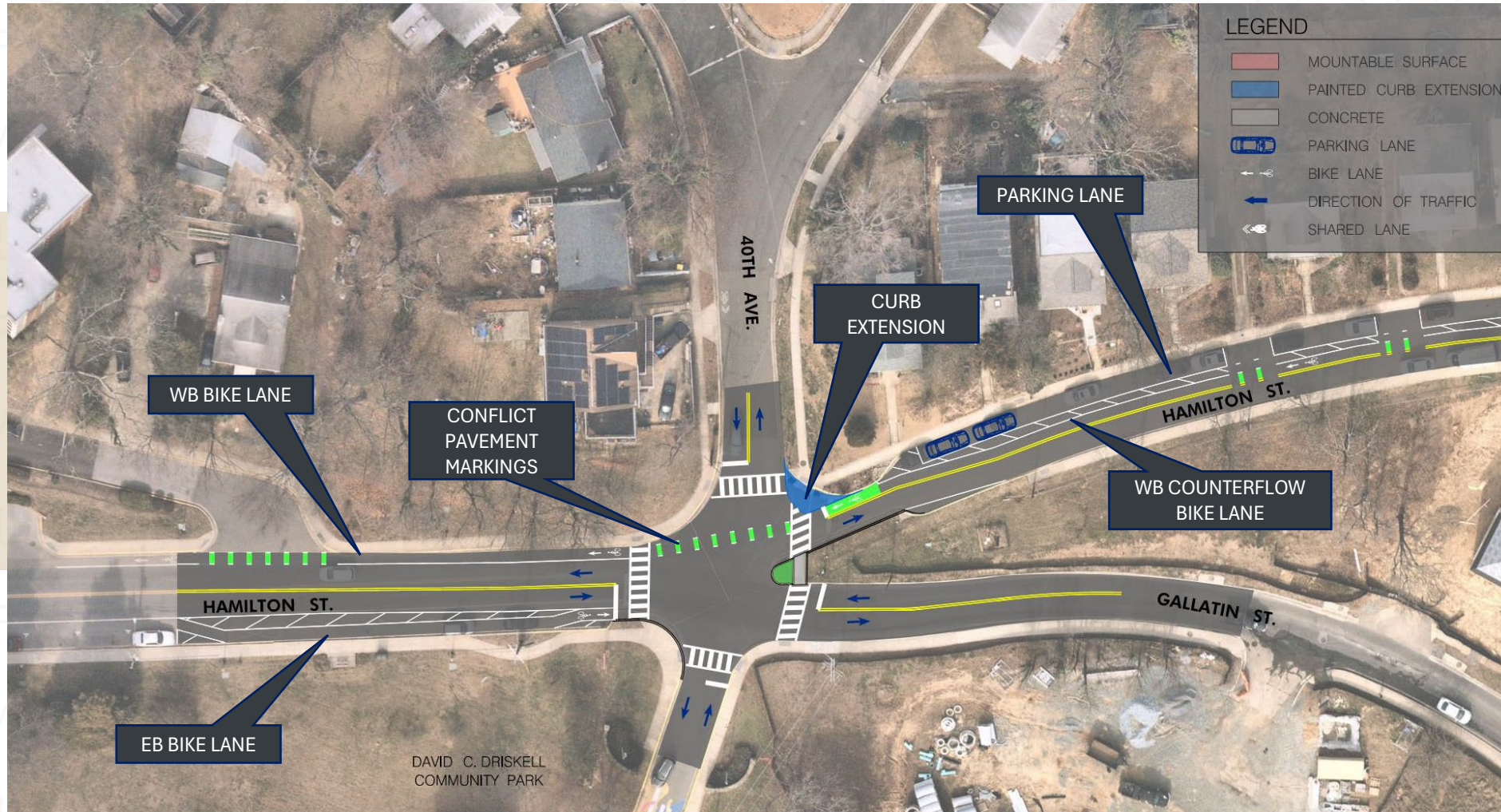
I really like the protected bike lane and the increased visibility. However, I think #1 is too close to the present situation to significantly improve safety outcomes.

#3 is the worst - **I don't understand how to drive in a rotary.** It eliminates the stop signs in favor of yield signs, which is recipe for accidents.

The proposed improvements don't seem to significantly address **the most dangerous part: the sharp angle between the entry points of Gallatin St. and Hamilton St.**

If #3 is chosen, I intend to stop driving through that intersection. **There are a lot of drivers who find circles frightening and dangerous.**

PREFERRED ALTERNATIVE



PREFERRED ALTERNATIVE



PREFERRED ALTERNATIVE





City of Hyattsville

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

Agenda Item Report

File #: HCC-179-FY25

12/16/2024

8.a.

Submitted by: Quianna Taylor
Submitting Department: City Clerk
Agenda Section: Proclamation

Item Title:

Proclamation Recognizing December 21, 2024, as National Homeless Persons' Memorial Day

Suggested Action:

I move that the Mayor and Council adopt a proclamation recognizing December 21, 2024, as National Homeless Persons' Memorial Day in the City of Hyattsville.

Summary Background:

December 21 is the first day of winter and the longest night of the year. It has been designated as a day to remember all unhoused individuals who have died during the year by the National Coalition for the Homeless and the National Health Care for the Homeless Council.

Next Steps:

Adopt the proclamation.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend adoption.

Community Engagement:

Information on National Homeless Persons' Memorial Day will be shared via the City's communications channels.

Strategic Goals:

Goal 5 - Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

RECOGNIZING DECEMBER 21, 2024, AS NATIONAL HOMELESS PERSONS' MEMORIAL DAY IN THE CITY OF HYATTSVILLE

This proclamation declares December 21, 2024, to be National Homeless Persons' Memorial Day in the City of Hyattsville. This is a day to remember those people who died during the year without housing; those who too often, were not connected to family or support systems who could hold a funeral or properly honor them.

