

City of Hyattsville

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



Agenda Regular Meeting

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_aizUc7xoRMi0ArLjPM1wUg

Monday, October 16, 2023

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
Jimmy McClellan, Ward 3
Kareem Redmond, Ward 3
Edouard Haba, Ward 4
Michelle Lee, Ward 4
Rommel Sandino, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator
Laura Reams, City Clerk, 301-985-5009, cityclerk@hyattsville.org

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

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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-089-FY24](#)

I move that the Mayor and Council approve minutes of the 6 p.m. Public Hearing of February 22, 2022, 6:30 p.m. Public Hearing of February 22, 2022, 6 p.m. Public Hearing of March 7, 2022, the Council Meeting of July 17, 2023, and the Council Meeting of August 9, 2023.

Sponsors: City Administrator

Department: City Clerk

Attachments: [HearingMinutes_Feb 22 2023_6pm](#)
[HearingMinutes_Feb 22 2023_630pm](#)
[Minutes_Mar 7 2022](#)
[Minutes_July 17 2023](#)
[Minutes_August 9 2023](#)

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. - 8:30 p.m.)****7.a. Study of City of Hyattsville Property Tax Relief Programs: PFM Group Consulting**[HCC-105-FY24](#)

For presentation and Council discussion.

Sponsors: City Administrator

Department: City Clerk

7.b. Hyattsville GARE Learning Cohort Presentation[HCC-104-FY24](#)

For presentation only.

Sponsors: City Administrator

Department: City Administrator

8. Proclamations

8.a. Proclamation Recognizing Economic Development Week in the City of Hyattsville [HCC-087-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing the week of October 23 - 27, 2023, as Economic Development Week in the City of Hyattsville.

Sponsors: City Administrator

Department: City Clerk

Attachments: [CM 1016 Economic Development Week Draft \(1\)](#)

8.b. Proclamation Celebrating October as LGBTQIA+ History Month in the City of Hyattsville [HCC-088-FY24](#)

I move that the Mayor and Council adopt a proclamation celebrating the month of October as LGBTQI+ History Month in the City of Hyattsville.

Sponsors: City Administrator

Department: City Clerk

Attachments: [CM 1016 LGBTQIA+ History Month 2023](#)

8.c. Proclamation Honoring the 25th Anniversary of Archie Edwards Blues Heritage Foundation [HCC-109-FY24](#)

I move that the Mayor and Council adopt a proclamation in honor of the Archie Edwards Blues Heritage Foundation and its 25 years of supporting local musicians and events.

Sponsors: City Administrator

Department: Community & Economic Development

Attachments: [CM 1016 Archie Edwards Blues 25 Year Anniversary](#)

9. Appointments

9.a. Appointment to the Code Compliance Advisory Committee [HCC-095-FY24](#)

I move that the Mayor and Council approve the reappointment of Jamie Bean to the Code Compliance Advisory Committee for a term of two (2) years to expire on October 31, 2025.

Sponsors: McClellan and Redmond

Department: City Clerk

Attachments: [Jamie Bean Oct 2023 reappointment redac](#)

9.b. Appointment to the Education Advisory Committee [HCC-096-FY24](#)

I move that the Mayor and Council approve the reappointment of Nicholas Misukanis (Ward 2) to the Education Advisory Committee for a term of two (2) years ending on October 31, 2025.

Sponsors: Strab

Department: City Clerk

Attachments: [Nicholas Misukanis Oct 2023 re-appointment redac](#)

9.c. Appointment to the Health, Wellness, and Recreation Advisory Committee [HCC-097-FY24](#)

I move that the Mayor and Council approve the reappointment of Marylyn Presutti (Ward 4) and Eric Thompson (Ward 1) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on October 31, 2025.

Sponsors: Denes

Department: City Clerk

Attachments: [Marylyn Presutti reappointment Oct 2023 redac](#)
[Erica Thompson reappointment Oct 2023 redac](#)

9.d. Appointment to the Hyattsville Environment Committee [HCC-098-FY24](#)

I move that the Mayor and Council approve the appointments of Ian Fay (Ward 1) and Malgorzata Bereziejewicz (Ward 1) and the reappointments of Thaddeus Waterman (Ward 4) and James Ball (Ward 3) to the Hyattsville Environment Committee for a term of two (2) years to expire October 31, 2025.

Sponsors: Haba and Schaible

Department: City Clerk

Attachments: [Malgorzata Bereziejewicz W1 redac](#)
[Ian Fay W1 redac](#)
[James Ball Oct 23 redac](#)
[Thaddeus Waterman W4 redac](#)

9.e. Appointment to the Race and Equity Task Force[**HCC-100-FY24**](#)

I move that the Mayor and Council approve the reappointment of Alicia Freemyn (Ward 2) to the Race and Equity Task Force for a term of two (2) years to expire on October 31, 2025.

Sponsors: Haba

Department: City Clerk

Attachments: [Alicia Freemyn W2 reappoint Oct 2023 redac](#)

9.f. Appointment to the Shade Tree Board[**HCC-101-FY24**](#)

I move that the Mayor, with Council approval, the appointment of Deb Taylor (Ward 1) and reappointments of Zachary Dorner (Ward 2) and Taylor Johnson (Ward 1) to the Shade Tree Board for a term of 2 years to expire on October 31, 2025.

Sponsors: Croslin

Department: City Clerk

Attachments: [Taylor Johnson Oct 23 redac](#)
[Zachary Dorner Oct 23 redac](#)
[Deb Taylor Oct 23 redac](#)

9.g. Appointment to the Planning Committee[**HCC-110-FY24**](#)

I move that the Mayor and Council approve the reappointments of Maureen Foster and Todd Dengel to the Planning Committee for a term of two (2) years to end on October 31, 2025.

Sponsors: Redmond and Denes

Department: City Clerk

Attachments: [M. Foster re-appoint Oct 10 redac](#)
[T. Dengel re-appoint Oct 11 redac](#)

10. Consent Items (8:30 p.m. - 8:35 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. Decommissioning and Surplus of Public Works Vehicles[HCC-090-FY24](#)

I move that the Mayor and Council authorize the decommissioning and disposal of the two vehicles noted in the attached memo dated October 5, 2023.

Sponsors: City Administrator

Department: Public Works

Attachments: [231005 - memo - surplus items](#)

10.b. Purchase of Road Salt[HCC-092-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Morton Salt for an expenditure not to exceed \$35,000, pending legal review. This procurement will utilize the State of Maryland Contract CTR015072 issued August 31, 2023.

Sponsors: City Administrator

Department: Public Works

Attachments: [221025 - Sate of Maryland - Road Salt PO 001B3600124](#)

10.c. Leaf Collection Services[HCC-093-FY24](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$35,000 to Professional Lawn Maintenance Service (PLMS) to provide up to 25 days of on-call leaf collection services under their existing contract with the City.

Sponsors: City Administrator

Department: Public Works

Attachments: [Estimate 1445 from Professional Lawn Maintenance Services](#)

10.d. Closed Captioning Services for City Council Meetings[HCC-099-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into an agreement with Granicus for the renewal of closed captioning services of City Council Meetings through October 2024 at a cost not to exceed \$11,217 from the PEG Fund.

Sponsors: City Administrator

Department: City Clerk

10.e. ARPA - General Fund Reimbursement for PD Sworn Officer Retention Bonuses [HCC-102-FY24](#)

I move that the Mayor and Council authorize the Treasurer to reimburse the General Fund in the amount of \$268,000 for Hyattsville Police Department Sworn Officer Retention Bonuses using ARPA funds.

Sponsors: City Administrator

Department: Finance

10.f. ARPA - Reimbursement to General Fund for Staff Salary Adjustments [HCC-103-FY24](#)

I move that the Mayor and Council authorize the Treasurer to reimburse the General Fund in the amount of \$759,000 for FY23 Staff Salary Adjustments using ARPA funds.

Sponsors: City Administrator

Department: Finance

10.g. ARPA - Award of Contract for Community Engagement and Outreach Services for Unhoused Populations [HCC-106-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into a contract with The h3 Project for a data-based analysis of homelessness in the City. An expenditure not to exceed \$15,000 for this contract is authorized to be funded with ARPA funds, and the Treasurer is authorized to make the required budget amendments to facilitate this expenditure. The contract is subject to approval by the City Attorney for legal sufficiency.

Sponsors: City Administrator

Department: City Administrator

Attachments: [Homelessness Engagement RFP 09152023 Solicitation FINAL Draft](#)

11. Action Items (8:35 p.m. - 9:00 p.m.)

11.a. Health Care, Prescription Drug, and Dental Care Rates for CY24 [HCC-107-FY24](#)

I move that the Mayor and Council approve the 2024 calendar year health insurance premium rates which have increased an average of 5% in all plans.

Sponsors: City Administrator

Department: Finance

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

13. Motion to Adjourn



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Agenda Item Report

File #: HCC-089-FY24

10/16/2023

4.a.

Submitted by: Nate Groenendyk
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 minutes of the 6 p.m. Public Hearing of February 22, 2022, 6:30 p.m. Public Hearing of February 22, 2022, 6 p.m. Public Hearing of March 7, 2022, the Council Meeting of July 17, 2023, and the Council Meeting of August 9, 2023.

Summary Background:

Action summaries for Council Meetings are posted to the City website within 48 hours of the meeting. Please see attached minutes.

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

Tuesday, February 22, 2022

6:00 PM

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Virtual

City Council Public Hearing

Robert S. Croslin, Interim Mayor
Danny Schaible, Council Vice President, Ward 2
Sam Denes, Ward 1
Joanne Waszczak, Ward 2
Ben Simasek, Ward 3
Jimmy McClellan, Ward 3
Daniel Peabody, Ward 4
Edouard Haba, Ward 4
Joseph Solomon, Ward 5
Rommel Sandino, Ward 5

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1. Call to Order

The meeting was called to order at 6:02 p.m.

Also present:

City Administrator-Tracey Douglas

City Attorney-Skip Cornbrooks

City Clerk-Laura Reams

Present:	Interim Mayor Robert Croslin Council
	Vice-President Danny Schaible
	Councilmember Sam Denes
	Councilmember Joanne Waszczak
	Councilmember Jimmy McClellan
	Councilmember Ben Simasek
	Councilmember Edouard Haba
	Councilmember Daniel Peabody
	Councilmember Joseph Solomon
	Councilmember Rommel Sandino

2. Presentation

2.a) Hyattsville Charter Amendment Resolution 2022-01: Adjusting the Time Requirements for a Special Election due to a Vacancy in Office of Mayor or Councilmember

[HCC-248-FY22](#)

For Discussion and Public Input

Sponsors: City Administrator

Attachments: [Resolution - Charter Amendment Extending Time to Conduct Special Election 2.16.22](#)
[BOSE Letter to City Council Feb 1 2022](#)
[Notice Public Hearing - Special Mayoral Election 2.1.22](#)
[Resolution - Special Mayoral Vote by Mail Election 1.31.22 signed](#)

City Clerk Reams presented an overview of the proposed Charter Amendment Resolution. Clerk Reams provided background information on the charter change, noting the timeline challenges related to filling a vacancy and the timeline required to conduct a Vote-by-Mail election. The change will extend the timeline for holding a special election from 75 days to 140 days. Board of Supervisors of Elections Chair Zachary Peters addressed the Council on behalf of the Board in support of the proposed Charter Amendment.

3. Public Comment

David Marshall said he was opposed to the Charter Amendment as well as a Vote-by-Mail only election.

Clerk Reams provided clarification on the election structure and noted that a polling location would be available on election day.

David Marshall asked a procedural question regarding the next public hearing. Clerk Reams responded that the next public hearing would begin at 6:30 p.m. and would be a separate zoom link.

Council Vice President Schaible asked about the implications of the proposed timeline on future elections and how vacancies would be handled.

City Attorney Cornbrooks suggested that the question would be better addressed during Council discussion at the 7 p.m. Council meeting. Council Vice President Schaible said he was agreeable with the suggestion.

David Marshall said that although he was opposed to the Charter Amendment he was thankful for everyone who worked on the proposal.

4. Motion to Adjourn

The public hearing was adjourned at 6:16 p.m.

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1. Call to Order

The public hearing was called to order at 6:33 p.m.

Also present:

City Administrator-Tracey Douglas

Assistant City Administrator & Director of Community and Economic Development-Jim Chandler

City Clerk-Laura Reams

Present: Interim Mayor Robert Croslin Council
Vice-President Danny Schaible
Councilmember Sam Denes
Councilmember Joanne Waszczak
Councilmember Jimmy McClellan
Councilmember Ben Simasek
Councilmember Edouard Haba
Councilmember Daniel Peabody
Councilmember Joseph Solomon
Councilmember Rommel Sandino

8. Presentations

Public Hearing: Sale of Jefferson Street Parking Lot Property[HCC-254-FY22](#)

Presentation Only

Sponsors: City Administrator

Attachments: [Memo - Public Hearing - Jefferson Street Parking Lot](#)
[Exhibit A - Jefferson Street Parking Lot Property](#)
[Exhibit B - Charter Chapter C Article IX - City Property](#)
[Exhibit C - SDAT Data - Unit 2](#)

Assistant City Administrator Chandler presented the proposal for the sale of the Jefferson Street Parking lot to Urban Investment Partners for \$1.3 million dollars for use as part of the Canvas development project. He provided an overview of the site and parameters of the proposed sale.

5. Public Comment

Claire Panak submitted a comment stating that she was not in favor of the sale unless the development includes affordable housing.

David Marshall said he was opposed to the proposal and questioned the utility of the public hearing stating that the issue was already decided. He also inquired about how the proceeds from the sale would be utilized and if the adjacent parking lot would be sold too.

Assistant City Administrator Chandler said the City would retain a separate lot which is under the use of Renaissance Square per their use and occupancy agreement. He added that the proceeds would be placed in a special revenue fund. City Administrator Douglas said that expenditures from the special revenue fund would come forward to Council at a future date.

David Marshall asked if the parking lot used for Renaissance Square would be prevented from being developed in the future. Mr. Chandler responded that the lot was a constricted space and it was unlikely to be developed alone but could potentially be developed as part of a larger project using adjacent land.

14. Motion to Adjourn

The public hearing was adjourned at 6:43 p.m.

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Meeting Minutes

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7:00 PM

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

Meeting Notice:

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Monday, March 7, 2022 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:

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https://us06web.zoom.us/webinar/register/WN_6wJwqOl0Sk2sAcDVKpzCA

1. Call to Order and Council Roll Call

The meeting was called to order at 7:03 p.m.

Also Present:

City Administrator-Tracey Douglas
Assistant City Administrator-Jim Chandler
City Clerk-Laura Reams
ARPA Funds Manager-Patrick Paschall
City Planner-Taylor Robey

Present:	Interim Mayor Robert Croslin Council Vice-President Danny Schaible Councilmember Sam Denes Councilmember Joanne Waszczak Councilmember Ben Simasek Councilmember Jimmy McClellan Councilmember Edouard Haba Councilmember Daniel Peabody Councilmember Joseph Solomon
Absent:	Councilmember Rommel Sandino

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

Council Vice-President Schaible moved to move HCC-262-FY22 to the Action Agenda. The motion was seconded by Councilmember Haba and approved unanimously.

A motion was made by Councilmember Solomon, seconded by Councilmember Denes, that the Agenda be Approved as Amended. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

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

Chuck Perry provided written comment in opposition to automated speed enforcement and license plate recognition technology. He referenced the amount of money being spent on law enforcement in comparison to education.

Anan Berasi commented electronically to improve the Avalon Bay legislation.

Claire Panak commented electronically in support of the early childhood eligibility for Enrichment Grants. Cliff Mayo commented electronically in opposition to the Suffrage Point development
Daniel Muth commented electronically in opposition to the Suffrage Point development.

Greg Smith submitted a letter signed by over 50 Hyattsville residents opposed to the Suffrage Point lower parcel development, and spoke about his opposition to the development.

James Brodie spoke to request policing at 38th and Longfellow as well as parking enforcement, and other community concerns.

6. Community Notices and Meetings**6.a. Main City Calendar: March 8 - March 21, 2022**[HCC-258-FY22](#)

N/A

Sponsors: City Administrator

Attachments: [City Calendar Mar 8- Mar 21 2022](#)

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

City Administrator Tracey Douglas provided updates on City related news and events.

8. Motion to Close (7:30 p.m. - 8:00 p.m.)

8.a. Motion to Close[HCC-270-FY22](#)

I move the Mayor and Council close the Council Meeting of March 7, 2022 to consult with the City Attorney and staff about litigation. The reasons for closing the meeting under these exceptions are to maintain legally required confidentiality regarding ongoing and pending litigation.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305 (b)(8) consult with staff, consultants, or other individuals about pending or potential litigation.

Sponsors: City Administrator

The meeting went into closed session at 7:39 and returned to open session at 9:00 p.m. No action was taken during the closed session.

A motion was made by Council Vice-President Schaible, seconded by Councilmember Haba, that the Council go into Closed Session. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

9. Proclamations (8:00 p.m. - 8:05 p.m.)**9.a. Proclamation Celebrating March 2022 as Women's History Month in the City of Hyattsville**[HCC-276-FY22](#)

I move that the Mayor and Council proclaim March 2022 to be Women's History Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0307 Women's History Month 2022](#)

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

10. Consent Items (8:05 p.m. - 8:10 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.

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

10.a. Memorandum of Understanding Between the City of Hyattsville and Eastern Mennonite University [HCC-237-FY22](#)

I move that the Mayor and Council ratify the Memorandum of Understanding between the City of Hyattsville and Eastern Mennonite University's Washington Community Scholars' Center entered into by the City Administrator on February 8, 2022 in order to provide an unpaid internship opportunity to assist our Mental Health Programs Manager with the development of the CIT Program.

Sponsors: City Administrator

Attachments: [MOU - COH & EMU Signed by Tracey](#)

10.c. Disbursement of FY22 Education Enrichment Grant Funds [HCC-272-FY22](#)

I move that the Mayor and Council authorize the expenditure of \$10,000 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for dissemination of the FY22 Education Enrichment Grants.

Sponsors: City Administrator

Attachments: [EAC - EEGP 2022 Recommendations](#)
[EAC EEGP 2022 Applications Recommended](#)

11. Action Items (8:10 p.m. - 9:00 p.m.)

10.b. Automated Speed Enforcement Contract - Verra Mobility[HCC-262-FY22](#)

I move that the Mayor and Council authorize the City Administrator to approve a contract between the City of Hyattsville Police Department and Verra Mobility for automated speed enforcement for a term of five (5) years at a cost not to exceed \$305,000 annually. This contract has been reviewed and approved by the City Attorney for legal sufficiency.

Sponsors: City Administrator

Attachments: [Hyattsville Verra Mobility Speed Agreement 2-28-22](#)

Councilmember Schaible asked about cost. Chief Towers responded that the cost of this new contract is lower than the current month to month contract with a different vendor.

Councilmember Haba asked about location for new cameras. Chief Towers said any future cameras would only be added after a traffic study and other required procedures.

Councilmember Haba asked about a reference to Galveston (HGAC) in the contract. Chief Towers responded that Hyattsville may be a member of MCOG and riding on that contract.

Councilmember Haba inquired about the contract language that addresses the Consumer Price Index and taxes. Chief Towers said the City Attorney has reviewed the contract. City Administrator Douglas said that she will review the contract before signing the agreement. City Treasurer Ronald Brooks said that all costs are 'net' of the contract.

Councilmember Haba expressed his discomfort with the contractor holding metadata at the end of the contract period.

Councilmember Denes asked about location of red-light cameras. Chief Towers explained that the City has a contract with this vendor for red light cameras; this would be taking over speed.

Interim Mayor Croslin asked if the Council wants to hold this motion or proceed with a vote. Council Vice President Schaible said he is comfortable with the item as it is proposed.

Councilmember Waszczak questioned ownership of the metadata. Chief Towers said that the way it is written in the contract is common.

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, and Peabody

Nay: Haba

Absent: Sandino

11.a. Avalon Bay - Preliminary Plan of Subdivision 4-21032

[HCC-275-FY22](#)

I move the City Council authorize the Mayor to provide correspondence to the Maryland-National Capital Park & Planning Commission in support of Preliminary Plan of Subdivision 4-21032, subject to the following conditions:

1. The site plan is amended to reflect a 2-foot variance to the total frontage minimum depth requirement to accommodate other improvements between the building façade and right-of-way. The intent of the variance is to provide adequate width to support:
 - a. Two (2) 10-foot vehicle travel lanes.
 - b. Four (4) feet of pavement between the tree and furniture zone and first travel lane shall be allocated to a future bike lane along the property pending future development along this right-of-way.
2. While Toledo Road is at interim condition, a Public Use Easement (PUE) shall be granted over the improved portion of the roadway.
3. When the entirety of Toledo Road between Toledo Terrace and Belcrest Road is improved to a public standard and with the conditions outlined above, the applicant must file a confirmatory deed stating that the roadway is to be publicly dedicated to the City of Hyattsville, upon inspection by, and approval of, the City of Hyattsville.

Sponsors: City Administrator

Attachments: [City Council Materials 2022.07.03 Avalon Bay](#)
[Exhibit 1 Proposed Avalon Bay Development and Required JCP Demo](#)

City Planner Taylor Robey presented on the plan.

Councilmember Denes asked about the interim language and a 4 foot bike lane. Ms. Robey explained that the improvements do not currently impact the entirety of Toledo Road. A bike lane could be allocated in the future.

Councilmember Schaible expressed his concern about parking. Director Chandler explained that the expanded plan will address those issues.

Councilmember Waszczak addressed bike lane widths. Mr. Chandler said that a variance to expand the bike lane may narrow sidewalks.

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

11.b. Suffrage Pointe Development - Conceptual Site Plan (CSP-18002) and Preliminary Plan of Subdivision 4-21052 [HCC-271-FY22](#)

I move the City Council authorize the Mayor to provide correspondence(s) to the Prince George's County District Council regarding and the Maryland-National Capital Park & Planning Commission regarding Conceptual Site Plan (CSP) 18002 and Preliminary Plan of Subdivision 4-21052. The correspondence shall express the City requests the District Council and Planning Board adopt the following revisions to the application as conditions for approval:

1. The City is requesting that the Prince George's County District Council, in its revision to the resolution for the density requirements specified in the Resolution for CSP-18002, shall be limited to 6.7 units per net acre for single-family attached units and nine (9) dwelling units per net acre for 'single-family attached' or townhouse units. Furthermore, the applicant shall be required to amend applicable Preliminary Plan of Subdivision (PPS) applications to reflect the revised net acreage standards and resubmit to the Planning Board for its consideration; (*New condition*)
2. The City is recommending the PPS application be revised, or resolution be conditioned as Urban Street Design Standard Alley, STD 100.31. The internal alleyway shall be designed and constructed to a public standard and dedicated to the City as a public right-of-way. The site plans and any future dedication of plat shall incorporate language stating that the alleyway shall be publicly dedicated to the City of Hyattsville.
3. Per Urban Street Standards, turning radius from any roadway connecting to City roadway shall have a Minimum Turning Radius of 15'.
4. The internal alleyway shall include an adequate turnaround space for emergency vehicles. This can be achieved through the elimination of lots 23 & 24.
5. Overhead lighting shall be designed and constructed to Pepco standards for acceptance into the public utility system. The lighting shall be placed at the entrance/exit of the site at Gallatin Street, entrance/exit of the site on Alley 3, and at the terminus of the alley.
6. The applicant shall dedicate Parcel B2 for a Public Use Easement (PUE) in which the applicant shall maintain ownership of Parcel B2, but access of the parcel shall be granted to the general public. Parcel B2 shall primarily serve to provide compensatory storage for the subject parcel, but shall be used by the public, and permitted at the City's discretion, under a separate Memorandum of Understanding

Sponsors: City Administrator

Attachments: [Memo - PPS 4-19053 - Suffrage Point - 3.1.2022 Final](#)
[Exhibit A - DC Resolution for CSP](#)
[Council Materials Suffrage PPS](#)

Councilmember Simasek introduced an amendment to the motion.

Councilmember Peabody asked if the motion should be tabled until further information is gathered. Mr. Chandler said that the conditions 2-6 are likely not affected by the CSP.

Councilmember Simasek asked for clarification on the date of the hearing and a deadline for this correspondence. Mr. Chandler said it is important to address the CSP promptly.

Councilmember Solomon asked Councilmember Simasek to further explain his amendment. Councilmember Simasek explained that the density requirements in the current language exceed the CSP.

Councilmember Schaible questioned the timing of this correspondence. Councilmember Waszczak expressed her agreement.

Councilmember Waszczak would like the reduced density to be utilized to create a buffer for the floodplain.

Councilmember Haba would be supportive of tabling this motion for a few weeks to gain more information.

Mr. Chandler said the hearing cannot be delayed. It would result in automatic approval of the request from the developer.

Councilmember Peabody will support correspondence addressing the CSP.

Councilmember Simasek withdrew his amendment and moved to table the motion. Councilmember Schaible seconded.

Mr. Chandler expects the hearing to take place in short order; he is concerned that at this point he does not have authorization to speak on behalf of the City.

Councilmember Haba asked for clarification on the motion on the table. Councilmember Simasek asked Mr. Chandler for clarification on what Mr. Chandler would want to speak on. Mr. Chandler said it would be only point 1 below.

Councilmember Peabody asked for a point of order so is asking the City Clerk to clarify. He would like to see Mr. Chandler authorized to speak on the acreage.

City Clerk Laura Reams clarified that the current motion is to table the original motion.

Councilmember Simasek amended the original motion to strike points 2-6 from the motion and amend point 1 to specifically address density requirements.

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

Aye:	Croslin, Solomon, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody
Absent:	Sandino
Abstain:	Schaible

11.c. Purchase of Replacement Citizen Rescue/Emergency Response Team Vehicle[HCC-267-FY22](#)

I move that the Mayor and Council authorize the City Administrator to approve the purchase of a replacement Emergency Response Team Vehicle from The Armored Group under the Federal GSA contract in the amount of \$188,000.00.

Sponsors: City Administrator

Attachments: [2- TAG GSA Quote Armored Sprinter Tactical Van October 29 2021](#)

Councilmember Waszczak asked Chief Towers to explain this purchase as a replacement. Chief Towers shared photos of the interior and exterior of the current 2003 re-purposed vehicle, which is to be replaced. He also gave extensive details on the proposed vehicle.

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

Aye: Croslin, Solomon, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Nay: Schaible

Absent: Sandino

11.d. Citywide Rekor Fixed LPR (License Plate Recognition) System[HCC-266-FY22](#)

I move that the Mayor and Council authorize the lease purchase of ten fixed LPRs from Rekor, at a cost not to exceed \$12,000 annually, for a term of five years. The contract has been reviewed and approved by the City Attorney for legal sufficiency.

Sponsors: City Administrator

Attachments: [3- Hyattsville PD, MD Quote](#)

Councilmember Haba asked for background information. He asked Chief Towers the ultimate goal of the request. Chief Towers responded that the License Plate Recognition System would allow HPD to resolve criminal cases more quickly. Councilmember Haba is concerned with the indiscriminate data collection.

Councilmember Solomon questioned Chief Towers about whether other agencies in Maryland are using systems like this. Chief Towers explained that there are fixed and roaming LPRs in use across the state.

Councilmember Solomon asked if there is anything less intrusive. Chief Towers said that the data from this system is housed only in Hyattsville. Chief Towers could not address ownership of the data. Councilmember Solomon asked if the existing CCTV could be improved with higher resolution cameras. Chief Towers said the application of the CCTV will not serve the same purpose.

Councilmember Solomon asked about grants. Chief Towers said there have been in the past but not at present.

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

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, and Peabody

Nay: Haba

Absent: Sandino

12. Discussion Items (9:00 p.m. - 10:45 p.m.)

A motion was made by Council President Solomon, seconded by Councilmember McClellan, that all Discussion items be Tabled. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

12.a. FY23 Budget Initiative: Hyattsville Learning Lab -TABLED-[HCC-218-FY22](#)

I move that the City of Hyattsville include \$3,000 in its FY23 legislative budget in support of the Hyattsville Learning Lab educational summer programming.

Sponsors: McClellan

12.b. FY23 Budget Initiative: Establishment of Youth Advisory Council -TABLED-[HCC-219-FY22](#)

I move that the City Council establish a Youth Advisory Council for the City of Hyattsville.

Sponsors: Waszczak

Attachments: [Estimated YAC annual budget CM Waszczak](#)

12.c. FY23 Budget Initiative: Stipend Program to Diversify Membership of City of Hyattsville Advisory Committees, Boards, Commissions and Task Forces -TABLED-[HCC-220-FY22](#)

I move that Council create a program to provide stipends to members of City of Hyattsville Advisory Committees, Boards, Commissions and Task Forces with the goal of recruiting and retaining membership that proportionally represents the community.

Sponsors: Waszczak

Attachments: [Board and Committee Member Payment Agreement](#)

12.d. FY23 Budget Initiative: West Hyattsville Metro Area Traffic Study -TABLED- [HCC-221-FY22](#)

I move that the Interim Mayor and Council include \$100,000.00 in the FY23 Hyattsville City Budget for the development of a West Hyattsville Metro Area Traffic Study. The traffic study will evaluate and propose solutions to address:

Riverfront Area/Ager Rd (in partnership with Prince George's County):

- Traffic calming or traffic light installation at the intersection of Little Branch Run, Ager Road and Lancer Drive
- Traffic calming or traffic light installation at the intersection of Nicholson Street and Ager Rd.

Kirkwood Area/Nicholson Street/Ager Rd:

- Traffic pattern for 2600-2700 blocks of Nicholson Street, Lancer Drive, and Kirkwood Place (for ingress and egress onto Ager Rd.)
- Removal of City installed barricades at Kirkwood entrances
- Removal of City installed fence between Kirkwood and Riverfront property

Hamilton Street/Jamestown Rd. (in partnership with Prince George's County):

- Hamilton/Jamestown Cyclist and Pedestrian Safety mechanisms
- On street Parking redesign for the segment of Hamilton street between Queens Chapel and Ager Rd.
- Improved road for alley behind Hamilton Street between Ager Rd and Queens Chapel Road

General Design:

- Inclusion street art/painted street designs to add vibrancy and define neighborhood overall look and feel
- Wayfinding and signage for various parks, police station, other resources located in the general vicinity
- Traffic pattern, safety, and parking for the West Hyattsville transit corridor

I further move that the Interim Mayor and Council authorize the City Administrator to collaborate with all necessary agencies of Prince George's County, The State of Maryland, and Maryland Park and Planning for the purpose of developing solutions where the City is not directly responsible for the maintenance or design of a parcel or roadway.

Sponsors: Solomon, Haba and Sandino

12.e. American Rescue Plan Emergency Relief Discussion -TABLED- [HCC-274-FY22](#)

Discussion about emergency relief plans using American Rescue Plan funds.

Sponsors: City Administrator

Attachments: [Emergency Relief Discussion Agenda 03.07.2022](#)
[COH Emergency Relief Submissions for Public Hearing v03.02.2022](#)
[ARPA Emergency Relief Public Hearing Presentation 03.02.2022](#)

13. Council Dialogue (10:45 p.m. - 10:55 p.m.)

14. Motion to Adjourn

The meeting adjourned at 11:03 p.m.

A motion was made by Council President Solomon, seconded by Councilmember Simasek, that the meeting be Adjourned. The motion carried by the following vote:

Aye: Croslin, Solomon, Schaible, Denes, Waszczak, Simasek, McClellan, Haba, and Peabody

Absent: Sandino

City of Hyattsville

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



Meeting Minutes

Monday, July 17, 2023

7:00 PM

Register in advance for this Webinar:

https://us06web.zoom.us/webinar/register/WN_BqpchNbRT3ywgiCFBnXrSA

Virtual

City Council

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

ADMINISTRATION

Tracey E. Douglas, City Administrator
~~Laura Reams, City Clerk, 301-985-5009, cityclerk@hyattsville.org~~

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

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

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

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

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1. Call to Order and Council Roll Call

The meeting was called to order at 7:03 p.m.

Also present:

City Administrator-Tracey Douglas

City Treasure-Ron Brooks

Chief of Police-Jarod Towers

Director of Public Works-Lesley Riddle

Director of Human Services-Jay Joyner

City Clerk-Laura Reams

Acting Director of Community and Economic Development-Holly Simmons

Deputy Director of Community Services-Cheri Everhart

Present:	Mayor Robert Croslin
	Council President Joseph Solomon
	Council Vice-President Danny Schaible
	Councilmember Sam Denes
	Councilmember Joanne Waszczak
	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

Councilmember Denes moved to amend item 8.a to add Councilmember Waszczak as a Council Liaison to the Educational Facilities Task Force. The motion was seconded by Councilmember McClellan and was passed unanimously.

A motion was made by Council President Solomon, seconded by Councilmember Denes, that the Agenda be 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. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker

Mr. Marshall addressed the Council regarding queens chapel town center and issue with vandalism, loitering and public drunkenness. He asked the Council to put pressure on the County to enforce county regulations.

5. City Administrator Update (7:20 p.m. - 7:45 p.m.)

City Administrator Tracey Douglas provided updates on City related news and events.

6. Presentations (7:45 p.m. - 8:15 p.m.)**6.a. Update on 21st Century Policing and Cannabis Legislation**[HCC-013-FY24](#)

For Presentation and Discussion

Sponsors: City Administrator

Chief Towers provided a policing update on 21st century policing. He reviewed the pillars of 21st century policing and a status update on the department's progress in meeting the goals. Chief Towers also updated the Council on recruitment and retention efforts in the department.

7. Proclamations**7.a. Proclamation of National Minority Mental Health Awareness Month**[HCC-023-FY24](#)

I move that the Mayor and Council recongize July 2023 as National Minority Mental Health Awareness Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0717 National Minority Mental Health Awareness Month 2023](#)

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

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

Absent: Sandino

8. Appointments

All Appointments were approved in a single vote.

A motion was made by Council Vice President Schaible, seconded by Councilmember Strab, that the Appointments be Approved. The motion carried by the following vote:

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

Absent: Sandino

8.a. Assignment of Committee Liaisons[HCC-001-FY24](#)

I move that the Mayor and Council appoint the following Councilmembers as Council liaisons to City Committees:

Code Compliance Advisory Committee: McClellan, Redmond
Education Advisory Committee: Strab
Educational Facilities Task Force: Sandino, Waszczak
Health, Wellness, and Recreation Advisory Committee: Denes, Lee
Hyattsville Environment Committee: Haba, Schaible
Planning Committee: Denes, Redmond
Police and Public Safety Citizen's Advisory Committee: Strab
Race and Equity Task Force: Haba, Lee
Shade Tree Board: Schaible
Youth Advisory Council: McClellan, Waszczak

Sponsors: City Administrator

8.b. Appointment to the Education Advisory Committee[HCC-002-FY24](#)

I move that the Mayor and Council approve the reappointment of Cynthia Totten (Ward 4) to the Education Advisory Committee for a term of two (2) years ending on July 31, 2025.

Sponsors: Strab

Attachments: [Cynthia Totten May 22, 23 re-appointment redac](#)

9. Consent Items (8:15 p.m. - 8:20 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.

A motion was made by Council President Solomon, seconded by Council Vice President Schaible, 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

9.a. Renewal of Annual Service Agreement with Motorola for Radio Communications Dispatch System, Portable and Mobile Radios [HCC-003-FY24](#)

I move that Mayor and Council authorize the expenditure of \$37,650.24 for the one-year renewal of the Annual Motorola Service Agreement for maintenance on our dispatch console, portable and mobile radios.

Sponsors: City Administrator

Attachments: [Hyattsville SA 23-24](#)

9.b. Renewal of Police Communications Agreement with the City of Hyattsville and City of Mount Rainier [HCC-004-FY24](#)

I move that the Mayor and Council authorize the City Administrator to execute an agreement with the City of Mt. Rainier which allows the Hyattsville Police Department to provide radio dispatching services and incoming call for police services (both emergency and non-emergency). This agreement is for a term of one (1) year.