WHEREAS, December 21, 2024, marks the first day of winter and the longest night of the year. Since 1990 it has been designated National Homeless Persons' Memorial Day by the National Coalition for The Homeless and the National Health Care for The Homeless Council; and

WHEREAS housing is a basic human need and fundamental right, which protects people from preventable instances of illness, violence, and death; for some Hyattsville residents, homelessness continues to be a serious impediment to food, housing, clothing, safety, and health care access; and

WHEREAS the winter season poses extreme hardship for 568 unsheltered and inadequately housed low-income adults and children in Prince George's County, which marks a 45% increase since 2020; and

WHEREAS the spirit of the season provides an opportunity for a city-wide recommitment to initiatives supporting people experiencing homelessness and enacting policies to decrease the pervasiveness of such a condition; and

WHEREAS in remembering those unhoused community members who have died on the streets, the cause of ending homelessness and its adverse effects is kept urgent, as is the city's collective commitment to preventing such deaths in the future.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council declare December 21, 2024, as National Homeless Persons' Memorial Day to celebrate the memory of those who have died while unhoused and to encourage Hyattsville City Government and residents to come together to address the preventable systemic factors that lead to homelessness.

Robert Croslin

Mayor, City of Hyattsville

December 16th, 2024





City of Hyattsville

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4310 Gallatin Street, 3rd Flr
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(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-174-FY25

12/16/2024

9.a.

Submitted by: Nate Groenendyk
Submitting Department: City Clerk
Agenda Section: Appointment

Item Title:

Re-appointments to Board of Supervisors of Elections

Suggested Action:

I move the Mayor, with Council approval, re-appoint Greta Mosher (Ward 1) and Lisa Pineda (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years beginning January 12, 2025 through January 12, 2029.

Summary Background:

The Board of Supervisors of Elections was established by City Charter to manage all conduct pertaining to City elections. The five (5) members are appointed to four (4) year terms by the Mayor and approved by the Council.

Ms. Mosher and Ms. Pineda have served on the Board for over 15 years each and provide essential expertise in election administration to the City.

Next Steps:

Appoint members.

Fiscal Impact:

Board members are paid \$750 annually, funds are included in the Elections budget.

City Administrator Comments:

Recommend support.

Community Engagement:

Meetings of the Board are open to the public. Additionally, the Board conducts various outreach events for voters and candidates throughout the year.

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A

Board, Committee, and Commission Application

Profile

Greta
First Name

Mosher
Last Name

Preferred Pronouns

She, her, hers

Email Address

Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

Upon appointment to a committee, you are automatically enrolled into the stipend program but in order to receive your payment you must complete and submit a W-9 form. The W-9 form will be emailed to committee members upon confirmation of your appointment.

Please enter your address below.

Many, but not all, of our committees require residency within the incorporated City limits of Hyattsville. To check your residency status, please visit the map: [City Residency Map](#)

Committees that accept applications from individuals residing outside of the incorporated City limits are listed below:

- Education Advisory Committee (at least 50% + 1 of sitting committee members must be residents of the City)
- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

Which Boards would you like to apply for?

Board of Supervisors of Elections: On Agenda

Do you currently serve on this committee and are applying for re-appointment?

Yes No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

BOSE

To find your City Ward, click on this link! [City Residency Map](#)

Please select your ward from the drop down list below. *

Ward 1

Primary Phone

Referred By:

Anna Frankle

Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.

I have served on the Board for numerous years and I am currently the Chair. We have many projects that we are working on at the moment and I would like to see through to the end. We had recommended to the Council (and have seen successfully pass) 16 and 17 year olds voting in City Elections. Currently we have advised the Council regarding non-residents voting in City Elections. I look forward to continuing with the Board of Supervisors of Elections.

Question applies to Board of Supervisors of Elections

Do you have experience working in elections?

Yes, national and local

Question applies to Board of Supervisors of Elections

What specifically interests you in the election process?

I would like to work on (with the BOSE) voter education for the community and our 16-18 year old potential voters. Re-districting is coming up in a year or so, and I would like to work with that committee.

Question applies to Board of Supervisors of Elections

Are you a registered voter in the City of Hyattsville

Yes

Board, Committee, and Commission Application

Profile

Ana
First Name

Pineda
Last Name

Preferred Pronouns

She, her, hers

Email Address

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

Which Boards would you like to apply for?

Board of Supervisors of Elections: Submitted

Do you currently serve on this committee and are applying for re-appointment?

Yes No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

Please select your ward from the drop down list below. *

Ward 2

Primary Phone

Referred By:

Renewal

Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.

I have enjoyed the last 20 years on the board and it pleases me to see the city grow and still feel like I am part of a small town community where we actually know our neighbors!

Question applies to Board of Supervisors of Elections

Do you have experience working in elections?

Yes

Question applies to Board of Supervisors of Elections

What specifically interests you in the election process?

EVERYTHING!

Question applies to Board of Supervisors of Elections

Are you a registered voter in the City of Hyattsville

Yes



City of Hyattsville

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Agenda Item Report

File #: HCC-178-FY25

12/16/2024

9.b.

Submitted by: Nate Groenendyk
Submitting Department: City Clerk
Agenda Section: Appointment

Item Title:

Council of Governments Policy Committee Appointments

Suggested Action:

I move that the Mayor and Council make the following appointments to the Council of Governments (COG) Policy Committees for a term of one (1) year, beginning on January 1, 2025:

- Region Forward Coalition: Mayor Robert Croslin, with staff alternate Tracey Douglas and Laura Reams
- Human Services and Public Safety Policy Committee: Mayor Robert Croslin, with staff alternate Police Chief Jarod Towers and Sandra Shephard
- Climate Energy and Environment Policy Committee: Mayor Robert Croslin, with staff alternate Lesley Riddle
- Chesapeake Bay and Water Resources Policy Committee: Mayor Robert Croslin, with staff alternate Lesley Riddle

Summary Background:

The Council joined the Metropolitan Washington Council of Governments in October 2016. Membership to COG provides the opportunity for Elected Officials and staff members to participate in COG Policy Committees. The term of the appointment will be for one (1) year. Appointments are required to be submitted to COG by January 2025.

Next Steps:

Upon approval by the Council, the appointments will be submitted to COG and the City will continue participating in meetings.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A

MWCOG POLICY COMMITTEES

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. The CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay.

Climate, Energy and Environment Policy Committee

Climate, Energy and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. The CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the Board.