Sponsors: City Administrator

Attachments: [Communications Agmt Mt. Rainie 062922 - KCK](#)

9.c. FY24 Northstar Tutoring Contract [HCC-005-FY24](#)

I move that the Mayor and Council approve the FY24 Northstar Tutoring contract for tutoring and mentoring management services in the amount of \$80,000 in support of the City's teen and youth programming for students in grades K through 12, upon the review and approval by the City Attorney for legal sufficiency.

Sponsors: City Administrator

Attachments: [Northstar Contract 2023-2024](#)

9.d. FY24 - Landscaping Contract Expenditure [HCC-006-FY24](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$75,000 to Professional Lawn Maintenance Services (PLMS) for the FY24 portion of the existing landscaping contract.

Sponsors: City Administrator

Attachments: [210326 - contract DPW21-002 - PLMS landscape maintenance - plms signed](#)

9.e. FY24 - Alley Maintenance Contract Expenditure [HCC-007-FY24](#)

I move that the Mayor and Council authorize an expenditure to Professional Lawn Maintenance Services (PLMS) for an amount not to exceed \$35,000 for the FY24 portion of the Alley Maintenance contract.

Sponsors: City Administrator

Attachments: [210326 - contract DPW21-003 - PLMS alley maintenance - plms signed](#)

9.f. Adirondack Tree Experts Contract - Option Year 5 [HCC-008-FY24](#)

I move that the Mayor and Council authorize the City Administrator to execute option year five (5) of the Urban Tree Care contract with Adirondack Tree Experts and authorize an expenditure not to exceed \$185,000 for continued services.

Sponsors: City Administrator

Attachments: [2018 adirondack contract](#)

9.g. FY24 - Building Cleaning Contract Expenditure [HCC-009-FY24](#)

I move that the Mayor and Council authorize an expenditure to Sentral Services for an amount not the exceed \$100,000 for the FY24 portion of the Building Cleaning Contract.

Sponsors: City Administrator

Attachments: [210315 - HCC-252-FY21 - building cleaning contract.pdf](#)

9.h. Approval of Funding for FY24 Lease of 4629 Arundel Place [HCC-010-FY24](#)

I move that the Mayor and Council authorize an expenditure of \$42,000 to Phu Than Neuyen for the lease of 4629 Arundel Place from July 1, 2023 - June 30, 2024 utilizing the existing lease agreement.

Sponsors: City Administrator

Attachments: [220826 - 4629 Baltimore Ave - lease agreement - signed](#)

9.i. 2023 Memorandum of Understanding with Capital Area Food Bank for Monthly Mobile Market [HCC-011-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into a Memorandum of Understanding with the Capital Area Food Bank for the establishment of a Mobile Market to include the monthly receipt and distribution of fresh produce at First United Methodist Church from July 1, 2023 through June 30, 2024 .

Sponsors: City Administrator

Attachments: [FY24 Mobile Market MOU](#)

9.j. FY24 Budget Amendment - Acceptance of Donation from Council Member Wanika Fisher [HCC-012-FY24](#)

I move that the Mayor and Council accept and appropriate \$2,000 from Prince George's County Council Member Wanika Fisher in support of the City's initiatives to provide backpacks and school supplies to children and youth in the City.

Sponsors: City Administrator

9.k. Purchase of Digital Message Boards - ARPA [HCC-015-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Empire Graphics LLC for the purchase and installation of 1 new digital message board, and the upgrade of 2 existing digital message boards, pending legal review. Additionally, an expenditure or ARPA funds not to exceed \$118,000 is authorized.

Sponsors: City Administrator

Attachments: [230607 - message board - City of Hyattsville Ager Rd. & Little River Turnpike estimate](#)
[230601 - message board - City of Hyattsville Centennial Park estimate](#)
[230601 - message board - City of Hyattsville Driskoll Park estimate](#)

9.l. Anacostia Watershed Society Stormwater Stewardship Grant Expenditure [HCC-016-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with the Anacostia Watershed Society (AWS) to provide educational programs and outreach for an authorized expenditure of \$10,000. AWS was part of the City's team that applied for and received the Stormwater Stewardship Grant accepted by Council in April 2023. The Treasurer is authorized to make the necessary budget adjustments to facilitate this expenditure.

Sponsors: City Administrator

Attachments: [AWS proposal](#)

9.m. Chesapeake Climate Action Network Stormwater Stewardship Grant Expenditure [HCC-017-FY24](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with the Chesapeake Climate Action Network (CCAN) to provide invasive species removal programs for an authorized expenditure of \$17,692. CCAN was part of the City's team that applied for and received the Stormwater Stewardship Grant accepted by Council in April 2023. The Treasurer is authorized to make the necessary budget adjustments to facilitate this expenditure.

Sponsors: City Administrator

Attachments: [ccan proposal](#)

9.n. Big Belly Solar FY24 Expenditure [HCC-018-FY24](#)

I move that the Mayor and Council authorize an expenditure in an amount not to exceed \$80,000 to Big Belly Solar for the FY24 service agreement.

Sponsors: City Administrator

Attachments: [Connect SX ESP for City of Hyattsville, MD Q38105-1](#)
[Connect SX Renewal ESP for City of Hyattsville MD Q20879-2 \(Combined Co-Term\)](#)

9.o. Appointment of the City Attorney [HCC-019-FY24](#)

I move that the Mayor, with Council approval, appoint E.I. Cornbrooks IV, Esquire of the firm of Karpinski, Cornbrooks, and Karp, P.A. as the Attorney for the City.

Sponsors: City Administrator

9.p. Update Hyattsville Environment Committee Worksheet [HCC-020-FY24](#)

I move the Mayor and Council update the worksheet for the Hyattsville Environment Committee per the Committee's recommendations.

Sponsors: Haba

Attachments: [REVISED_HVL Environmental Committee Worksheet](#)
[Environmental Committee Worksheet Current Version](#)

10. Action Items (8:20 p.m. - 9:20 p.m.)**10.a. Election of Council Officers** [HCC-022-FY24](#)

I move the Mayor and Council elect Councilmember Joseph Solomon as Council President and Councilmember Joanne Waszczak as Council Vice President for a term of two (2) years to end in July 2025.

Sponsors: Croslin

A motion was made by Council President Solomon, seconded by Council Vice President Schaible, 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.b. Hyattsville Resolution 2023-03: Authorizing the Issue and Sell of General Obligation Bond Anticipation Notes (INTRODUCTION & ADOPTION)[HCC-021-FY24](#)

I move that the Mayor and Council introduce and adopt Hyattsville Resolution 2023-03, authorizing the renewal and modification of the City's General Obligation Public Improvement Bond Anticipation Notes, Series 2022 in the original principal of \$11,000,000, prescribing certain terms and conditions for the renewal and modification thereof and other details incident to the renewal and modification of the 2022 BAN; authorizing the delivery of an amended and restated 2022 BAN; authorizing the Treasurer to determine and fix certain terms and details in connection with the renewal and modification of the 2022 BAN through the delivery of the 2023 BAN; confirming the payment of the principal and interest on the BANs from the proceeds of the bonds in anticipation of which the BANS were issued secured by the full faith and credit and unlimited taxing power of the City; providing that the provisions of this resolution shall be liberally construed; and generally relating to the renewal and modification of the 2022 BAN through the delivery of the 2023 BAN (INTRODUCTION AND ADOPTION).

Sponsors: City Administrator

Attachments: [Resolution 2023-03 - City of Hyattsville BAN Renewal and Modification Resolution 2023\(176028871.5\)](#)

Councilmember Denes noted that the long term plan was contingent on interest rates being more favorable. He inquired what would happen if rates were not favorable. Treasurer Brooks responded that the City had two options: renew the notes for another year or take refinance the \$11M notes to bonds for a 15-30 year term.

Council Vice President Waszczak asked about the City's bond rating and when the City may reapply for the bond rating. Treasurer Brooks spoke to the history of obtaining the City's first bond rating and suggested that if the City did a bond issue next year that issue would require a bond rating as well as the City's audits to be up to date.

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. MPS Safety Stick Parking Technology[HCC-024-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into a contract with MPS Solutions to install the Safety Stick parking technology at an identified area on Church Place upon legal review and approval.

Sponsors: City Administrator

Emergency Operations Manager Reggie Bagley presented an overview of the requested pilot for MPS Solutions. He briefly described the implementation of safety stick parking technology to be installed on Church Place/Gallatin Street. The installation of 10 safety sticks were included in the pilot program. He asked Director Riddle to provide an update on the plans for Church Place. Director Riddle shared information on traffic calming and pedestrian safety improvements for Church Place.

Mr. Bagley provided information on the functions of the safety stick which takes photos of license plates and can issue a citation to vehicles which are parked illegally. He said the sticks are portable and the City intended to move them around to different places during the pilot period.

Mayor Croslin asked if no parking signs would be installed. Mr. Bagley said signage would be installed as well as outreach to residents and businesses.

Council Vice President Waszczak asked why they were being offered at no charge and at one point, would there be a charge associated. Mr. Bagley said the pilot was offered at no charge but live data would be gathered to bring back to the Council. He clarified that the offer was for up to 10 safety sticks but the City may not use all of the 10 offered.

City Administrator Douglas noted that the City had not yet discussed other locations beyond Church Place.

Councilmember Denes asked for clarification about the use of this to enforce parking violations on private property and asked if this was the intention. Mr. Bagley said it was public property only. Councilmember Denes asked what the scope of the device was, and what stretch of Church Place this would cover. Mr. Bagley said it was part of the larger design of Church Place. Councilmember Denes asked how far the sticks would cover. Mr. Bagley said the City did not know the effective range of the sticks and would have 10 to deploy and report back with data. City Administrator Douglas said staff would follow up with the range of the sticks as provided by the vendor. Councilmember Denes asked how the sticks worked with license plate covers. Mr. Bagley said the stick would say the plate was unable to authenticate.

Councilmember Strab asked if the pilot program will only be located at Church Place or if they will try other locations. Mr. Bagley stated that Church Place is the only location identified at this time.

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. Council Dialogue (9:20 p.m. - 9:30 p.m.)

12. Motion to Adjourn

The meeting adjourned at 9:35 p.m.

A motion was made by Council Vice-President Schaible, seconded by Councilmember Strab, that the meeting be Adjourned. 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 Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org*



Meeting Minutes

Wednesday, August 9, 2023

7:00 PM

Register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_J7xil6VuSzWL-dxrNfPctA

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
Jimmy McClellan, Ward 3
Kareem Redmond, Ward 3
Edouard Haba, Ward 4
Michelle Lee, Ward 4
Rommel Sandino, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator
~~Laura Reams, City Clerk, 301-985-5009, cityclerk@hyattsville.org~~

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

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

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

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

PUBLIC INPUT: If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at www.hyattsville.org/meetings or via email to cityclerk@hyattsville.org no later than two (2) hours prior to the start of the meeting. 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 Wednesday, August 9, 2023 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 using the eComment feature at www.hyattsville.org/meetings or 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.

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_Ukv_pPt3T1ugLURu3NeiA

1. Call to Order and Council Roll Call

The meeting was called to order at 7:02 p.m.

Also present:

City Administrator-Tracey Douglas

City Treasurer-Ron Brooks

Chief of Police-Jarod Towers

Director of Community Services-Sandra Shephard

Director of Human Resources-Jay Joyner

Acting Director of Community and Economic Development-Holly Simmons

Deputy City Clerk-Nate Groenendyk

Deputy Chief of Police-Laura Lanham

Deputy Director of Public Works-Hal Metzler

City Transportation Manager-Taylor Robey

Manager of Code Compliance-Joe Brewer

Present:

Mayor Robert Croslin

Council Vice-President Joanne Waszczak

Councilmember Sam Denes

Councilmember Danny Schaible

Councilmember Emily Strab

Councilmember Jimmy McClellan

Councilmember Kareem Redmond

Councilmember Michelle Lee

Councilmember Rommel Sandino

Absent:

Council President Joseph Solomon

Councilmember Edouard Haba

2. Pledge of Allegiance to the Flag**3. Moment of Silence**

A moment of silence was held to recognize the passing of residents Rose Fletcher and Desi Holland.

4. Approval of Agenda

A motion was made by Councilmember Schaible, seconded by Councilmember Sandino, that the Agenda be Approved. The motion carried by the following vote:

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

Absent: Solomon, and Haba

5. Approval of the Minutes**5.a. Approval of the Minutes**[HCC-027-FY24](#)

I move that the Mayor and Council approve the minutes of the October 18, 2021, November 1, 2021, November 15, 2021, December 6, 2021, January 10, 2022, and February 21, 2023 City Council Meetings.

Sponsors: City Administrator

Attachments: [Minutes CM Nov 15 2021](#)
[Minutes CM Dec 6 2021](#)
[Minutes CM Feb 21 2023](#)
[Minutes CM Jan 10 2022 \(2\)](#)
[Meeting CM Nov 01 2021](#)
[Minutes CM Oct 18 2021](#)

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

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

Absent: Solomon, and Haba

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

Mr. Marshall asked about whether all businesses noted in HCC-037-FY24 are located within the City limits. Mr. Marshall also noted that he'd sent a message in reference to ARPA funds for damages to businesses in West Hyattsville, Queens Chapel and Hamilton Street and was disturbed that he'd had no responses. Mayor Croslin responded that an ARPA report is coming from City Staff in this meeting.

Ms. Schweisguth thanked the City for the National Night Out. She asked how public input had been included in HCC-031-FY24. She also asked that more recent data be considered for HCC-36-FY24. She asked that more public input be solicited for HCC-036-FY24. She asked for plans to help businesses thrive in the long term related to HCC-037-FY24.

Mr. Kantor asked for an update of recent police activities related to carjackings and robberies.

Chuck Perry submitted a written comment in opposition to item 12.a, the Purchase of Upfitting Equipment from Frontline.

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

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

8. City Treasurer Update (7:40 p.m. - 8:00 p.m.)

City Treasurer Ron Brooks provided a recap the FY2023 budget.

Councilmember Denes asked about current City staff vacancies and the impact on the budget if all positions had been filled. Treasurer Brooks responded that appropriations had been made and that there would have been an impact of up to several hundred thousand dollars.

Council Vice President Waszczak thanked Administrator Douglas and Treasurer Brooks for the thorough presentation. She asked if Police Chief Towers could address recent carjackings, especially since the City was distributing wheel locks. Chief Towers said there hasn't been a great deal of interest in the wheel locks, which he attributed to manufacturers also making those items available.

Councilmember Redmond asked if additional budgeted positions are necessary if they are not being filled. Treasurer Brooks said that some of the positions were funded for one or two years using ARPA funds. Legacy costs for those positions will have to be managed within the budget. City Administrator said that critical positions will be immediately filled but other positions may be held or the workload disseminated between others.

Councilmember Schaible asked if budget projections include full staffing levels. Treasurer Brooks responded that historically the City has always accounted for a fully funded new position, but prior to the pandemic the process was changed to project the position's quarterly start date. He clarified that when an employee leaves, their salary would become part of the carry-forward balance.

9. Presentations (8:00 p.m. - 8:50 p.m.)**9.a. Presentation of the Traffic Calming Toolkit**[HCC-031-FY24](#)

Presentation Only

Sponsors: City Administrator

Attachments: [2023-08-01 - Council PPT](#)
[2023-07-27 - Final Toolkit Updated](#)

Hyattsville Transportation Manager Taylor Robey and Scott Harris for Toole Design, provided an overview of the Traffic Calming Toolkit.

Councilmember Denes asked if HAWK signals should be included in the Toolkit. Mr. Harris said that based on purposes of this toolkit, the Rapid Flashing Beacon (RFB) is a better tool, especially in combination with other tools.

Councilmember Schaible asked how public comments have changed the approach. Deputy Public Works Director Hal Metzler said that today's presentation is not the final document; comments are still being evaluated. Some formatting changes have been made as well as the addition of different verbiage and tools.

Councilmember Schaible was disappointed with the 'last resort' language given to speed humps. Deputy Metzler said that the language is going to be changed.

Councilmember Schaible wants to see planting street trees as a stand-alone treatment option. Deputy Metzler said that they would take a look at that.

Councilmember Redmond asked if accessibility was considered. Deputy Metzler said everything is ADA accessible.

Council Vice President Waszczak commented that Public Right-of-Way Accessibility Guidelines (RPOWAG) had just been published; she requests that PROWAG guidelines be considered.

9.b. ARPA Emergency Relief Programs Update[HCC-038-FY24](#)

City staff members Patrick Paschall and Krissi Humbard will provide an update on the Emergency Relief Programs established using American Rescue Plan Act award funds.

Sponsors: City Administrator

Attachments: [ARPA Emergency Relief Presentation 08.07.23](#)

American Rescue Plan Program Manager Patrick Paschall provided an update on ARPA funds.

Manager Paschall addressed Mr. Marshall's public comment about using ARPA funds for businesses in West Hyattsville, Queens Chapel and Hamilton Street, saying that he would review the comment and respond directly to Mr. Marshall.

Council Vice President Waszczak asked Mr. Paschall to repeat the above comment. Manager Paschall said the revenue replacement category is the only place that would fit and the City is very near the limit on that fund. He said that there are challenges around what would make a business eligible. Mayor Croslin said that other City initiatives may impact that area with improvements.

Councilmember Lee asked for the breakdown on the homeowners' assistance program by Ward. She also asked if it would be possible to re-open that program. Manager Paschall said that it is possible to track by Ward since they have addresses. Manager Paschall will respond to Councilmember Lee at a later date. He said that the City does not have the capability to garner significant applications by re-opening this fund. He added that staff capacities make it challenging.

Councilmember Lee asked if the childcare program could be re-opened. Manager Paschall said that it would not be as significant a staffing issue; he thinks it is possible to do but that he doesn't believe more applications would be received.

10. Proclamations

All proclamations were adopted in a single vote.

A motion was made by Council Vice-President Waszczak, seconded by Councilmember Strab, that the proclamations be Adopted. The motion carried by the following vote:

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

Absent: Solomon, and Haba

10.a. Proclamation Declaring August 26, 2023 as Women's Equality Day in the City of Hyattsville[HCC-034-FY24](#)

I move that the Mayor and Council adopt a proclamation to declare August 26, 2023 as Women's Equality Day in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM 0807 Women's Equality Day Proclamation](#)

10.b. Proclamation Celebrating August as National Black Business Month in the City of Hyattsville [HCC-035-FY24](#)

I move that the Mayor and Council adopt a proclamation celebrating August as National Black Business Month in the City of Hyattsville.