Human Services and Public Safety Policy Committee

The Human Services and Public Safety Policy Committee (HSPSC) advises the COG Board on a variety of issues including affordable housing, homelessness, child welfare, crime control and prevention, and traffic safety. Recent actions have included reports on homelessness and crime trends in the region as well as a foreclosure summit to address the significant increase in home foreclosures across the region.

Region Forward Coalition

Regional Forward Coalition is to oversee the next steps recommended in Region Forward and advise the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities includes overseeing the Region Forward performance Baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition will provide cross-cutting regional policy capacity and long-range regional planning recommendations to the COG Board. The Coalition includes members from public, private and nonprofit sectors which all have a role in helping the Region meet its goals.



City of Hyattsville

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

Agenda Item Report

File #: HCC-176-FY25

12/16/2024

10.a.

Submitted by: Dealon Lacroix
Submitting Department: Public Works
Agenda Section: Action

Item Title:

Purchase of Park and Playground Equipment for the Trolley Trailhead Park project

Suggested Action:

I move the Mayor and Council authorize the City Administrator to enter into an agreement with Playground Specialist for the furnishing and installation of park and playground equipment for the Trolley Trailhead Park project, "The Spot", for an encumbrance of \$110,000.

Summary Background:

In March 2023, the City proposed The Trolley Trailhead Placemaking project for the City owned parcels on Hamilton Street, where it connects to the Rhode Island Avenue Trolley Trail.

Neighborhood Design Center began public outreach for the project on Trolley Trail Day in June of 2023 and completed a concept that was presented to Council in Fall 2023. The Council approved a contract for the engineering, design, and permitting based on this concept, which is the basis of the design for which this equipment is being purchased.

The placemaking project is funded through a combination of ARPA funds and grant funding from DHCD. The Council authorized \$250,000 in ARPA funding to support the project. Additionally, the City was awarded \$681,655 in Maryland Department of Housing and Community Development (DHCD) funding initially towards a proposed parking garage on Hamilton St but later modified to support the Trolley Trailhead Placemaking project.

In August 2024, the Council authorized the expenditure of \$250,000 in ARPA funds to purchase a portion of the project's park and playground equipment. All authorized ARPA funds for this project have been encumbered.

This \$110,000 expenditure, funded by the DHCD grant, covers the remaining park and playground equipment for Phase 1 of the project.

Next Steps:

Issue purchase order and order the equipment.

Fiscal Impact:

\$110,000.00 (grant funded)

City Administrator Comments:

Recommend approval.

Community Engagement:

In person and online opportunities were made available for the public to provide feedback during the concept

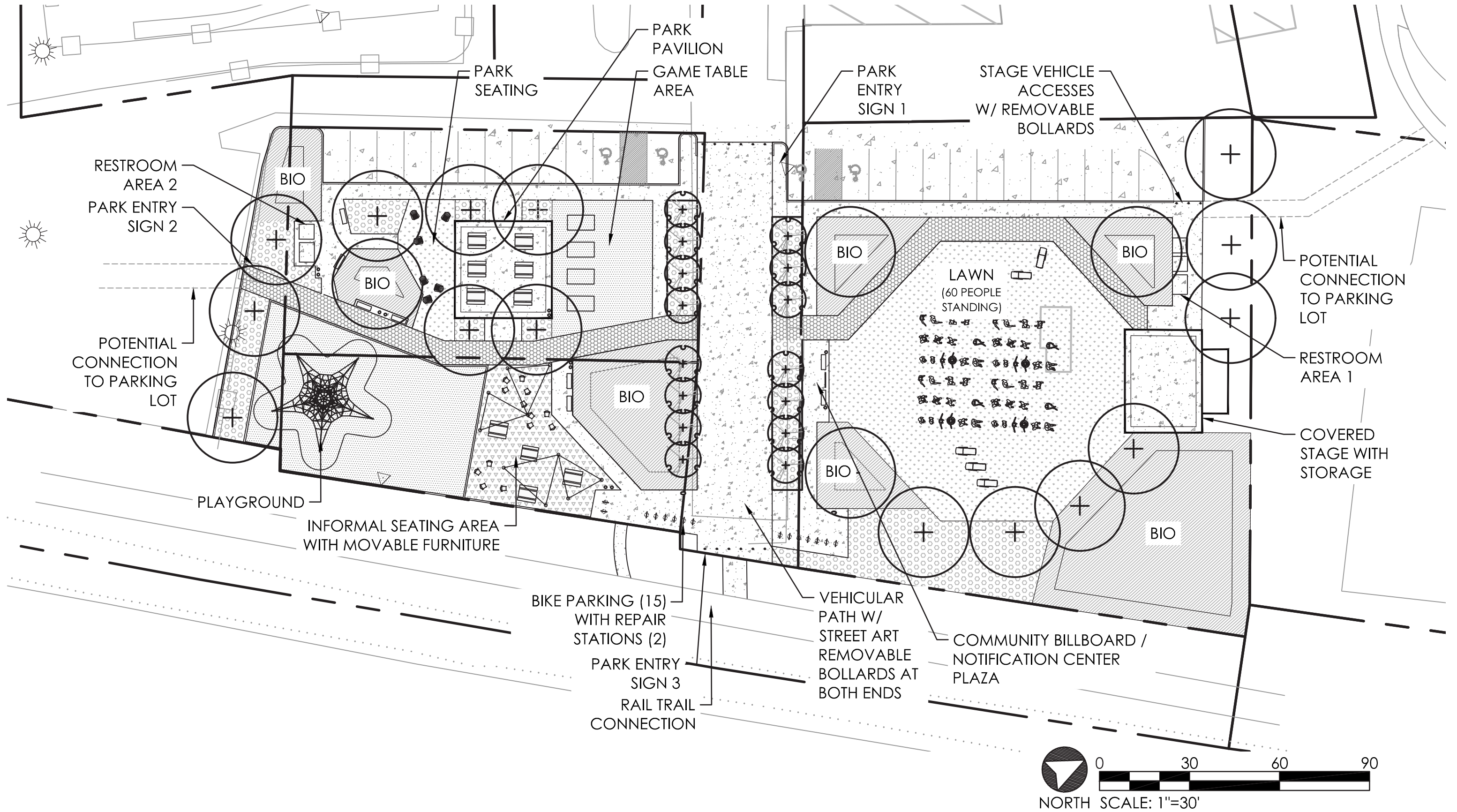
development process.

Strategic Goals:

Goal 5 - Strengthen the City's Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A





Playground Specialists Inc
 29 Apples Church Road
 Thurmont, MD 21788
 +1 8003850075
 www.playspec.com

ADDRESS
 CITY OF HYATTSVILLE
 ATTN: LESLEY RIDDLE
 4633 ARUNDEL PLACE
 HYATTSVILLE, MD 20781

SHIP TO
 THE SPOT
 PART 2
 C/O PLAYGROUND
 SPECIALISTS

Proposal 31631G

DATE 10/22/2024

SALES REP
 DAVE SMITH

TYPE	QTY	RATE	AMOUNT
NOTE SOURCEWELL CONTRACT #010521-LTS			
PLAYWORLD EQUIPMENT ZZXX0973 - NAICA 4.0R	1	34,216.00	34,216.00
PLAYWORLD EQUIPMENT ZZUN7137 - UNITY STEPPER MEDIUM	3	1,600.00	4,800.00
PLAYWORLD EQUIPMENT ZZUN7136 - UNITY STEPPER SMALL	5	1,100.00	5,500.00
DISCOUNT SOURCEWELL CONTRACT 10% DISCOUNT OFF PLAYWORLD LIST PRICE ABOVE	1	-4,451.60	-4,451.60
PARIS SITE FURNISHINGS 462-114PL - 30" WIDE TABLE W/ TWO (2) SEATS - IPE WOOD SLATS	2	4,061.00	8,122.00
PARIS SITE FURNISHINGS 464-221 - CHECKERBOARD - INCLUDES INSET	2	229.00	458.00
DISCOUNT FACTORY DISCOUNT OFF LIST PRICES ABOVE	1	-514.80	-514.80
IDG OUTDOOR PING PONG TABLE	2	8,993.00	17,986.00
INSTALLATION CERTIFIED INSTALLATION OF ALL EQUIPMENT ABOVE INCLUDING LIFETIME INSTALLATION WARRANTY - INCLUDES SOME DESIGN CHARGES	1	30,145.00	30,145.00
FREIGHT FREIGHT ON PLAYGROUND EQUIPMENT, PARIS SITE FURNISHINGS, MUSICAL EQUIPMENT, SIGN, AND PING PONG TABLES	1	9,750.00	9,750.00

NOTE
 ALL AREAS TO BE GRADED BY OTHERS AND READY
 FOR NEW EQUIPMENT PRIOR TO INSTALLATION.
 PLAY AREA AND PING PONG AREA BORDERS NOT
 INCLUDED AND TO BE DONE BY OTHERS PRIOR TO
 INSTALLATION

TYPE	QTY	RATE	AMOUNT
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NOTE
 SAFETY SURFACING NOT INCLUDED IN PRICING
 ABOVE

*Net 30 w/ PO	SUBTOTAL	106,010.60
*3% service charge for all credit card payments.	TAX (0%)	0.00
*Pricing only guaranteed for 30 days unless specified above.		
*Absolutely no engineering, permits, permit fees, wage rates, bonding, or additional insurance included in above pricing unless specified on line item.		
*Additional mobilization, poor soils, limited access, or utility issues may result in change orders.		
*Standard lead times always apply. Contact sales agent for details.		
**Sign and return when approved. Thank you!		

TOTAL	\$106,010.60
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Accepted By

Accepted Date



City of Hyattsville

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

Agenda Item Report

File #: HCC-177-FY25

12/16/2024

10.b.

Submitted by: Nate Groenendyk
Submitting Department: City Clerk
Agenda Section: Action

Item Title:

Hyattsville Ordinance 2024-05: Revisions to City Code Chapter 8, Elections (Second Reading and Adoption)

Suggested Action:

I move the Mayor and Council adopt Hyattsville Ordinance 2024-05, an ordinance whereby the City Council amends City Code, Chapter 8, Elections to change the requirements related to early voting day hours and election related mailings and update the language regarding the processing of mail-in ballots.

Summary Background:

The City's Board of Supervisors of Election (BOSE) has identified areas in the City's Election Code that require updates. Specifically, the board is proposing updates to the language in the City Code regarding the processing of mail-in ballots, early voting day requirements, and the number of mailings required to households and registered voters prior to an election. The changes are proposed to improve the efficiency of practices and consistency of language in the Code associated with City elections.

The proposed changes were discussed by Council at the October 7, 2024 Council Meeting. Following the discussion at the October 7 meeting, the City attorney drafted the attached ordinance to update the City Code to implement the Board's recommendations. Council voted unanimously passed the introduction and first reading of this ordinance at the December 2, 2024 Council Meeting.

Next Steps:

The ordinance will go into effect 20 days after adoption.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support.

Community Engagement:

Meetings of the Board of Supervisors of Elections are open to the public and attendance is encouraged. Notice of changes to the City Code are published in accordance with the requirements of the City Charter.

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Complete

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**CITY OF HYATTSVILLE
ORDINANCE 2024-05**

An Ordinance whereby the City Council Adopts Election Code Revisions.