Sponsors: City Administrator

Attachments: [CM0807 Black Business Month Proclamation](#)

11. Consent Items (8:50 p.m. - 8:55 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.

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

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

Absent: Solomon, and Haba

11.a. FY24 Budget Appropriation: Rocket Grant from ATHA for Tourism Brochure [HCC-026-FY24](#)

I move the Mayor and Council accept and appropriate into the FY24 budget a \$2,500 grant from Anacostia Trails Heritage Area (ATHA) for the design and printing of a Hyattsville visitor brochure which will be distributed by ATHA to hotels, restaurants, and tourism sites in the region.

Sponsors: City Administrator

Attachments: [atha-grant-agr-CITYOFHVL-7-10-23](#)
[CoH Brochure 2023](#)

11.b. Installation of Street Signs [HCC-028-FY24](#)

I move that the Mayor and Council authorize the City Administrator the execute a rider contract on the Montgomery County IFB #1110132 with Shannon-Baum Signs Inc. and authorize an expenditure not to exceed \$30,000 for FY24, pending legal review.

Sponsors: City Administrator

Attachments: [20210405102301](#)
[Renewal K 1110132](#)
[20230731124703](#)

11.c. Truck Rentals for FY24[**HCC-030-FY24**](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$75,000 to United Rentals for the continued rental of pickup trucks and dump trucks for FY24, utilizing the Sourcwell Collective Purchasing Agreement #062320-URI.

Sponsors: City Administrator

Attachments: [220722 - quote - united rentals annual truck rentals](#)

11.d. 2023 Corridor Investment Program Grant Awards[**HCC-037-FY24**](#)

I move that the Mayor and Council accept the recommendations of City staff and approve Corridor Investment Program grant funding awards for the following entities, pending approval of funding:

- Art 'N Hair- \$5,000
- Art Works Now- \$2,500
- Baked and Brunched LLC- \$2,226
- Creative Saints Loft- \$5,000
- Creative Saints Loft- \$1,500
- Dawn Michelle's Salon- \$5,000
- Flavors, LLC- \$1,500
- Health Neurotics- \$2,226
- Jordana Company- \$2,500
- Muze Creations Boutique- \$5,000
- Pyramid Atlantic- \$2,500
- Ricker's Beer and Wine- \$2,500
- Robert Harper Books- \$1,500
- Sammy's carryout- \$5,000
- Sangfroid Distilling- \$1,500
- Second Chance Hair Clinic- \$5,000
- Sela Hair and Nails- \$5,000
- SoHy Coop- \$1,500
- Soulphisticate Catering LLC- \$2,444
- Triple Line Studio- \$1,500
- Triple Line Studio- \$607

Sponsors: City Administrator

Attachments: [Staff Memo- CIP 2023 Final Award Recommendations](#)
[Corridor Investment Grant - Program Guidelines - 2023 final](#)

11.e. LAZ Parking Mid-Atlantic, LLC Consulting Contract[**HCC-042-FY24**](#)

I move that the Mayor and Council authorize the City Administrator to enter into a contract with LAZ Parking Mid-Atlantic, LLC in an amount not to exceed \$30,000 to provide consulting services for the City-owned parking spaces in the garage to be located at 5300 Baltimore Ave, pending legal review.

Sponsors: City Administrator

11.f. Police Department Mental Wellness Check-in Initiative Contract Awards[HCC-045-FY24](#)

I move that the Mayor and Council authorize the City Administrator to execute a contract for services with the Institute for Healing, and Nakieta Lankster, PsyD, in an amount not to exceed \$24,000 annually to conduct quarterly mental wellness check-ins for City of Hyattsville Police Department sworn and non-sworn staff. Award of the contract is subject to legal review and approval by the City attorney for legal sufficiency. This service is part of a grant and the cost is funded in the current Hyattsville FY22 DOJ COPS Mental Health Grant Award (LEMHWA) in the amount of \$118,800.

Sponsors: City Administrator

11.g. FY24 Budget Amendment: Special Revenues Budget Appropriation of American Rescue Plan Act Funds[HCC-044-FY24](#)

I move that the Mayor and Council amend the FY24 Special Revenues Fund Budget and appropriate \$803,401 of unencumbered (unused) FY23 ARPA funds and an additional \$6,731,771 for a total of \$7,535,172 in FY24 ARPA funds to cover anticipated expenditures in various categories to include, but not limited to, salaries, supplies, contract services, professional services, capital equipment, miscellaneous reimbursements, and grant awards through June 30, 2024. Any remaining ARPA funds will be submitted to the Council to appropriate in accordance with an updated and approved spending plan. All ARPA funds must be obligated between March 3, 2021, and December 31, 2024, and all obligated funds must be spent by December 31, 2026.

Sponsors: City Administrator

12. Action Items (8:55 p.m. - 9:40 p.m.)

12.a. Purchase of Upfitting Equipment from Frontline[HCC-014-FY24](#)

I move that the Mayor and Council authorize the Police Department to purchase upfitting equipment for fifteen (15) vehicles from Frontline in the amount not to exceed \$480,684.00 using the equipment prices set forth in the Frontline Howard County contract and rider agreement in effect from 10/1/2022 to 9/30/2023.

Sponsors: City Administrator

Attachments: [Front Line Mobile Tech.001612.v1.16](#)
[MARKED QTY8 001515.v1.40](#)
[MARKED RETROFIT 001806.v1.3](#)
[TRAFFIC QTY2 001800.v1.9](#)
[UNMARKED QTY2 001802.v1.21](#)
[VAN 001805.v1.15](#)

Administrator Douglas and Chief Towers said that this was necessary now as any delay would prohibit moving vehicles from the dealership and the upfitter cannot take the vehicles unless there is a purchase order for the equipment.

Councilmember Schaible noted the additional costs of upfitting each vehicle. Chief Towers responded that the upfitting includes radios, consoles, transport cages, lights, mounts and vaults to secure weapons, among other technological advancements. Chief Towers said this pricing is a rider on another municipality which reduces the costs. Treasurer Brooks added that equipment is a substantial investment.

Councilmember Sandino asked about the timeline for specific vehicles being delivered. He asked if future planning would include updating vehicles in similar quantities, based on lifespan. He also asked if electric vehicles are options. Chief Towers responded that the vehicles were purchased over 3 fiscal years. He said that plans include purchasing 2 fully electric vehicles for trial and evaluation in FY24. Chief Towers said the replacement cycle should be 6-8 vehicles per year. Their normal lifespan is 5-7 years. He said the last 12 vehicles were ordered 9 months ago and were just delivered.

Councilmember Redmond asked if the vehicle purchases had been discussed by Council. Chief Towers said requests were made to Council some time ago although some of the new Councilmembers were not yet on Council. Councilmember Redmond reiterated that this expenditure had been approved previously by Council.

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

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

Absent: Solomon, and Haba

12.b. City Wide Surveying Services[HCC-029-FY24](#)

I move that the Mayor and Council authorize and expenditure not to exceed \$200,000 to Johnson, Mirmiran, & Thompson (JMT) to provide surveying services under their existing contract with the City.

Sponsors: City Administrator

Attachments: [TO 71 Driskell](#)
[TO 70 Oliver Street Proposal 4.18.23](#)

Deputy Metzler provided details on the areas to be fully surveyed: Driskell Park, Trolley Trail Park, Ager Road/Queens Chapel Road and 4200 block of Oliver Street. These are areas where work has been approved by Council. He said the City wants to create the best plans possible. The surveys will include traverse points. Mayor Croslin noted that there are few traverse points in the City of Hyattsville.

Councilmember Schaible asked about the grant for Driskell Park and what it is eligible for. Deputy Metzler replied that this will be part of the park's master plan. Councilmember Schaible expressed his concern that given the budget deficit, this seems like a lot of money for just a master plan that may never happen. Mayor Croslin expressed the importance of doing the survey because it will be needed at some point in the future regardless of what plan is executed. Deputy Metzler added that without the survey, the master plan can not be as detailed as would be preferred.

Council Vice President Waszczak asked if the Driskell Park survey would include the "octopus" of intersections (Hamilton, Gallatin, 40th). Deputy Metzler said he will look into that; if it is not included, Deputy Metzler said it can be added. She also asked if a portion of this cost could be funded by the state grant received for "The Spot." Treasurer Brooks said he would look at the guidelines and spending plan for the grant and would respond to Council via email.

Councilmember Strab asked if ARPA funds could be used in part or whole for this survey. Treasurer Brooks said he would meet with the consultant and follow up with Council. Councilmember Strab noted that it would be helpful for the public and Council to have a financial update about the budgetary impact of larger priced items and their eligibility for grants or ARPA funds.

Councilmember Denes asked if this item was included in the budget or if this is an unknown expense. Treasurer Brooks will check and respond to Council tomorrow. Councilmember Denes asked if the Council was being asked to approve an extra \$200K over the budget that had already been approved. Deputy Metzler said that funding was included in the Department of Public Works CIP budget to cover the costs of Driskell Park surveying, and that funding for the other sites are expected to come from either ARPA or state funding would be used for part of the total funding. Councilmember Denes clarified that the CIP budget is not part of the FY24 budget approved by Council and that approval of this item would constitute an added \$200K to the budget. Treasurer Brooks concurred.

Councilmember Strab asked if the projects would be impacted if this item were to be pushed back. Deputy Metzler said there would be delays in projects if there was a delay in the surveying.

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

Aye: Croslin, Waszczak, Strab, McClellan, Redmond, Lee, and Sandino

Nay: Denes, and Schaible

Absent: Solomon, and Haba

12.c. Design of West Hyattsville Roads - Jamestown Road

[HCC-036-FY24](#)

I move that the Mayor and Council authorize an expenditure to Pennoni not to exceed \$100,000 for the design of the reconstruction of Jamestown Road, utilizing their existing contract with the City.

Sponsors: City Administrator

Attachments: [Jamestown Road Green Street Project Scope 071123](#)
[Jamestown Road Green Street Project Fee 071123](#)

Deputy Director Metzler provided the logistics and reasoning for this proposal.

Councilmember Lee asked if sidewalk reconstruction would be included. Deputy Metzler responded affirmatively. Councilmember Lee asked a follow-up question related to parking being impacted as sidewalks are potentially relocated to protect trees. Deputy Metzler said that it is possible, though DPW will try to avoid that and that community engagement would be a part of the process.

Deputy Metzler said that other projects may overlap and stormwater mitigation is an important consideration.

Council Vice-President Waszczak asked a question for Councilmember Schaible, who had to leave: Will this item fund a permanent treatment to the large painted median for the intersection of Jamestown and Manorwood? Deputy Metzler said yes.

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

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

Absent: Solomon, Schaible, and Haba

13. Discussion Items (9:40 p.m. - 10:00 p.m.)

13.a. City Code Chapter 113 Revisions[HCC-025-FY24](#)

For Discussion:

I move the Mayor and Council direct the City Attorney to draft changes to City Code Chapter 113 as recommended by the Code Compliance Advisory Committee.

Sponsors: McClellan and Sandino

Attachments: [RECChap52and 113](#)
[City Code Chapter 113 - Junked Vehicles](#)

Code Compliance Manager, Joe Brewer provided a proposed update to City Code Chapter 113 regarding the fines and towing for businesses that put junked cars on the street.

Code Compliance Advisory Committee Chair Jamie Bean provided details around the issues with some of the gas stations and auto body shops in the City.

Councilmember McClellan commended the Code Compliance Committee for bringing this forward.

Council Vice President Waszczak thanked the Committee for the outreach they have done. She asked if the Equity Officer has conducted an Equity Analysis on these proposed changes. She asked if there should be a scaling up (education and outreach) before putting changes into effect. Administrator Douglas responded that an Equity Analysis has not yet been completed but could be done before the issue comes back to Council for action.

Councilmember Denes asked about the changes in citation. He asked how many citations are issued, whether they repeat, and whether they are being paid. Mr. Brewer said that the citation fees will double. He said the department is short-staffed so when they can focus on the area, citations increase. The average is 4 citations per business owner. Administrator Douglas said that this change may be the incentive business owners need.

Councilmember Sandino noted that there are residential homes in the target area and he appreciates this being addressed as a safety issue.

14. Council Dialogue (10:00 p.m. - 10:10 p.m.)**15. Motion to Adjourn**

The meeting adjourned at 11:21 p.m.

A motion was made by Councilmember Denes, seconded by Councilmember McClellan, that the meeting be Adjourned. The motion carried by the following vote:

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

Absent: Solomon, Schaible, and Haba



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Agenda Item Report

File #: HCC-105-FY24

10/16/2023

7.a.

Submitted by: Ron Brooks
Submitting Department: Finance
Agenda Section: Presentation

Item Title:

Study of City of Hyattsville Property Tax Relief Programs: PFM Group Consulting

Suggested Action:

For presentation and Council discussion.

Summary Background:

Since 2010, the City has experienced significant population growth and commercial revitalization. The success of the community has been intentional and attributable to a variety of factors including the City's focus on reinvestment in public infrastructure, prioritization of walkable transit-oriented development, high quality public services, and proximity to Washington D.C. With a raised profile, the City's efforts are now focused on addressing the challenges that come with being a successful destination community.

Subsequently, with the significant development of new homes in the City, this has also created rising property values across the region, thus higher property tax for local homeowners. While the City's property tax rate has not been raised in over a decade, the amount of property taxes paid by homeowners has increased and will reasonably continue to increase annually with rising home values in the City of Hyattsville. Notably, this reality has caused a significant financial hardship for homeowners that are now in low and fixed-incomes situations and are struggling to pay the annual increases of their property tax liabilities.

In the fall of 2022, the City of Hyattsville issued a Request for Proposal (RFP) to study the City's current Homeowner's Property Tax Credit Program and the Homestead Property Tax Program. The City's objective was to seek a consultant to review the City's current Homeowner's Property Tax Credit Program and the Homestead Property Tax Program, including identifying other effective tools that in the aggregate will help to provide financial relief from these year-over-year increases that now impact low and fixed-income homeowners.

The City received multiple proposals and the administration selected and Council approved the award to PFM Group Consulting LLC to facilitate this review of both homeowner tax credit programs. Concluding the study period, the consultant will provide a final report with recommendations to improve these programs and/or provide other alternatives to the City's property tax credit relief programs. The final report will also include identifying other effective tools that in the aggregate will help provide financial relief from year-over-year increases in property tax payment liabilities that now impact low and fixed-income homeowners.

Next Steps:

After presenting the findings and recommendations at the October 16th City Council meeting, final recommendations will be presented to Council in November 2023.

Fiscal Impact:

As a result of adding new tax credit programs and adjusting current programs, the anticipated loss in General Fund Real Property Tax Revenues is estimated to be between \$350k and \$450k annually.

City Administrator Comments:

The staff will identify funding offsets to accommodate the tax program adjustments and the anticipated loss of General Fund Real Property Tax Revenues.

Community Engagement:

A public hearing may be required.

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A



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Agenda Item Report

File #: HCC-104-FY24

10/16/2023

7.b.

Submitted by: Shakira Louimare
Submitting Department: Administration
Agenda Section: Presentation

Item Title:
Hyattsville GARE Learning Cohort Presentation

Suggested Action:
For presentation only.

Summary Background:

The City of Hyattsville has joined with the [Government Alliance on Race and Equity](https://www.racialequityalliance.org/) (GARE), in partnership with the [Metropolitan Washington Council of Governments](https://www.mwcog.org/) (MWCog), to convene a Learning-Action Cohort to examine social issues and issues of equity.

The City's GARE Learning Action Cohort was formed in March 2022 and is comprised of five City staff members who have chosen the topic of homelessness, public intoxication, disorderly conduct, and other 'quality of life concerns in the Queens Chapel Road/Ager Road/ Hamilton Steet area. The team is working together to advise and develop a comprehensive strategy to address and mitigate these issues. The study concepts can expand to address other impacted areas of the City.

Analyzing these issues through the lens of the Government Alliance on Racial Equity (GARE) Tool, allows the Hyattsville Learning Cohort to engage residents, business owners, and community partners in understanding and addressing the immediate material and social needs of the community as well as the systemic root causes of these issues. The GARE members will present their work to this point, including a preview of the possible partnership with The h3 Project that is on the consent agenda later in the meeting.

Next Steps:
N/A

Fiscal Impact:
N/A

City Administrator Comments:
For presentation.

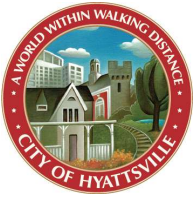
Community Engagement:

Strategic Goals:

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

Legal Review Required?

N/A



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Agenda Item Report

File #: HCC-087-FY24

10/16/2023

8.a.

Submitted by: Nate Groenendyk
Submitting Department: Community & Economic Development
Agenda Section: Proclamation

Item Title:

Proclamation Recognizing Economic Development Week in the City of Hyattsville

Suggested Action:

I move that the Mayor and Council adopt a proclamation recognizing the week of October 23 - 27, 2023, as Economic Development Week in the City of Hyattsville.

Summary Background:

Economic Development Week emphasizes the importance of economic development for the State of Maryland. The week is designed to increase an understanding of economic development's contribution to the State's business climate, job retention and growth, the tax base and the overall quality of life in Maryland.

Economic Development Week is an exciting time for the City of Hyattsville! During this week, the City will recognize, engage, and promote economic development happening throughout the City. The Department of Community and Economic Development has put together a week of engaging action items that will promote sustainable business development and aim to engage potential business owners by promoting the many grant programs in place to sustain and develop existing and new businesses.

Next Steps:

No additional action is required.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend approval.

Community Engagement:

Click or tap here to enter text.

Strategic Goals:

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

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

RECOGNIZING THE WEEK OF OCTOBER 23-27, 2023 AS ECONOMIC DEVELOPMENT WEEK IN THE CITY OF HYATTSVILLE

This proclamation recognizes Economic Development Week as a time to promote programs, policies, and activities that seek to improve the economic well-being of City of Hyattsville residents, businesses, and all Marylanders.

WHEREAS, economic growth and development here defined is not merely tax incentives or real estate transactions; it is about transforming lives through the promotion of economic opportunities for community members; and

WHEREAS, the City of Hyattsville Office of Community and Economic Development is an active member of the Maryland Economic Development Association (MEDA), a nonprofit organization established in 1961 whose mission is to enhance the knowledge and skills of its members, encourages partnerships and networking among people committed to bringing jobs and capital to Maryland, and promotes economic development as an investment in Maryland; and

WHEREAS, MEDA members promote the economic well-being of Maryland by working to improve the State's business climate and the professionalism of those in the field of economic development, including other professionals with an interest in the economy of Maryland, and through its regular meetings, special programs, and projects, members address diverse issues; and

WHEREAS, the economic growth and stability of the State affects all regions and jurisdictions of Maryland, and the City of Hyattsville is an important component of the State's economic success; and

NOW, THEREFORE BE IT RESOLVED, that our City Council hereby proclaims the week of October 23 – 27, 2023, to be Economic Development Week in the City of Hyattsville.

Economic Development Week in Maryland highlights the investment in partnerships that strengthen our competitiveness in Hyattsville and asks all to join us to recognize and reaffirm the importance of business development locally and statewide.

Robert S. Croslin
Mayor, City of Hyattsville

October 16, 2023





City of Hyattsville

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Agenda Item Report

File #: HCC-088-FY24

10/16/2023

8.b.

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

Item Title:

Proclamation Celebrating October as LGBTQIA+ History Month in the City of Hyattsville

Suggested Action:

I move that the Mayor and Council adopt a proclamation celebrating the month of October as LGBTQIA+ History Month in the City of Hyattsville.

Summary Background:

October is celebrated as LGBTQIA+ History Month nationally.

Next Steps:

Adopt Proclamation.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Click or tap here to enter text.

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

CELEBRATING OCTOBER 2023 AS LESBIAN, GAY, BISEXUAL, TRANSGENDER, QUEER, INTERSEX AND ASEXUAL + (LGBTQIA+) HISTORY MONTH IN THE CITY OF HYATTSVILLE

This proclamation celebrates the wide array of contributions that lesbian, gay, bisexual, transgender, queer, intersex, and asexual (LGBTQIA+) residents have made to our society and to the City of Hyattsville.

WHEREAS, LGBTQIA+ History Month celebrates and commemorates those who fought for equal rights for the LGBTQIA+ community; and is a means of educating others, promoting a culture of acceptance and inclusivity, and advancing equality for all; and

WHEREAS, October holds historical significance for the LGBTQIA+ community. The first LGBT National March on Washington occurred in October 1979 to urge Congress to pass protective civil rights legislation. Spirit Day is held on the third Thursday in October to speak out against LGBTQIA+ bullying and stand with LGBTQIA+ youth, who disproportionately face bullying and harassment because of their identities. Additionally, National Coming Out Day is observed annually on October 11 to celebrate coming out as lesbian, gay, bisexual, transgender, or queer; and

WHEREAS, increasing visibility, raising awareness, and teaching LGBTQIA+ history fosters a welcoming environment where LGBTQIA+ people are treated with dignity and respect; and

WHEREAS, it is essential to continue raising awareness of LGBTQIA+ issues, fostering understanding, and working towards the realization of a society where all individuals are valued, celebrated, and free to live authentically.

NOW, THEREFORE BE IT RESOLVED, that the City of Hyattsville recognizes Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, and Asexual + History Month during October of 2023.

Robert Croslin
Mayor, City of Hyattsville

October 16, 2023





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Agenda Item Report

File #: HCC-109-FY24

10/16/2023

8.c.

Submitted by: Krissi Humbard

Submitting Department: Community & Economic Development

Agenda Section: Proclamation

Item Title:

Proclamation Honoring the 25th Anniversary of Archie Edwards Blues Heritage Foundation

Suggested Action:

I move that the Mayor and Council adopt a proclamation in honor of the Archie Edwards Blues Heritage Foundation and its 25 years of supporting local musicians and events.

Summary Background:

The Archie Edwards Blues Heritage Foundation was founded in 1998 after the death of blues pioneer Archie Edwards. Over the past 25 years, the foundation has supported thousands of local musicians and organized live performances at area festivals, community events, and workshops.

Next Steps:

Adopt the proclamation to recognize and honor the Archie Edwards Blues Heritage Foundation.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend adoption.

Community Engagement:

N/A

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

HONORING THE 25th ANNIVERSARY OF THE ARCHIE EDWARDS BLUES HERITAGE FOUNDATION

WHEREAS, Archie Edwards Blues Heritage Foundation was first established in 1998 after the death of blues pioneer Archie Edwards, who used his barbershop in Northeast DC as a gathering place for aspiring musicians, and opened its doors in Hyattsville in 2019 at 4502 Hamilton Street; and

WHEREAS, Archie Edwards Blues Heritage Foundation has supported thousands of musicians, young and old, at all levels of expertise, fostering a place for social interaction and community outreach, and serving as a memorial and tribute to Archie Edwards and the blues musicians and traditions of the region; and

WHEREAS, the Archie Edwards Blues Heritage Foundation continues to share music, stories, and friendship with the people who drop by to listen, play, and socialize, carrying on their mission to play the music, pass it on, and keep it going with a long-standing tradition of a weekly acoustic blues jams that Archie Edwards began in the late 1950s; and

WHEREAS, the Foundation also presents concerts by nationally and internationally known blues artists and sends ensembles of Barbershop jam musicians to perform at festivals, community events, and workshops, passing on the skills and traditions of acoustic blues to future generations; and

WHEREAS, the Archie Edwards Blues Heritage Foundation possesses the qualities, characteristics, and commitment to excellence that the City of Hyattsville values in their local non-profit in the community.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and Council hereby honor the Archie Edwards Blues Heritage Foundation for its years of service to the City of Hyattsville and for representing the core values of our community.

Robert Croslin
Mayor, City of Hyattsville

October 16, 2023





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Agenda Item Report

File #: HCC-095-FY24

10/16/2023

9.a.

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

Item Title:

Appointment to the Code Compliance Advisory Committee

Suggested Action:

I move that the Mayor and Council approve the reappointment of Jamie Bean to the Code Compliance Advisory Committee for a term of two (2) years to expire on October 31, 2025.

Summary Background:

See attached application.

Next Steps:

The staff liaison will reach out about the next scheduled meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the Code Compliance Advisory Committee meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee, and Commission Application

Profile

Jamie

First Name

Bean

Last Name

Preferred Pronouns

None Selected

[Redacted]

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)

[Redacted]

Street Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

Which Boards would you like to apply for?

Code Compliance Advisory Committee: Reapplying

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 1

Primary Phone

Referred By:

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 lived in Hyattsville since 2013 and am constantly amazed at the sense of community that exists here. The pandemic made this fact even more evident than it already was. Our neighborhood came together to support and be there for each other as well as to share resources and information. I have gotten so much out of living here so I want to give back and provide a voice for the people in my neighborhood. Volunteering for committees that help shape policy on city code, planning and development seems to be a good start in helping make this great city we live in even better!



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Agenda Item Report

File #: HCC-096-FY24

10/16/2023

9.b.

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

Item Title:

Appointment to the Education Advisory Committee

Suggested Action:

I move that the Mayor and Council approve the reappointment of Nicholas Misukanis (Ward 2) to the Education Advisory Committee for a term of two (2) years ending on October 31, 2025.

Summary Background:

See attached application.

Next Steps:

The committee liaison will contact the committee member to attend the next scheduled meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend approval.

Community Engagement:

Agendas for the Education Advisory Committee meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee, and Commission Application

Profile

Nicholas

First Name

Misukanis

Last Name

Preferred Pronouns

☒ He, him, his

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.

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- 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

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Education Advisory Committee: 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:

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.

Dear Hyattsville Education Advisory Committee Application Reviewers: I am pleased to submit my application to for an additional term on the Education Advisory Committee. I am applying to volunteer for this position because I have devoted much of my career to gaining an understanding of the relationship between history and politics. My professional aspiration is to use my academic background to work towards researching and aiding in educational policy proposals and am in the process of earning a PhD on the subject. I am very passionate about the formation of educational policy and the process of translating educational aspirations into concrete educational policies as well as getting involved in local government. I have also utilized a wide variety of jobs to develop various administrative and logistical skills. My professional experiences have allowed me to develop communication skills, work in a fast-paced environment, and develop computer programming and marketing skills. In my recent internship with the German Marshal Fund, I worked to organize and research events and policies dedicated to trans-Atlantic cooperation. As a researcher and project associate with the German Historical Institute, I combined my researching skills and organization skills to assist in their efforts to update their online archives. As the Event Coordinator for the University of Maryland's Middle East Studies department, I plan the logistics, marketing and organization for major events on campus. As an intern for the National Endowment for the Humanities, I worked with Congressional offices to coordinate events and I am familiar with the busy day-to-day affairs that being an intern in the District requires. Lastly, working as the Graduate Advisor for Middle East Studies has allowed me to develop interpersonal skills while working with students and faculty as well as become familiar with how to utilize digital media to promote the department. Overall, I believe that these skills and my aspirations would make me the ideal candidate for this committee. I am happy to answer any further questions you may have and thank you for your consideration. Sincerely, Nicholas Misukanis, Ph.D. Student University of Maryland-College Park



City of Hyattsville

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

Agenda Item Report

File #: HCC-097-FY24

10/16/2023

9.c.

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

Item Title:

Appointment to the Health, Wellness, and Recreation Advisory Committee

Suggested Action:

I move that the Mayor and Council approve the reappointment of Marylyn Presutti (Ward 4) and Eric Thompson (Ward 1) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on October 31, 2025.

Summary Background:

See the attached applications. The staff liaison will reach out about the next scheduled meeting.

Next Steps:

The staff liaison will reach out about the next scheduled meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee, and Commission Application**Profile**

Marylyn

First Name

Presutti

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

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: 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.

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

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

☒ Ward 4

Primary Phone

Referred By:

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 currently serve as the chair of the health wellness and recreation committee and I love working with the current and new committee members. I think we are doing really amazing things for the City's residents, and each of us brings a unique point of view and experience to the table. I am a physical therapist currently getting my masters in public health, so this committee intersects my passions. I feel so honored to be on this committee and would love to serve another term with everyone.

Board, Committee, and Commission Application

Profile

Erica

First Name

Thomas

Last Name

Preferred Pronouns

None Selected

Email Address

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

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

Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: 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 1



Primary Phone

Referred By:

N/A

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.

Hello! My name is Erica Thomas and I am a proud resident of Hyattsville. I love the neighborhood, the people, the diversity and so much more! I have been a Health, Wellness Recreation Advisory Committee (HWRAC) member for two years. I have assisted with THRIVE grant decisions, brainstormed local events with fellow HWRAC members, communicated with city employees about services and supports, attended meetings and events sponsored by HWRAC and more. I am interested in assisting the committee with developing and providing more wellness-related activities for residents, especially people with disabilities. It has been an exciting two years and I am very much interested in continuing my service to the City of Hyattsville.



City of Hyattsville

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Agenda Item Report

File #: HCC-098-FY24

10/16/2023

9.d.

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

Item Title:

Appointment to the Hyattsville Environment Committee

Suggested Action:

I move that the Mayor and Council approve the appointments of Ian Fay (Ward 1) and Malgorzata Bereziwicz (Ward 1) and the reappointments of Thaddeus Waterman (Ward 4) and James Ball (Ward 3) to the Hyattsville Environment Committee for a term of two (2) years to expire October 31, 2025.

Summary Background:

See attached applications.

Next Steps:

The staff liaison will reach out about the next scheduled meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee, and Commission Application**Profile**

Malgorzata (gosia)

First Name

Bereziewicz

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.

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- 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

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Hyattsville Environment Committee: For Review

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 1

Primary Phone

Referred By:

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.

After participating in the Prince George's County Rain Check Rebate program and the University of Maryland Extension Master Gardener program, I'm interested in promoting environmentally sound practices within Hyattsville with a special focus on native ecosystems.

Board, Committee, and Commission Application

Profile

Ian

First Name

Fay

Last Name

Preferred Pronouns

☒ He, him, his

Email Address

Committee members receive a stipend of \$40 per meeting attended. Upon appointment to a committee, you are automatically enrolled into the stipend program. You must complete and submit a W-9 form to receive your payment. The W-9 form will be emailed to committee members upon confirmation of your appointment.

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

Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Hyattsville Environment Committee: For Review

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 1

Primary Phone

Referred By:

Jamie Bean

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.

My partner and I operate an urban farm on our 1/2 acre property in Hyattsville.... with our five year old daughter. We have bees, chickens, 20+ beds of vegetables and 30+ fruit trees and shrubs. There have been many many times someone has referenced the Hyattsville Environment Committee so I thought I try and join. I believe I, and by proxy my family, can contribute greatly to the Hyattsville Environment effort.

Please answer the following demographic questions. The City of Hyattsville is committed to appointing dedicated, diverse, individuals to these Committees to achieve membership with residents of all ages, interests, and backgrounds. Although these questions are not required for the completion of this application and the data collected is not factored into acceptance to advisory boards and committees, it is useful for the city for the purpose of measuring outcomes. This information is for internal use only and the data is not shared publicly.

Please indicate your age range.

Please indicate your gender(s). Select all that apply.

Please indicate your race-ethnicity(ies). Select all that apply.

Do you speak a language other than English at home?

If you speak a language other than English at home, what language do you speak?

Do you identify as having a disability as defined under the ADA [Americans with Disabilities Act]?

Please check which of the following best describe your household income last year:

Which of the best describes your housing status:

Board, Committee, and Commission Application**Profile**

James

First Name

Ball

Last Name

Preferred Pronouns☒ He, him, his

Email Address

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

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Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Hyattsville Environment Committee: 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.

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

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

☒ Ward 3

Primary Phone

Referred By:

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 work in sustainable housing and would love to support our community's efforts in this regard.

Board, Committee, and Commission Application

Profile

Thaddeus

First Name

Waterman

Last Name

Preferred Pronouns

None Selected

Email Address

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

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

Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Hyattsville Environment Committee: 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 4

Primary Phone

Referred By:

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.

My name is Thaddeus Waterman, and I am currently on the Hyattsville Environmental Committee, and would like to continue being involved. I am interested in serving on the Hyattsville Environment Committee because I'm passionate about solving climate change. Climate change is one of the biggest challenges of our time, and I would like to help ensure that our local government is doing everything they can.



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Agenda Item Report

File #: HCC-100-FY24

10/16/2023

9.e.

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

Item Title:

Appointment to the Race and Equity Task Force

Suggested Action:

I move that the Mayor and Council approve the reappointment of Alicia Freemyn (Ward 2) to the Race and Equity Task Force for a term of two (2) years to expire on October 31, 2025.

Summary Background:

See attached applications. The staff liaison will reach out about the next scheduled meeting.

Next Steps:

Upon approval, the Race and Equity Task Force will have no vacancies.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee, and Commission Application**Profile**

Alicia

First Name

Freemyn

Last Name

Preferred Pronouns☒ She, her, hers

Email Address

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

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

Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Race and Equity Task Force: 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:

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 am a long-time organizer, advocate and non-profit professional, who knows first-hand the power of centering those of us who live at the glorious intersections of multiple marginalized identities in our work of liberation. I have over fifteen years of experience in cross movement organizing and lived experience. My work weaves together racial justice, reproductive justice, economic justice, immigrant justice, LGBTQ+ rights and ending gender-based violence through a transformative justice framework in a holistic and interconnected thread. I hold a masters of social work and have conducted research and policy writing on reproductive justice, the intersections of HIV and intimate partner violence, trauma-informed care, street-based economies, and harm-reduction models. I have experience sitting on city and national advisory boards including the Peace Corps Sexual Assault Advisory Council, the DC Department of Health Advisory Council, the National Alliance to End Sexual Violence Policy Task Force, and the DC Sex Workers Advocates Coalition. As a new parent, I love to supporting my community in Hyattsville as current co-chair of the Race and Equity Task Force. After living here for about 6 years (and in DC for 15), I have listened to my neighbors, learned about the incredible work, community engagement and leadership already taking place, and am excited to continue to lend my support to creating a more healthy and equitable Hyattsville for all of us.



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Agenda Item Report

File #: HCC-101-FY24

10/16/2023

9.f.

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

Item Title:

Appointment to the Shade Tree Board

Suggested Action:

I move that the Mayor, with Council approval, the appointment of Deb Taylor (Ward 1) and reappointments of Zachary Dorner (Ward 2) and Taylor Johnson (Ward 1) to the Shade Tree Board for a term of 2 years to expire on October 31, 2025.

Summary Background:

See attached applications. The staff liaison will reach out about the next scheduled meeting.

Next Steps:

Click or tap here to enter text.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Click or tap here to enter text.

Strategic Goals:

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

Legal Review Required?

N/A

Board, Committee, and Commission Application**Profile**

Taylor

First Name

Johnson

Last Name

Preferred Pronouns☒ He, him, his

Email Address

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

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- 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

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Ethics Commission: Submitted

Shade Tree Board: 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.

I currently serve on the Shade Tree Board, am applying to serve on the Ethics Commission.

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:

Hyattsville List Serve

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 am a life-long advocate for trees. Every where I have lived I have planted shade trees. I have also been a private gardener and have taken landscaping classes. I have lived in Hyattsville for 12 years. I bought in the city because of its shade tree canopy which seems to be disappearing. I am concerned about the large number of mature trees that appear to be dying. I was unaware of the shade tree board until reading about it on the list-serve today. As a person who believes in putting action behind my words, I felt this advisory board might be the best place to devote energies to have an impact. My time table is very flexible as well. As a person who upholds high ethical and moral standards, I am pleased to see the city has created a board of ethics. As is outlined below, I have a long record of working with schools, students, and other institutions to teach and implement honest and ethical behavior. I enjoy discussing and deliberating various points while working to build consensus. I collaborate well with others and look forward to building rapport with other dedicated citizens of Hyattsville.

Question applies to Ethics Commission

The Ethics Commission is composed of five (5) members, appointed by the Mayor and approved by Council for a term of three (3) years.

The Commission's responsibilities include adopting regulations in accordance with the City's Ethics Code, providing advisory opinions, and certifying compliance to the State Ethics Commission. In addition to these responsibilities, the Commission is appointed by the Board of Supervisors of Elections to review all campaign finance documents for Regular and Special Elections.

What skills and experience will you bring to the Commission? Include any governmental experience, activities with civic and business organizations, accounting experience, or any other experience that would contribute to your effectiveness as a Commissioner.

I was a high school teacher for thirty years where I constantly taught my students the importance of citing their sources and following ethical standards for their work. At three different schools, I served as faculty advisor to the Honor Council for four years, for the Honor Education Committee for five years, for the Student Faculty Review Board for three years, and for the Disciplinary Committee for one year. All of these positions dealt with ethics, integrity, honorable behavior, and the consequences of not following those guidelines. As Dean of Students, Dean of Residential Life, and Assistant Upper School Director (at three different institutions) I implemented programs to teach ethics and oversaw punishment. As a teacher of Economics, I frequently incorporated ethical discussions into classroom examination of a particular concept and culminated the year with a three week unit on ethics and corporate responsibility. Now serving as a Realtor for the past five years, I must receive training on ethics and I must uphold ethical standards not only in order to keep my license, but also in order to conduct business with integrity and in such a way that my clients feel comfortable telling their friends and family about me. It is important to me that institutions do what they say and that they are just. I would welcome the opportunity to work with the city to ensure compliance with city, county, and state guidelines. I would also work with the council to review laws, policies, and practices to ensure that all are in alignment. I am a good listener, a quick learner, and have an attention to detail and nuance that i think would be helpful in this role.

Board, Committee, and Commission Application

ProfileZachary

First Name

Dorner

Last Name

Preferred Pronouns

☒ He, him, his

Email Address

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

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Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Shade Tree Board: 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:

Danny Schaible

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.

Having served on the Shade Tree Board for nearly two years now, I am excited to keep serving with increased confidence and understanding of the board's activities and potential in Hyattsville. I've been impressed with the knowledge and commitment of my fellow board members and, likewise, look forward to continuing to work with them and Dawn!

Board, Committee, and Commission Application

Profile

Deb

First Name

Taylor

Last Name

Preferred Pronouns

☒ She, her, hers

Email Address

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

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

Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Shade Tree Board: For Review

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 1

Primary Phone

Referred By:

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.

We need trees! Brazil's forests aren't enough. We need to keep shade trees here in beautiful Hyattsville.



City of Hyattsville

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Agenda Item Report

File #: HCC-110-FY24

10/16/2023

9.g.

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

Item Title:

Appointment to the Planning Committee

Suggested Action:

I move that the Mayor and Council approve the reappointments of Maureen Foster and Todd Dengel to the Planning Committee for a term of two (2) years to end on October 31, 2025.

Summary Background:

See attached applications. The committee liaison will reach out about the next scheduled meeting.

Next Steps:

Click or tap here to enter text.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support.

Community Engagement:

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee, and Commission Application

Profile

Maureen

First Name

Foster

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

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Planning Committee: 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:

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.

My family and I have lived in Hyattsville since 1993. I have been active in the community through the Hyattsville Preservation Association, PG County public schools, and especially the planning committee. I have been a member of the committee for approximately 20 years, serving as the Ward 2 representative, the recording secretary, and the co-chair. I enjoy the committee as its work shapes the future of our community. I am a chief of staff at the Department of the Interior and a federal employee for over 35 years.

Board, Committee, and Commission Application

Profile

Todd

First Name

Dengel

Last Name

Preferred Pronouns

☒ He, him, his

Email Address

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

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Street Address

City

Suite or Apt

State

Postal Code

Which Boards would you like to apply for?

Planning Committee: 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:

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.

As always I appreciate the opportunity to serve on this committee.



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-090-FY24

10/16/2023

10.a.

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:

Decommissioning and Surplus of Public Works Vehicles

Suggested Action:

I move that the Mayor and Council authorize the decommissioning and disposal of the two vehicles noted in the attached memo dated October 5, 2023.

Summary Background:

In July 2022 the Council authorized the purchase of 2 new diesel trash trucks. These trucks were delivered in September 2023 and will be entering service in October 2023. The trucks being decommissioned are 2 of the oldest in the City's fleet and need significant investments to keep them operational. Decommissioning is in the best financial interest of the City.

Next Steps:

Auction and dispose of vehicles

Fiscal Impact:

Any proceeds from the auction of the vehicles will be added to the general fund.

City Administrator Comments:

Recommend support.

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Lesley Riddle, Director of Public Works
From: Hal Metzler, Deputy Director of Public Works
CC:
Date: October 5, 2023
Re: Items to be Decommissioned and Disposed

The attached list of items are hereby requested to be decommissioned and/or disposed according to the City's Procurement Policy:

Description	ID	VIN/ Serial number
2005 International 7400 Trash Truck with Leach 2R3 body	SWV0565	1HTWGAAT85J003947
2013 Freightliner M2106 Trash Truck with Leach 2R3 body	SWV1364	1FVHCYCY4EHFL3916



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-092-FY24

10/16/2023

10.b.

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:
Purchase of Road Salt

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Morton Salt for an expenditure not to exceed \$35,000, pending legal review. This procurement will utilize the State of Maryland Contract CTR015072 issued August 31, 2023.

Summary Background:

The State of Maryland issued contract CTR015072 on August 31, 2023 to Morton Salt to provide the procurement and delivery of Bulk Road Deicing Salt to Prince George's County, amongst other Counties in this region of the State.

Next Steps:

Issue Purchase Order.

Fiscal Impact:

\$35,000

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Pending

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3600124

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SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:

MORTON SALT INC
444 WEST LAKE ST

CHICAGO, IL
(312)807-2737

60606

REFER QUESTIONS TO:

DAVID RENFRO
(410)767-7064
DAVID.RENFRO@MARYLAND.GOV

ITB:

EXPR DATE: 10/01/23
POST DATE: 09/20/22

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

* STATEWIDE CONTRACT FOR ROAD SALT TO BE USED IN *
* MONTGOMERY, PRINCES GEORGE'S, HARFORD, BALTIMORE,
* FREDERICK CARROLL AND HOWARD COUNTIES

* *****

THIS IS A STATEWIDE CONTRACT AND MAY BE USED BY ALL STATE AGENCIES, COUNTIES, MUNICIPALITIES, AND OTHER ELIGIBLE ENTITIES.

THIS IS THE FINAL RENEWAL OPTION.

OPTION FINAL TERM: OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023, WITH THE SAME CONTRACT TERMS, CONDITIONS, PROVISIONS AND PRICE.

THERE ARE NO REMAINING RENEWAL OPTIONS LEFT UNDER ORIGINAL 001B9400169.

MARYLAND LAW PREVAILS:

THE PROVISIONS OF THIS CONTRACT SHALL BE GOVERNED BY THE LAWS OF MARYLAND.

ORDERING

CUSTOMER SERVICE

855-665-4540

VENDOR EMAIL ADDRESS:

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***** STATE OF MARYLAND *****

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TERMS (cont'd):

BUYROADSALT@MORTONSALT.COM
CONTRACT CONTACT: ANDREW LORENZINI
TELEPHONE : 312-807-2859
EMAIL: ALORENZINI@MORTONSALT.COM

EMERGENCY CONTACT : BOB GEORGE
TELEPHONE: 607-759-4324
EMERGENCY: RGEORGE@MORTONSALT.COM
STATE OF MARYLAND

SCOPE OF CONTRACT:
REQUIREMENTS CONTRACT FOR SUPPLYING THE STATE OF MARYLAND AND
USING AUTHORITIES WITH THEIR NEEDS FOR ROAD SALT.

CONTRACT REQUIREMENTS:
QUANTITIES ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY
MINIMUM OR MAXIMUM GUARANTEE.

PRICE ESCALATION:

FOR EACH OPTION YEAR, THE CONTRACTOR MAY REQUEST AN INCREASE OF
THE PRICES THEN PREVAILING. THE REQUEST FOR A PRICE INCREASE MUST BE
SUBMITTED WITHIN EIGHT (8) WEEKS OF THE ANNIVERSARY DATE OF THE
CONTRACT.

THE INCREASE IS NOT TO EXCEED THE CURRENT RATE OF INFLATION, AS
DETERMINED BY THE (APPROPRIATE INDEX AND LINK). FOR EXAMPLE:
PPI FOUND AT WWW.BLS.GOV/PPI/.COM . USE THE MOST RECENT FINAL INDEX
AVAILABLE ON THE WEBSITE AT THE TIME OF THE REQUEST.
ALL OTHER TERMS, CONDITIONS AND SPECIFICATIONS WILL REMAIN THE SAME.

ONCE A PRICE INCREASE HAS BEEN APPROVED, NO FURTHER INCREASES SHALL BE
CONSIDERED FOR TWELVE (12) MONTHS. SUBSEQUENT INCREASES WILL BE BASED
ON THE FINAL INDEX VALUE USED ON THE PRECEDING ADJUSTMENT AND THE MOST
RECENT FINAL INDEX VALUE AVAILABLE ON THE BLS WEBSITE AT THE TIME OF
THE CURRENT REQUEST. THE STATE RESERVES THE RIGHT NOT TO ALLOW A
PRICE INCREASE.

THE INCREASED CONTRACT PRICE SHALL NOT APPLY TO ORDERS RECEIVED BY THE
CONTRACTOR PRIOR TO THE EFFECTIVE DATE OF THE APPROVED INCREASED
CONTRACT UNIT PRICE. ORDERS PLACED VIA PURCHASE ORDER, SHALL BE
CONSIDERED TO HAVE BEEN RECEIVED BY THE CONTRACTOR AFTER THE FIFTH

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TERMS (cont'd):

(5TH) CALENDAR DAY FOLLOWING THE DATE OF ISSUANCE. THE PROCUREMENT OFFICER MAY CANCEL, WITHOUT LIABILITY TO EITHER PARTY, ANY PORTION OF THE CONTRACT AFFECTED BY THE REQUESTED INCREASE AND ANY MATERIALS, SUPPLIES OR SERVICES UNDELIVERED AT THE TIME OF SUCH CANCELLATION. INVOICES REFLECTING "NEW" PRICES WILL NOT BE PROCESSED FOR DELIVERIES OF GOODS RECEIVED PRIOR TO THE INCREASE APPROVAL DATE.

PRICE DECREASES SHALL ALSO BE PASSED ON TO THE STATE AND DO NOT REQUIRE VERIFICATION. DECREASES BECOME EFFECTIVE IMMEDIATELY UPON NOTIFICATION.

THE PRICE ADJUSTMENTS FOR THE RENEWALS SHALL BE NEGOTIATED AND MUTUALLY AGREED UPON BY DGS AND THE CONTRACTORS. ALTHOUGH EACH NEGOTIATION WILL BE CARRIED OUT INDEPENDENTLY, THE PERCENTAGE INCREASE OR THE MONETARY INCREASE SHALL BE THE SAME FOR ALL VENDORS. DGS RESERVES THE RIGHT TO RENEW ANY AND/OR ALL CONTRACTOR'S CONTRACTS. UPON RENEWAL, THE EXISTING CONTRACT TERMS AND CONDITIONS WILL APPLY.

TERMINATION FOR CONVENIENCE:

THE PERFORMANCE OF WORK UNDER THIS CONTRACT MAY BE TERMINATED BY THE STATE IN ACCORDANCE WITH THIS CLAUSE IN WHOLE, OR FROM TIME TO TIME IN PART, WHENEVER THE STATE SHALL DETERMINE THAT SUCH TERMINATION IS IN THE BEST INTEREST OF THE STATE.

THE STATE WILL PAY ALL REASONABLE COSTS ASSOCIATED WITH THIS CONTRACT THAT THE CONTRACTOR HAS INCURRED UP TO THE DATE OF TERMINATION.

HOWEVER, THE CONTRACTOR SHALL NOT BE REIMBURSED FOR ANY ANTICIPATORY TERMINATION HEREUNDER, INCLUDING THE DETERMINATION OF THE RIGHTS AND OBLIGATIONS OF THE PARTIES, SHALL BE GOVERNED BY THE PROVISIONS OF COMAR 21.07.01.12A(2).

ESTIMATED SALT USAGE:

THE SHA GUARANTEES TO ACCEPT AT LEAST 10% OF ITS ESTIMATED AVERAGE USAGE IN EACH OF ITS COUNTIES. ESTIMATED TOTALS ARE AS FOLLOWS:

MONTGOMERY ESTIMATED TOTAL TONS USED
32471

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TERMS (cont'd):

PRINCES GEORGE'S
29408

HARFORD
17018

BALTIMORE
35888

FREDERICK
28798

CARROLL
15274

HOWARD
18415

VENDOR SALT HAULERS

EACH OF THE VENDOR'S SALT HAULERS ASSIGNED TO A PARTICULAR SHOP MUST BE AVAILABLE TO DELIVER SALT TO ANY SHA SALT STORAGE WITHIN THE SHOP'S AREA OF RESPONSIBILITY. THE VENDOR SHALL PROVIDE SHA WITH A LIST OF HAULERS, MONTHLY, THAT WILL BE USED TO SHIP MATERIAL TO SHA FACILITIES. THE HAULER LIST WILL BE E-MAILED TO COLLEEN ROBINSON AND SCOTT SIMONS AT CROBINSON@SHA.STATE.MD.US AND SCOTT SIMONS AT SSIMONS@SHA.STATE.MD.US, RESPECTIVELY ON THE FIRST OF EACH MONTH, BEGINNING IN NOVEMBER. SHA WILL REVIEW THE LIST TO DETERMINE IF ANY OF THE SALT HAULERS ARE UNDER CONTRACT WITH SHA FOR ITS SNOW AND ICE CONTROL OPERATIONS. SHA WILL MAKE THE VENDOR AWARE OF ANY POTENTIAL CONFLICTS

SHA MAINTENANCE SHOP CONTACTS

TO ASSURE GOOD COMMUNICATION, SHA WILL PROVIDE THE VENDOR WITH A LISTING OF SHA'S SHOPS ALONG WITH A CONTACT NAME AND PHONE NUMBER. MATERIALS:

SODIUM CHLORIDE (ROCK OR SOLAR SALT) OFFERED SHALL MEET ALL OF THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION), TYPE 1, GRADE 1. THE SODIUM CHLORIDE (SOLAR OR ROCK SALT) SHALL CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT (3.0%) BY WEIGHT.

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TERMS (cont'd):

IN THE EVENT THAT THE MATERIAL FAILS TO MEET THE MINIMUM SPECIFICATION, THE AUTHORIZED REPRESENTATIVE RESERVES THE RIGHT TO REQUIRE THE SUPPLIER TO TAKE WHATEVER CORRECTIVE ACTION IS DEEMED NECESSARY TO BRING THE MATERIAL UP TO SPECIFICATION, OR REQUIRE THE SUPPLIER TO REMOVE AND REPLACE THAT MATERIAL WHICH FAILS TO MEET THE SPECIFICATIONS, AT THE VENDOR'S EXPENSE.

FAILURE OF THESE SAMPLES TO MEET SPECIFICATIONS MAY RESULT IN THE VENDOR BEING REQUIRED TO REMOVE THE UNACCEPTABLE MATERIAL AND REPLACING IT WITH SPECIFICATION MATERIAL, ALL AT THE VENDOR'S EXPENSE. AS AN ALTERNATIVE, SHA RESERVES THE RIGHT TO REQUIRE FULL PLANT REPRESENTATION BY PERSONNEL OF SHA'S OFFICE OF MATERIALS AND TECHNOLOGIES. IN ADDITION, SHA RESERVES THE RIGHT TO SAMPLE THE MATERIAL AS IT IS UNLOADED FROM EACH ARRIVING SHIP.

THE VENDOR SHALL BE ALLOWED TO SHIP MATERIAL BASED ON CERTIFICATION. THIS CERTIFICATION MUST INCLUDE ACTUAL TEST DATA FROM THE MANUFACTURER AND REPRESENT THE MATERIAL BEING SHIPPED. CERTIFIED TEST VALUES MUST MEET ALL REQUIREMENTS OF THIS SPECIFICATION. SHA RESERVES THE RIGHT TO, AND WILL SAMPLE SHIPMENTS AT, THE FINAL POINT OF DELIVERY FOR TEST TESTING BY THE SHA LABORATORY.

WEIGHING:

THE VENDOR SHALL PROVIDE ACCURATE APPROVED SCALES TO BE USED FOR WEIGHING SHIPMENTS OF SODIUM CHLORIDE. THE PLATFORM OF THE TRUCK SCALES SHALL BE OF SUFFICIENT LENGTH AND WIDTH TO CONVENIENTLY ACCOMMODATE ANY TRUCKS OR COMPLETE HAULING UNITS THAT MAY BE USED TO TRANSPORT THE SODIUM CHLORIDE IN SUCH A MANNER THAT THE COMPLETE UNIT LOAD CAN BE WEIGHED AT ONE DRAFT. NO SPLIT WEIGHING WILL BE ALLOWED.

ALL DELIVERIES MUST BE MADE IN BULK BY COVERED TRUCKS. A CERTIFIED WEIGHT SLIP FROM THE SUPPLIER MUST ACCOMPANY EACH TRUCK. ALL WEIGHING OPERATIONS WILL BE CONDUCTED IN ACCORDANCE WITH TC-7.01 MEASUREMENT OF QUANTITIES OF THE STANDARD SPECIFICATIONS FOR CONSTRUCTION AND MATERIALS (CURRENT EDITION). A LINK TO THIS EDITION OF THE SPECIFICATIONS BOOK IN PDF FORM IS:

[HTTP://WWW.ROADS.MARYLAND.GOV/INDEX.ASPX?PAGEID=44](http://www.roads.maryland.gov/index.aspx?pageid=44)

CUSTOMER PICKUP:

SHA HAS IDENTIFIED ON ATTACHMENT "A" SALT STRUCTURES THAT ARE NORMAL PRIORITY FOR DELIVERIES DURING THE COURSE OF THIS CONTRACT.

DELIVERIES WILL BE MADE ONLY DURING NORMAL WORKING HOURS (MONDAY - FRIDAY, 7:30AM-3:30PM), UNLESS THE SUPPLIER MAKES ARRANGEMENTS IN ADVANCE OF ANTICIPATED DELIVERY DURING NON-WORK HOURS.

SHA WILL CONSIDER EXTENDED DELIVERY HOURS, OVERNIGHT IF NEEDED, PROVIDED THE VENDOR COMMITS TO A VERY HIGH TONNAGE TO SPECIFIC SALT

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TERMS (cont'd):

STRUCTURES. THE VENDOR MUST CONTACT A SHA REPRESENTATIVE WITH THE START TIME OF DELIVERY, NUMBER OF TRUCKS, AND ANTICIPATED TONNAGE. IN ADDITION, THE LAST LOAD MUST BE IDENTIFIED. THE VENDOR SHALL GIVE THE SHOP 24 HOURS NOTICE PRIOR TO BEGINNING ITS SHIPMENTS.

ONCE A VENDOR COMMITS TO HAULING TO A LOCATION, HE OR SHE SHALL DELIVER A MINIMUM OF 200 TONS TO THE SITE PER DAY. THE MINIMUM 200 TONS OF SALT DOES NOT HAVE TO BE ON CONTINUOUS DAYS. THE 200 TON MINIMUM DELIVERY WILL NOT APPLY WHEN THE REMAINING UNSHIPED MATERIAL IS LESS THAN 200 TONS, HOWEVER, THE REMAINING BALANCE SHALL BE SHIPPED IN ONE DAY. THE INTENT OF THE MINIMUM DELIVERY IS TO ALLOW SHA RECEIVING PERSONNEL TO BE SCHEDULED EFFICIENTLY.

DELIVERIES ARE TO BE COMPLETED WITHIN EIGHT (8) CALENDAR DAYS AFTER THE SUPPLIER RECEIVES AN ORDER, ORALLY OR IN WRITING, FROM THE USING AUTHORITY. IN THE EVENT THE DELIVERY IS NOT COMPLETED WITHIN THE SPECIFIED TIME, IN ADDITION TO ALL OTHER DAMAGES FOR WHICH THE VENDOR MAY BE LIABLE AND IN ADDITION TO ALL OTHER REMEDIES WHICH MAY BE AVAILABLE TO THE STATE, THE VENDOR SHALL BE LIABLE TO PAY \$6.00 PER SHORT TON IN LIQUIDATED DAMAGE, REFLECTING THE COST OF SHA MOVING SALT FROM ONE OF ITS FACILITIES TO ANOTHER.

LIQUIDATED DAMAGES CAN ONLY BE INSTITUTED BY THE MARYLAND DEPARTMENT OF GENERAL SERVICES (DGS).

IF IT BECOMES APPARENT TO THE VENDOR THAT IT CANNOT MEET A DELIVERY SCHEDULE, THE VENDOR SHALL NOTIFY THE SHA MAINTENANCE SHOP(S) IT SERVICES. IF THE VENDOR CANNOT MEET THE DELIVERY SCHEDULE ON A REGIONAL OR STATEWIDE BASIS, IT SHALL CONTACT THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION, (410-582-5565), OR DESIGNEE. THE VENDOR MAY SEEK RELIEF FROM THE LIQUIDATED DAMAGES BY EXPLAINING THE REASONS FOR NOT MEETING THE DELIVERY SCHEDULE, AS WELL AS ACTIONS BEING TAKEN TO CORRECT OR IMPROVE THE SHIPMENTS. THE CHIEF OF THE HIGHWAY MAINTENANCE DIVISION OR HIS DESIGNEE, IN CONSULTATION WITH DGS, WILL MAKE THE FINAL DETERMINATION OF THE REQUEST FOR WAIVER OF THE LIQUIDATED DAMAGES.

SHA WILL MAKE EVERY EFFORT TO MAINTAIN ADEQUATE INVENTORY LEVELS THROUGHOUT THE WINTER. IT IS IMPERATIVE THAT THE VENDOR AND SHA WORK TOGETHER TO MEET SHA'S DELIVERY REQUIREMENTS DURING PERIODS OF OF MINIMAL WINTER STORM ACTIVITY IN ORDER TO MINIMIZE THE OCCURRENCE OF SALT SHORTAGE DURING PERIODS OF BACK-TO-BACK STORMS.

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TERMS (cont'd):

ELECTRONIC TRANSACTION FEE:

- A. CONTRACTOR SHALL PAY AN ELECTRONIC TRANSACTION FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE ELECTRONIC TRANSACTION FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE ELECTRONIC TRANSACTION FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
- B. THE ELECTRONIC TRANSACTION FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD, 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL BE EMAILED TO : DGS.STATEWIDECONTRACTSUSAGEREPORT@MARYLAND.GOV.
- C. FAILURE TO REMIT TRANSACTION FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.
- D. PRIOR TO AWARD, CONTRACTORS WILL BE ASKED TO CONFIRM IN WRITING THAT THEIR UNIT PRICES INCLUDE THE ONE PERCENT (1%) ELECTRONIC TRANSACTION FEE.

YOU MUST COORDINATE THE UPLOAD OF YOUR PRODUCT CATALOG TO ENSURE MAXIMUM USE OF YOUR PRODUCTS AND SERVICES PER CONTRACT TERMS. PAYMENTS TO THE CONTRACTOR PURSUANT TO THIS CONTRACT SHALL BE MADE NO LATER THAN 30 DAYS AFTER THE STATE'S RECEIPT OF A PROPER INVOICE FROM THE CONTRACTOR. CHARGES FOR LATE PAYMENT OF INVOICES, OTHER THAN AS PRESCRIBED BY TITLE 15, SUBTITLE 1, OF THE STATE FINANCE AND PROCUREMENT ARTICLE, ANNOTATED CODE OF MARYLAND, OR BY THE PUBLIC SERVICE COMMISSION OF MARYLAND WITH RESPECT TO REGULATED PUBLIC UTILITIES, AS APPLICABLE, ARE PROHIBITED. ELECTRONIC FUNDS TRANSFER: THIS PROVISION ON ELECTRONIC FUNDS TRANSFER APPLIES TO CONTRACTS OF OVER \$200,000 FOR WHICH PAYMENTS ARE MADE THROUGH THE STATE COMPTROLLER. ELECTRONIC FUNDS TRANSFER WILL BE USED BY THE STATE TO PAY CONTRACTOR FOR THIS CONTRACT AND ANY OTHER STATE PAYMENTS DUE CONTRACTOR UNLESS

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TERMS (cont'd):

THE STATE COMPTROLLER'S OFFICE GRANTS CONTRACTOR AN EXEMPTION.
INVOICES:

FOLLOWING DELIVERY AND ACCEPTANCE OF ANY MATERIALS, EQUIPMENT, SUPPLIES OR SERVICES (COMPANY NAME) SHALL SUBMIT AN ORIGINAL INVOICE TO THE AGENCY FOR PAYMENT. VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

BPO/PO AS CONTRACT:

THIS PROVISION APPLIES TO ALL PROCUREMENT CONTRACTS PROCURED BY THE DEPARTMENT OF GENERAL SERVICES EXCEPT CONTRACTS FOR THE PROCUREMENT OF ARCHITECTURAL AND ENGINEERING SERVICES FOR A PRICE OF GREATER THAN \$200,000. THE BIDDER'S EXECUTION AND SUBMISSION OF A RESPONSIVE BID CONSTITUTES A PROMISE BY THE BIDDER TO PERFORM THE CONTRACT SOLICITED BY THE DEPARTMENT IN ACCORDANCE WITH THE TERMS AND CONDITIONS STATED IN THE SOLICITATION. THE BID SHALL BE IRREVOCABLE FOR THE PERIOD STATED IN THE SOLICITATION OR FOR SUCH LONGER PERIOD AS THE BIDDER AND THE DEPARTMENT MAY AGREE.

.GREE.

UPON ACCEPTANCE OF A BID, THE PROCUREMENT OFFICER MAY ISSUE A BLANKET PURCHASE ORDER (BPO), IN A FORM TO BE DETERMINED BY THE DEPARTMENT, TO THE BIDDER ACCEPTING THE BID AND BINDING THE BIDDER TO A CONTRACT. THE EXECUTION AND ISSUANCE OF A BPO BY THE PROCUREMENT OFFICER, SUBJECT TO ALL NECESSARY APPROVALS, SHALL CONSTITUTE ACCEPTANCE OF THE BID AND FINAL AWARD OF THE CONTRACT. THE CONTRACT OF THE PARTIES WILL BE EMBODIED IN THE CONTRACT DOCUMENTS, WHICH SHALL CONSIST OF THE EXECUTED BPO OF THE PROCUREMENT OFFICER, INCLUDING ALL DOCUMENTS, TERMS, AND CONDITIONS INCORPORATED INTO THOSE DOCUMENTS BY THE TERMS OF THE SOLICITATION, THE BPO, THE BID, OR BY OPERATION OF LAW, AND THE EXECUTED BID OF THE BIDDER. IF THE PROCUREMENT OFFICER ISSUES A BPO, AT THE OPTION OF THE PROCUREMENT OFFICER IT WILL NOT BE NECESSARY FOR THE BIDDER TO EXECUTE THE BPO OR ANY OTHER FORM OF CONTRACT OR AGREEMENT. THE PROCUREMENT OFFICER MAY REQUIRE THAT THE PARTIES BOTH EXECUTE A SINGLE DOCUMENT AS THE EMBODIMENT OF THE CONTRACT BETWEEN THE PARTIES.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION # 001IT820886/ MDDGS31039634 INCORPORATED

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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0001	77545	TN	75.3400	
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ROAD MAINTENANCE SALT

SODIUM CHLORIDE (ROCK OR SOLAR SALT) OFFERED IN THIS BID SHALL MEET ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION), TYPE 1, GRADE 1. THE SODIUM CHLORIDE (SOLAR OR ROCK SALT) SHALL CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT (3.0%) BY WEIGHT. .BALTIMORE COUNTY AND BALTMORE CITY

SALT COST PER TON: \$64.35

TRANSPORTATION COST PER TON: \$10.99

UNIT COST SALT DELIVERED PER TON: \$75.34

0002	77545	TN	79.4300	
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ROAD MAINTENANCE SALT

SODIUM CHLORIDE (ROCK OR SOLAR SALT) OFFERED IN THIS BID SHALL MEET ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION), TYPE 1, GRADE 1. THE SODIUM CHLORIDE (SOLAR OR ROCK SALT) SHALL CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT (3.0%) BY WEIGHT. MONTGOMERY COUNTY

SALT COST PER TON: \$63.27

TRANSPORTATION COST PER TON: \$16.16

UNIT COST SALT DELIVERED PER TON: \$79.43

0003	77545	TN	78.1900	
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ROAD MAINTENANCE SALT

SODIUM CHLORIDE (ROCK OR SOLAR SALT) OFFERED IN THIS BID SHALL MEET ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION), TYPE 1, GRADE 1. THE SODIUM CHLORIDE (SOLAR OR ROCK SALT) SHALL

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3600124

PRINT DATE: 09/21/22

PAGE: 10

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE
UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE
CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT
(3.0%) BY WEIGHT. .
PRINCE GEORGES COUNTY

SALT COST PER TON: \$64.72

TRANSPORTATION COST PER TON: \$13.47

UNIT COST SALT DELIVERED PER TON:\$ 78.19

0004	77545	TN	77.1300
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ROAD MAINTENANCE SALT

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ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION),
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CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE
UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE
CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT
(3.0%) BY WEIGHT. .
HARFORD COUNTY

SALT COST PER TON: \$63.74

TRANSPORTATION COST PER TON: \$13.39

UNIT COST SALT DELIVERED PER TON:\$ 77.13

0005	77545	TN	77.1300
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ROAD MAINTENANCE SALT

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ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION),
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(3.0%) BY WEIGHT.

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B3600124

PRINT DATE: 09/21/22

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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HOWARD COUNTY

SALT COST PER TON: \$67.06

TRANSPORTATION COST PER TON: \$10.07

UNIT COST SALT DELIVERED PER TON:\$ 77.13

0006	77545	TN	83.3900
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ROAD MAINTENANCE SALT

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FREDERICK COUNTY

SALT COST PER TON: \$64.34

TRANSPORTATION COST PER TON: \$19.05

UNIT COST SALT DELIVERED PER TON:\$ 83.39

0007	77545	TN	78.4900
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ROAD MAINTENANCE SALT

SODIUM CHLORIDE (ROCK OR SOLAR SALT) OFFERED IN THIS BID SHALL MEET ALL THE REQUIREMENTS OF ASTM DESIGNATION D632 (LATEST REVISION), TYPE 1, GRADE 1. THE SODIUM CHLORIDE (SOLAR OR ROCK SALT) SHALL CONTAIN A MINIMUM OF 20 PARTS PER MILLION OF SODIUM FERRO CYANIDE UNIFORMLY MIXED WITH THE SALT TO PREVENT CAKING. THE MOISTURE CONTENT OF ROCK SALT AND SOLAR SALT SHALL NOT EXCEED THREE PERCENT (3.0%) BY WEIGHT.

CARROLL COUNTY

SALT COST PER TON: \$64.05

TRANSPORTATION COST PER TON: \$14.44

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BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>	
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UNIT COST SALT DELIVERED PER TON:\$ 78.49

_____ END OF ITEM LIST _____

***** LAST PAGE *****

AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE



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-093-FY24

10/16/2023

10.c.

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:
Leaf Collection Services

Suggested Action:

I move that the Mayor and Council authorize an expenditure not to exceed \$35,000 to Professional Lawn Maintenance Service (PLMS) to provide up to 25 days of on-call leaf collection services under their existing contract with the City.

Summary Background:

PLMS currently has a contract with the City to provide landscaping services City-wide. Prior to the pandemic the City hired temporary staff to augment City staff during leaf collection season. During the pandemic the City contracted for a self-contained crew to provide leaf collection services. This crew does not have to interact with City staff, which helped prevent the transmission of COVID. In addition, PLMS provides their own equipment, which reduces wear and tear on City equipment and reduced annual maintenance costs. Prior to the pandemic the City had to field 3 crews and sets of equipment, augmenting City staff with temporary workers. Utilizing PLMS to assist in leaf collection will provide better service to residents and be more cost effective.

Next Steps:

Issue purchase order and schedule leaf collection in November 2023.

Fiscal Impact:

NTE \$35,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A

Professional Lawn Maintenance Services

3421 Hamilton St
Hyattsville, MD 20782 US
plmsbilling@gmail.com



Estimate

ESTIMATE # 1445
DATE 09/11/2023

ADDRESS

City of Hyattsville
4310 Gallatin St FL 3
Hyattsville, MD 20781
United States

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

DATE	ACTIVITY	QTY	RATE	AMOUNT
09/11/2023	ON CALL LEAF COLLECTION SERVICE FOR THE CITY OF HYATTSVILLE INCLUDES TRUCK,VACUUM, TOOLS, FUEL, AND OPERATORS FOR 8 HOUR DAY COLLECT PILES OF LEAVES FROM CITY STREETS AND RIGHT OF WAY LEAVES WILL BE HAULED AWAY TO DESIGNATED AREA COLLECTION ROUTES WILL BE ASSIGNED FROM THE CITY \$1325 PER DAY 25 DAYS	25	1,325.00	33,125.00

TOTAL **\$33,125.00**

Accepted By

Accepted Date



City of Hyattsville

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(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-099-FY24

10/16/2023

10.d.

Submitted by: Laura Reams
Submitting Department: City Clerk
Agenda Section: Consent

Item Title:
Closed Captioning Services for City Council Meetings

Suggested Action:

I move the Mayor and Council authorize the City Administrator to enter into an agreement with Granicus for the renewal of closed captioning services of City Council Meetings through October 2024 at a cost not to exceed \$11,217 from the PEG Fund.

Summary Background:

Captioning services are provided via live transcription and are available during the live broadcast and when viewing archived meeting videos. Closed Captioning improves the accessibility of Council meetings by allowing the hearing-impaired to read what is being spoken in meetings. Closed captioning can also be useful for those who may have poor audio on their device. The captioning service provided by Granicus is ADA compliant and is done in real time with a 98% understandability rating.

The annual cost for the captioning service has increased over the \$10,000 threshold for Council approval requiring the 2023-2024 to be approved by the Council. Under the contract the City receives 60 hours of captioning each term, which is sufficient to meet the City's needs.

Next Steps:

Upon approval, staff will proceed with the contract renewal.

Fiscal Impact:

\$11,217 from PEG Funds

City Administrator Comments:

Recommend approval.

Community Engagement:

Closed captioning is a necessary component of the City's broadcast of Council Meetings to ensure equitable access to the meetings.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



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Agenda Item Report

File #: HCC-102-FY24

10/16/2023

10.e.

Submitted by: Patrick Paschall
Submitting Department: Finance
Agenda Section: Consent

Item Title:

ARPA - General Fund Reimbursement for PD Sworn Officer Retention Bonuses

Suggested Action:

I move that the Mayor and Council authorize the Treasurer to reimburse the General Fund in the amount of \$268,000 for Hyattsville Police Department Sworn Officer Retention Bonuses using ARPA funds.

Summary Background:

In Fall 2022, the City faced urgent staffing shortages in the Police Department, and the risk of losing officers to other agencies because of competitive pay and signing bonuses. The City undertook a compensation study to recommend pay scale adjustments to reflect competitive pay rates for officers. While that study was being conducted, the City Administrator authorized the payment of retention bonuses to HPD Sworn Officers in an effort to retain existing officers who were being actively recruited by other agencies.

The retention bonuses for sworn officers was paid using monies out of the General Fund, with an intent to reimburse this expense using ARPA funds. This motion is to reimburse the expense already paid out of the General Fund with \$268,000 from ARPA.

This line item was included with the ARPA Spending Plan approved by the Council on May 1, 2023.

Next Steps:

Transfer funds from ARPA account to General Fund

Fiscal Impact:

\$268,000 from ARPA to General Fund

City Administrator Comments:

Recommends approval.

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/a



City of Hyattsville

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Agenda Item Report

File #: HCC-103-FY24

10/16/2023

10.f.

Submitted by: Patrick Paschall
Submitting Department: Finance
Agenda Section: Consent

Item Title:

ARPA - Reimbursement to General Fund for Staff Salary Adjustments

Suggested Action:

I move that the Mayor and Council authorize the Treasurer to reimburse the General Fund in the amount of \$759,000 for FY23 Staff Salary Adjustments using ARPA funds.

Summary Background:

In Spring 2023, the City Administrator authorized staff salary adjustments for select employees to implement recommendations from a compensation study that was conducted in 2022. These salary adjustments cost a total of \$759,000, and were paid out of General Funds at the time of implementation.

Council approved the ARPA Spending Plan on May 1, 2023, including \$759,000 for Staff Salary Adjustments. This motion will authorize reimbursing the General Fund for this expense with ARPA funds that have been approved for this purpose.

Next Steps:

Transfer \$759,000 from General Fund to ARPA

Fiscal Impact:

\$759,000 to be spent from ARPA to reimburse the General Fund

City Administrator Comments:

Click or tap here to enter text.

Community Engagement:

N/a

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A



City of Hyattsville

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Agenda Item Report

File #: HCC-106-FY24

10/16/2023

10.g.

Submitted by: Shakira Louimarre
Submitting Department: Administration
Agenda Section: Consent

Item Title:

ARPA - Award of Contract for Community Engagement and Outreach Services for Unhoused Populations

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into a contract with The h3 Project for a data-based analysis of homelessness in the City. An expenditure not to exceed \$15,000 for this contract is authorized to be funded with ARPA funds, and the Treasurer is authorized to make the required budget amendments to facilitate this expenditure. The contract is subject to approval by the City Attorney for legal sufficiency.

Summary Background:

Since 2021, increased quality of life issues such as homelessness, loitering, trespassing, public intoxication, and related challenges have become increasingly problematic in the City of Hyattsville, including but not limited to the University Town Center and the Queens Chapel Rd/Ager Rd./Hamilton St. vicinity in West Hyattsville. The City of Hyattsville is committed to addressing these quality-of-life issues through a just, collaborative, and comprehensive approach.

To gather the appropriate data and provide a solutions-oriented analysis, the City conducted a Request for Proposals (RFP) seeking a consultant to do community engagement to gain a deeper understanding of the root causes of homelessness in the area and to develop a final report of those findings, including analysis that will inform a coordinated plan from the City for unhoused persons outreach and response. The RFP received one response from The h3 Project. The response was evaluated and determined to be a good fit for the City's needs.

The h3 Project is a non-profit organization in Washington, D.C. that has been created with the express purpose of addressing homelessness and human trafficking within the Washington District of Columbia, Maryland, and Virginia areas. In the last three years, The h3 Project has conducted over 400 individual surveys of individuals experiencing homelessness for several DC Business Improvement Districts (BID)- including Downtown BID, NoMa BID, MVT CID, Capitol Hill BID, and Dupont Circle BID as well as Union Station, Georgetown University and Philadelphia's 30th Street Station.

The h3 Project team includes individuals with extensive experience in social work, clinical psychology, multilingual outreach, experience in addressing addiction and mental health diagnosis, crisis intervention, case management, and both lived and professional experience in homelessness. All h3 Project team members are required to keep current certifications in a number of areas including CPR/First Aid, Suicide Awareness and Prevention, Opioids and Naloxone Administration, Active Violence Emergency Response Training (AVERT), Human Trafficking Awareness and Response, Anti-Racism Training, and Intersectional Identities and Inclusive Practice.

The h3 Project's proposed survey methodology includes a combination of structured questionnaires and in-depth interviews to ensure a holistic approach in capturing the diverse experiences and perspectives of individuals facing homelessness. As standard practice, h3 also plans to collaborate with local shelters and organizations to ensure the

survey reaches a wide range of participants and represents the diversity within this population. A typical survey can take anywhere from 20 - 90 minutes, depending on the individual surveyed. The end intent is to provide insight into what would be most beneficial and life-changing for the population assessed, so that 'better' avenues can best be accessed. Upon the completion of The h3 Project survey, the City will receive a final report with recommendations. The report will include the identification of root causes and outreach solutions to this issue. Depending on the results of the survey/community engagement, The h3 Project organization may enter into an agreement with the City of Hyattsville to undertake proactive street outreach efforts aimed at connecting with individuals experiencing homelessness within our community. This would be a separate contract with a new scope of work aimed at providing immediate aid, facilitating connections to shelters, housing programs, medical services, mental health resources, and collaboration with local law enforcement and social service agencies to ensure a coordinated approach to outreach efforts.

Next Steps:

Staff to proceed with contract.

Fiscal Impact:

NTE \$15,000 ARPA Funds

City Administrator Comments:

Recommends approval.

Community Engagement:

h3 will engage directly with those experiencing homelessness in the City.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Pending

City of Hyattsville – RFP



Request for Proposals Community Engagement and Outreach Services for Unhoused Populations

RFP #09152023

**Issuance: September 15, 2023
Proposal Responses Due October 6, 2023**

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REQUEST FOR PROPOSAL

The City of Hyattsville, Maryland invites sealed proposals for a consultant to perform community engagement with unhoused populations in the West Hyattsville Business Corridor of Hyattsville, Maryland. This entity will conduct community engagement with unhoused populations to inform the development of a coordinated plan for homeless persons outreach and response in the city.

The selected entity will play a vital role in addressing homelessness within designated areas in the City of Hyattsville; fostering connections, providing support, and ultimately contributing to a comprehensive solution that enhances the well-being and stability of individuals experiencing homelessness in this area.

The selected entity will provide a final report with recommendations to improve these programs. Specifically, the final report should include the identification of root causes and outreach solutions to this issue.

BACKGROUND AND OBJECTIVE

The City of Hyattsville is a Smart-Growth community making it a prime candidate for assistance offered by the State of Maryland and the Federal Government for investment. Hyattsville is located only one mile from Washington DC and is approximately 2.7 square miles of historic and urban residential, commercial, industrial, and high-density mixed-use residential/commercial/office and development. In more recent years, the local housing market has become very sought after.

The City of Hyattsville has convenient access to transit and transportation options for residents and visitors. We are located on the Metro's Green and Yellow line, served by two stations: West Hyattsville and Hyattsville Crossing. In addition to Metro, the City is traversed by an excellent network of roads, buses, freight transportation, and rail services including THE BUS, AMTRAK, and MARC. We are also located near the region's three airports: Baltimore Washington International, Reagan National (accessible via Metro), and Dulles.

The City of Hyattsville is in close proximity to the University of Maryland campus at College Park as well as many other private and public colleges and universities. Public and private schools for all age groups include Northwestern High School and the nationally recognized DeMatha Catholic High School.

Since 2021, increased concerns have arisen within the community regarding quality-of-life issues such as loitering, public intoxication, and related challenges in the City of Hyattsville, including but not limited to the University Town Center and the Queens Chapel Rd/Ager Rd./Hamilton St. vicinity in West Hyattsville. The City of Hyattsville is committed to addressing these quality-of-life issues through a just, collaborative, and comprehensive approach.

The City's objective is to seek a consultant to do community engagement to gain a deeper understanding of the root causes of homelessness in the area and to develop a final report of those findings, including analysis that will inform of a coordinated plan from the City for homeless persons outreach and response.

RFP SOLICITATION SCHEDULE

The following RFP solicitation schedule is intended to provide a general overview of the solicitation process to those interested in preparing a proposal. These durations and dates are for information purposes only and the City reserves the right to revise any of the durations and to terminate and/or to not initiate any and/or all of the solicitation steps.

September 15, 2023: Request for Proposals Issuance

September 21, 2023: Questions Specific to this Solicitation Due by 3:00 pm EDT

September 28, 2023: Proposals Due by 4:00 pm EDT

October 02, 2023: Proposal Opening, 9:00 am EDT

October 06, 2023: Evaluation Period Concludes; Notice to Proceed

RECORDS & REPORTS

The City will require the consultant to maintain an original set of records on work performed including dates, property address, specific work performed and Contract employees. The City will be provided a duplicate set of records, but, upon request, may require the firm to provide specific records for the purpose of confirming City records or use in litigation.

SCOPE OF PROPOSAL

Recognizing the importance of involving the community in addressing homelessness, through this solicitation, the City is seeking a consultant to implement effective community engagement strategies:

- Organizing surveys, informational sessions, workshops, and/ or public forums to raise awareness about homelessness, its causes, and potential solutions.
- Facilitating dialogue between community members, local businesses, service providers, and individuals experiencing homelessness to foster understanding and collaboration.
- The selected Organization will be tasked with collecting and analyzing data to inform a plan for direct response for homeless populations.
- Coordinate with City agencies and when useful provide direction to any unsheltered individuals requesting or requiring immediate assistance from collaborating organizations.
- Successful implementation of this program requires seamless collaboration with various stakeholders:
 - Collaborating with local government agencies, law enforcement, nonprofit organizations, and service providers to ensure a coordinated approach to homelessness.
 - Participating in regular meetings and communication with the requesting entity to provide updates, share insights, and address challenges.
 - Producing and presenting a final report identifying root causes and detailing coordinated plan for homeless persons outreach and response.

- Depending on the results of the survey/ community engagement, the selected organization may enter into agreement with the City of Hyattsville to undertake proactive street outreach efforts aimed at connecting with individuals experiencing homelessness within our community. This includes:
 - Identifying and building relationships with individuals living in unsheltered locations, such as streets, parks, and other public spaces.
 - Conducting regular visits to establish rapport, assess needs, and aid those without stable housing.
 - Providing immediate aid, including hygiene kits, food, clothing, and referral information for emergency services.
 - Facilitating connections to shelters, housing programs, medical services, mental health resources, and substance abuse treatment options.
 - Collaborating with local law enforcement, social service agencies, and community partners to respond to reports to ensure a coordinated approach to outreach efforts.

COMPENSATION FOR SERVICES (FEE)

The City intends to enter into a professional services contract(s) for the proposed project. The consultant must provide a cost proposal for the services rendered and the proposed cost can be presented in terms of a flat fee or based upon an hourly rate to include materials or travel reimbursement for consideration. Payment will be made on a biweekly basis upon submission of itemization of work performed, including interviews, and a written report of final findings and recommendations. Work should be completed promptly, with the goal of completion by November 30, 2022.

EVALUATION CRITERIA AND SELECTION PROCEDURES

Evaluation Criteria:

Selection of the successful consultant will be based upon the submission required in this section. The consultant is required to demonstrate:

- The applicant must be situated within a 30-minute drive of the City of Hyattsville.
- The applicant must have Spanish Language outreach capabilities. K'iche', Quechua, and other Indigenous language skills are desirable but not required.
- The applicant must demonstrate knowledge of Racial Equity Diversity and Inclusion as well as cultural competencies.
- The applicant must be able to demonstrate experience and capacity in providing similar services, the length and type of experience it has working with the homeless, the quality of programs/services it provides, experience with similar services, experience working with local homeless services agencies, and the experience level of key staff.

- The applicant must be able to demonstrate capacity for providing similar services in alignment with industry standard best practices for providing services to immigrants, undocumented workers, and refugees.
- The applicant must have the ability to adequately describe the target population and address the requirements set out in the RFP.
- The applicant must have demonstrated knowledge of Maryland agencies and partners related to homelessness outreach for this project.
- The applicant must have the ability to write a summary report with recommendations that can be understood and acted upon by senior management and the City Council.
- The applicant must have the ability to complete the project within the prescribed timeframe.
- References: Point of contact information of three (3) clients.

Selection Procedures:

- City of Hyattsville staff will review all submissions.
- The City may choose to interview any or all of the consultants.
- City of Hyattsville Staff will make a recommendation to the City Administrator on the selected consultant, we will then proceed with negotiation and execution of an agreement. If the City is unable to agree to terms with the top-rated consultant, the City will consider negotiating with the consultant with the second highest evaluation.

GENERAL CONDITIONS FOR PROPOSALS

Failure to read the RFP and comply with its instructions will be at the consultant's own risk. Corrections and/or modifications received after the closing time specified in this RFP will not be accepted. The proposal must be signed by a designated representative or officer authorized to bind the consultant contractually. Submission of a signed proposal to the City will be interpreted to indicate the consultant's willingness to comply with all terms and conditions set forth.

SUBMISSION OF QUALIFICATIONS

The proposal will be received by the City Clerk, no later than **4:00 pm, on Thursday, September 28, 2023**, and shall be submitted via email to rfp@hyattsville.org to the attention of the following:

**The City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781
Attn: Laura Reams, City Clerk**

For additional information regarding the services specified in this request for qualifications, contact Ron Brooks, City Treasurer in writing by email at rbrooks@hyattsville.org. Questions specific to this solicitation will be

accepted until 3:00 PM on September 21, 2023. City will respond to all inquiries within 48 business hours.

RFP GUIDELINES SECTION

A consultant responding to this Request for Proposal (RFP) for “City of Hyattsville Community Engagement and Outreach Services for Unhoused Populations” must submit a proposal prepared in accordance with the guidelines stated in the RFP. Failure to comply with these requirements will result in a disqualification of the proposal. The Proposal Section must include the following information:

- The name of the individual or, if a firm, the managing principal/executive director;
- The individual’s or firm’s principal place of business;
- If a firm, the firm’s tax status, company structure and board of directors;
- Identification, experience, and role of key individuals in the management team and proposed Account Representative to serve as the City’s point of contact.
- Identification of any proposed sub-contractors.
- One to two-page summary of the information to be considered in the Evaluation Criteria, identified above.
- Letter of commitment from the consultant that all services detailed in this solicitation and further detailed in the individual’s or firm’s proposal will be available through September 2023, provided a Notification of Award and agreement are executed by October 6, 2023.

EVALUATIONS OF PROPOSALS AND AWARD OF CONTRACT

The proposals will be opened and read on **September 29, 2023, at 9:00 am.**

Proposals from all consultants meeting the minimum qualifications detailed in this solicitation will be reviewed and evaluated. The proposals best meeting the evaluation criteria will then be selected for interviews, if the Treasurer determines interviews are needed.

The City reserves the right to reject any and all RFP submissions and further reserves the right to re-issue the RFP.

PRICE TO REMAIN FIRM

Any costs offered with a proposal must be valid for a period of **90-calendar days** from the due date of the proposal once the consultant is selected.

AMENDMENT OR CANCELLATION OF THE RFP

The City of Hyattsville reserves the right to cancel, amend, modify or otherwise change this application process at any time if it deems to be in the best interest of the City of Hyattsville to do so.

PROPOSAL MODIFICATIONS

No additions or changes to any proposal will be allowed after the due date unless such modification is specifically requested by the City of Hyattsville. The City at its option, may seek retraction and/or clarification from the consultant regarding any discrepancy or contradiction found during the review of the proposal.

SUSPENSION AND/OR DEBARMENT

Firms, Contractors, Consultant, Companies or Sub-Contractors which are either suspended or debarred from performing work by the State of Maryland or within Prince George's County, Maryland are prohibited from submitting an proposal for this project. If any firm or others noted above in this section submits a proposal is found to have been suspended and/or debarred from conducting business within Prince George's County, Maryland, such firm or others noted above will be reported to the State's Attorney General and Comptroller's Office.

PRESENTATION OF SUPPORTING EVIDENCE

Firms, Contractors, Consultants, Companies or Sub-Contractors responding to this solicitation must be prepared to provide substantiation of any experience, performance, ability and/or financial sureties claimed in their proposal that the City of Hyattsville deems to be necessary or appropriate.

ERRONEOUS DISBURSEMENT OF FUNDS

The City of Hyattsville reserves the right to correct any inaccurate awards of monies for this project made to any Firms, Contractors, Consultants, Companies or Sub-Contractors. This may include, in extreme circumstances, revoking an award of funds made for this project to a consultant and subsequently awarding those funds to another consultant.

PROPOSAL PREPARATION COSTS

Firms, Contractors, Consultant, Companies or Sub-Contractors are responsible for all costs and expenses incurred in the preparation of a proposal to respond to this solicitation.

THIS SOLICITATION IS NOT A CONTRACT

This solicitation is not a contract and will not be interpreted as such.

SUB-CONTRACTORS

The Firms, Contractors, Consultant, Companies submitting a proposal certifies and warrants that all payments of fees charged by any sub-contractors pursuant to that contract are the sole responsibility of the contractor.

LEGAL TERMS

It is the policy of the City of Hyattsville that all legal disputes are heard in a court of law in Prince George's County, Maryland, and that each party is responsible to pay for the cost of their own legal fees.

The City of Hyattsville will not agree to terms that are not consistent with this policy.

END OF RFP



City of Hyattsville

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Agenda Item Report

File #: HCC-107-FY24

10/16/2023

11.a.

Submitted by: Ron Brooks
Submitting Department: Finance
Agenda Section: Action

Item Title:

Health Care, Prescription Drug, and Dental Care Rates for CY24

Suggested Action:

I move that the Mayor and Council approve the 2024 calendar year health insurance premium rates which have increased an average of 5% in all plans.

Summary Background:

The City received the new State of Maryland calendar year (CY) 2024 Health Care Program guidance on October 10, 2023. The rates increased by approximately 5% in the PPO Carefirst and United Health Care plans, and the Kaiser EPO plan. The City has historically provided a flat rate contribution annually which allows us to minimize the increases paid by employees. Overall, the City pays between 75% to 84% of health insurance costs.

Open Enrollment period begins on October 16, 2023, and runs through November 5, 2023. Upon Council approval, the employees will be given the opportunity to add, drop, or change coverage plans to best meet their individual or family needs. These new rates will be effective January 1, 2024, through December 31, 2024. The City Administrator, Finance Director, and HR Director are evaluating each plan and will provide the Council with a recommendation on the updated City's flat rate contribution and the employee increases.

Next Steps:

Upon approval, the HR Director will provide City employees with an overview of the 2024 Health Care Plans and rate sheets.

Fiscal Impact:

We anticipate an increase in the City's monthly flat rate contributions in all employee health programs by 2.5 to 3.5%.

City Administrator Comments:

For Council discussion and approval of rates.

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

N/A