WHEREAS, the Maryland Code, Local Government Article, Section 5–202, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to pass ordinances that such legislative body deems necessary to assure the good government of the municipality, to protect and preserve the municipality’s rights, property and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort, and convenience of the citizens of the municipality;

WHEREAS, Section C3-1 of the City Charter states that the Council has the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland as it may deem necessary for the good government of the City, for the protection and preservation of the City’s property, rights, and privileges, for the preservation of peace and good order, for securing persons and property from violence, danger or destruction, and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of and visitors in the City;

WHEREAS, the Mayor and Council, have deemed it in the best interest of its residents to update the election law to add clarity and uniformity in the procedures for Vote-by-Mail elections and ballot processing, while also implementing other changes to clarify the Code and enhance the efficiency of the City election process.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that Chapter 8 of the City Code be revised as follows:

1

2

Chapter 8

3

ELECTIONS

4 Sections:

- 5 § 8-1 Definitions.
- 6 § 8-2 Powers and duties of Board of Supervisors of Elections.
- 7 § 8-3 Election day.
- 8 § 8-4 Vote-by-mail election.
- 9 § 8-5 Early voting
- 10 § 8-6 Special elections.
- 11 § 8-7 Applications for candidacy; certification of candidates; withdrawal.
- 12 § 8-8 Qualifications for election judges; oath of office.
- 13 § 8-9 Supplemental Voter Registry.
- 14 § 8-10 Application and procedure.
- 15 § 8-11 Eligibility for a provisional ballot.
- 16 § 8-12 Application.
- 17 § 8-13 Locations and procedure.
- 18 § 8-14 Canvas of provisional ballots.
- 19 § 8-15 General Provisions.
- 20 § 8-16 Applications for vote-by-mail ballots – non-vote-by-mail election.
- 21 § 8-17 Rejection or approval of applications for vote-by-mail ballots – non-vote-by-mail
22 election.
- 23 § 8-18 Specific provisions for vote-by-mail election.
- 24 § 8-19 Form and contents of vote-by-mail ballots and related materials.
- 25 § 8-20 Assistance in marking vote-by-mail ballots.
- 26 § 8-21 Delivery of completed vote-by-mail ballots.
- 27 § 8-22 Procedure for canvassing vote-by-mail ballots.
- 28 § 8-23 Records and retention of ballots and related materials.
- 29 § 8-24 Authority lines.
- 30 § 8-25 Posting campaign materials.
- 31 § 8-26 Appointment of a treasurer.
- 32 § 8-27 Duties and Authority of Campaign Treasurer.
- 33 § 8-28 Reports required.
- 34 § 8-29 Filing reports.
- 35 § 8-30 Form and contents of reports.

- 1 § 8-31 Review of reports; financial advisors.
- 2 § 8-32 Campaign accounts.
- 3 § 8-33 Restrictions on campaign contributions.
- 4 § 8-34 Restrictions on the use of campaign funds.
- 5 § 8-35 Investigating of campaign finance violations.
- 6 § 8-36 Scope of duty and authority.
- 7 § 8-37 Enforcement.
- 8 § 8-38 Prohibited conduct.
- 9 § 8-39 Violations and penalties.
- 10 § 8-40 Appeals.

11
12 **ARTICLE I – General Provisions**

13
14 **§ 8-1 Definitions.**

15 As used in this chapter, the following terms have the meanings indicated:

16 BOARD — The Board of Supervisors of Elections for the City.

17 CAMPAIGN FUNDS — Money that is contributed or loaned to a candidate.

18 CAMPAIGN MATERIAL — Any material that:

- 19 A. Contains text, graphics, or other images;
- 20 B. Relates to a candidate, a prospective candidate, or the approval or rejection of a
21 question; and
- 22 C. Is published or distributed to anyone by, at the request of, or under the authority of,
23 a candidate.

24 CANDIDATE — An individual who seeks nomination for election, or seeks election, to City
25 office.

26 **CANVASS – All activities conducted by the Board to process, count, and certify the votes in**
27 **any City election.**

28 CONTRIBUTION — A donation, grant, or gift, or a promise to make a donation, grant, or gift,
29 whether money or in-kind, to any candidate or representative, with exception to certain loans as
30 set forth in this chapter.

31 CONTRIBUTOR — Any person who makes a contribution.

- 1 CORPORATION — Any organization or entity that is formed or organized under the laws of
2 Maryland, the United States, or any other state or foreign government.
- 3 DOMESTIC PARTNER — An individual who is in a "domestic partnership" with another person
4 that meets the requirements set forth in Maryland Code, § 6-101 of the Health-General Article,
5 which may be amended from time to time.
- 6 EARLY VOTING DAY — A day close to, but in advance of, election day, on which the City
7 Council has authorized the polls to be open to qualified voters (referred to in the Charter, § C4-9,
8 as "advance voting day").
- 9 ELECTION — General or special elections, referenda, or other questions at any election held by
10 the City.
- 11 ELECTION DAY — The day on which voting for the offices of Mayor and Council and any other
12 included referenda is regularly scheduled to occur as set forth by the City Charter and § 8-3 of this
13 chapter, which does not include special elections or early voting days.
- 14 EXPENDITURE — Any transfer, disbursement, or promise of money or valuable thing, to include
15 in-kind expenditures, by a candidate, treasurer, or other agent of a candidate to promote or assist
16 in the promotion of the success or defeat of a candidate or proposition submitted to a vote at any
17 election.
- 18 FINANCIAL INSTITUTION — Any bank licensed to receive deposits and make loans which is
19 insured by the Federal Deposit Insurance Corporation or a credit union insured by the National
20 Credit Union Insurance Fund.
- 21 IN-KIND CONTRIBUTION — The fair market value, which shall be the usual and normal charge,
22 of anything of value other than direct contributions of money, including goods or services for
23 which the contributor normally charges, and payments made on behalf of a candidate, except that
24 volunteering the contributor's own time or use of a personal vehicle to a campaign shall not
25 constitute an in-kind contribution.
- 26 POLITICAL COMMITTEE — Any combination of two or more persons, formed in any manner,
27 which independently collects or expends a cumulative amount of \$100 or more to assist in the
28 promotion of the success or defeat of any candidate or slate of candidates for City elective office
29 or any cause to be submitted to the voters.
- 30 REPORT — A report of expenditures, loans, and contributions received by any candidate.
- 31 SURPLUS CAMPAIGN FUNDS — Unexpended funds contributed to a candidate that remain
32 after the election is certified and all campaign debts, including all loans, have been paid.

1 TREASURER — Any person appointed by a candidate to receive or disburse money or other items
2 of value to promote or assist in the promotion of any candidate or proposition.

3 VOTE-BY-MAIL — The process whereby voters make application for and submit completed
4 ballots by either mail or in-person dropoff at a location authorized by the Board.

5 **ARTICLE II – General Election Procedures**

6 **§ 8-4 Vote-by-mail election [Amended 12-21-2020 by Ord. No. 2020-07]**

7 A. City elections may utilize vote-by-mail ballot voting.

8 B. The Council may determine by resolution whether vote-by-mail ballot voting shall be the
9 primary means of voting. In the event the Council determines that vote-by-mail ballot voting
10 shall be the primary means of voting, such an election shall be called a "vote-by-mail
11 election."

12 C. In a vote-by-mail election, at least one polling location shall be kept open on election day
13 for in- person voting. The Board of Elections shall keep any such polling location open from
14 7:00 a.m. to 8:00 p.m. on election day.

15 ~~D. In an election that is primarily vote by mail pursuant to § 8-4B of this chapter, The Board
16 of Elections may begin to process the ballots in preparation for counting and tabulation 15
17 days prior to an election, which is primarily vote by mail. The process shall be open to the
18 public in accordance with applicable law and regulations and may include opening ballot
19 envelopes, unfolding the ballots, and scanning the ballots. Votes may not be counted or
20 tabulated until the polls close on election day.~~

21 **§ 8-4 Early voting.**

22 A. The City Council or Board may provide for one or more early voting days in any election.

23 B. Any early voting day shall be held no more than 15 days prior to the election day established
24 in § 8-3 of this article.

25 C. On a designated early voting day, the polls shall be open to qualified voters at the times and
26 places specified and advertised by the Board, which shall be open a minimum of **four**
27 **eight** hours. ~~if early voting is conducted on a Saturday and at least four hours if early voting
28 is conducted on any other day of the week.~~

29

30

1 § 8-6. Special elections.

2 A. Generally. In addition to regularly scheduled elections, other special elections shall be held
3 to resolve tie votes in any election and/or to fill vacancies that arise a substantial amount
4 of time before the next regularly scheduled election, which shall be conducted pursuant to
5 this section.

6 B. Runoff elections.

7 (1) If, in any election directed by the Charter, any two or more candidates for the office
8 of Mayor or Councilmember who have received the highest number of votes
9 receive an equal number of votes, or the vote upon any binding referendum results
10 in a tie, a runoff special election between these candidates and/or tied referenda
11 shall be ordered and conducted by the Board.

12 (2) Any runoff special election required by Subsection B(1) of this section shall be held
13 within ~~140~~75 days of the election in which the tie vote occurred and shall include
14 those offices for which the equal number of votes was cast or referendum questions
15 which resulted in a tie vote.

16 (3) Combination special elections. In the event that ~~an additional~~ **the Office of Mayor**
17 **and/or one or more seats** on the Council becomes vacant after a general election,
18 but before a necessary runoff special election is held pursuant to Subsection B of
19 this section, the Board may extend the time for the runoff special election to any
20 day within 75 days of the date the vacancy was created, and both the runoff and the
21 vacancy elections shall be conducted at the same time.

22 C. Special elections to fill vacancy.

23 (1) If, at any point the office of Mayor and/or one or more seats on the Council become
24 vacant, the Board shall, at the direction of the Council, **proceed to fill the**~~conduct~~
25 ~~a vacancy~~ **in accordance with §C2-3 of the City Charter.** ~~special election to fill~~
26 ~~the vacancies.~~

27 (2) ~~Except as provided in the City Charter, any special election shall be held within 75~~
28 ~~days of the date the vacancy was created.~~

29 (3) ~~Notwithstanding any other provision of this subsection, no special election to fill a~~
30 ~~vacancy shall be held if the special election can be conducted on any day that is~~
31 ~~within 150 days of any regularly scheduled City election, and the office shall~~
32 ~~remain vacant until the regularly scheduled City election.~~

1 ~~D.~~ Combination special elections. In the event that an additional seat on the Council becomes
2 vacant after a general election, but before a necessary runoff special election is held
3 pursuant to Subsection B of this section, the Board may extend the time for the runoff
4 special election to any day within 75 days of the date the vacancy was created, and both
5 the runoff and the vacancy elections shall be conducted at the same time.

6 **ARTICLE V - Vote-by-Mail**

7 **§ 8-15. General provisions.**

8 A. Any person qualified to vote in any election may use a vote-by-mail ballot pursuant to the
9 provisions of this article.

10 ~~B.~~ Subject to the provisions set forth in § 8-15C, voters that have applied for and received a
11 vote by mail ballot may only vote in that election by vote by mail ballot and are prohibited
12 from voting in person at any polling place for that election.

13 ~~B.~~ Voters may choose to vote-by-mail permanently by completing the required form provided
14 by the City Clerk's office. The form must be submitted to the City Clerk no less than 10
15 days before any City election. The City Clerk shall maintain a list of all permanent vote-
16 by-mail voters. Any permanent vote-by-mail voter may revoke their status as a permanent
17 vote-by-mail voter at any time. The City Clerk shall remove from the list any permanent
18 vote-by-mail voter who has not voted in two consecutive election cycles.

19 ~~C.~~ No vote-by-mail ballot, completed or otherwise, shall be handled or delivered by a
20 candidate or any individual volunteering or working for a candidate, except for their own
21 ballot or that of their immediate family member or a member of their household.

22 ~~D.~~ No person may cast a vote using a vote-by-mail ballot that was issued by the City for
23 another person.

24 ~~E.~~ A qualified voter may obtain a replacement vote-by-mail ballot if the original ballot was
25 destroyed, spoiled, lost, or for any other reason not received by the registered voter. A
26 qualified voter who obtains a ballot in accordance with this subsection will be required to
27 sign an affidavit, in a form approved by the Board, specifying the reason for requesting the
28 replacement ballot.

29 ~~F.~~ If the election is a vote-by-mail election as set forth in § 8-4, the following sections of this
30 article are not applicable: § 8-15B and C, § 8-16 and § 8-17.

31 ~~G.~~ Section 8-18 of this article does not apply unless an election has been declared a vote-by-
32 mail election pursuant to § 8-4.

1 **§ 8-17. Rejection or approval of applications for vote-by-mail ballots - non-vote-by-mail**
2 **election.**

3 **A. Section 8-17 only applies in a non-vote-by-mail election.**

4 ~~A.~~ **B.** Review of applications.

5 (1) The Board shall review and approve or reject all vote-by-mail applications as soon
6 as reasonably practicable and without delay.

7 (2) All applications that request delivery of a vote-by-mail ballot by mail shall be
8 approved or rejected no later than seven days prior to election day.

9 ~~B.~~ **C.** Rejection of applications.

10 (1) The Board shall reject any application for a vote-by-mail ballot if:

11 (a) The application is not filed before the applicable deadline;

12 (b) The application is missing any of the information required by § 8-16 of this
13 article;

14 (c) The applicant is not eligible to vote;

15 (d) The Board has already granted a previous application filed by that applicant;
16 or

17 (e) The voter has already voted in person on an early voting day.

18 (2) The Board may not reject the vote-by-mail application of any person except by
19 unanimous vote.

20 (3) If a vote-by-mail application is rejected, the Board shall promptly notify the
21 applicant of the reason(s) therefor.

22 ~~C.~~ **D.** Approval of applications; delivery of vote-by-mail ballots.

23 (1) If an application is not rejected under Subsection B of this section, the Board shall,
24 as soon as reasonably practicable, mail the applicant's ballot or make the ballot
25 available for pickup at the office of the Board if the applicant so indicated on their
26 application.

- 1 (2) The Board shall mail all ballots that approved applicants have requested to be
2 delivered by mail no later than seven days prior to election day.
- 3 (3) If the applicant is entitled to free postage privileges under any federal law, rule, or
4 regulation, the Board shall take full advantage of these privileges.
- 5 (4) Not more than one vote-by-mail ballot may be mailed or provided to any applicant
6 unless the Board has reasonable grounds to believe that the vote-by-mail ballot
7 previously mailed has been lost, destroyed, or spoiled.

8 (5) Upon the mailing or delivery of a vote-by-mail ballot, the Board shall: record the
9 approved applicant's voter record in the precinct register as a vote-by-mail
10 voter.

11 (a) ~~Remove the approved applicant's voter record card from the precinct binder~~
12 ~~and place it in a separate binder marked "Registered Vote by Mail Voters,"~~
13 ~~which shall be retained in the office of the City Clerk; and~~

14 (b) ~~Place a marker in the regular precinct binder that indicates the voter's name,~~
15 ~~that a vote by mail ballot has been mailed or delivered, and the date on~~
16 ~~which the ballot was sent or delivered.~~

17 **§ 8-18. Specific provisions for vote-by-mail election.**

18 A. Vote-by-mail ballots for the election must be mailed or distributed no more than 45 days
19 and no less than 30 days prior to the election to which they apply. Postage for transmitting
20 the ballot material to the voter and postage for the return of ballots shall be paid by the
21 Board.

22 B. The Board will mail ~~one~~two notices to all households in the City and at least ~~three~~two
23 notices and reminders to all qualified voters in the City informing them of the vote-by-mail
24 ballot voting deadlines and the date, time, and location of the in-person voting on election
25 day. The first notice will be mailed or distributed no later than 90 days prior to the election.
26 ~~The notices will be in addition to the mailing of the ballot itself.~~ The Board will also provide
27 at least one other form of mass communication informing the public of the City election,
28 which must include all of the information required on the notices.

29 **§ 8-19. Form and contents of vote-by-mail ballots and related materials.**

30 A. The Board shall prescribe the size, form, arrangement, and printed contents of vote-by-
31 mail ballots, except that all such ballots shall:

- 1 (1) Be in paper form;
 - 2 (2) Display the heading "Vote-by-Mail Ballot" printed in large letters in a clear space
 - 3 at the top of each paper ballot;
 - 4 (3) Display the following instructions on how to mark the ballot, printed in large letters
 - 5 in a clear space below the ballot heading: "Mark ballot by placing X in proper blank
 - 6 after each candidate or question. Do not erase or make identifying marks.";
 - 7 (4) Clearly display the applicable election ward;
 - 8 (5) List candidates by office and then alphabetically by last name within each office;
 - 9 and
 - 10 (6) List referendum questions following the listing of candidates for all offices.
- 11 B. The Board shall prescribe the size, form, arrangement, and printed contents of the
- 12 following materials, which shall be included with every vote-by-mail ballot:
- 13 (1) Vote-by-mail ballot material envelopes, providing for a covering envelope, a ballot
 - 14 envelope, and a return envelope;
 - 15 (2) Printed instructions for the marking and casting of vote-by-mail ballots; and
 - 16 (3) A certification of assistance form.

17 **§ 8-22. Procedure for canvassing vote-by-mail ballots.**

18 A. In an election that is primarily vote by mail pursuant to § 8-4B of this chapter, ~~the~~ The Board

19 of Elections may begin to process the vote-by-mail ballots in preparation for counting and

20 tabulation 15 days prior to an election, which is primarily vote by mail. The process shall

21 be open to the public in accordance with applicable law and regulations and may include

22 opening ballot envelopes, unfolding the ballots, and scanning the ballots. Votes may not

23 be counted or tabulated until the polls close on election day.

24 ~~B. Time for opening or unfolding ballots. The Board shall not open or unfold any vote-by-~~

25 ~~mail ballots at any time before the closing of the polls and the beginning of the canvass of~~

26 ~~the ballots.~~

27 ~~C.~~ B. Procedure generally.

- 28 (1) Immediately following the canvass of the votes cast at the regular voting places in
- 29 the City on election day, the Board shall meet at the City Municipal Building and

1 shall proceed to count, certify, and canvass the vote-by-mail ballots ~~contained in~~
2 ~~the ballot envelopes~~ received before the closing of the polls on election day.

3 (2) This canvass shall be conducted by ward in accordance with the applicable
4 provisions of § C4-11 of the City Charter.

5 (3) All vote-by-mail voters' applications, certifications, ballot envelopes, and ballots
6 shall be kept separate and apart from other ballot types and election materials.

7 (4) Before opening any ballot, the Board shall inspect the ballot and determine the
8 following:

9 (a) That the provisions for filling out and signing the oath on the outside of the
10 ballot envelope have been substantially complied with;

11 (b) That the voter is entitled to vote under this chapter in a ward of the City;
12 and

13 (c) That the voter has not already voted ~~on election day~~.

14 (5) If the Board is satisfied that a ballot meets all of the criteria set forth in Subsection
15 B(4) of this section, the Board shall open the ballot envelope, remove the ballot
16 therefrom, **and process the ballot according to the Board's procedures.** ~~place~~
17 ~~the ballot in a vote by mail ballot box, and~~ **The Board or their designee shall** enter
18 in the appropriate register the fact that the voter whose name appears thereon has
19 voted, ~~using the initials "VBM" to indicate the vote has been~~ by a vote-by-mail
20 ballot.

21 ARTICLE VII - Campaign Finance

22 § 8-29. Filing reports.

23 A. Reports required by this article shall be filed pursuant to the following schedule:

24 (1) Initial report. An initial report shall be filed on the 21st day preceding election day.

25 (2) Second report. A second report shall be filed on the seventh day preceding election
26 day.

27 (3) Third report. A third report shall be filed on the 45th day following election day. If
28 the campaign no longer has a cash balance, unpaid bill(s), or deficits, an end of
29 campaign certification may also be filed. Retention or disposition of unspent

1 campaign funds must be dealt with per § 8-34F. [Added 9-19-2022 by Ord. No.
2 2022-04]

3 (4) Annual reports. An annual report shall be filed on or before the first Tuesday in
4 September of each year until the cash balance, unpaid bill(s), or deficit is eliminated
5 and a final report, reflecting the disposition of funds and end of campaign
6 certification, is filed with the City Clerk's office. This annual report shall
7 encompass all contributions received and expenses made since the most recent prior
8 report. [Amended 9-19-2022 by Ord. No. 2022-04]

9 (5) Corrected reports. Corrected reports shall be filed in the time frame established in
10 § 8-29B of this article.

11 B. Reports must be filed with the office of the City Clerk by 1:00 p.m. on the day they are
12 due.

13 C. The City Clerk shall promptly send a written notice to any candidate and the candidate's
14 treasurer who fails to timely file a campaign finance report. Such notice shall also be posted
15 on the City's website, and on the City's bulletin board.

16 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the
17 application thereof to any person or circumstance is held invalid for any reason, such invalidity
18 shall not affect the other provisions or any other applications of the Ordinance which can be given
19 effect without the invalid provision or applications, and to this end, all the provisions of this
20 Ordinance are hereby declared to be severable;

21 **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect on _____,
22 2024;

23 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall
24 forthwith be published twice in a newspaper having general circulation in the City and otherwise
25 be made available to the public.

26 **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular
27 public meeting on **December 2, 2024**.

28 **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public
29 meeting on _____, 2024.

30
31
32 Adopted: _____.

1 Effective: : _____ . (20 days post adoption)
2
3

4
5 Attest: _____
6 Nate Groenendyk, City Clerk Robert S. Croslin, Mayor
7
8

9
10 ¶ indicate deletions
11 Underline/CAPS indicate additions
12 Asterisks * * * Indicate matter retained in existing law but omitted herein.
13 4869-1447-3200, v. 3



Recommended Revisions to City Election Code

*Board of Supervisors of Elections
October 7, 2024*





Goal & Scope

Goal: Implement recommended revisions of the City’s Election Code. The proposed revisions were identified by the Board of Supervisors of Elections and staff during After Action Reviews of the Elections from 2021-2023.

The changes seek to provide clarity and consistency on election procedures and improve efficiencies in the administration of City Elections.

Scope of Recommended Revisions:

- Provide flexibility for hosting early voting days.
- Establish a uniform process for canvassing vote-by-mail ballots.
- Remove redundancies between the City Charter & Code while ensuring date requirements are aligned.
- Ensure language in Code reflects current election practices and is broad enough to allow flexibility to adapt to evolving election technology.



8-4, Early Voting Hours

Summary:

Modifies the minimum time requirement for early voting on Saturdays to provide flexibility to the BOSE.

Current	Proposed Change
<ul style="list-style-type: none">• Early voting Sunday-Friday: minimum of 4 hours.• Early voting on Saturday: minimum of 8 hours.	<ul style="list-style-type: none">• Removes the requirement to hold an 8-hour early voting day on a Saturday. Any early voting day can be held for a minimum of 4 hours.



8-6, Special Elections

Summary:

This change adjusts the number of days a runoff special election is required to be held from 75 days to 140 days to align with the City Charter.

It also provides clarification on combining run off elections with vacancy elections. Other references to special elections for vacancies are recommended for removal due to redundancy with the City Charter.



Article V, Vote-by-Mail

Summary:

Modifying the code to ensure a consistent process for vote-by-mail ballots regardless of the method of voting for the election (either an all VBM election or a standard election).

Language clean up – removing some duplicate language from Code that belongs in the Charter and ensuring the language is broad enough to provide future flexibility.

8-18, Mailings



Summary: Modifies the number of required mailings to households and registered voters to reduce cost and waste associated with the County voter roll.

Current	Proposed Change
<ul style="list-style-type: none">• Every Household-1 mailing• Every Registered Voter-3 mailings	<ul style="list-style-type: none">• Every Household-2 mailings• Every Registered Voter-2 mailings



Next Steps

The City Attorney will draft an ordinance for Council's consideration. It is the Board's recommendation that the Council adopt these changes prior to the end of calendar year 2024 to ensure these changes will be in effect for the City's upcoming election in May of 2025.

Tentative Schedule:

November 18: First Reading of Ordinance

December 2: Second Reading/Adoption of Ordinance

Effective Date: December 22, 2024



City of Hyattsville

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

Agenda Item Report

File #: HCC-180-FY25

12/16/2024

12.a.

Submitted by: Nate Groenendyk
Submitting Department: City Clerk
Agenda Section: Motion to Close

Item Title:

Motion to Close - Note: Council will Not Return to Open Session

Suggested Action:

I move the Mayor and Council close the Council Meeting of December 16, 2024, to discuss a personnel matter and to discuss negotiations related to the acquisition of real property. City staff will be consulted as to each.

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 individuals" and Maryland State Government General Provisions Article Section 3-305 (b) (3) to "consider the acquisition of real property for a public purpose and matters directly related to the acquisition."

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

N/A

Strategic Goals:

Goal 2 - Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete