

# City of Hyattsville

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



## Agenda Regular Meeting

Members of the public who wish to attend the virtual Council meeting must register here:  
[https://zoom.us/webinar/register/WN\\_Z\\_0zZoxiSFWGNr6AUCtvLg](https://zoom.us/webinar/register/WN_Z_0zZoxiSFWGNr6AUCtvLg)

**Monday, September 21, 2020**

**7:00 PM**

## City Council

**Mayor Candace B. Hollingsworth**  
**Kevin Ward, Council President, Ward 1**  
**Carrianna Suiter, Council Vice President, Ward 3**  
**Bart Lawrence, Ward 1**  
**Robert S. Croslin, Ward 2**  
**Danny Schaible, Ward 2**  
**Ben Simasek, Ward 3**  
**Edouard Haba, Ward 4**  
**Daniel Peabody, Ward 4**  
**Joseph Solomon, Ward 5**  
**Erica Spell Wolf, Ward 5**

## **ADMINISTRATION**

**Tracey E. Douglas, City Administrator**  
**Laura Reams, City Clerk, 301-985-5009, [cityclerk@hyattsville.org](mailto: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](http://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 submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publicly at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

**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](http://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](http://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](http://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:**

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Monday, September 21, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

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

**PUBLIC PARTICIPATION:**

Public comment may be made using the e-comment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or by emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on September 21, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

Members of the public who wish to attend the virtual Council meeting must register in advance here:

[https://zoom.us/webinar/register/WN\\_Z\\_0zZoxiSFWGNr6AUCtvLg](https://zoom.us/webinar/register/WN_Z_0zZoxiSFWGNr6AUCtvLg)

After registering, you will receive a confirmation email containing information about joining the webinar.

**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-66-FY21](#)

I move that the Mayor and Council approve the minutes of the City Council meetings of May 18, 2020, June 1, 2020, June 4, 2020, July 20, 2020, and August 10, 2020.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Minutes May 18 CM FINAL](#)  
[Minutes Jun 1 2020 CM FINAL](#)  
[Minutes Jun 4 2020 CM FINAL](#)  
[Minutes Jul 20 2020 CM FINAL](#)  
[Minutes Aug 10 2020 CM FINAL](#)

**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. - 7:35 p.m.)****7. Treasurer Update (7:35 p.m. - 7:40 p.m.)****8. Proclamations (7:40 p.m. - 7:45 p.m.)****8.a) Breast Cancer Awareness Month 2020 Proclamation [HCC-67-FY21](#)**

I move that the Mayor and Council adopt a proclamation in support of Breast Cancer Awareness Month.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Breast Cancer Awareness Month 2020](#)

**8.b) Domestic Violence Awareness Month 2020 Proclamation [HCC-68-FY21](#)**

I move that the Mayor and Council adopt a proclamation in support of Domestic Violence Awareness Month.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Domestic Violence Awareness Month 2020](#)

**8.c) National Disability Employment Awareness Month 2020 Proclamation [HCC-71-FY21](#)**

I move that the Mayor and Council adopt a proclamation in support of National Disability Employment Awareness Month.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [National Disability Employment Awareness Month 2020](#)



**8.d) Proclamation in Honor of Ruth Ann Frazier** [HCC-78-FY21](#)

I move that the Mayor and Council adopt a proclamation in honor of Ms. Ruth Ann Frazier, founder of the Sonny Frazier Toy Drive and the Hyattsville Heroes Bowl, in appreciation for her numerous contributions to the City of Hyattsville

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Ruth Ann Frazier CM092120](#)

**9. Appointments (7:45 p.m. - 7:50 p.m.)****9.a) Appointment to the Ethics Commission** [HCC-72-FY21](#)

I move that the Mayor, with Council approval appoint David Sip (Ward 1) to the Hyattsville Ethics Commission for a term of three (3) years to expire on September 21, 2023.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Ethics Commission David Sip appoint redaction](#)

**9.b) Appointment to the Educational Facilities Task Force** [HCC-73-FY21](#)

I move that the Mayor and Council appoint Sarah Weston (Ward 1) to the Hyattsville Educational Facilities Task Force for a term of two (2) years to expire on September 21, 2022.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Application Sarah Weston redacted](#)

**9.c) Appointment to the Police and Public Safety Citizens' Advisory Committee** [HCC-74-FY21](#)

I move that the Mayor and Council appoint Joel Chan (Ward 1) to the Hyattsville Police and Public Safety Citizens' Advisory Committee for a term of two (2) years to expire on September 21, 2022.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Application Joel Chan redacted](#)

**9.d) Appointment to the Race and Equity Task Force** [HCC-76-FY21](#)

I move that the Mayor and Council appoint Malcolm Clarke (Ward 3) to the Hyattsville Race and Equity Task Force for a term of two (2) years to expire on September 21, 2022.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Application Malcolm Clarke redacted](#)

**10. Consent Items (7:50 p.m. - 8:00 p.m.)****10.a) Hyattsville Ordinance 2020-05: Revisions to Chapter 108, Revitalization Tax Credit** [HCC-13-FY21](#)

I move that the Mayor and Council adopt Ordinance 2020-05, an Ordinance whereby the City of Hyattsville amends its taxation provisions to permit the granting of revitalization tax credits to the production of affordable housing for individuals and families and to allow for certain exceptions in tax credit limitations pursuant to the production of affordable housing units (SECOND READING & ADOPTION).

**Sponsors:** Hollingsworth

**Department:** Community & Economic Development

**Attachments:** [Revitalization Tax Credit 2020-05](#)  
[Revitalization Tax Credit](#)

**10.a) DPW Facility New Construction Project - Purchase of Furniture Change Order** [HCC-59-FY21](#)

I move that the Mayor and Council authorize the City Administrator to execute the change order for the order of furniture for the new DPW Facility and authorize an expenditure, not to exceed \$60,000, with Douron under the existing purchase agreement.

**Sponsors:** Douglas

**Department:** Public Works

**Attachments:** [JN-3469 HYATTSVILLE DPW-R6-LOCKER RMS](#)  
[JN-3469 HYATTSVILLE DPW LOCKERS](#)

**10.b) DPW New Facility Construction Project - IT and Cabling Services Change Order** [HCC-60-FY21](#)

I move that the Mayor and Council authorize the City Administrator to execute change orders related to the construction of the new DPW building with Dataprise, LLC, and authorize expenditures not to exceed \$25,000 for the execution of the change orders.

**Sponsors:** Douglas

**Department:** Public Works

**Attachments:** [2020-CQK-P26 - Change Order for 2019-CQK-J05 - Network Project](#)  
[2020-CQK-P27 - Change Order for 2019-CQK-J02 - Cabling Project](#)

**10.c) FY2021 Community Legacy Resolution: 2020-08** [HCC-65-FY21](#)

I move that the Mayor and Council adopt Hyattsville Resolution 2020-08, a Resolution of the City of Hyattsville, Maryland in support of the City's application to the State of Maryland Department of Housing & Community Development (DHCD) for grant funding to support the City's Commercial Façade Improvement Program to be further described in the Community Legacy application.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Community Legacy Application - Hyattsville Resolution - 2020](#)

**10.d) FY21 Grant Appropriation: Police Recruitment and Retention Program** [HCC-69-FY21](#)

I move that the Mayor and Council accept and appropriate in the FY21 budget a grant award from the Governor's Office Crime Control and Prevention in the amount of \$26,350.00 for recruitment and retention of Police Officers, upon the review and approval of the City Attorney for legal sufficiency.

**Sponsors:** City Administrator

**Department:** Police Department

**Attachments:** [Grant Award](#)

**10.e) USPS Parking Lot Lease Renewal**[HCC-77-FY21](#)

I move the Mayor and Council authorize the City Administrator to execute a lease with the United States Postal Service (USPS) for use of the USPS parking lot located at 4325 Gallatin Street, Hyattsville, to expire in October 2025 at a rate of \$843/month with a 3% annual increase.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [USPS Parking Lot Lease Renewal - FY2021](#)

**10.f) Adirondack Tree Experts Contract - Option year 2**[HCC-79-FY21](#)

I move that the Mayor and Council authorize the City Administrator to execute option year 2 of the Urban Tree Care contract with Adirondack Tree Experts and authorize an expenditure not to exceed \$185,000 for continued services.

**Sponsors:** Douglas

**Department:** Public Works

**10.g) Memorandum of Understanding with Prince George's County**[HCC-80-FY21](#)

I move that the Mayor and Council authorize the City Administrator to negotiate and enter into a Memorandum of Understanding (MOU) with Prince George's County to fund overtime costs for police and/or traffic controllers to support an additional Hyattsville COVID testing site day(s).

**Sponsors:** City Administrator

**Department:** City Clerk

**11. Action Items (8:00 p.m. - 8:30 p.m.)****11.a) Purchase of Two Outdoor Public Restrooms (Portland Loos)**[HCC-30-FY21](#)

I move that the Mayor and Council authorize the City Administrator to purchase two (2) outdoor public restrooms (Portland Loos), and to expend an amount not to exceed \$240,000.

**Sponsors:** Douglas

**Department:** Public Works

**Attachments:** [Hyattsville Sales Quote COMP 5.13.20](#)  
[Portland-Loo-Presentation-DC-march-2017-1](#)  
[TRI-FOLD \(1\)](#)

**11.b) FY2021 Corridor Investment Grant Awards**[HCC-70-FY21](#)

I move that City Council approve FY2021 Hyattsville Corridor Investment Grants to the following organizations and authorize the City Administrator to execute grant agreements with the recipient organizations in the specified amount for each programming activity as follows:

- Acapulco Spirit Restaurant: \$2,000
- Green Owl Design: \$2,000
- Hyattsville Aging in Place: \$1,500
- Hyattsville Community Development Corporation: \$1,500
- Just Rock Enterprise: \$5,500
- Will's Decorating: \$2,000
- Maryland Meadworks: \$2,500
- Pyramid Atlantic: \$3,500
- Robert Harper Books, LLC: \$3,500
- SoHy Placemaking: \$2,000
- Subway: \$1,500
- Trinity Grill: \$2,500

All grant funding shall be subject to the terms and conditions of the grant agreement.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - CIP Award Recommendations - 09.21.20](#)  
[CIP Applicant Summary - FY2021](#)  
[Corridor Investment Grant - Program Guidelines - June 2020](#)

**11.c) FY2021 Commercial Façade Improvement Program Grant Awards**[HCC-75-FY21](#)

I move that the Mayor and Council accept the recommendations of the Commercial Façade Review Panel and approve grant funding awards for the following properties:

- Kahvie Coffee, 6515 Belcrest Road: \$15,000
- Will's Decorating, 5122 Baltimore Avenue: \$10,000
- Maryland Meadworks, 4700 Rhode Island Avenue: \$5,000

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - FY2021 CFI Award Recommendations - 09.21.20](#)  
[CFI Program - Application Summary](#)  
[Commercial Façade Improvements - Program Guidelines - March 2020](#)

**12. Council Dialogue (8:30 p.m. - 8:40 p.m.)**

**13. Community Notices and Meetings****13.a) Main City Calendar September 22 - October 5, 2020**[HCC-82-FY21](#)

N/A

**Sponsors:** City Administrator**Attachments:** [Main City Calendar Sep 22 - Oct 5 2020](#)**14. Motion to Close****14.a) Motion to Close - NOTE: The Council will not return to open session.**[HCC-81-FY21](#)

I move that the Mayor and Council find that public discussion of City IT infrastructure and a confidential security assessment would constitute a risk to the security of the City's information technology network because it involves:

1. security assessments or deployments relating to information resources technology;
2. (ii) network security information, including information that is:
  1. Related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity; or
  2. Related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
3. deployments or implementation of security personnel, critical infrastructure, or security devices.

\*\*\* Upon the approval of the first part of the motion\*\*\*

The Mayor and Council having found that the requisite preconditions are met, I move that the Mayor and Council close the Council Meeting of September 21, 2020 to review and discuss a confidential report relating to the City's IT infrastructure and cybersecurity.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (15) to discuss cybersecurity. The reason for closing the meeting under this exception is to protect the City's confidentiality pertaining to cybersecurity matters.

**Sponsors:** City Administrator**Department:** City Clerk



# City of Hyattsville

Hyattsville Municipal Bldg  
4310 Gallatin Street, 3rd Flr  
Hyattsville, MD 20781  
(301) 985-5000  
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## Agenda Item Report

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**File #:** HCC-66-FY21

9/21/2020

4.a)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Approval of the Minutes

**Item Title:**  
**Approval of the Minutes**

**Suggested Action:**

I move that the Mayor and Council approve the minutes of the City Council meetings of May 18, 2020, June 1, 2020, June 4, 2020, July 20, 2020, and August 10, 2020.

**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:**

Minutes are posted on the City's website.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 18, 2020 7:00 PM

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Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3 (Council Vice President)  
Bart Lawrence, W1  
Robert Croslin, W2  
Danny Schaible, W2  
Ben Simasek, W3  
Edouard Haba, W4  
Daniel Peabody, W4  
Joseph A. Solomon, W5  
Erica Spell Wolf, W5

Absent: Candace Hollingsworth, Mayor

Also present were the following City staff members:

Tracey E. Douglas, City Administrator  
Jim Chandler, Assistant City Administrator  
Ron Brooks, City Treasurer  
Chief Amal Awad, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Vivian Snellman, Director of Human Resources  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk  
Cheri Everhart, Recreation, Programs, and Events Manager  
Hal Metzler, Project Manager, Department of Public Works

### 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, May 18, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely, there will be no in person meeting attendance.

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

### PUBLIC PARTICIPATION:

Public Comment may be made using the e-comment feature at [hyattsville.org/meetings](http://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on May 18, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

### 1. Call to Order

**Council President Kevin Ward** called the meeting to order at 7:07 p.m.

### 2. Pledge of Allegiance to the Flag





**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD  
MAY 18, 2020 7:00 PM**

**3. Motion to Close (7:10 p.m. – 8:10 p.m.)**

**3.a) Motion to Close (60 minutes)**

**HCC-362-FY20**

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

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

I move that the Mayor and Council close the Council Meeting of May 18, 2020 to consult with staff to discuss confidential commercial or financial information related to a proposed development in the City.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

The reason for closing the meeting under this exception is to protect the City’s bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information.

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

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

A closed session of the Council of the City of Hyattsville was held at 7:12 p.m. on Monday, May 18, 2020, through virtual means.

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

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

Topics Discussed: The Council discussed the terms of a potential construction project and revitalization tax credit with Republic Land Development.



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD  
MAY 18, 2020 7:00 PM**

Action Taken: None taken.

**Ward 4 Councilmember Edouard Haba** made a motion to adjourn the closed session at 8:51 p.m. which was seconded by **Ward 5 Councilmember Joseph Solomon** and approved unanimously by the Council. Council returned to open session at 9:01 p.m.

**4. Approval of the Agenda**

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

**5. Approval of the Minutes**

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

**HCC-363-FY20**

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

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

[Minutes May 4 PH FINAL](#)

[Minutes April 22 FINAL](#)

[Minutes Mar 23 FINAL](#)

[Minutes Oct 21 2019 FINAL](#)

[Minutes July 15 2019 CM FINAL](#)

I move that the Mayor and Council approve the minutes of the Public Hearing of May 4, 2020 and the Council Meetings of April 22, 2020, March 23, 2020, October 21, 2019, and July 15, 2019.

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

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

City Clerk Laura Reams commenced the reading of public comments received electronically into the record.

Rodney Green addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident expressing discontent for the response given from Council and the authorization granted by the Chief of Police.



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 18, 2020 7:00 PM

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Karyn Pomerantz addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident expressing the need for training and programming pertaining to mental health and a reassessment of response methods.

Kenneth Clark addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident opining that excessive force was used and that the Chief of Police and the Mayor of Hyattsville should reexamine the decisions that have been made regarding response to the incident.

Sarah Harper addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident citing the protest demonstrations that had taken place outside the City Municipal building and expressing discontent for the response of Council and the actions of the Chief of Police.

Linda Green addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident stating that the COVID-19 pandemic was not a justification for reinstatement and requested a more thorough response from City officials.

Cheryl Conner addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident expressing her disappointment in the lack of response from the City Council and requesting that the officers be relieved of their employment.

Katherine Conner addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident demanding the removal and prosecution of the officers and stating that if such events did not take place, blame should be placed on the City Council.

Beverly John addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident and inquired as to which individuals reviewed the incident and which policies were referenced in justifying the officers' reinstatements. Ms. John requested that the reinstatements be rescinded until the completion of the investigation.

Amity Pope addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident stating that under the Hyattsville City Charter and Code the City Council had an obligation to ensure the safety of its residents and visitors and requested that the officers not be reinstated until the completion of the investigation.

Tracy and Paul Shand addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident citing remarks made in periodicals and from the American Civil Liberties Union (ACLU) regarding the use of flash bangs and whether this was an acceptable method under the Hyattsville Police Department policies.



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 18, 2020 7:00 PM

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The Community Justice Coalition addressed the Mayor and Council in opposition of the reinstatement of the Hyattsville police officers involved in the September 2019 shooting incident. It was stated that they believed the Chief of Police cited the COVID-19 pandemic unjustly and provided sources that contained information and direction for best de-escalation practices and adjusted approaches for response to individuals who are mentally unwell.

Ward 2 resident Kristen Wares addressed the Mayor and Council in opposition to the Magruder Pointe Detailed Site Plan (DSP) agreeing with the Planning Board's disapproval of the applicant's Conceptual Site Plan (CSP) and the transition of the lower parcel from open space to R55 standard housing. Ms. Wares disagreed with the density of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Victoria Boucher addressed the Mayor and Council in opposition to the Magruder Pointe DSP agreeing with the Planning Board's disapproval of the applicant's CSP and the transition of the lower parcel from open space to R55 standard housing. Ms. Boucher disagreed with the density of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Marc Imlay addressed the Mayor and Council in opposition to the Magruder Pointe DSP and expressed support for the Gateway Arts District Sector Plan. Mr. Imlay disagreed with the density of the site, stormwater facility management, and the repurposing of open space.

Timothy Davis addressed the Mayor and Council in opposition to the Magruder Pointe DSP agreeing with the Planning Board's disapproval of the applicant's CSP and the transition of the lower parcel from open space to R55 standard housing. Mr. Davis disagreed with the density of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Janine Wilson addressed the Mayor and Council in opposition to the Magruder Pointe DSP agreeing with the Planning Board's disapproval of the applicant's CSP and the transition of the lower parcel from open space to R55 standard housing. Ms. Wilson disagreed with the density of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Cliff Mayo addressed the Mayor and Council in opposition to the Magruder Pointe DSP stating that it was irresponsible to move forward with planning the development while it was still subject to ongoing litigation and questioned the intentions of the applicant citing contrast between the context of discussions and the resulting actions. Mr. Mayo expressed concerns regarding adjustments to the floodplain, the pricing and density of homes in the development, and the negative impact to the community.

Sherry Wilder addressed the Mayor and Council in opposition to the Magruder Pointe DSP agreeing with the Planning Board's disapproval of the applicant's CSP and the transition of the lower parcel from open space to R55 standard housing. Ms. Wilder disagreed with the density



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MAY 18, 2020 7:00 PM

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of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Kandra Strauss-Riggs addressed the Mayor and Council in opposition to the Magruder Pointe DSP agreeing with the Planning Board's disapproval of the applicant's CSP and the transition of the lower parcel from open space to R55 standard housing. Ms. Strauss-Riggs disagreed with the density of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Marialis Zmuda addressed the Mayor and Council in opposition to the Magruder Pointe DSP agreeing with the Planning Board's disapproval of the applicant's CSP and the transition of the lower parcel from open space to R55 standard housing. Ms. Zmuda disagreed with the density of the site, the prices of the homes, stormwater facility management and expressed concerns for the negative effects of the project to the community.

Catherine Anderton addressed the Mayor and Council in opposition to the Magruder Pointe DSP stating that the diversity of the City was one of the primary contributing factors in her decision to make her home in Hyattsville and that Werrlein projects were eroding income diversity and available green space throughout the City.

Ward 1 resident Greg Smith addressed the Mayor and Council in opposition to the Magruder Pointe DSP stating that it was the applicant's attempt to make an unlawful act lawful retroactively. Mr. Smith expressed concerns regarding the development's density noting that it was in excess of R55 standards and sided with the Planning Committee's position on the development earlier that February.

Ward 2 resident David Marshall addressed the Mayor and Council in opposition of any money being directed to COVID-19, several items included in the Fiscal Year 2021 (FY21) budget; specifically, any funding provided to the Hyattsville Fire Department, and the omission of tax relief for residents. Mr. Marshall stated that he did not support any further delay in the Planning Board's decision on the Magruder Pointe site plan and that he supported Chief Awad's decision to reinstate the officers involved in the shooting incident of September 2019.

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

City Administrator Tracey Douglas addressed the Mayor and Council with an update of occurrences and events in the City citing National Public Works week and thanking Hyattsville's Public Works team for their endless efforts especially in such a challenging time. City Administrator Douglas reported that Prince George's County received direct allocation of funds to be used for to support relief during the COVID-19 pandemic and appropriated \$1.1M to the City of Hyattsville to provide assistance through the end of 2020. Ms. Douglas stated that staff were reviewing City expenditures to lessen costs in certain areas while using funds to improve health and safety throughout the City.

She announced that the second business round table meeting would take place the following day in an effort to share information about funding and grants and measures being taken to help small



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businesses during a time of financial uncertainty. Ms. Douglas relayed that staff and volunteers would be providing food to residents in need and provided details. She stated that staff continued to work with State and County entities to keep the community advised as to any new guidelines or information pertaining to COVID-19 and cited the hiring of Reggie Bagley to help coordinate those efforts. Ms. Douglas relayed the intention to slowly integrate staff into the Municipal Building with the hope of fully reopening to the public, but that any advancement would be contingent upon the statistics of infections.

City Administrator Douglas reported on the status of resident services including waste removal and reported that a reassessment of what would be provided by Camp Magruder was ongoing. Ms. Douglas reported that the participation in the 2020 Census was gradually increasing with a rate of that time of 53.6% and the Complete Count Committee were still improving methods of outreach.

**8. Presentations (8:30 p.m. - 8:35 p.m.)**

**8.a) Treasurer's Update (5 minutes)**

**HCC-355-FY20**

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

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

City Treasurer Ron Brooks addressed the Mayor and Council with an update regarding the financial position of the City stating that the audit for FY19 was progressing well with completion expected at the end of August 2020. Treasurer Brooks reported that the FY20 audit was scheduled and that he expected it to be completed in early 2021.

**9. Consent Items (8:35 p.m. – 8:45 p.m.)**

**9.a) FY20 Budget Amendment: Accept and Appropriate the Smart Energy Communities Grant Award for Electric Trash Truck**

**HCC-351-FY20**

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

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

[Please DocuSign Maryland Smart Energy Commun - trash truck](#)

I move that the Mayor and Council amend the FY 20 budget to accept and appropriate the Maryland Smart Energy Communities Grant in the amount of \$50,000 toward the purchase of an electric trash truck, and authorize the City Administrator to enter into an agreement to receive such funds.

**9.b) FY20 Budget Amendment: Accept and Appropriate the Smart Energy Communities Grant Award for Solar Panels at the new Public Works Building**

**HCC-352-FY20**

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

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

[Please DocuSign Maryland Smart Energy Commun - solar](#)



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I move that the Mayor and Council amend the FY20 budget to accept and appropriate the Maryland Smart Energy Communities Grant in the amount of \$50,000 toward the design and installation of a roof top solar photovoltaic system on the new Public Works building, and authorize the City Administrator to enter into an agreement to receive such funds.

### **9.c) Road Repairs on Farragut Street and 40<sup>th</sup> Place**

**HCC-353-FY20**

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

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

[Proposal Farragut Street Resurfacing proposal 40th Pl Base Repair - Washington Gas Surface Course](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$118,000 for the repair of 40th Place and Farragut Streets by NZI Construction under their existing contract.

### **9.d) Acceptance of Pandemic Relief Funding Received from Prince George's County**

**HCC-356-FY20**

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

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

[County Executive Letter to MunFunding 5 6 2020 - Hyattsville](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Prince Georges County to receive a direct allocation of funding from their Coronavirus Relief Fund (CRF) to cover necessary expenditures directly related to the Coronavirus Disease 2019 (COVID-19).

### **9.e) Donation of Ward 3 Discretionary Funds to Mark's Food Pantry**

**HCC-357-FY20**

**Lead Sponsor:** Suiter

**Co-Sponsor(s):** Simasek

I move that the Mayor and Council authorize the disbursement of \$1,179 from the Ward 3 Discretionary funds to support food security in Hyattsville by donating to the St. Mark's food pantry.

### **9.f) Memorandum of Understanding: CAPABLE Program**

**HCC-358-FY20**

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

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

[Capable MOU HAP and HHMM 5-2019](#)

I move that the Mayor and Council authorize the City Administrator to negotiate a one-year extension to the Memorandum of Understanding between the City, Habitat for Humanity, and Hyattsville Aging in Place (HAP) to promote the CAPABLE home modification program. The MOU will be extended through May 31, 2021.





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

**10. Action Items (8:45 p.m. – 9:45 p.m.)**

**10.a) Hyattsville Ordinance 2020-03: Fiscal Year 2021 Budget**

**HCC-361-FY20**

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

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

[Revised Budget Memo, May 15 2020](#)

[Hyattsville Ordinance 2020-03 FY 2021 Budget \(1\) Revised 5 13 20](#)

[University Town Center Special Tax Report \(2020\) \(1\) 5 14 2020](#)

I move that the Mayor and Council approve Hyattsville Ordinance 2020-03, adopting an annual budget for fiscal Year 2021 beginning July 1, 2020 through June 30, 2021, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2020; authorizing collection of taxes herein levied; and appropriating funds for the Fiscal Year (FIRST READING).

I further move to add \$100K to the budget to cover the Cost of Living Adjustment (COLA) for Hyattsville City staff.

**Councilmember Solomon** requested that the item be explained in more detail for the benefit of residents to which City Administrator Douglas recalled that the FY21 budget that was submitted the prior April accounted for a \$2.4M decrease in revenue due to the COVID-19 pandemic as well as an increase in expenditures related to the construction of a new police headquarters and new Department of Public Works (DPW) building. Ms. Douglas continued that staff had reviewed the budget at length to identify any areas in which savings could occur and adjusted the budget accordingly resulting in an additional \$600K of savings. She detailed some of the vital areas that would continue to be funded including the Community Sustainability Plan, transportation study, and the Age-Friendly Action Plan. She cited that the Cost of Living Adjustment (COLA), a hold on new hires, delay of proposed projects, and delays in other projects as actions taken to limit spending.

**Councilmember Solomon** sought clarity regarding the hiring freeze asking if it was also applied to police personnel to which City Administrator Douglas responded that there would be delay of two (2) to three (3) officers, but expressed the importance of a full police staff due to the need in schools and some businesses.

**Councilmember Solomon** asked whether the COLA omission was for the entire staff and requested details as to the financial impact to which City Treasurer Brooks answered that the amount was approximately \$100K out of the entire budget.





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**Ward 4 Councilmember Edouard Haba** stated that he had no concerns with the initial budget proposal but given the current state he was in support of measures to limit spending such as hiring freezes. He was in support of planning for hires but opposed any additional personnel or salary cost until there was a significant decrease in pandemic activity and a more accurate projection of revenues and the City's financial position.

**Ward 2 Councilmember Danny Schaible** relayed questions regarding the University Town Center's special tax district and requested a timeframe in which the \$18M bond would be repaid to which City Treasurer Ron Brooks responded that the bond was the responsibility of University Town Center and that he would provide an answer in writing with details reflective of the bond term.

**Councilmember Schaible** inquired about National Ask Day and recalled previous events to which it was related requesting the status of the availability of locking bags that could be offered to residents to safely secure any firearms and safety inspections from police personnel to ensure any firearm was securely stored to which Chief Amal Awad replied that she recalled the Councilmember's inquiry and confirmed that they were able to provide protective bags and that the police department did conduct home safety surveys and could adjust the elements of the program after a discussion with the City attorney.

**Ward 3 Councilmember Ben Simasek** asked whether a hiring freeze would occur for FY21, which departments would be affected, and for how long the freeze would continue to which City Administrator Douglas detailed positions that would be frozen and hiring that would be delayed.

**Councilmember Simasek** asked whether any consideration had been taken in the review of non-lethal weapons for use by the police department or whether any similar spending was factored into future budgets to which Chief Awad replied that the department had explored additional non-lethal options and possessed almost all that was available and that further training was being considered for crisis response in coordination with experts in the area.

**Councilmember Solomon** requested that the COLA for staff be reconsidered stating that much effort had been put into bringing the Cost of Living Adjustment to an adequate level and expressed the importance of providing sound compensation to the individuals who were responsible for maintaining City business each day. **Councilmember Solomon** offered an amendment to the motion to return \$100K to the budget to cover the COLA which was seconded by **Ward 1 Councilmember Bart Lawrence**.

**Ward 4 Councilmember Daniel Peabody** requested further clarity regarding the COLA line item to which City Administrator Douglas recalled several instances in which studies were conducted and decisions were made to ensure that staff received compensation at a competitive level. Treasurer Brooks added that staff would still receive merit and other standard increases, but it was internally decided to delay the COLA.

**Councilmember Solomon** stated that he did not believe that a merit increase and a COLA increase should be treated equally as COLA is a necessary increase that, if not adjusted annually, only makes the adjustment larger when it is finally implemented in accordance with its purpose. City



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Administrator Douglas reiterated the difficulty in choosing which areas to cut from the budget and stated that the removing the COLA for FY21 was a decision that was not easily made and if the Council voted to see it reinstated, she would not oppose. Director of Human Resources Vivian Snellman concurred with the statements of her colleagues and stated that the hiring freeze and delays would require current staff to expand their respective workloads.

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

**10.b) West Hyattsville Road Reconstruction Project – Phase 1**  
**HCC-325-FY20**

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

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

[Proposal Hyattsville's West Side Resurfacing Phase 1 \(1\)](#)

I move that the Mayor and Council authorize an expenditure of \$545,000.00 to NZI Construction for the first phase of the West Hyattsville Road Reconstruction Project under their current contract.

Department of Public Works Project Manager Hal Metzler addressed the Mayor and Council with background and a summary of the item stating that this was a multi-year project that would be entering its first phase and City staff were eager to get started.

**Councilmember Haba** sought clarity regarding differences in the two (2) tables provided to Council to which Project Manager Metzler responded that in working with the contractor, NZI, they developed an approach that would maximize the number of improvements that could be performed while staying within budget restraints. He stated that the first table was the cost of repair for each area and the second was a summary of each potential construction area.

**Councilmember Schaible** speculated that the project would be approximately three (3) years to which Director of Public Works Lesley Riddle responded that the entire project would more likely be four (4) to five (5) years and that the phase being discussed were the simplest to address. Mr. Metzler concurred that it would take about five (5) years to complete due to the extensive lane miles. **Councilmember Schaible** requested a meeting with Mr. Metzler and Ms. Riddle to discuss the roadway and materials inventory.

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



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**10.c) Magruder Pointe Development – Detailed Site Plan Discussion and Action**  
**HCC-343-FY20**

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

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

[Memo - DSP 18005 - Magruder Pointe - Action FINAL](#)

[Magruder Pointe Presentation 2 4.17.20-pages-1-6](#)

[Magruder Pointe Presentation 2 4.17.20-pages-7-12](#)

[ARCP-DSP-18005-Updated-pages-1-3](#)

[ARCP-DSP-18005-Updated-pages-4-6](#)

[ARCP-DSP-18005-Updated-pages-7-9](#)

[A-SOJ-DSP-18005](#)

[Driveway Details for Hyattsville](#)

[Planning Committee Draft Minutes - April 21, 2020 \(1\)](#)

I move the Mayor and Council submit the following correspondence to the Planning Board in regard to the Magruder Pointe Detailed Site Plan.

Consistent with past correspondence with the Planning Board and M-NCPPC Staff, the Hyattsville City Council respectfully requests the applicant and the Planning Board to delay its consideration of the detailed site plan application until the City's legal appeal of the parent CSP application has been resolved. Any action taken regarding this application may be reversed in the future depending on the outcome of the appeal. Despite great opposition by the City, if the applicant and the Planning Board is to proceed with consideration of DSP-18005, the City requests the Planning Board consider the following revisions to the application as conditions for approval:

- (1) All single family attached units present on the upper lot of the site shall incorporate pitched roofs (as opposed to low-slope roofs), consistent with the architecture of the single family detached dwelling units.
- (2) The shared driveway area between Lots 20 and 22, which does not reside on private property, shall be entrusted to the site's HOA for ownership and maintenance, as proposed in the City's Exhibit 1, submitted for the record. OR All lots shall have separate dedicated driveway aprons as proposed in the City's Exhibit 2, submitted for the record.
- (3) All **single-family detached** lots shall meet the minimum lot area standard **of 5,000 square feet**, without exception.
- (4) Three-foot side-yards of adjacent houses shall not abut.
- (5) Buyers of single-family detached homes that are not outfitted with a wraparound porch shall have an option to include a separate side porch in the design and construction of the dwelling.
- (6) The applicant shall ensure all walkways and entrances can accommodate individuals with accessibility and mobility issues.
- (7) For those units without rooftop decks, the roof of the garage shall match the pitch and style of the accompanying dwelling unit.
- (8) In order to mirror a more natural egress, a structured pathway shall be included on the west side of the site to give individuals a direct pathway from Hamilton Street to Magruder Park.



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City Planner Kate Powers provided a background and summary of the Magruder Pointe development stating that the focus would be predominantly on recommendations and noted that a discussion on the Preliminary Plan for Subdivision (PPS) was approved in March including lots and dwelling units. Ms. Powers reiterated the recommendations in the motion such as the associated roof types for each model of home stating that staff recommended that the roofs stay consistent with those of the single-family detached dwellings.

She reported on an area in the communal space of the site in which two (2) homes shared an entrance to their respective driveways and stated that it was an item of concern due to the lack of clarity regarding responsibility for maintenance with a scenario that the responsibility fall on the Department of Public Works. Ms. Powers explained that staff suggested that the area be entrusted to the Homeowner Association or that each lot have their own apron and extend the alley further east.

City Planner Powers stated that staff recommended that each lot meet the minimum lot area standard without exception and referenced that two (2) of the single-family detached lots were below the minimum of 5,000 square feet and staff saw no reason that the applicant could not adhere to the standard.

Ms. Powers reported that staff were amenable to the incorporation of side lots for each of the single-family detached homes under the caveat that no two (2) adjacent homes had abutting three (3) foot side yards as they determined the homes would then be too close to one another.

She referenced the staff recommendation that homes that did not have wrap around porches be allowed the option for a side porch and that it would be an adequate use of the side area. She continued that the applicant was requesting that the lead walks width be reduced from five (5) feet to three (3) feet to which staff were amenable as long as easy access would be granted to those with mobility deficiencies or similar disabilities.

Ms. Powers continued that for homes without rooftop decks the roof of the garage shall meet the pitch and style of the dwelling unit but maintained that each homeowner should retain the option for a rooftop deck.

City Planner Powers concluded her presentation citing the recommendation of staff requested that a mirrored egress on the west side of the site should be evident to allow connection from Hamilton Street to Magruder Park. She stated that staff determined that a direct path would provide a safe passageway between the areas and deter residents from using the internal alleyways for passage. She presented the body with the formal report of recommendations from the Planning Committee.

**Council President Ward** requested that the City Planner or Assistant City Administrator elaborate on the issues of contention with the development and what pertinent questions still remained to which Assistant City Administrator Jim Chandler explained that a legal track existed that challenged the Detailed Site Plan (DSP) and recalled that the City appealed the decision to allow the development. Mr. Chandler added that there were inevitable delays in court proceedings due to the COVID-19 pandemic and that staff are only responding to the DSP and the language



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provided does not endorse the application, rather, it communicates the City's position to the Planning Board. He stated that staff had the capability to state the City's position but were addressing the applicants request beyond the DSP in the case that the applicant is granted approval.

**Councilmember Schaible** cited a drainage area contained on the lower lot in the DSP and inquired as to why it had been excluded from the illustrative documents presented that night to which Assistant City Administrator Chandler responded that there were other elements of the documents provided that were confusing and deduced that segments of the plan were parsed out at different times and may have been similar to other projects that had phased their approvals for construction.

**Councilmember Simasek** posed questions regarding recommendation (8) in the motion and asked whether that part of the site would support an American Disabilities Act (ADA) compliant ramp and sought clarity regarding the specific location of the crossing to which Mr. Chandler replied that the intention was to not limit the pedestrian sight line and that the applicant would be required to make an ADA compliant sidewalk that would include switchbacks. Mr. Chandler confirmed that the sidewalk would be extended past the houses and that there was an accessible transit stop.

**Councilmember Schaible** reiterated his previous question referencing inconsistencies with the drawings of the upper and lower lots to which Mr. Chandler stated that he believed it to be an error on the part of the applicant in which certain schematics were inadvertently included.

**Councilmember Schaible** stated that there was an omission of the property boundaries in the provided documents and asked whether the land that the applicant has contracted to sell back to the City included the stormwater mitigation facility to which Mr. Chandler explained that a stormwater facility concept was available but that the details and architecture of the facility would not be provided until the approval of the DSP.

**Councilmember Schaible** expressed frustration with the condition of the lower lot after the initial construction citing debris piles as high as 10 feet and the absence of fencing and erosion protection stating that the area was unsafe and should have since been addressed.

**Ward 2 Councilmember Robert Croslin** commented that the stormwater management facility will potentially be on the parcel of land that will be sold back to the City and argued that the facility should be contained on the property of the developer to which Mr. Chandler clarified that a stormwater pond was not being proposed and that the stormwater management would be in the privately owned property.

**Councilmember Lawrence** relayed that the applicant must first provide a DSP before building permits were issued and sought clarity as to why the applicant would submit a DSP that only included the upper lot of the property to which Mr. Chandler responded that it was uncommon, but referenced other projects in which a sequence of similar steps had taken place and explained that, in this case, it was based on a varying degree of certainty of the upper and lower lot.



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**Councilmember Lawrence** asked whether the other projects referenced by Mr. Chandler were provided building permits without having supplied a DSP in its entirety and reiterated his question regarding the Magruder Pointe DSP to which Assistant City Administrator Chandler responded that an applicant can do almost everything they wish with the exception of vertical construction with the absence of a building permit.

**Councilmember Lawrence** stated that in the preamble to their application, the applicant acknowledged that they would provide a DSP, however when a condition listed on their application it was stated that the applicant shall provide a DSP the response given states that the submission of a partial DSP was legal and complied with all requirements therein to which Mr. Chandler replied that the conditions were proffered by the applicant and the development could continue without including the lower lot altogether.

**Councilmember Lawrence** quoted language from the application that requested clarity regarding the District Council's Order of Approval to which Mr. Chandler confirmed that it was a document that was passed by vote by the District Council and explained that when the District Council approves a project at a hearing, they are approving the order to be drafted. He continued that the order would return to the Body to be voted on and the adoption of the order, initially, is a formality.

**Councilmember Lawrence** sought confirmation that documents pertaining to the stormwater management had not been made available to which Mr. Chandler responded that few details had been discussed but would be indeterminable until the DSP for the lower lot had been developed and any details at that time relied on the County's conceptual plan which is subject to substantial changes.

**Councilmember Lawrence** suggested that one could not state that the stormwater mitigation facility would not be on the 1.8 acres of the lower lot with any certainty to which Mr. Chandler stated that under the requirements assigned by the Prince George's County Department of Public Works and Transportation a stormwater management facility could not be within 20 feet of the 100-year floodplain, therefore given the size of the lower parcel, it would be very difficult and unlikely that a stormwater facility would there be placed.

**Councilmember Solomon** requested that the applicant respond to the proposed conditions and identify any concerns to which attorney for the applicant, Andre Gingles, responded that several discussions had been held with staff that returned acceptable recommendations, but stated that due to the layout of the development increasing the square footage of the two (2) lots that were smaller than the standard minimum was not a condition they felt necessary or viable.

**Councilmember Solomon** referenced the comments of **Councilmember Simasek** regarding sidewalk accessibility and ADA compliance to which Mr. Gingles reiterated that those were standards that were required on every development and that there would be no issue with accommodating walkways that were accessible by those of all abilities.

**Councilmember Solomon** inquired as to the specific location of the stormwater management facility within the development to which Mr. Gingles replied that the stormwater management



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facility would be a phased project and, while he was unsure as to the exact location, he deduced that the facility would be restricted to only one parcel.

**Councilmember Solomon** requested further explanation of the initial concerns regarding the roof pitches throughout the development. Assistant City Administrator Jim Chandler addressed earlier comments regarding square footage requirements stating that it was a specific recommendation from City Council during the Preliminary Plan of Subdivision (PPS) and staff determined it was an item of priority. Mr. Chandler continued that the recommendations regarding the roofs were based on maintaining a consistency in style throughout the project and in accordance with neighboring areas.

Mr. Gingles sought justification for the two (2) lots that did not meet the minimum standard explaining that the applicant deemed the units to be only a small percentage of the development that did not comply with standards and that there was no negative aspect aesthetically. He continued that lot size would not be apparent from a spectator point of view and that the focus would remain on the streetscape, structure, and details of each home.

**Councilmember Solomon** inquired as to the Planning Committee's position regarding lot sizes to which Assistant City Administrator Chandler stated that the Committee was silent on the item and City Planner Powers added that the focus of the Committee was primarily on a timeline, but referenced the language in the motion stating that all lot sizes should meet the required minimum without exception. Mr. Gingles interjected that there were several lots in the area that did not meet the required square footage minimum and that it was not uncommon.

**Councilmember Lawrence** confirmed that condition 3 in the motion was determined by staff and expressed opposition to striking the condition stating that the County originally approved 6.7 units per acre and that the development in question was projected to contain over 8 units per acre. He continued by seeking confirmation that the Planning Committee had recommended adherence to the minimum square footage requirement for lot sizes to which Mr. Chandler answered in the affirmative and responded that the language requesting condition 3 was included in the Council's correspondence to the Planning Board under the application for subdivision.

**Councilmember Lawrence** questioned the validity of statements made by developer committing to finding solutions to disagreements that would be amenable to all pertinent parties to which Mr. Gingles retorted that it was stated that, in general, they would do what they could to adhere to all recommendations, but regarding condition 3, they determined that it was an unreasonable request and reiterated the justifications therein.

**Councilmember Lawrence** recalled the earlier statements of **Councilmember Simasek** regarding condition 8 and a walkway on the west side of the site and requested further details to which Mr. Chandler explained that it was preferred by the Police Department and the Department of Public Works that there be a deterrence of pedestrian access.

**Councilmember Lawrence** clarified his inquiry asking whether a sidewalk was intended for the west side of the property to continue south toward Gallatin Street and 40th Street and subsequently retracted his question.





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**Councilmember Solomon** asked whether it was possible to accommodate conditions 3 and 4 given the proposed number of units to which Mr. Gingles replied that they were able to accommodate condition 4 with the proposed units. Mr. Chandler intervened stating that the intent of condition 4 was to ensure that the units maintained an adequate distance from one another and condition 3 issued a minimum size requirement and that the two (2) conditions should not be viewed in combination.

**Councilmember Solomon** restructured his question asking if the lot sizes all met the minimum requirement would it then cause any adjacent units to abut to which Mr. Chandler responded that the conditions were independent of each other and that the structures on each lot could be repositioned to allow for the side yard requirements. Mr. Gingles supplemented that there were other aspects of the development that took priority over a small number of lots being slightly below 5,000 square feet.

**Councilmember Peabody** expressed support for adhering to the minimum lot size standard stating that it was unfair to compare both sides of Hamilton Street as they layouts significantly differed. He continued that the plan should meet the standard and expressed opposition to removing condition 3. Mr. Gingles commented that prior discussions and recommendations had resulted in adjustments made by the applicant to reach a middle ground and reiterated the justifications for the response to all recommendations.

**Councilmember Lawrence** referenced the notes of City Planner Powers from a February 3, 2020 meeting that stated that the proposed density of the development was approved by the District Council at the Conceptual Site Plan (CSP) phase and asked when the designation of 5,000 square feet was determined to which Mr. Chandler responded that the standard was determined at the CSP phase for the single family detached homes and the attached homes are governed by a specified amount of units per acre which can be defined by the District Council. Ms. Powers added that the District Council also set the total number of units for the entirety of the site.

**Councilmember Lawrence** identified that some of the language in the item was vague and contradictory and suggested amending the motion to specify that the single-family detached units meet the square footage standard to which Assistant City Administrator Chandler supported the clarification.

**Councilmember Lawrence** offered an amendment to the motion to revise condition three to read “all single-family detached lots shall meet the minimum lot area standard of 5,000 square feet without exception”. The motion to amend the language was seconded by **Councilmember Simasek** and approved unanimously.

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





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**11. Discussion Items (9:45 p.m. – 10:15 p.m.)**

**11.a) Pandemic Fund MOU Criteria Discussion**

**HCC-365-FY20**

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

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

[Memo - COVID Grant - Businesses](#)

[COVID Relief Fund Grant CDC](#)

[COVID Relief Fund Grant CASA](#)

[COVID Relief Fund Grant EPG](#)

City Administrator Tracey Douglas addressed the Mayor and Council with a background and summary of the item stating that Council discussed grant funding with an expectation to distribute applications by the beginning of June and that staff had been coordinating directly with the agencies to establish the criteria that will be contained in each of the Memoranda of Understanding (MOU).

Ms. Douglas described the agreement with Hyattsville Community Development Corporation (CDC) stating that they would be granted \$300K for cash assistance to individuals in the City for rent and mortgage relief, utilities, and demonstrable living needs. She cited the qualifying criteria and methods in which the funds would be distributed.

**Councilmember Haba** posed several questions regarding the intentions of each grantee seeking details regarding any instituted mechanism that would prevent abuse of procuring funds from multiple sources, the communication between charitable entities, and a minimum residency requirement to which Ms. Douglas responded that there would be an indemnification clause, an applicable law clause, and other procedures put in place to prevent waste, fraud, and abuse which are all legally reviewed and required for an MOU.

Executive Director of Hyattsville CDC, Stuart Eisenberg, addressed the Councilmember's concerns stating that there were required fields in the application that will identify any other grants received or applied for by a resident and that the grant agreement would determine the destination of funds.

**Councilmember Haba** inferred that the City would be entrusting that each applicant be honest and forthcoming in the information they provide in the application and expressed concerns stating that it would be an insufficient and easily manipulated process to which Mr. Eisenberg responded that oversight could be conducted simply among the three (3) distributing entities and lists and actions could be regularly audited to prevent any individual from receiving any funding beyond the allowable amount.

**Councilmember Haba** stressed the importance of making the relief funding available to undocumented residents reiterating the City's inclusive nature stating that all residents should be afforded the same opportunities.



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**Council Vice President Carrianna Suiter** stated that she did not want to restrict residents from receiving aid from all three (3) of the charitable organizations to which Mr. Eisenberg responded that there were legal restrictions that prevented an individual from receiving funds from two (2) or more organizations for the same purpose. **Council Vice President Suiter** argued that each of the charities were set up in such a way that the criteria required to receive funds from each varied substantially and all served a separate purpose. Mr. Eisenberg added that any funds received by residents would not be categorized as taxable income.

**Councilmember Lawrence** expressed concerns regarding a residency requirement stating that Council should be mindful of limiting bureaucracy and administrative burdens and opined that he did not believe that anyone in need of funds would be actively changing their residence on a frequent basis. City Administrator Douglas stated that, at that time, there were no such requirements included in any of the applications and that the discussion was preliminary. She added that all of the comments and recommendations would be taken into consideration and reviewed by the City attorney prior to finalizing the MOU.

City Administrator Douglas provided a background and summary regarding Casa de Maryland stating that \$100K would be allocated to the organization for pandemic relief and would serve residents who were ineligible for assistance from the State or County and described the group's prioritization and distribution methods.

**Councilmember Haba** posed questions to Ms. Douglas regarding Casa de Maryland's processes to which the City Administrator confirmed that no membership was required and that many of the details, including any insurance clauses and definitions, would be finalized after review by the City attorney and the items presented at the Council meeting were to serve as a foundation going forward.

City Administrator Douglas provided background and summary regarding Employ Prince George's (EPG) stating that \$100K would be allocated to the organization for pandemic relief and would serve the immediate needs of hourly workers earning \$19 per hour or less, hourly workers who have been laid off, and would conduct criteria, requirements, and processes similarly to Casa de Maryland.

**Councilmember Schaible** expressed his appreciation for each of the distribution entities and his gratitude for their work and inquired as to how the opportunity would be communicated to residents noting that there would be residents who are delayed in being made aware and expressed his preference to make an announcement for a future date in which applications would be accepted allowing ample time for residents to be contacted. Ms. Douglas replied that Casa de Maryland incorporated a panel to review all applications and its processes were in accordance with the Councilmember's wishes. She continued that she would be following up with EPG to confirm their communication practices and that CDC would be using a Board that collected the applications and made determinations thereafter.

**Councilmember Haba** reiterated his concerns that to receive funding from EPG you must be a documented citizen to which Ms. Douglas responded that she would research the question and return with a definitive answer.



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**Councilmember Solomon** sought clarity regarding the relief for rents and mortgages and how they would be applied specifically for COVID-19 pandemic related challenges as opposed to those who had existing outstanding debts to which City Administrator Douglas reported that Mr. Eisenberg was in the process of developing such guidelines and was very specific in ensuring that the eligibility requirements in place were directed toward those being directly negatively affected by the health crisis. Mr. Eisenberg addressed the Councilmember's concerns explaining several ways in which they can associate needs with being caused by COVID-19 and described the funding distribution.

**Councilmember Solomon** inquired as to the hiring freeze that was cited in the Fiscal Year 2021 (FY21) budget to which Ms. Douglas confirmed that the Department of Public Works (DPW) Clean and Safe team currently had seven (7) members with four (4) active due to decreased business activity and that they were funded by EPG and would be delayed full function until the following December or January.

**Councilmember Solomon** acknowledged the funding from EPG and noted that there were no budget reductions to the Clean and Safe Team and sought an explanation for their limited capacity and likelihood for the team's expansion to additional areas of the City. Ms. Douglas explained that the grant funding and application process were unrelated and did not involve investigating employment opportunities.

Assistant City Administrator Jim Chandler addressed the Mayor and Council stating that the City was prepared to receive applications beginning at 10:00 a.m. on June 1<sup>st</sup> and would be holding a briefing roundtable to discuss the current events with the business community by instituting a robocall notification system and other means. He stated that staff anticipated many participants and that they expected to issue notices to applicants within 30 days of receipt. Mr. Chandler reported that staff intended to develop a GIS map that would reflect the recipients and details therein.

**Councilmember Simasek** referenced that there was language regarding grants that acknowledges costs incurred from the continuation of regular business and asked whether costs incurred for the adaptation to the newly compromised environment would also be included to which Mr. Chandler confirmed that criteria existed that would allow staff to monitor any movement or destination of funds.

**Councilmember Haba** asked whether there was any discrimination regarding what funds could be applied for to which Mr. Chandler responded that there was a set of criteria, determined and approved by Council, that would provide the parameters in which a business could approach their relief requests. He added that there were separate applications for each categorization of potential recipients.

**Councilmember Schaible** cited a letter received by the City from County Executive Angela Alsobrooks in which it was stated that the City could be reimbursed up to over \$1M in spending intended for pandemic relief and noted that Council had allocated money in the FY21 budget for COVID-19 relief and expressed concerns that they would no longer be eligible for County reimbursement to which City Administrator Douglas clarified that they had reached out to the



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County and it was determined that a portion of the funds would be eligible for reimbursement. She added that there were explanations and justification for each of the costs and that a formal communication would be made to County officials with full transparency and also suggested a caveat in which unspent funds from other municipalities and areas could be reallocated to Hyattsville as its expenses would inevitably exceed \$1M.

**Council Vice President Suiter** requested clarity regarding the specific requirements for businesses not being applicable to grants for artists to which Mr. Chandler confirmed that certain aspects were not applicable to some artists as they may not occupy a residency and would therefore not be susceptible to occupancy taxes and other incurred fees.

**12. Council Dialogue (10:15 p.m. – 10:25 p.m.)**

**Councilmember Peabody** thanked staff for their prompt response to the needs of residents and their continued efforts amid the challenging times.

**Councilmember Haba** provided details regarding the 2020 Maryland Municipal League Summer conference and future food distribution dates, times, and locations.

**Council Vice President Suiter** expressed her appreciation for all of the work conducted by the City staff and the quick response regarding pandemic relief.

**Councilmember Schaible** echoed the comments of his colleagues and highlighted DPW for their efforts and continuing City services while navigating the challenges brought by the global pandemic.

**Councilmember Solomon** thanked the staff and Council for all of their work and specifically the development of the City budget and the efforts of Hyattsville Aging in Place.

**13. Community Notices and Meetings**

**13.a) Main City Calendar: May 19 - June 1, 2020**

**HCC-366-FY20**

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

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

[Main City Calendar May 19-June 1, 2020 051320](#)

**14. Motion to Adjourn**

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



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The meeting adjourned at 12:48 a.m.

**ATTEST:**

**August 13, 2020**

A blue ink signature of Laura Reams, consisting of a stylized 'L' followed by a horizontal line and a small flourish.

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**Laura Reams, City Clerk**

A black ink signature of Sean Corcoran, featuring a stylized 'S' and 'C' followed by a horizontal line and a small flourish.

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**Sean Corcoran, Deputy City Clerk**



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Candace Hollingsworth, Mayor  
Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3 (Council Vice President) *(arrived at 7:08 p.m.)*  
Bart Lawrence, W1  
Robert Croslin, W2  
Danny Schaible, W2  
Ben Simasek, W3  
Edouard Haba, W4  
Daniel Peabody, W4 *(arrived at 7:37 p.m.)*  
Joseph A. Solomon, W5  
Erica Spell Wolf, W5

Absent: None

Also present were the following City staff members:

Tracey E. Douglas, City Administrator  
Jim Chandler, Assistant City Administrator  
Ron Brooks, City Treasurer  
Chief Amal Awad, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Vivian Snellman, Director of Human Resources  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk  
Cheri Everhart, Recreation, Programs, and Events Manager  
Hal Metzler, Project Manager, Department of Public Works

**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 June 1, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely, there will be no in person meeting attendance.

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

**PUBLIC PARTICIPATION:**

Public Comment may be made using the e-comment feature at [hyattsville.org/meetings](http://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on June 1, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

**1. Call to Order**

**Mayor Candace Hollingsworth** called the meeting to order at 7:03 p.m.

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



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**3. Approval of the Agenda**

**AMENDMENTS**

1) **ADD** Resolution 2020-05 to Action:

**HCC-386-FY20**

**Lead Sponsor:** Hollingsworth

**Co-Sponsor(s):** Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Solomon, Wolf

I move that the Mayor and Council adopt Hyattsville Resolution 2020-05, a Resolution in defense of black lives and a commitment to enacting policies that unequivocally defend Black life and aim to undo the effects of systemic racism affecting Black people in the City of Hyattsville (INTRODUCTION AND ADOPTION).

2) **ADD** Authorization of Letter to Licensed Apartment Owners to Consent:

**HCC-387-FY20**

**Lead Sponsor:** Solomon

**Co-Sponsor(s):** Hollingsworth, Haba, Simasek, Spell Wolf, Schaible, Peabody, Suiter, Ward

I move that the Mayor and Council authorize the Mayor and City Administrator to send a letter to licensed apartments a owners in the City of Hyattsville requesting a discussion on rental practices related to COVID19 relief as the Hyattsville and Prince George’s County prepares to reopen. Discussion points should include, but are not limited to:

1. Allow tenants 3 years to pay arrearages
2. Discount the months of May and all future months during the state of emergency by a minimum of 25% for all tenants
3. Charge no interest or late fees to tenants
4. Make payment plans with tenants that allow for even further discounts than the 25%
5. Freeze all rent increases through the rest of 2020
6. Suspend sending any and all eviction suits to court for the rest of 2020

3) **ADD** Memorandum of Understanding with Doctor’s Community Medical Center to support a COVID-19 Testing Site to Consent:

**HCC-389-FY20**

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

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

I move that the Mayor and Council authorize the City Administrator to negotiate a Memorandum of Understanding with Doctors Community Medical Center to support a COVID-19 testing site in the City of Hyattsville.



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

**4. Approval of the Minutes**

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

[HCC-385-FY20](#)

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

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

[Minutes Aug 5 2019 CM FINAL](#)

I move that the Mayor and Council approve the minutes of the City Council Meeting of August 5, 2019.

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

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

City Clerk Laura Reams read into the record public comments submitted in writing.

Ward 3 resident Chuck Perry addressed the Mayor and Council with comments regarding the surplus inventory of police equipment describing the types of ammunition the police department possessed and their applications. He argued that the categorization of the .223mm ammunition as being safer than 5.56mm was incorrect stating that when the dimensions of both are compared and given the type of weapon being used to project the .223mm the impact levels are equal.

Mr. Perry submitted a second comment regarding the City’s renewal of contract with Skyline Technologies stating that the company implemented facial recognition technology and provided links to articles that supported his position.

Mr. Perry submitted a third comment regarding the City’s purchase of portable message boards suggesting a sample message for the board that originates from Hyattsville Police personnel informing the Chief of Police that all 5.56mm rounds had been replaced with .223mm rounds.

Tamara McKenney addressed the Mayor and Council in opposition to the reinstatement of Hyattsville police officers involved in the September 2019 shooting incident demanding that police officers be held accountable and endorsing their removal from active duty.





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Attorney for McMillian Metro P.C. law firm, Peter E. Ciferri, addressed the Mayor and Council expressing opposition to the Dewey Property Detailed Site Plan (DSP) stating that the redevelopment of the adjacent surface parking lot used by patrons of Metro 3 was in violation of a long-standing right given to the owners of Metro 3 decades earlier. Mr. Ciferri cited legal language and argued that the actions of the developer were illegal.

Ward 2 resident David Marshall submitted a public comment in the Q&A function of the virtual meeting addressing the Mayor and Council in opposition of financing the retrofit of big belly trashcans throughout the City stating that it was a waste of tax payer money to make the receptacles touchless and questioned how many other regularly used fixtures would receive the same adjustments. Mr. Marshall expressed opposition to the installation of a water connection and hand washing station at Emerson Food Forest and to Hyattsville Ordinance 2020-03, Fiscal Year 2021 (FY21) Budget. Mr. Marshall expressed support for the name of Prince George's Plaza Metro station to be changed to Hyattsville Crossing. Mr. Marshall shared comments regarding George Floyd expressing his condemnation of the tragic event highlighting the need for peaceful protest.

Daniel Broder addressed the Mayor and Council expressing support for the Black Lives Matter movement and expressed concerns regarding the amount of funding being provided to the Hyattsville Police Department in the FY21 Budget stating that if there was an intent to solve the issues regarding citizen and law enforcement relations, it would have to be meticulous and ensured the Body that he wanted to assist in outreach and further discussion.

### **6. City Administrator Update**

City Administrator Tracey Douglas addressed the Mayor and Council with updates regarding activity and events in the City reporting that after 16 years Code Enforcement Official Chris Giunta was leaving Hyattsville and he and his family were moving to California. Ms. Douglas noted the extensive contributions through his work with the City and the volunteer efforts of he and his family over the past several years and wished them well.

Ms. Douglas announced that the COVID-19 relief fund had opened that day and the \$500K allotted for business relief had already received nearly 40 applications in the previous two (2) hours, the Hyattsville Community Development Corporation (CDC) was open and functional, and Casa de Maryland had received almost 300 applications. She provided information for residents who wished to participate.

City Administrator Douglas relayed that many services provided by the Department of Public Works (DPW) would resume that week including solid waste removal, the reactivation of the Clean and Safe Team, street sweeping and maintenance, and bulk trash removal. She directed residents to further information on the City's website and announced the installation of stainless-steel wash stations at several area parks.

Ms. Douglas stated that many of the services and events provided by the City would continue to be suspended or delayed due to the COVID-19 health crisis and that Camp Magruder would be held virtually.



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She noted that Census 2020 participation was slightly increased to 54.7% and expressed the importance of further participation stating that staff would continue outreach and advertisement efforts.

Ms. Douglas communicated that Committee and workgroup meetings would take place through virtual means and provided information on training opportunities and the requirements and standards for conducting and participating in said meetings. She added that there would be Crime Prevention Through Environmental Design (CPTED) training provided by the Maryland National Capital Park and Planning Commission (MNCPPC) that would be offered to several of the City's departments as well as neighboring areas to educate about environmental design that would deter crime and change behaviors.

Ms. Douglas announced that the City was establishing a Memorandum of Understanding (MOU) to set up a COVID-19 testing site in the City and expected to be functional in the next two weeks with a capacity to administer 200 tests a day.

She reminded the Body that there was a food distribution event the following day to provide 600 boxes of food to residents in need and recalled the success of previous food distribution events stating that volunteers were plentiful and expressed her appreciation for the continuing charitable events made possible by the community and City staff.

City Administrator Douglas acknowledged multiple celebrations that would take place in the month of June including Caribbean American recognition, LGBTQ+ recognition that would be reflected by a rainbow lighting at the City Municipal building and Heurich Park, National Ask Day which protects children from firearm accidents through communication and awareness, and National Gun Violence Awareness Day.

Ms. Douglas stated that she stood with the Hyattsville City Council in condemning the killing of George Floyd opining that there were good, brave, committed police officers in our Country, but also that the United States had a longtime culture of racism and supported education, discussion, and working toward inclusion and unity within all communities. She relayed that Chief Amal Awad spoke to her officers and challenged them to examine their values and remember the oath to which each of them swore.

Ms. Douglas recognized graduation week and congratulated the 2020 graduates of every academic level. She announced that, to celebrate their achievements, City staff and officials would be caravanning through the City in their honor the following Friday morning and detailed the associated activities and outreach. Ms. Douglas introduced a video honoring and sending best wishes to all the graduates during the challenging, unprecedented time.

### **7. City Treasurer Update**

City Treasurer Ron Brooks addressed the Mayor and Council with a report regarding the City's financial position stating that the current audit had been progressing soundly and that staff had been reviewing alternative auditing firms to replace one of the firms being used at that time to improve upon attentiveness and collaboration with the City. Mr. Brooks stated that if a change



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were to be made, he would confer with the City Administrator and bring the issue back before the Body.

Treasurer Brooks reported on the five (5) year forecast regarding the Fiscal Year 2021 (FY21) budget stating that he intended to conduct a further investigation in the following 60 days to assess costs and revenues and provide a more accurate projection. He stated that the FY19 audit was nearly completed.

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

#### 8.a) Dewey Property Detailed Site Plan (DSP-19050-01) Presentation [HCC-382-FY20](#)

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

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

[Planning Commission Presentation DSP 19050 01 \(1\)](#)

Assistant City Administrator Jim Chandler addressed the Mayor and Council with a summary and background of the Dewey Project and announced representatives for the developer and applicant were present. Mr. Chandler recalled that Council had been presented with the Detailed Site Plan (DSP) of Dewey east and tonight would be presented with the remainder of the site; four (4) parcels that surround the previously approved parcel. He stated that the property included a stormwater management facility that would be dedicated to and maintained by Prince George's County, a multi-family structure, and two (2) for sale residential units.

Mr. Chandler introduced attorney for the applicant Thomas Haller and reported that the development would be before the Planning Committee the following evening and that a staff report would be provided the next morning at the latest.

Thomas Haller addressed the Mayor and Council reiterating the comments made by Mr. Chandler and describing the five (5) parcels of the development and the intentions for each. Mr. Haller relayed that there would be a required traffic light installed at Belcrest Road and Toledo Terrace and that all roadways we're compliant with the standards of the Transit District Development Plan (TDDP) and would be dedicated to the City. He stated that there was a trail encircling the water management pond and, at the City's request, they had incorporated an American Disabilities Act (ADA) compliant pedestrian path that would offer access at either end of the development.

Mr. Haller reported that parcel 1 was a multi-family rental project that would be constructed by NRP and introduced representative for NRP Josh Woolridge who would provide further detail about the construction intended for the parcel.

Mr. Woolridge addressed the Mayor and Council providing a background and the services provided by NRP adding that the area of the Dewey Property would consist of a five (5) story building in which the parking garage was centrally located and not visible from the outside and noted that the architecture put a great deal of focus on the amenities. He cited a courtyard, swimming pool, club house, offices, and other available options stating that some adjustments were made in response to safety regarding the COVID-19 pandemic.



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Representative for Stanley Martin Homes Brandon Gerney addressed the Mayor and Council with details regarding parcels 2 and 3 explaining that the intended structure for the portion of the development was to be a condominium style project similar to many others in the area and provided its size and layout specifications. Mr. Gerney relayed that the firm took comments from residents into account when designing the aesthetics and stated that each unit would have a standard deck and a driveway with a garage and described the type of siding, placement of windows, and an option for a rooftop deck.

Thomas Haller addressed the Mayor and Council stating that they would provide the DSP for parcel 5 and opined that the project was a great opportunity to turn a parking lot into a tax revenue generator that would provide demand for retailers as well as a stormwater management facility and expressed his gratitude for the opportunity.

**Mayor Hollingsworth** relayed a question asked in the Q&A function of the virtual meeting which questioned whether any of the land in question had ever been owned by University Town Center (UTC) to which Mr. Haller replied that the property was part of a conceptual plan several years prior and that part of the property has been used for parking in conjunction with construction on the south side of Toledo Road.

**Council Vice President Carrianna Suiter** requested details regarding the legal challenge associated with the parking lot to which Mr. Haller replied that at the property's inception it was comprised of three (3) federal buildings surrounded completely by asphalt and under the original mortgage, it allowed for the relocation of parking upon redevelopment. He stated that in 1998 an agreement was made between the then owner of the property and the owner of Metro 3 to relocate the parking and included specific regulations with which the current owner refused to comply.

**Ward 2 Councilmember Danny Schaible** inquired as to the type and pricing of units that would be included in parcels 2 and 3 to which Mr. Haller responded that the units would be condominiums for sale and Mr. Gerney responded that the units would be approximately \$300K to \$400K depending on the options.

**Mayor Hollingsworth** requested a summary of the next steps to move forward with the item to which Assistant City Administrator Jim Chandler replied that City Planner Kate Powers would be providing a report to the Council before the next day's Planning Committee meeting and would provide staff comments to Council the following Thursday for their review.

### 9. Proclamations

#### 9.a) Proclamation Declaring June 5, 2020 as National Gun Violence Awareness Day

[HCC-359-FY20](#)

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

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

[2020 Gun Violence Awareness Day Proclamation](#)



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I move that the Mayor and Council declare June 5, 2020 as National Gun Violence Awareness Day in the City of Hyattsville.

**9.b) Proclamation Designating June 20th as National Ask Day**

[HCC-360-FY20](#)

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

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

[National Ask Day Proclamation 2020](#)

I move that the Mayor and Council designate June 20, 2020 as National Ask Day in Hyattsville.

**9.c) LGBTQ+ Pride Month Proclamation**

[HCC-372-FY20](#)

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

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

[LGBTQ Pride Month 2020](#)

I move that the Mayor and Council declare June 2020, LGBTQ+ Pride Month in the City of Hyattsville.

**9.d) Caribbean-American Heritage Month Proclamation**

[HCC-373-FY20](#)

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

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

[Caribbean-American Heritage Month 2020](#)

I move that the Mayor and Council declare June 2020, as Caribbean-American Heritage Month in Hyattsville.

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

**10. Consent Items (8:10 p.m. – 8:15 p.m.)**

**10.a) Surplus of Police Department Equipment- Weapons and Ammunition**

[HCC-368-FY20](#)

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

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

[Police Equipment Surplus](#)



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I move that the Mayor and Council approve the Police Department to surplus 7 H&K UMP weapons, along with 40,000 rounds of .40 Caliber Ammunition, to Phoenix Distributors in exchange for \$11,530.00 in store credit.

### **10.b) One Year Renewal of the Maintenance Contract for Skyline Technology**

[HCC-369-FY20](#)

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

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

[Skyline](#)

I move that the Mayor and Council approve a one-year renewal of the maintenance contract for Skyline Technology, LLC for the City's CCTV camera system at a cost not to exceed \$30,000, upon the review and approval of the City Attorney for legal sufficiency.

### **10.c) Purchase of Portable Message Boards**

[HCC-377-FY20](#)

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

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

[City of Hyattsville - Public Works - All Traffic Solutions Quote](#)

[InstAlert24 Portable Post and Hitch x6 3 Years TraffiCloud \(1\)](#)

[Sole source TraffiCloud Updated](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$60,000 to All Traffic Solutions for the purchase of portable electric message boards.

### **10.d) Hyatt Park Placemaking: Landscaping**

[HCC-378-FY20](#)

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

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

[2020 05 11 SMC Task Order 7 - Hyatt Park Landscaping Phase 2 \(1\)](#)

[2020 03 17 Hyatt Park Topographic Survey Landscape Plan SMC 2008.01&.02](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$85,000 to SMC for the installation of landscaping to complete the Hyatt Park Placemaking Project.

### **10.e) Retrofit of Big Belly Trash and Recycling Cans: Touchless Operation**

[HCC-379-FY20](#)

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

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

[big belly touchless retrofit](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$55,000 to Big Belly Solar LLC to retrofit existing solar trash and recycling compacting cans to touchless operation in response to the Covid-19 pandemic.



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**10.f) Emerson Food Forest Water Station**

**HCC-380-FY20**

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

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

[mid atlantic emerson food forest Wash Stations \(1\)](#)

I move that the Mayor and Council authorize the City Administrator to enter into agreements with Mid-Atlantic Utilities for an amount not to exceed \$35,000 and Charm County Home Improvement for an amount not to exceed \$15,000 for a WSSC water connection and installation of a hand washing station at Emerson Food Forest, pending review of the City Attorney.

**10.g) Authorization of Letter to Licensed Apartment Owners**

**HCC-387-FY20**

**Lead Sponsor:** Solomon

**Co-Sponsor(s):** Hollingsworth, Haba, Simasek, Spell Wolf, Schaible, Peabody, Suiter, Ward

I move that the Mayor and Council authorize the Mayor and City Administrator to send a letter to licensed apartments a owners in the City of Hyattsville requesting a discussion on rental practices related to COVID19 relief as the Hyattsville and Prince George’s County prepares to reopen. Discussion points should include, but are not limited to:

1. Allow tenants 3 years to pay arrearages
2. Discount the months of May and all future months during the state of emergency by a minimum of 25% for all tenants
3. Charge no interest or late fees to tenants
4. Make payment plans with tenants that allow for even further discounts than the 25%
5. Freeze all rent increases through the rest of 2020
6. Suspend sending any and all eviction suits to court for the rest of 2020

**10.h) Memorandum of Understanding with Doctor’s Community Medical Center to support a COVID-19 Testing Site**

**HCC-389-FY20**

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

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

I move that the Mayor and Council authorize the City Administrator to negotiate a Memorandum of Understanding with Doctors Community Medical Center to support a COVID-19 testing site in the City of Hyattsville.

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



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

**11.a) Hyattsville Ordinance 2020-03: Fiscal Year 2021 Budget (ADOPTION)**  
**[HCC-376-FY20](#)**

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

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

[Revised Budget Memo, May 15 2020](#)

[Hyattsville Ordinance 2020-03 FY 2021 Budget \(1\) Revised 5 13 20](#)

[University Town Center Special Tax Report \(2020\) \(1\) 5 14 2020](#)

[RB Final Copy of Excel FTE FY 2021 5 27 20](#)

[RB Five Year Forecast 5 28 20](#)

I move that the Mayor and Council approve Hyattsville Ordinance 2020-03, adopting an annual budget for fiscal Year 2021 beginning July 1, 2020 through June 30, 2021, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2020; authorizing collection of taxes herein levied; and appropriating funds for the Fiscal Year (SECOND READING & ADOPTION).

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

**11.b) Hyattsville Crossing WMATA Metro Station**

**[HCC-383-FY20](#)**

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

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

[Memo - Hyattsville Crossing WMATA Metro Station Naming](#)

[HVX Summary Document](#)

I move the City Council authorize the Mayor to send correspondence to the Washington Metropolitan Area Transit Authority Board of Directors requesting approval to replace the existing metro station name ‘Prince George’s Plaza’ with the name ‘Hyattsville Crossing’ and to be included with WMATA’s map and signage replacement project in advance of the opening of the Silver Line Phase II, scheduled for calendar year 2021.

Assistant City Administrator Jim Chandler addressed the Mayor and Council providing a summary of the item stating that staff wanted to have clarification from the County Executive’s office but they committed to providing a letter of support and reported that staff will continue to collaborate with them.

**Ward 4 Councilmember Daniel Peabody** stated that the City had put a lot of effort in the branding of “HVL” and was surprised by the offering of “HVX” noting that he would have preferred the incorporation of “HVL” to keep the City under a consistent brand to which Mr. Chandler responded that both naming conventions were evident around the same time and the City





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advocated for “Hyattsville” to somehow be included as the current name of the metro station refers to something that is no longer in existence. He stated that “HVL” and “HVX” were not contradictory and that Washington Metropolitan Area Transit Authority (WMATA) only allows a small timeframe to submit an application for a name change and that there was some urgency in making a decision on the item.

**Mayor Hollingsworth** supplemented that “HVL” came into being in 2014 and it had always been preferred to incorporate “Hyattsville” into the name and she described designs that were submitted that would have included “HVL” and “HVX” together.

**Councilmember Peabody** reiterated that he had no issue with “Hyattsville Crossing” but he was surprised that there was a defection from “HVL” and he supported motion.

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

**11.c) Resolution 2020-05: A Resolution in Defense of Black Lives**  
**HCC-386-FY20**

**Lead Sponsor:** Hollingsworth

**Co-Sponsor(s):** Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Solomon, Wolf

I move that the Mayor and Council adopt Hyattsville Resolution 2020-05, a Resolution in defense of black lives and a commitment to enacting policies that unequivocally defend Black life and aim to undo the effects of systemic racism affecting Black people in the City of Hyattsville (INTRODUCTION AND ADOPTION).

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

**12. Council Dialogue (9:15 p.m. – 9:25 p.m.)**

**Ward 5 Councilmember Erica Spell Wolf** expressed her appreciation for the moment of silence held at the beginning of the meeting for the senseless violence that had taken place stating that it was a difficult time for the Country. She said that she would continue to pray for the victims and their families, and she hoped that communities would provide a platform for discussion on these issues.



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**Ward 5 Councilmember Edouard Haba** echoed the comments of his colleague and expressed his support for the unity of citizens and the value and sanctity of human life. He stated that it was a time where true leadership would become apparent and unite people to condemn divisive behavior and protect life.

**Vice President Suiter** expressed that it was a time of reckoning for all communities and stressed the importance for officials and residents alike to ensure safety to all, respect for life, and hoped to find a way to unify and support one another.

**Ward 1 Councilmember Bart Lawrence** agreed with his fellow Councilmembers and expressed concern for protestors requesting that all be diligent regarding personal safety amid the regular dangers, but also during a global health crisis.

**Ward 2 Councilmember Robert Croslin** concurred with the previous comments and expressed sadness for the recent events. He stated that it was a time for reflection and a time to reach out to understand one another's culture, self-educate, and reach out and help others. He congratulated the graduating class of 2020.

**Ward 3 Councilmember Ben Simasek** echoed the sentiments of his colleagues in mourning the murder of George Floyd stating that human life is always more valuable than property and recognized that institutional racism still existed. He stated that the white population could never truly relate but it was an obligation to educate ourselves and that officers should not be reluctant to report their own.

**Ward 5 Councilmember Joseph Solomon** expressed his sadness and offered his sincerest condolences to those who have lost loved ones from unjust police murders adding that he was encouraged by the protests and that people were taking up their right to protest, but that police response was appalling. He thanked those who were allies to African Americans.

**Councilmember Peabody** expressed his appreciation for the Resolution in Defense of Black Lives and confirmed his support for the motion. He acknowledged and congratulated the graduating class of 2020 and noted the prevalence of white supremacy and its evidence throughout history stressing the need for change.

**Councilmember Schaible** agreed with his colleagues' sentiments and declared that George Floyd was in police custody and was murdered recalling the police brutality involving Rodney King and stating that crimes committed by police still took place in the present day and that everyone needed to learn lessons from the tragic events.

**Council President Kevin Ward** expressed his sentiments regarding the political and societal climate and referenced the strength of the words contained in the Resolution in Defense of Black Lives noting that the oppression of Black people had been evident for 401 years and that he was glad to witness the allies of the black community and the movements that were taking place throughout the world. He sent his best wishes to the students graduating in 2020.



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**Mayor Hollingsworth** stated that she was captivated by the comments of the Council and noted that movements were started with young people and that she looked forward to seeing what literature, documentation, and historical writings would bring forth about the current experiences.

**13. Community Notices and Meetings**

**13.a) Main City Calendar: June 1 - June 21 , 2020**

[HCC-384-FY20](#)

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

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

[Main City Calendar Jun 2-Jun 21](#)

**14. Motion to Adjourn**

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

The meeting adjourned at 9:10 p.m.

**ATTEST:**

**August 24, 2020**

**Laura Reams, City Clerk**

**Sean Corcoran, Deputy City Clerk**



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD THURSDAY, JUNE 4, 2020 8:00 PM

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Candace Hollingsworth, Mayor (*arrived at 8:10 p.m.*)  
Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3 (Council Vice President) (*arrived at 8:13 p.m.*)  
Bart Lawrence, W1  
Robert Croslin, W2  
Ben Simasek, W3  
Daniel Peabody, W4  
Joseph A. Solomon, W5  
Erica Spell Wolf, W5

Absent: Danny Schaible, W2  
Edouard Haba, W4

Also present were the following City staff members:

Tracey E. Douglas, City Administrator  
Jim Chandler, Assistant City Administrator  
Ron Brooks, City Treasurer  
Chief Amal Awad, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Vivian Snellman, Director of Human Resources  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk  
Cheri Everhart, Recreation, Programs, and Events Manager  
Hal Metzler, Project Manager, Department of Public Works

### MEETING NOTICE:

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Thursday, June 4, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely, there will be no in person meeting attendance.

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

### PUBLIC PARTICIPATION:

Public Comment may be made using the e-comment feature at [hyattsville.org/meetings](http://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on June 4, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

### 1. Call to Order

**Council President Kevin Ward** called the meeting to order at 8:08 p.m.

### 2. Pledge of Allegiance to the Flag



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**3. Approval of the Agenda**

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

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

Deputy City Clerk Sean Corcoran read an electronically submitted public comment.

Attorney for McMillan Metro, P.C., Peter Ciferri, addressed the Mayor and Council in opposition to the Detailed Site Plan (DSP) for the Dewey Development stating that the Planning Committee was silent on the issue of parking determining that it was a dispute between private parties and the City could not approve a project that had fundamental unresolved impacts to neighboring properties.

Mr. Ciferri provided a live public comment during the virtual meeting reiterating his written statement and further stating that he represented the owner of the Metro 3 building and that the DSP canceled Metro 3’s long-held right to park on the Dewey property from publicly determined requirements from 1960.

Ward 2 resident, David Marshall, addressed the Mayor and Council in opposition to Metro 3’s parking position stating that parking spaces in the area were abundant and the change in parking availability equated only to approximately 75% of a City block.

Developer for the Dewey Project, Scott DeCain, addressed the Mayor and Council in response to the comments provided by Mr. Ciferri stating that it was not the developer’s intention to remove accessible parking from Metro 3, rather that they were transferring parking from a 1000 space area to a legally allowable area of higher density within the requirements of the Transit District Development Plan (TDDP) that would result in several thousand parking spaces.

**5. City Administrator Update**

City Administrator Tracey Douglas provided the Mayor and Council with an update regarding events, programs, and volunteer services within the City stating that the Council approved COVID-19 relief funding was being distributed to residents, small businesses, and artists with assistance from Hyattsville Community Development Corporation (CDC), Casa de Maryland, and Employ Prince George’s (EPG).

Ms. Douglas noted that Prince George’s County had lifted stay-at-home orders and that City staff would be integrated back into the City municipal building at a 50% capacity in the following weeks. She noted that staff are available to conduct regular business and provide services to residents on a limited and scheduled basis and that precautionary inventory was being procured, such as



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hand sanitation stations and protective masks. She stated that distribution of protective equipment and food for those in need would continue.

City Administrator Douglas reported that there would be a free COVID-19 testing station in the City located at the First United Methodist Church expected to be available to the public on June 15, 2020 and further details were to follow in the coming days.

Ms. Douglas announced that a contract had been signed to commence a solid waste study to assess the City's solid waste management services, explore the expansion of services, gauge costs and equipment, and other variables. She added that the study had been delayed in order to review the implementation of the Pay-as-You-Throw program and other added initiatives.

Ms. Douglas stated that the University Hills construction was nearing completion with the start of the Wells Boulevard portion pending which would be followed by areas of West Hyattsville. She noted a community meeting had taken place the previous evening to inform residents of the upcoming construction.

City Administrator Douglas then introduced Hyattsville Chief of Police Amal Awad and stated that she was prepared to provide a statement on behalf of the Hyattsville Police Department.

Chief Awad addressed the Mayor, Council, and residents of Hyattsville with comments regarding the current political climate regarding citizens and law enforcement throughout the Country stating that she had recently deeply reflected on her own personal life experiences as well as those of her friends and family in preparation for a long overdue message. Chief Awad expressed the devastation held by her and the Hyattsville Police Department in response to the fatal incident that resulted in the death of George Floyd in Minneapolis, MN on May 25, 2020. She stated that, as a profession, we must acknowledge the history of African Americans and commit to constructive dialogue, education, and action to prevent future racial profiling, abuse of power, and police brutality. Chief Awad continued that, as human beings, we must look at ourselves and recognize the longstanding disparate treatment of African Americans in our communities by police officers across the Country.

Chief Awad addressed the shooting incident of September 2019 which involved Hyattsville officers expressing the devastation of having to make a life-altering, split-second, decision and enduring the weight and consequences of that decision. She stated that an investigation of the incident was still ongoing and delayed due to court closings, but that she was in constant contact with the Prince George's Police Department and the State's Attorney awaiting any developments. Chief Awad averred that she and her team were committing to taking all of the necessary steps to ensure a safe community and continuing to build trust among citizens and law enforcement and commended her officers for their restless efforts and hard work amid such a challenging time and under many compromising restrictions.

She referenced required training for all police officers and discussions with experts to improve and expand training including mental health and crisis intervention. Chief Awad noted several efforts to educate regarding the history of Black Americans including guided, in-depth, tours of the National African American Museum of History and Culture, the formal adoption and



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implementation of the President's Task Force's report on 21<sup>st</sup> Century policing, and the updating of policies to work in accordance with the vision of the City. Chief Awad offered her condolences on the behalf of the police department for George Floyd and his family and stressed the importance of unity and inclusion and working toward a just and equitable society.

**Mayor Candace Hollingsworth** thanked the Chief for her comments and acknowledged the difficulty of providing communications to colleagues and residents from a leadership perspective. She cited events conducted by President Obama and other officials regarding the commencement of the initiative Campaign Zero which intended to decrease police brutality to zero instances and detailed the 8 Can't Wait initiative which showcases eight (8) measures to significantly reduce police violence.

**Mayor Hollingsworth** recalled that in 2016, then Chief of Police Doug Holland and the Mayor met at the White House to discuss 21<sup>st</sup> century policing and an agreement to adopt the framework of the initiative and adapt it to the City of Hyattsville's police policies. She noted that work in that regard continued into Chief Awad's leadership and they had developed policies for all eight (8) items before they were categorized in the President's program. **Mayor Hollingsworth** acknowledged the great steps taken in improving policies and procedures and cautioned that progress should not stop there and Council and staff had a duty to expand the community and continue to improve on police and resident relationships, trust, and communication.

**Mayor Hollingsworth** announced that 2020 graduates would be honored with a celebratory vehicular caravan throughout the City the next day and introduced a video featuring advice and best wishes from Councilmembers and City officials.

### 6. Consent Items (8:30 p.m. – 8:35 p.m.)

#### 6.a) Cooperation Agreement Regarding Community Development Block Grant (CDBG) Urban County Qualification – Federal FY 2021-2023

[HCC-412-FY20](#)

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

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

[PGC FY 2021-2023 Cooperation Agreements - Cooperation](#)

[Agreement for Municipalities & Legal Cert](#)

[PGC FY 2021-2023 Cooperation Agreements - Cert. of Cooperation Agreement](#)

I authorize the City Administrator to enter into a cooperation agreement with Prince Georges County Department of Housing and Community Development in order to participate in the Community Development Block Grant (CDBG) program and the Home Investment Partnership Program (HOME) for a three-year period during Federal Fiscal Years 2021-2023 from the U.S. Department of Housing and Urban Development (HUD). Participating municipalities may be eligible to receive project financing assistance from the County's CDBG and, where applicable, HOME program that will begin on 1 July 2021.



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

**7. Action Items (8:35 p.m. – 9:35 p.m.)**

**7.a) Dewey Development – Detailed Site Plan (DSP-19050-01)**

[HCC-409-FY20](#)

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

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

[Memo - DSP-19050-01 - Dewey - Discussion and Action FINAL](#)

[Planning Committee Minutes - June 2, 2020](#)

[DSP-19050-01 Applicant Modifications and Staff Comments](#)

[DSP-19050-01 - Supplemental Documents](#)

I move the City Council authorize the Mayor to provide correspondence to the Maryland-National Capital Park & Planning Commission in support of Detailed Site Plan 19050-01, subject to the following conditions:

1. In relation to the alley dead-end servicing Buildings K and M on Parcel 2, the applicant shall either include additional width to accommodate a turn-around for vehicles or extend the alley to connect to another section of the internal roadway if granted DPIE approval.
2. The applicant shall ensure all units on Parcels 2 and 3 have adequate access for fire and other emergency vehicles.
3. All front entrances of the proposed multifamily condominiums shall be outfitted with overhead canopies.
4. Rear façades and side units, especially those that are visible from public roadways, of the proposed multifamily condominiums shall include additional colors or materials to break up the repetitiveness of the current design.
5. If deemed feasible by M-NCPPC and County DPW&T, the pedestrian trail on Parcel 4 shall form a connected loop around the stormwater pond. The trail shall integrate appropriate wayfinding signage and vinyl treatment fencing to ensure pedestrian safety if required by Prince George’s County Department of Environment (DER) guidelines.
6. All transformers associated with this development shall be installed subgrade.
7. The applicant shall install a minimum of two (2) inverted-U shaped bike racks in front of the leasing office.
8. A public art installation shall be incorporated in a publicly visual location on or near at least two of the three subject parcels, with specific consideration of the entrance monument signs.
9. The applicant shall incorporate a more colorful palette in the façade of the multifamily building on parcel 1, complementing the colors of the other units on the property.
10. Applicant shall make an effort to preserve mature trees on Parcel 3 and plant native shade trees between 2 and 2 1/2 caliper on the subject property.
11. Regarding the legal dispute between the applicant and the owner of Metro III; the City of Hyattsville has no comment as the issue is between private property owners.





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Assistant City Administrator Jim Chandler addressed the Mayor and Council providing a background and summary regarding the Dewey Development stating that Council had a discussion regarding the development three (3) days earlier, staff met with the applicants the following day and the applicants presented to the Planning Committee that same evening. Mr. Chandler stated that the applicant requested two (2) revisions that were included in the documentation provided to the Council and reiterated that staff supported the conditions as they were presented to the Council.

City Planner Kate Powers conducted a presentation that included details of the site and staff recommendations stating that the application did not apply to the entire site, but rather parcels 1, 2, and 3 of the total 5 parcels and provided their locations. Ms. Powers explained that, regarding parcel 1, the applicant proposed a 361 dwelling unit, five-story, multi-family building consisting of rental units; regarding parcels 2, the applicant proposed 136 multi-family condominiums; and 32 multi-family units on parcel 3 which would be designed by Stanley Martin for sale.

City Planner Powers stated that parcel 1 would have loading and servicing separately within the parking garage with the entrance of the garage near parcel 5; parcel 2 would have a private internal roadway and she further described street parking availability as well as relaying that there were parking spaces for each dwelling that would total 158 throughout the development not including driveway availability.

Ms. Powers reported that one of the recommendations of the Planning Committee was for the Prince George's County Department of Permitting, Inspections, and Enforcement (DPIE) allow the applicant additional width so that vehicles may more easily maneuver or extend the alley to the external roadway to provide better accessibility.

Ms. Powers explained that parcel 3 was served by an internal, private road similar to parcel 2 and that all lots will have parking as well as visitor parking and cited the opposition and written correspondence included in the Council's packet from the McMillian Metro law firm which claims a parking entitlement right being retracted from Metro 3. Ms. Powers noted that Mr. Ciferri was available during the meeting to address any questions as needed.

Ms. Powers stated that the parcels would be owned by a homeowners' association (HOA) which would own and maintain the land, but the homes would be available for purchase. She cited the location of parcel 3 as being almost solitary and stated that there was a requirement for approval to create a non-motorized pathway from parcel 3 to the rest of the development and that once the stormwater pond was completed the land and facilities would be dedicated to the County. Ms. Powers continued that, if it was feasible to the Department of Public Works (DPW) and the County, staff recommended that the connecting trail encircle the development and be equipped with wayfinding signs and vinyl fencing.

Ms. Powers noted the Committee's preference to maintain consistency with the aspects of parcel 5 and cited recommended conditions to which she elaborated that transformers be installed subgrade, the inclusion of at least two (2) bike racks, and the incorporation of an art installation that is publicly visible. She stated that the Planning Committee preferred to see the art element extended throughout the development while preserving as many trees as possible, bring the



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utilities and road up to the public standard, and build stairway access connecting parcels 3 and 4.

**Ward 3 Councilmember Ben Simasek** inquired as to why Mr. Ciferri argued that moving the parking spaces from a surface lot to a parking garage was an unacceptable action to which Mr. Ciferri replied that the issue lies with having an entitled permanent right as opposed to a temporary, leased right and added that there also existed the issue of maintaining a familiar layout for area.

**Councilmember Simasek** commented that it was a positive development in most senses, referencing incorporating colors on multi-family condominiums and asked why the same recommendations were not made for parcel 1 to which City Planner Kate Powers responded that comments were made about trendiness and the potential for the style to become unpopular and that the Committee preferred to have diversity.

**Councilmember Simasek** sought clarity regarding the recommendation for a public roadway on parcel 2, the stair access connecting parcels 3 and 4 in addition to American Disabilities Act (ADA) compliant switchbacks, and the effort to preserve mature trees to which Ms. Powers answered that staff relied on the expertise of DPW regarding the preservation of trees and that the stairway would provide a connection throughout the development where there would otherwise be interruption. Assistant City Administrator Jim Chandler added that the parcel in which the stairway would be constructed would be dedicated to the County and there would be a degree of liability and stated that he was unsure of how the connecting sites would interact together given the grading, retaining wall, and stormwater facility which resulted in questioning feasibility of the request.

**Councilmember Simasek** requested further clarity regarding the challenges that staff anticipated with the road adjacent to parcel 2 to which Mr. Chandler explained that the applicant had intentions to place wet and dry utilities in the roadway under a private standard and unless the utilities were removed, the roadway could not be accepted into the public system.

**Councilmember Simasek** expressed his partiality for the amenities included in the streetscape for parcel 4 and relayed his preference for it to be applied elsewhere, specifically for a corner single-family unit.

**Ward 2 Councilmember Robert Croslin** expressed his appreciation for the effort to preserve trees and asked whether the use of any certain type of tree would cause conflict to which Mr. Chandler responded that if the applicant complied with the landscape manual they would have discretion over what species of trees would be included.

**Ward 4 Councilmember Daniel Peabody** inquired as to whether the City attorney had provided any comment regarding the legal dispute over parking to which Mr. Chandler replied in the negative stating that the City Council was merely a recommending Body and that the applicant performed a parking analysis that had been submitted into the record demonstrating an abundance of parking consistent with the transit plan. **Councilmember Peabody** expressed his support for more structured parking.



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**Council Vice President Carrianna Suiter** requested elaboration regarding costs associated with Metro 3 to which Mr. Chandler explained that staff had not looked at the cost per user at Metro 3 and it was common for building operators to negotiate lease agreements with garage operators. He stated that he was unaware of any discussion that had taken place regarding the issue and the City had no intention of playing a role in negotiations between private parties.

**Ward 5 Councilmember Joseph Solomon** raised questions regarding the legal dispute stating that he supported the long-term goal of structured parking for the area and inquired as to including the acknowledgement of the dispute in the motion to which Mr. Chandler retorted that the condition was evident in the site approval and it was Park and Planning's legal position that the applicant had every right to pursue. Mr. Ciferri interjected that there was pending litigation associated with the dispute in the Prince George's Circuit Court system.

**Councilmember Solomon** reiterated his suggestion to have the City's position on the dispute be noted in the motion language to which **Mayor Hollingsworth** attempted to clarify the details in which the amended language would be written.

Attorney for the applicant Thomas Haller addressed the Mayor and Council recalling that when Metro 3 purchased the land they agreed to requirements that stated that the surface parking lot could be relocated to other areas including UTC and that his client is implementing the agreements in the way in which they were intended. He added that the TDDP sought to eliminate all surface parking lots and encourage redevelopment.

Mr. Haller addressed the issue of possibly dedicating part of the roadway network to the City reiterating Mr. Chandler's comments that all utilities would be installed subgrade; beneath the roadway, and therefore the roadway could not be dedicated publicly. He recollected that in the initial plans, only an extension of Toledo Terrace and a road extending from Toledo Road to an intersection were to be publicly dedicated and stated that redesigning the entire development to make any changes to that was impossible.

Mr. Haller explained that when they presented the trail system through the Nine Ponds property, they did not show a connection to parcel 3 that would cross the Nine Ponds property. He stated that to adhere to the City's request that the trail system connect they had to comply with ADA regulations which resulted in the installation of the switchback that would allow all residents access to the ponds and surrounding areas. Mr. Haller stated that attempting to include a staircase for the trail connection would require significant adjustments to the retaining wall and would also extend the construction into an area owned by the County, which was prohibited. He relayed that he and his client determined that what they provided in response to the City was adequate.

Mr. Haller noted that he submitted two (2) revisions to the recommendations read in the motion. First, the client deemed it redundant to apply canopies on parcel 3 to the entrances of the development while the design already included overhanging vestibules that would protect residents from the elements and second, he stated that the transformers in which they wished to be above ground were privately owned and were affixed with decorative screening which were aspects compliant with the TDDP.



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**Councilmember Simasek** made a motion to amend the letter to the to the Planning Commission to include a condition that the applicant shall incorporate a more colorful palette on the façade of the multi-family building on parcel 1 complementing the colors of the other units on the property and that the applicant shall make an effort to preserve mature trees on parcel 3 and plant native canopy street trees on the subject property which was seconded by **Councilmember Solomon**.

**Councilmember Peabody** invited Assistant City Administrator Jim Chandler and City Planner Kate Powers to comment on the propose motion to which Mr. Chandler responded that staff understood and were amenable to the color palette choices, but that the Planning Committee chose to remain silent on the issue and that the amendment regarding trees was acceptable. He advised that any trees planted be at least at a 2 ½ caliper to allow for sturdiness and a more open sightline.

**Councilmember Simasek** elected to amend the amended language previously proposed to read that the applicant shall make an effort to preserve mature trees on parcel 3 and plant native shade trees between 2 and 2 ½ caliper on the subject property which was seconded by **Councilmember Peabody** and approved unanimously.

The initial amendment brough forth by **Councilmember Simasek** and seconded by **Councilmember Solomon** was approved unanimously.

**Councilmember Solomon** made an amendment to add language stating that the City has no comment regarding the legal dispute between the applicant and Metro 3 as the dispute is between to private parties which was seconded by **Council President Ward** and approved unanimously.

**Councilmember Peabody** sought clarity regarding the canopy and covered vestibules within the development to which Mr. Chandler responded that the plan considers canopies to be coverings over single doors and vestibules to be coverings over multiple doors which may also have individual canopies. He continued that the applicant was opposed to the vestibules due to the duplicative application and increase in costs incurred. Attorney Thomas Haller directed the Councilmember to an exhibit in the packet provided to Council containing illustrations of the entrances for clarity.

**Councilmember Peabody** inquired as to whether there was any language regarding covering structures within the TDDP to which Mr. Chandler replied that the TDDP did not provide intricate detail regarding the type of structures that could be affixed with canopies and that the request was made, in part, to maintain consistency with the neighboring areas and that there was a limited downside with applying the additional coverings.

Representative for Stanley Martin Homes, Brandon Gerney, addressed the Mayor and Council explaining the requirement for canopies and stating that the designers intentionally recessed the entrances to have a better covering and to offset the absence of a canopy. He added that including a canopy over entrances would be a significant adjustment to the architecture.



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

**7.b) Uncodified Emergency Ordinance 2020-04 Outdoor Dining, Curbside Pickup, and Consumption of Alcoholic Beverages During COVID-19**

**[HCC-413-FY20](#)**

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

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

[06.03.20.Uncodified.Ordinance.Permit.Program](#)

[Temporary Restaurant License Agreement](#)

I move the City Council introduce and adopt emergency ordinance 2020-04, an uncodified Ordinance whereby the City of Hyattsville confirms the authority of the City Administrator to establish a permit and license program allowing City of Hyattsville establishments to maintain temporarily areas dedicated for outdoor dining, curbside pickup, and/or the consumption of alcoholic beverages near the person’s business premises, on City owned property, sidewalks, roadways, parking areas, on private property with appropriate permission, or any combination of the same during the COVID-19 pandemic.

Assistant City Administrator Jim Chandler reported that staff had been in discussion with County officials about the enactment of a temporary modification to use and occupancy permits for restaurants and bars which was ultimately approved by the County Council. Mr. Chandler stated that City staff had adopted the County initiative to allow for outside seating or the restructuring of outdoor seating for certain restaurants and augmentations to the requirements of restaurants, including those without outdoor seating. He explained that the measure would allow some relief for small businesses in the wake of the COVID-19 health emergency.

**Councilmember Solomon** expressed concerns regarding abuse of the system and sought clarity regarding the evaluation of applicable businesses to which Mr. Chandler replied that eligibility was determined on the entities’ compliance to County regulations and that language from the County and the City alike was clear in its intentions identifying standards for distancing and other mandatory requirements intended to diminish the risk of individuals contracting or transferring COVID-19. He further explained how the ordinance would be applied and the reporting mechanisms therein.

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



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**8. Council Dialogue (9:35 p.m. – 9:45 p.m.)**

**Councilmember Simasek** congratulated the graduating class of 2020, recognized George Floyd, and commended Chief Awad, **Mayor Hollingsworth**, and City Administrator Douglas for their leadership.

**Councilmember Croslin** thanked Chief Awad and **Mayor Hollingsworth** and recommended that the Department of Education improve upon its obligation to educate the population about history that includes the struggles, challenges, and achievements of the Black community.

**Councilmember Peabody** agreed with the comments of **Councilmember Croslin** and expressed the need to improve education. He acknowledged the trying times evident around the world and congratulated the graduates of 2020.

**9. Community Notices and Meetings**

**9.a) Main City Calendar: June 5 - July 20, 2020**

[HCC-410-FY20](#)

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

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

[Main City Calendar Jun 5-Jul 20](#)

**10. Motion to Close (9:55 p.m. – 10:55 p.m.)**

**10.a) Motion to Close – NOTE: The Council will not return to open session.**

[HCC-411-FY20](#)

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

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

I move that the Mayor and Council close the Council Meeting of June 4, 2020 to discuss personnel matters, discuss an investigative proceeding, and consult with staff about potential litigation. The reasons for closing the meeting under these exceptions are to maintain legally required confidentiality regarding personnel information, an ongoing investigation, and pending litigation.

I move that the Mayor and Council find that public discussion of the number of police officers on patrol at a given time during any shift and the reasons, therefore, constitutes a risk to public safety or to public security.

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



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\*\*\* Upon the approval of the first part of the motion\*\*\*

I move that the Council meeting of June 4, 2020, be closed on the additional basis that public discussion of the deployment of police services constitutes a risk to public safety or to public security.

The meeting will not return to open session.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 3-305(b)(8) consult with staff, consultants, or other individuals about pending or potential litigation; 3-305(b)(10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police services and staff; and (ii) the development and implementation of emergency plans; and 3-305(b)(12) to discuss an investigative proceeding involving actual or possible criminal conduct. -

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

The open session adjourned at 10:16 p.m.

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

A closed session of the Council of the City of Hyattsville was held virtually at 10:23 p.m. on Thursday June 4, 2020.

In addition to the City Council, the following staff members were present: **Tracey E. Douglas, City Administrator; Laura Reams, City Clerk; Chief Amal Awad, City of Hyattsville Police Department.**

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b)(1) To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals; 3-305(b)(8) consult with staff, consultants, or other individuals about pending or potential litigation; 3-305(b)(10) To discuss public security, if the public body determines that public discussion would constitute a risk to the public or to public security, including: (i) the deployment of fire and police





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services and staff; and (ii) the development and implementation of emergency plans; and 3-305(b)(12) to discuss an investigative proceeding involving actual or possible criminal conduct.

Topics Discussed: The Mayor and City Council were advised on privileged and confidential matters relating to the staffing levels of the Hyattsville Police Department and public safety and security.

Action Taken: None

The closed session adjourned at 11:34 p.m. on a motion made by **Council President Ward** and seconded by **Councilmember Solomon**.

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

**ATTEST:**  
**August 19, 2020**

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**Laura Reams, City Clerk**

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**Sean Corcoran, Deputy City Clerk**





## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, JULY 20, 2020 7:00 PM

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Candace Hollingsworth, Mayor  
Bart Lawrence, W1  
Robert Croslin, W2  
Danny Schaible, W2  
Ben Simasek, W3  
Edouard Haba, W4  
Joseph A. Solomon, W5 (*arrived at 7:45 p.m.*)  
Erica Spell Wolf, W5

Absent: Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3 (Council Vice President)  
Daniel Peabody, W4

Also present were the following City staff members:

Tracey E. Douglas, City Administrator  
Jim Chandler, Assistant City Administrator  
Ron Brooks, City Treasurer  
Chief Amal Awad, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Vivian Snellman, Director of Human Resources  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk  
Cheri Everhart, Recreation, Programs, and Events Manager  
Hal Metzler, Project Manager, Department of Public Works

### 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 July 20, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely, there will be no in person meeting attendance.

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

### PUBLIC PARTICIPATION:

Public Comment may be made using the e-comment feature at [hyattsville.org/meetings](http://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on July 20, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

### 1. Call to Order

**Mayor Candace Hollingsworth** called the meeting to order at 7:01 p.m.

### 2. Pledge of Allegiance to the Flag



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**3. Approval of the Agenda**

**AMENDMENT**

**MOVE** item 10.e) Purchase of Vehicles for Police Department from Consent to Action.

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

**4. Approval of the Minutes**

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

**[HCC-1-FY21](#)**

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

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

[Minutes Sept 16 2019 CM FINAL](#)

[Minutes October 7 Public Hearing FINAL](#)

[Minutes May 4 CM FINAL](#)

I move that the Mayor and Council approve the minutes of the City Council meeting of September 16, 2019, May 4, 2020, and the Public Hearing of October 7, 2019.

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

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

City Clerk Laura Reams read a comment submitted electronically.

Ward 2 resident Doug Holland addressed the Mayor and Council with comments regarding item 11.d) Authorization of Correspondence Requesting a Special Session of the Maryland General Assembly stating that he did not believe the convening of a special session of the Maryland Delegation during a pandemic would not produce any meaningful action or discussion. Mr. Holland relayed that police reform discussions had already begun at the State level and many new initiatives were being implemented to address positive changes to the area’s police departments. He questioned the research efforts of the motion sponsors and reiterated the long-standing reputation of the City of Hyattsville and the members of the Hyattsville Police Department.

Managing Editor of the Hyattsville Life and Times Newspaper Maria James addressed the Mayor and Council announcing that on June 30, 2020 she retired as the longest standing editor for the



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periodical and reported on some of the highlights and achievements of the newspaper. Ms. James thanked the readers, the volunteers, the City Council, for their support and welcomed the continued partnership between City officials and the media outlet.

Incoming Managing Editor for the Hyattsville Life and Times Newspaper Kit Slack addressed the Mayor and Council thanking Ms. James for her contributions and leadership and noting awards and the development of a talented, hard-working staff. Ms. Slack stated that it was a time with no shortage of world news and detailed the global issues on which would be reported as well as events and news specific to the community.

Thomas Haller, attorney for the developer of the Riverfront at West Hyattsville thanked the Mayor and Council for scheduling item 11.b) DSP-20004: Applicant's request that City Council waive its Right to Appeal, stating that Council comments were submitted to the Planning Committee and recommendations were submitted. Mr. Haller stated that the District Council would have to provide approval before the project could progress without delay and listed the steps that would be required thereafter.

### **6. City Administrator Update (7:20 p.m. - 7:35 p.m.)**

City Administrator Tracey Douglas addressed the Mayor and Council with an update of City events and news reporting that a water main break had recently occurred on Lancer Drive and that repairs would continue over the next several hours.

Ms. Douglas announced that Prince George's County had announced the placement of cooling centers throughout the area due to high and rising temperatures and cited the locations.

City Administrator Douglas referenced the ongoing discussions regarding the renaming of Magruder Park and provided the Body with a history of the park and amendments that would be made to the deed of the land to remove racist and exclusive language which she expected to take place in the following weeks. Ms. Douglas stated that staff were prepared to address the renaming and noted several recommendations from staff that suggested different methods of collecting information for the name change and stated that the item would be back before the Council at a meeting scheduled for August 3, 2020.

Ms. Douglas highlighted the continued efforts of the Department of Public Works (DPW) citing road repair and maintenance, stormwater facility management, and general services associated with University Hills. She reported Farragut and other areas had been recently resurfaced and that there would be a webinar offered to inform residents of future scheduled road work throughout the City.

Ms. Douglas announced that the Maryland Census participation had reached 66.1%, Prince George's County had reached 63.8%, and Hyattsville recorded 56.7%. She reported that the Complete Count Committee was planning and conducting outreach including multiple advertising methods, and informational services provided through contact with staff at the Municipal building and described how Census takers were being scheduled to promote participation in public areas.



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City Administrator Douglas provided an update regarding the COVID-19 pandemic relief fund reporting that both Hyattsville Community Development Corporation (CDC) and Casa de Maryland expected to have distributed approximately half of their respective allocated funding and that participation and volunteer efforts were abundant in both resident and small business relief.

Ms. Douglas announced that the COVID-19 test site located in Hyattsville would potentially close on July 31, 2020 but had received much positive feedback and participation. She stated that residents had been granted an extended timeline and details were soon to follow with a possible reopening in August.

She reported that food distribution to residents in need continued but the allowance of food boxes to the City had been reduced from 600 to 400 and emphasized that there were still many individuals and families who needed donations.

Ms. Douglas stated that free masks were available at the City Municipal building and relayed the dates and times in which they could be received including availability at food distributions and infection test sites.

Ms. Douglas updated the Body stating that summer programming for Creative Minds and Camp Hyattsville were being well received and that there was substantial participation and a great deal of positive feedback. She stated that discussions had taken place regarding future outdoor camp events and other events such as outdoor movies that could potentially take place in future months contingent upon the status and evidence of the COVID-19 pandemic. Ms. Douglas reported that tutoring services had commenced and there were several tutors placed on the waiting list as well as twice the amount of students as compared to the previous school year.

### **7. City Treasurer Update (7:35 p.m. - 7:40 p.m.)**

City Treasurer Ron Brooks addressed the Mayor and Council with an update regarding the City's financial position reporting that he met with Moody's Financial Services the previous week and had provided an AA2 rating to the City for general order bonds.

Mr. Brooks explained that the Fiscal Year 2018 (FY18) audit had returned findings of outstanding, unpaid costs and added that he would be implementing policies, in full transparency, to avoid such occurrences in the future. He reported that the FY18 audit revealed a combined fund balance decreased by approximately \$810K due mostly to the construction of the new DPW facility and police headquarters while the general fund's unassigned fund balance increased approximately 9.2%; \$1.5M.

Treasurer Brooks informed the Body that during his discussion with Moody's, he provided audited financial reports for FY19 and the City still remains on a watch from Moody's due to outstanding audits. Mr. Brooks informed Council that he was still on schedule to file the FY19 audit before the deadline.



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**8. Presentations (7:40 p.m. - 8:00 p.m.)**

**8.a) Housing Action Agenda: Phase I Summary Report**

[HCC-11-FY21](#)

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

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

[Hyattsville City Council Slide deck FINAL DRAFT](#)

[Hyattsville Housing Action Agenda Phase 1 Report](#)

Assistant City Administrator Jim Chandler addressed the Mayor and Council with an introduction of Enterprise Community Partners and the agenda item stating that the group had embarked on a two (2) phased affordable housing study to develop a housing action plan that consisted of tools that could be used to improve the availability of affordable housing in the City over the next 10 years.

Senior Program Director for Enterprise Community Partners, Laura Searfoss, addressed the Mayor and Council providing a brief background on the company and introducing David Huaman who would conduct portions of the presentation.

Ms. Searfoss described the Housing Action Agenda and its purpose stating that the primary goal was to build awareness of housing needs to residents and phase one would include interviews with stakeholders, a baseline conditions analysis, a housing ecosystem assessment, and case studies of action areas to develop potential solutions. Ms. Searfoss stated that phase two would prioritize action areas and create tools and develop a Housing Action Agenda consistent with the capacity and metrics of the City.

David Huaman addressed the Mayor and Council with the continuation of the presentation reporting that four (4) major takeaways from stakeholder meetings were the need for more types of homes based on demographics, changing market conditions, further housing availability, and the improvement of housing quality.

Mr. Huaman explained that overcrowding was evident, specifically with low-income households and if displacement concerns were not addressed it could lead to gentrification. Mr. Huaman reported that 34% of residents use most of their income on housing and stated that the team was researching what level of income was necessary to not be considered house burdened.

He stated that only 3% of residents live and work in the City and all others commuted outside the incorporated limits and that 70% of the homes were built before 1970 which increased the possibility of the inclusion of lead or the need for other safety updates as 9% of residents, or more, experienced health conditions that could be attributed to outdated housing standards.

Mr. Huaman explained the housing ecosystem which he described as the interconnected nature of a community and the region's housing market noting that the City of Hyattsville has a limited tool box for development and many neighboring areas rely on funding or grants from the County or State. He cited four (4) main tools that were identified to ease some of the challenges in developing in the City: the revitalization tax credit, the commercial façade program, payments in



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lieu of taxes (PILOT), and State funding. He stated that there should be a prioritization of affordability, variation in housing types, and the quality of housing.

Laura Searfoss addressed action areas on which she suggested the City should focus and noted that meetings with stakeholders returned recommendations to involve affected residents in the planning process and to also to take a collaborative approach with the County. Ms. Searfoss proposed increasing and preserving affordable, accessible, housing options, preventing involuntary displacement and the stabilization of neighborhoods, the preservation and expansion of existing affordable home ownership, and ensuring that internal policies and practices advanced equity.

Ms. Searfoss closed her presentation by projecting the next steps in phase 2 of the project which included prioritizing action areas and related tools, developing a Housing Action Agenda, creating tools for the City, and aligning with capacity and metrics.

**Ward 5 Councilmember Erica Spell Wolf** requested clarity regarding a timeline for the project and elaboration of the assistance available at the City, County, and State levels to which Ms. Searfoss responded that they were projecting a 10-year timeline citing the short term challenges to be addressed at three (3) to four (4) years, mid-term at five (5) to seven (7) years, and the remainder categorized as long-term. David Huaman fielded the portion of the inquiry regarding government assistance stating that there was data in the report that showed what groups were utilizing grants and funding, whether it was direct or indirect assistance, and potential benefits that could be provided from other entities. Ms. Searfoss added that there was extensive data in the report that went into meticulous detail.

**Ward 3 Councilmember Ben Simasek** inquired as to what data was available to the City or to Enterprise regarding evictions and demographics by geography to which Mr. Huaman responded that they did view data on evictions but that it was not broken into enough detail to be helpful.

**Councilmember Simasek** referenced the generation of revenue to assist in creating affordable housing and asked at what point in a development project it would be too late to take advantage of assistance to which Assistant City Administrator Jim Chandler replied that it would generally be too late once the land for a project had been procured. Mr. Chandler explained that it was important to assess impact fees and the City's capacity to absorb that fee and what monetization could be placed upon it.

**Ward 2 Councilmember Danny Schaible** expressed an interest in reviewing data related to homes once owned by families that were subsequently owned by businesses to which Ms. Searfoss relayed that it had not been researched thoroughly, but was something they could look into further. Assistant City Administrator Chandler added that it was important to recognize that the data was by percentage of the quantity of the type of home and an overall count of home usage. **Councilmember Schaible** noted that he made multiple recommendations associated with rent stabilization and asked why it was omitted from the report to which Ms. Searfoss responded that rent stabilization programs could control rents over time, but work best in places where one is able to support a level of rent regardless of the home quality. She explained that they could



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investigate the option, but would have to be wary of the risks when accounting for an area with a large number of simultaneous developments.

**Councilmember Schaible** stated that there were many approaches to rent stabilization depending on market rates and reported that he and many residents had discussed experiencing extensive tax increases and it was in his interest to explore methods with which drastic tax increases could be lessened or avoided. He inquired as to what the next steps regarding public input were to which Mr. Chandler responded that phase 1 would mostly focus on the assessment of condition and phase 2 would gauge elements affecting the City. He projected that staff would conduct a virtual open house for resident discussion in late September or early October in which they would be developing policy guidance.

**Ward 5 Councilmember Joseph Solomon** requested elaboration on the ways in which the representatives had built their professional opinion on rent stabilization to which Laura Searfoss responded that it was derived from a combination of experience with similar areas and developments, an in-depth understanding of the market in the City, and the quality of housing. She stated that investment tools would be needed to entertain the idea of rent stabilization.

**Councilmember Solomon** requested to review the data cited by Ms. Searfoss regarding market data and noted that most of the City consists of rentals and it seemed to be a continuing trend. He stated that many of the recommendations presented would be helpful to single family home ownership, but asked if there were any additional recommendations regarding multi-family units to which Ms. Searfoss replied that there was a need to align housing developments with the income and cost burdens of potential renters and explained ways by which it could be funded, such as the tax revitalization credit, or reserve funds. She relayed recommendations that could be implemented immediately including inspections and upgrades to homes, homelessness prevention, emergency short-term rental assistance,

**Councilmember Solomon** stated that outside of setting aside money for construction, it seemed that remainder was mostly focused on those nearing homelessness and asked if there were any long-term comprehensive recommendations for those who were currently suffering to which Ms. Searfoss responded that the best opportunities were unsubsidized and determining how to incentivize owners to invest and provide financial cuts for renters from grants. She stated that some of the recommendations addressed the items, but they had been tasked with bringing forth a broad range of ideas.

**Mayor Hollingsworth** raised questions regarding the categorization of law enforcement when considering home affordability, the specific scope of the study and its researched populations, the inclusion of undocumented residents, and categorization by race to which David Human responded that he would need to review some of the items to return answers with certainty, but the study included all types of housing and properties, did not take into account undocumented residents, and data showing actions by ethnicity was available nationally, but not for the local area.

**Mayor Hollingsworth** sought clarity regarding the estimate of housing in the next 15 years as determined by the Transit District Development Plan (TDDP) to which Assistant City Administrator





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Chandler responded that the area between Prince George’s Plaza and the City of Hyattsville would see the addition of several thousand units and that discussions with the Metropolitan Washington Council of Governments (COG) revealed that it could reach approximately 300K. Mr. Chandler stated that growth in Hyattsville was beyond the average and that partially due to two (2) accessible metro stations he expected to see extensive construction at both sites.

**9. Appointments (8:00 p.m. – 8:05 p.m.)**

**9.a) Reappointment to the Health, Wellness, and Recreation Advisory Committee**

[HCC-2-FY21](#)

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

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

[Dyann Waugh Reappointment](#)

I move that the Mayor and Council reappoint Dyann Waugh (Ward 2) to the Health, Wellness, and Recreation Advisory Committee for a term of 2 years to expire on July 20, 2022.

**9.b) Appointment to the Code Compliance Advisory Committee**

[HCC-4-FY21](#)

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

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

[Laurence Wildgoose redac May 26 2020](#)

I move that the Mayor and Council reappoint Laurence Wildgoose (Ward 3) to the Code Compliance Advisory Committee for a term of 2 years to expire on July 20, 2022.

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

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

**10.a) Hyattsville Resolution 2020-06: Authorize Negotiations for Verizon Franchise**

[HCC-7-FY21](#)

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

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

[07.01.20.Franchise.Renewal.Agreement](#)

[07.01.20.Letter.Franchise.Agreement.Renewal](#)

I move the Mayor and Council introduce and adopt Hyattsville Resolution 2020-06, a resolution authorizing the City of Hyattsville to negotiate the renewal of the Franchise Agreement with Verizon Maryland, Inc., and to join Prince George’s County and other municipalities in negotiating the renewal of the Franchise Agreement with Verizon Maryland, Inc.





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**10.b) Annual Service Agreement with Motorola for Radio Communications Dispatch System, Portable and Mobile Radios**

[HCC-8-FY21](#)

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

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

[motorola service agreement](#)

I move that the Mayor and Council authorize the expenditure of \$32,860.13 for the renewal of the Annual Motorola Service Agreement for the maintenance on our dispatch console, portable and mobile radios.

**10.c) Teen Center Tutoring**

[HCC-12-FY21](#)

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

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

[Northstar Contract FY21](#)

I move that the Mayor and Council approve the FY21 contract with Northstar Tutoring for tutoring and mentorship management at a cost not to exceed \$60,000, upon the review and approval of the City Attorney for legal sufficiency in support of the City's teen programming.

**10.d) FY21 CIP Budget Amendment: Laptop Computer Equipment**

[HCC-14-FY21](#)

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

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

I move that the Mayor and Council amend the FY21 Capital Improvements Budget and to adjust and transfer budget appropriations to cover the cost of laptop computer equipment NTE \$30,000 due to COVID-19.

**10.f) FY21 Budget Amendment: Maryland DHCD Community Legacy Grant Award Funds**

[HCC-17-FY21](#)

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

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

[FY20 Community Legacy Resolution and Agreement Commercial Facade Improvement Program](#)

I move that the Mayor and Council amend the FY21 Special Revenue Budget in Fund 23 for Contracted Services State DHCD Commercial Improvements by appropriating the balance of \$50,000 in Community Legacy Grant Funds that were approved in prior fiscal years to support capital improvement projects.



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**10.g) FY21 Budget Amendment: Maryland DHCD Grant Funds**

**[HCC-18-FY21](#)**

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

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

[FY2019 Hyattsville Resolution 2019-03 and Current Agreement for the Armory Apartment Project](#)

I move that the Mayor and Council amend the FY21 Special Revenue Budget to create a new Fund and appropriate under Contracted Services the balance of \$250,000 from the National Capital Strategic Economic Development Fund (NCSEDF) awarded to the City of Hyattsville by the Maryland Department of Housing & Community Development for the purpose of supporting demolition and site development activities for the Hyattsville Armory Apartments project, subject to the legal review of the City Attorney.

**10.h) Hyattsville Resolution 2020-07: Support for Re-designation of Enterprise Zone Program**

**[HCC-26-FY21](#)**

**Sponsors:** Solomon

**Co-Sponsor(s):** Haba, Spell Wolf

[07.17.20.Second.Resolution.Enterprise.Zone.Program  
Ex. 1 \(Second Resolution - Enterprise Zone Program\)](#)

I move the Mayor and Council introduce and adopt Hyattsville Resolution 2020-07, a resolution of the City of Hyattsville, Maryland to support Prince George’s County’s application for re-designation of its Enterprise Zone Program, which is in part comprised of four geographical areas located in the City, namely: the Gateway Arts and Entertainment District, the West Hyattsville Transit District Overlay Zone, the 38th and Hamilton Street Business Corridor, and the University Town Center.

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

**11. Action Items (8:10 p.m. – 9:10 p.m.)**

**11.a) FY21 Hyattsville Life and Times Contract**

**[HCC-5-FY21](#)**

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

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

I move that the Mayor and Council approve the FY21 contract for advertising in the Hyattsville Life and Times at a cost not to exceed \$30,400, upon the review and approval of the City Attorney for legal sufficiency. I further move that the Mayor and Council amend the FY21 communications budget in the amount of \$400.



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

**11.b) DSP-20004: Applicant’s request that City Council waive its Right to Appeal  
[HCC-10-FY21](#)**

**Sponsor:** At the request of the City Administrator  
**Co-Sponsor(s):** N/A

- [Memo - DSP 20004 Right to Appeal Request](#)
- [Applicant Request - Waive City Right to Appeal](#)
- [Notification of Planning Board Action on Detailed Site Plan DSP-20004](#)
- [DSP-20004 Kaiser Med Bldg - Hyattsv](#)
- [2020-88](#)

I move the City Council authorize the Mayor to send correspondence waiving the City’s right to appeal Planning Board Resolution Number 2020-88, for the approval of Detailed Site Plan 20004, Riverfront at West Hyattsville Metro - Parcel 1, for the development of a 44,362 square foot medical office building, amending the land-use category to ‘Mixed-Use Residential and adding medical laboratory and eating establishment as allowed uses on the subject property. The correspondence shall be submitted to both the M-NCPPC Planning Board and Prince George’s County District Council.

Assistant City Administrator Jim Chandler stated that staff and the City attorney had discussed the item at length and reviewed the resolution adopted by the Planning Board that included Council’s comments and they had no inclination of an appeal and no intention to contest the waiver of the 10-day waiting period for the applicant.

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

**11.c) FY20 PRAR Grant Budget Adjustments and Year end Closeout  
[HCC-16-FY21](#)**

**Sponsor:** At the request of the City Administrator  
**Co-Sponsor(s):** N/A

I move that the Mayor and Council approve the FY20 Police Recruitment and Retention year-end budget adjustments and closeout to cover pay-out costs in an amount not to exceed \$9,000 and approved by the Governor’s Office of Crime and Prevention.



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City Treasurer Ron Brooks addressed the Mayor and Council stating that response from the Governor’s Office of Crime and Prevention was received at nearly the end of the fiscal year and the adjustments to the budget for the grant and would be viewed as a Fiscal Year 2020 (FY20) closure upon approval.

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

**11.d) Authorization of Correspondence Requesting a Special Session of the Maryland General Assembly**

**[HCC-28-FY21](#)**

**Sponsor:** Solomon

**Co-Sponsor(s):** Haba, Schaible

[Letter to MDGA HCC-28-FY21 AJones](#)

[Letter to MDGA HCC-28-FY21 BFerguson](#)

I move the City Council authorize the Mayor to a send a letter to the Maryland House Speaker and Senate President requesting a special session of the Maryland General assembly to address overriding the Governor’s Veto of Kirwan funding, the need for a coordinated statewide COVID-19 response, and police reform to address the disproportionate impact on minority communities.

**Councilmember Simasek** expressed support for the general intent of the letter but questioned some of the language in the correspondence as there was further clarity required to determine which actions were the responsibility of the State. He sought clarity regarding whether funding would be reallocated to contract security services for schools to which **Councilmember Solomon** responded that it was a request for parameters to be added to allow for additional social workers in schools and it would be left to the discretion of each school district to move forward as they choose.

**Ward 2 Councilmember Robert Croslin** asked whether the School Board would have the opportunity to provide comment regarding the item to which **Councilmember Solomon** explained that the School Board should be provided the opportunity, but that it was necessary to make decisions regarding citations in the motion during the State budget approval process.

**Councilmember Croslin** referenced a public comment from earlier in the meeting in which he agreed that schools had done well in their efforts to provide resource officers in schools and reiterated the need to include commentary and input from schools and the School Board

**Councilmember Solomon** clarified that the motion requested potential changes to the way that funding was allocated and not to move or remove any set funding in its entirety to which **Councilmember Croslin** inquired as to the possibility of amending the language in the correspondence to the Maryland Delegation.



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**Ward 1 Councilmember Bart Lawrence** expressed confusion regarding the detail of the items of note listed in the correspondence stating that many were substantial, important, and complex issues that Council had not yet discussed to which **Councilmember Solomon** replied that some of the items listed in the correspondence address outside areas that would be experiencing the same challenges from the COVID-19 health emergency and would require a coordinated State response. He continued that adherence to the requests in the letter would provide a framework from the State with which the Council could use to form their own initiatives.

**Councilmember Solomon** noted that the State Delegation was not in session and, absent of response to the letter, any legislation referenced in the letter would not be acted upon until October of 2021.

**Councilmember Lawrence** questioned the level of public input that would be available during the discussions implying that more than a time-restricted public comment would be necessary to adequately navigate points of each matter to which **Councilmember Solomon** stated that City Council could not dictate how the State conducted its public outreach and the motion was set forth to compel the Delegation to hold a special session to provide the platform in which the issues could be addressed.

**Councilmember Simasek** made a motion to amend the language in the correspondence to the Maryland Delegation which was seconded by **Councilmember Solomon** and approved unanimously.

**Mayor Hollingsworth** announced that she would not be supporting the motion as she believed it went beyond general correspondence to state policy positions that the Body had not yet had the opportunity to discuss. She stated she had no concern with the content of the letter, but stated that the Body should perform due diligence before correspondence was sent.

***Amendment approved to augment language in letter to Maryland General Assembly:***

~~Reallocation of police funding for armed officers to provide training for security personnel and staff at every school in addition to adequate mental health counselors and social workers.~~

Appropriate allocation of school security funding to include adequate mental health counselors social workers at every school.

<b>RESULT:</b>	<b>APPROVED, AS AMENDED [6 – 2]</b>
<b>MOVER:</b>	Lawrence
<b>SECONDER:</b>	Solomon
<b>AYES:</b>	Croslin, Schaible, Simasek, Haba, Solomon, Spell Wolf
<b>NAYS:</b>	Hollingsworth, Lawrence
<b>ABSENT:</b>	Ward, Suiter, Peabody

**10.e) Purchase of Vehicles for Police Department**

**[HCC-15-FY21](#)**

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

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



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I move that the Mayor and Council authorize the Police Department to purchase six (6) vehicles from Hertricht Fleet Services and upfitting equipment from Global Equipment together in the amount not to exceed \$331,312.

**Councilmember Schaible** expressed specific interest in the motion stating that the maintenance of the fleet, the cycling in of new vehicles, and the increase of the presence of electric vehicles were all very important steps to achieving a cleaner and safer community. He stated that he would like to hold further discussions regarding the implementation of electric vehicles into the fleet and why there was not a recommendation for electric vehicles for the Police Department.

City Administrator Tracey Douglas stated that it was preferred that the City employ an increasing amount of hybrid and electric vehicles and noted that those types of purchases had been made several times among other departments. She explained that police operated vehicles were subject to additional standards than those of the other departments that make it more difficult to be approved for the use of hybrid and electric vehicles. She explained that three (3) of the six (6) vehicles were hybrid and that staff wanted to gauge their performance before completely committing and that there was concern regarding the recharging times for exclusively electric vehicles.

Hyattsville Chief of Police Amal Awad concurred with the statements of the City Administrator and clarified that the electric motorcycle in the fleet was an administrative vehicle and not one that would be used in the field or for pursuit. Chief Awad stated that there were currently no electric vehicles that met the rating standards to be used as a police vehicle as they did not possess adequate specifications or elements to support the needs of a police department.

**Councilmember Schaible** expressed his support for further research and a transition to an all-electric fleet and encouraged staff to continue to seek out options and opportunities to move toward that accomplishment.

**Councilmember Solomon** inquired as to a long-term plan that could eventually result in the majority of City vehicles being hybrid or electric to which Chief Awad reiterated that some hybrid vehicles had been purchased in order to assess their performance with the intention of including them in the fleet and a goal of, at least, a completely hybrid vehicle fleet. She added that staff would continue to monitor emerging technologies that were beneficial to the environment and could perform to the rating standards of a police vehicle.

<b>RESULT:</b>	<b>APPROVED [7 – 0 – 1]</b>
<b>MOVER:</b>	Lawrence
<b>SECONDER:</b>	Haba
<b>AYES:</b>	Hollingsworth, Lawrence, Croslin, Simasek, Haba, Solomon, Spell Wolf
<b>ABSTAIN:</b>	Schaible
<b>ABSENT:</b>	Ward, Suiter, Peabody



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**12. Discussion Items (9:10 p.m. – 10:00 p.m.)**

**12.a) Election 2021 - Proposed Changes to City Charter & Code for an all Vote-by-Mail Election**  
**[HCC-9-FY21](#)**

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

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

[Election Presentation July 20](#)

[Charter Resolution - Changing Day of Election and Organizational Meeting](#)

[Chapter 8 Revisions 7.7.20 SC](#)

[Election Calendar 2021](#)

[2018 VBM Motion](#)

City Clerk Laura Reams introduced the item and provided a background and summary stating that the City of Hyattsville held non-partisan elections every two (2) years and elected officials served staggered, four (4) year terms.

Ms. Reams described the groups that were integral in elections highlighting the Board of Supervisors of Elections, the Ethics Commission, and the City Clerk's office and detailed each of their roles in the process.

Ms. Reams commented on the City's philosophy on voting citing that voting should be easy and convenient, safe, secure, and accessible, and fun. She referenced the initiatives the City had taken to improve elections including voting for 16 and 17 year-olds, early voting, expanded voter outreach, candidate outreach and training, non-U.S. citizen voting, campaign finance reforms, same day voter registration and pop-up polling.

She reported statistics that showed voter turnout over the previous six (6) years and recanted the actions taken by Council to initiate an all vote-by-mail election. City Clerk Reams recognized the national push for vote-by-mail elections and reported that neighboring jurisdictions such as Rockville, MD and New Carrollton, MD had recently implemented vote-by-mail elections and had seen a drastic increase in participation.

Ms. Reams detailed some of the processes and methods of an all vote-by-mail election as well as some advantages and disadvantages. She explained that ballots would be mailed to all registered voters without the requirement of an application or cost for postage, at least one (1) drop box for ballot submission would be available within the City, the implementation of an election day polling location, a partnership with the Post Office and the County, and required infrastructure investments. She identified the advantages of convenience, increased participation, and accuracy against the potential disadvantages of a substantial increase in overall cost, the replacement of a traditional and familiar election, and the possible increase in cost to campaigns and candidate expenditures.

Ms. Reams relayed some of the new aspects that would be evident with the adoption of the new election method citing an associated resolution, recommendations from the Board of Supervisors of Elections, a proposed change to the date of the election, and measures to make voting more



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convenient and accessible and featured a possible timeline that reflected the steps for finalization.

Ms. Reams stated that increased cost was to be expected but opted not to speculate about exact amounts until staff received responses from election management vendors which were sent that week. She showcased the increased costs for vote-by-mail elections for Rockville, MD and New Carrollton, MD as examples and projected that staff would have further recommendations regarding the item at a Council meeting the following October.

City Clerk Reams expressed the importance of safe and secure elections and described the methods in which this could be achieved including investments into American Disabilities Act (ADA) compliant, semi-permanent, ballot drop off areas that would be under camera surveillance and secure ballot storage and processing location. Ms. Reams added that policies and procedures should have rigid guidelines that included secure ballot design to ensure privacy, a chain of custody for ballot transfers, sound ballot canvas procedures, a transparent ballot return procedure, and a secure mechanism for reissuing ballots.

She reiterated the outreach methods that would be employed in greater detail which addressed reaching out to voters with multiple informational mailings and informational opportunities and public events; establishing accessible information about candidates as well as training for candidates, and the multiple media in with which outreach could be conducted.

Ms. Reams presented an illustrative document that showed a great difference between registered voters in the City compared to voter participation and announced the next steps for the initiation and eventual implementation of an all vote-by-mail election in the City of Hyattsville for 2021.

**Councilmember Spell Wolf** thanked Ms. Reams for the presentation and all of her efforts on behalf of the City especially regarding elections and recalled initial reluctance for a transition to an all vote-by-mail election due to transparency concerns and the resources required for a successful election. She briefly shared her position on the democratic process, noted other, similar, successes and expressed her support for the measure.

**Councilmember Schaible** expressed enthusiasm about the item noting that the associated metrics regarding voter turnout were dramatic and speculated about increased civic engagement, overall, being synonymous with an increased voter turnout. He acknowledged the increased cost, but expressed his full support and sought details about the process to which City Clerk Reams described a series of scenarios and how they would be mitigated.

**Councilmember Simasek** commended Ms. Reams and staff for the efforts thus far contributed and the quality with which it was carried out and requested clarity regarding primary outreach to residents to which Ms. Reams responded that at least one (1) mailing will be sent to every household in the City and that subsequent mailings would be filtered accordingly. She projected that many different outreach methods would be used and expected to use all tools at the City's disposal. **Councilmember Simasek** expressed his full support for the measure.





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**Councilmember Solomon** thanked Ms. Reams and the Board of Supervisors of Elections for the presentation and their undertaking of a substantial progression of the election process and expressed concerns regarding postmarked ballots and the assurance of all valid votes being recorded to which Ms. Reams explained that much discussion had taken place regarding post marked ballots and referenced Rockville's outreach which gave several early notices about the election that stated that post marked ballots would not be accepted to have that rule received and understood long before election day. She added that ballot boxes were used for almost 50% of ballot submission in Rockville and they had also established a communicative partnership with the post office to spread awareness from multiple perspectives.

**Councilmember Solomon** proposed the deadline for ballot submission be two (2) to three (3) days after the election to allow for validly submitted ballots to reach their destination and asked how the City was able to identify the voting pool of registered voters to which Ms. Reams responded that it was tracked by those who have registered to vote in the State of Maryland and those who only registered to vote in the City.

**Councilmember Solomon** and the City Clerk agreed that it was very important to reach and gain as many residents as possible including undocumented members of the community and **Councilmember Solomon** expressed his full support for the measure and endorsed spending whatever amount was necessary to implement an all vote-by-mail election.

**Ward 4 Councilmember Edouard Haba** expressed support for the item and commented that he was anticipating seeing how the measure would be executed. He expressed his preference that there be two (2) polling places in the City and sought clarity regarding the date of election of the Council President and Vice President to which it was confirmed that those designations would be determined in July 2021 at the first meeting of the new Council.

### **12.b) Revisions to Chapter 108, Revitalization Tax Credit**

#### **[HCC-13-FY21](#)**

**Sponsor:** Hollingsworth

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

[03.09.20.Amending.Revitalization.Tax.Credit](#)

[Revitalization Tax Credit](#)

**Mayor Hollingsworth** introduced the item and provided a background and summary stating that the revision would create tax abatements that would support creation of new affordable units and the rehabilitation of existing units.

**Councilmember Simasek** sought clarity regarding whether the amended language made a distinction between rental and ownership properties to which **Mayor Hollingsworth** responded that the initial iteration considered rental properties and single-family properties which was revised through discussion to only consider rental properties because it was not clear how the mechanisms available could be used for single-family homes given the nature of their purpose. Assistant City Administrator Jim Chandler provided details regarding tax assessments and other affective variables that could alter fees and revenues.



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**Councilmember Simasek** suggested working with COG to investigate other affordability metrics other than Area Median Income (AMI) to which Mr. Chandler supplemented that there would be an opportunity to revise the method of research as the affordable housing effort progressed.

**14. Community Notices and Meetings**

**14.a) Main City Calendar: July 21 – August 3, 2020**

[HCC-24-FY21](#)

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

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

[Main City Calendar Jul 21-Aug 3](#)

**13. Council Dialogue (10:00 p.m. – 10:10 p.m.)**

**Councilmember Simasek** sent best wishes to **Ward 4 Councilmember Daniel Peabody** congratulating he and his family on their newborn child and honored U.S. Congressman John Lewis who had recently passed.

**Councilmember Haba** reminded residents that pandemic relief gift cards were still available and to contact the City if there were any residents in need.

**Councilmember Lawrence** advised everyone to stay safe during the COVID-19 emergency.

**Councilmember Croslin** honored U.S. Congressman John Lewis and shared an instance in which he met the Congressman and how he was affected and expressed hopefulness for change in the world regarding race relations.

**15. Motion to Adjourn**

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

The meeting adjourned at 10:04 p.m.

**ATTEST:**  
**September 2, 2020**

**Laura Reams, City Clerk**

**Sean Corcoran, Deputy City Clerk**



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, AUGUST 10, 2020 7:00 PM

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Candace Hollingsworth, Mayor  
Kevin Ward, W1 (Council President)  
Carrianna Suiter, W3 (Council Vice President)  
Bart Lawrence, W1  
Robert Croslin, W2  
Danny Schaible, W2  
Ben Simasek, W3  
Daniel Peabody, W4  
Joseph A. Solomon, W5  
Erica Spell Wolf, W5

Absent: Edouard Haba, W4

Also present were the following City staff members:

Tracey E. Douglas, City Administrator  
Jim Chandler, Assistant City Administrator  
Ron Brooks, City Treasurer  
Chief Amal Awad, City of Hyattsville Police Department  
Lesley Riddle, Director of Public Works  
Laura Reams, City Clerk  
Sean Corcoran, Deputy City Clerk  
Cheri Everhart, Recreation, Programs, and Events Manager  
Hal Metzler, Project Manager, Department of Public Works

### 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 August 10, 2020 remotely via video conference. The Council meeting will be conducted entirely remotely, there will be no in person meeting attendance.

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

### PUBLIC PARTICIPATION:

Public Comment may be made using the e-comment feature at [hyattsville.org/meetings](http://hyattsville.org/meetings) or emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org). All electronic comments must be submitted by 5 PM on August 10, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

### 1. Call to Order

**Mayor Candace Hollingsworth** called the meeting to order at 7:04 p.m.

### 2. Pledge of Allegiance to the Flag



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**Mayor Hollingsworth** requested a moment of silence in recognition of the passing of Julian Edward Roosevelt Lewis; cousin of Diane Waugh, wife of **Ward 2 Councilmember Robert Croslin**.

**3. Approval of the Agenda**

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

**Mayor Hollingsworth** offered time for public comment before entering the closed session.

Ward 2 resident, Nkosi Yearwood, addressed the Mayor and Council in support of changing the name of Magruder Park suggesting that the park’s name be changed to Driskell Park in honor of Hyattsville resident David C. Driskell who had recently passed from COVID-19. Mr. Yearwood described Mr. Driskell as a longtime resident of the City who was a historian and curator of African American art and listed achievements and accolades.

**4. Motion to Close (7:10 p.m. – 8:10 p.m.)**

**4.a) Motion to Close (60 minutes)**

[HCC-1-FY21](#)

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

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

I move that the Mayor and Council close the Council Meeting of August 10, 2020 to consult with staff to discuss confidential commercial or financial information related to a proposed development in the City.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

The reason for closing the meeting under this exception is to protect the City’s bargaining position and to maintain legally required confidentiality in regard to commercial and/or financial information.



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

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

A closed session of the Council of the City of Hyattsville was held virtually at 7:18 p.m. on Monday, August 10, 2020

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

**Ward 4 Councilmember Edouard Haba** was absent.

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b)(13) to comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter - specifically Maryland Code, § 4-335 of the General Provisions Article (protecting from disclosure confidential commercial information).

Topics Discussed: The feasibility of funding and negotiation position for a potential construction development in the City.

Action Taken: None taken.

**Ward 4 Councilmember Daniel Peabody** made a motion to adjourn the closed session, which was seconded by **Ward 5 Councilmember Erica Spell Wolf** and approved unanimously by the Council. The closed session adjourned at 7:44 p.m.

The Body returned to open session at 7:48 p.m.

**Mayor Hollingsworth** requested a moment of silence in recognition of the passing of resident and former City Council member Robert Poisson.

**5. Public Comment (8:10 p.m. – 8:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**

City Clerk Laura Reams read a public comment submitted via email.

Ward 1 resident, Sam Denes, addressed the Mayor and Council in support of any effort to continue to make City streets more pedestrian friendly recalling being hit by a driver, while on a bike, at the intersection of Charles Armentrout Drive and Rhode Island Avenue. Mr. Denes stating



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that he was encouraged by actions taken by the City to improve safety but stated that he was disappointed when some measures proved to be only temporary.

Ward 2 resident, David Marshall, addressed the Mayor and Council in support of changing the name of Magruder Park and stated that he looked forward to the discussion. Mr. Marshall addressed the defunding of police departments and sought clarity regarding how the City would remain safe and have adequate law enforcement if the movement were implemented in Hyattsville.

**Ward 5 Councilmember Joseph Solomon** offered his condolences for the recent passing of former Councilmember Robert Poisson noting his contributions to the City and his positive reputation.

**Councilmember Solomon** addressed concerns regarding the postal service stating that he and fellow **Councilmember Wolf** had received complaints from constituents citing mail delays including delays of more than seven (7) days. He proposed drafting a letter of concern on the behalf of residents to address the substandard postal service stating that residents were having their rights infringed upon and asked Council to investigate ways to address and mitigate the issues as City officials.

**Councilmember Solomon** stated that many liquor stores, bars, and similar establishments had not been complying with standards prohibiting viewable televisions within their businesses as a safety regulation associated with the COVID-19 health emergency and stated that he would like to request clarity from the Liquor Board to understand the specific details regarding what is allowable. He closed his comments by thanking Hyattsville Aging in Place for their work in Ward 5.

### 6. **City Administrator Update (8:20 p.m. - 8:35 p.m.)**

City Administrator Tracey Douglas addressed the Mayor, Council, and residents with an update of programs and events in the City stating that the Complete Count Committee were conducting research with a focus on hard-to-reach areas and had reached a City participation count of 57.8% and the County and State at 64.7% and 66.6% respectively.

Ms. Douglas referenced closed circuit television (CCTV) cameras that were purchased the year prior and had since been placed and strategically moved throughout the City to decrease crime and traffic violations. She stated that the CCTV cameras had been effective in mitigating violations in coordination with permanent cameras mounted within the City limits.

City Administrator Douglas cited the continuation of the weekly food drive that provides residents in need with boxes of food and other supplies stating that the allotment to the City had decreased from 600 to 400 boxes but staff were reaching out for partners to accumulate more needed resources for community members.

Ms. Douglas reported that the COVID-19 testing site located in the City was a success serving individuals with over 3000 tests while not requiring appointments or payment. She stated that the testing site had closed and would reopen later in the month, however, the site of reopening



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, AUGUST 10, 2020 7:00 PM

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was still undetermined. Administrator Douglas relayed that data collected showed that there was a 44% risk of spreading the virus among family gatherings, house parties, and outdoor events to which distancing and other precautions were not adhered. She noted the Governor's mandate that required the wearing of masks for those over the age of five (5) and stated that the Hyattsville Police Department would be enforcing the mandate by airing on the side of education providing bilingual informational cards that contained the State and County directives and providing masks to residents.

City Administrator Douglas addressed the COVID-19 pandemic relief fund reporting that \$500K had been allocated to assist small businesses and that the Community and Economic Development Department had awarded over 130 grants totaling over \$320K. She stated that a majority of the funds had gone to minority and women owned businesses and that communications continued to inform the community of other available funds. She reported that the Hyattsville Community Development Corporation (CDC) were providing funding for rent and utility relief and had received over 175 applications and distributed over \$100K and that many applications had come from residents outside the incorporated City limits and as a referral from utility companies as it seemed to be the only program in the State of its kind.

Ms. Douglas reported that the teen and toddler youth programming was active and garnering much participation and that staff intended to hold a "Back to School Jam" on August 26<sup>th</sup> to encourage youth and teenage residents to participate in the online tutoring and mentoring and to supply school supplies and masks.

She cited the next bulk trash retrieval that would be offered in the City and provided details as well as the ongoing trash study that was entering the analysis phase stating that a report should be made available to Council in late fall with recommendations for Citywide trash mitigation.

City Administrator Douglas reported that the Health, Wellness, and Recreation Advisory Committee (HWRAC) had been approved for three (3) virtual mental health aid classes in which certification could be attained and described the details therein. Ms. Douglas stated that members of the police and public safety teams had been preparing their own course in coordination with the Asante Group and the Anne Arundel Crisis Center.

Ms. Douglas closed her comments sending her condolences to the Waugh, Croslin, Edwards, and Poisson families.

### 7. Presentations (8:35 p.m. - 8:45 p.m.)

#### 7.a) Community Sustainability Plan: 2020 Progress Report

[HCC-39-FY21](#)

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

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

[FY2020 Progress Report PPT](#)

[FY2020 CS Plan Progress Report](#)



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Assistant City Administrator Jim Chandler addressed the Mayor and Council with a presentation highlighting the progress of the Hyattsville Community Sustainability Plan with which he provided a brief summary and history of the Plan including its conception, goals, status, and next steps.

City Planner Kate Powers addressed the Mayor and Council explaining that the sustainability plan was a strategic document that involved each department of the City and staff used the plan and intermittent reports to develop actions and programs to improve and advance the City. Ms. Powers recalled that the program was developed in 2016 and since has had substantial input from the community who identified “Community”, “Connectivity”, and “Development” as major themes to guide progress. She stated that each them contained specific goals and action steps with which to move toward accomplishing each goal.

Ms. Powers presented charts that reflected the status of each of the actions steps that made up the implementation strategy showing that 25.4% had been completed, 41.8% were in process or ongoing, and the remainder had yet to begin and provided data that showed what progress had been made over the previous three (3) years.

City Planner Powers showcased some of the previous year’s achievements including the Department of Public Works (DPW) initiative with Casey Trees in which 43 private, residential trees had been planted as well as 150 trees in the City’s right of way; the purchase of 4812 40<sup>th</sup> Avenue which would serve as the location of the Teen and Youth Mentoring Center; and, a Crime Prevention through Environmental Design (CPTED) seminar in which the public and several staff members from various departments participated.

Ms. Powers reported on progress made under the “Connectivity” theme which included the implementation of eight (8) capital bikeshare locations and the identification of areas available exclusively for bike lanes throughout the City. She addressed progress for action items associated with “Development” stating that the amount of development action items completed had doubled since the previous year. Ms. Powers noted development highlights that included establishing Hyattsville’s corridor investment grant program and additional parking and wayfinding signage within the City. She reported that City staff continued efforts for the rebranding of Prince George’s Plaza featuring the renaming of the Prince George’s Plaza metro station to Hyattsville Crossing (HVX).

Assistant City Administrator Jim Chandler reflected on the progress tracking of the previous years and noted some of the more challenging projects that required outside partnerships that had come to fruition and speculated that many more action items would be completed before the project’s completion at the end of 2021 at which time a new sustainability plan would be developed.

### **8. Proclamations (8:45 p.m. – 8:50 p.m.)**

#### **8.a) Hispanic Heritage Month 2020 Proclamation**

[HCC-375-FY20](#)

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

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





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[Hispanic Heritage Month 2020](#)

I move that the Mayor and Council adopt a proclamation in recognition of September 15 - October 15, 2020 as Hispanic Heritage Month in Hyattsville.

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

**9. Appointments (8:45 p.m. – 8:50 p.m.)**

**9.a) Appointment to the Race and Equity Task Force**

[HCC-31-FY21](#)

**Sponsor:** Haba

**Co-Sponsor(s):** Schaible, Solomon

[Monica Sharma Jun 19 2020 redac](#)

I move that the Mayor and Council appoint Monica Sharma (Ward 1) to the Race and Equity Task Force for a term of 2 years to expire on August 3, 2022.

**9.b) Appointment to the Code Compliance Advisory Committee**

[HCC-32-FY21](#)

**Sponsor:** Haba

**Co-Sponsor(s):** Schaible, Solomon

[Arinee Flurry Jul 13 redac](#)

[Lisa Datcher Jul 15 recac](#)

I move that the Mayor and Council appoint Arinee Flurry (Ward 5) and Lisa Datcher (Ward 3) to the Code Compliance Advisory Committee for a term of 2 years to expire on August 3, 2022.

**9.c) Appointment to the Police and Public Safety Citizens’ Advisory Committee**

[HCC-33-FY21](#)

**Sponsor:** Haba

**Co-Sponsor(s):** Schaible, Solomon, Spell Wolf

[Jerome Brown Jun 20 2020 redac](#)

[Patricia Page June 21 2020 redac](#)

[Maggie Brunner Jul redac](#)

[Cynthia Totten Jul 8 redac](#)

[Bette Dickerson Jul 29 redac](#)

I move that the Mayor and Council appoint Jerome Brown (Ward 3), Patricia Page (Ward 5), Maggie Brunner (Ward 2), Cynthia Totten (Ward 4), and Bette Dickerson (Ward 2) to the Police and Public Safety Citizens’ Advisory Committee for a term of 2 years to expire on August 3, 2022.



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**9.d) Appointment to the Health, Wellness, and Recreation Advisory Committee**

**HCC-34-FY21**

**Sponsor:** Haba

**Co-Sponsor(s):** Schaible, Solomon

[Daniel Betancourt Jul 12 redac](#)

[Anita Shelton Jul 16 redac](#)

I move that the Mayor and Council appoint Daniel Betancourt (Ward 3) and Anita Shelton (Ward 2) to the Health, Wellness, and Recreation Advisory Committee for a term of 2 years to expire on August 3, 2022.

**9.e) Reappointments to the Hyattsville Environment Committee**

**HCC-36-FY21**

**Sponsor:** Schaible

**Co-Sponsor(s):** Simasek

[Re-appoint Theresa Goedeke term ends Sept 11 redac](#)

[Re-appoint Richard Canino ends Sept 11 redac](#)

I move that the Mayor and Council reappoint Theresa Goedeke (Ward 5) and Richard Canino (Ward 2) to the Hyattsville Environment Committee for a term of 2 years to expire on August 3, 2022.

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

**10. Action Items (8:55 p.m. – 9:45 p.m.)**

**Council Vice President Carrianna Suiter** left the meeting at 8:19 p.m. and returned at 8:25 p.m. Vice President Suiter was not present for votes on action items.

**10.a) Revisions to Chapter 108, Revitalization Tax Credit**

**HCC-13-FY21**

**Sponsor:** Hollingsworth

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

[03.09.20.Amending.Revitalization.Tax.Credit](#)

[Revitalization Tax Credit](#)

I move that the Mayor and Council introduce Ordinance 2020-05, an Ordinance whereby the City of Hyattsville amends its taxation provisions to permit the granting of revitalization tax credits to the production of affordable housing for individuals and families and to allow for certain exceptions in tax credit limitations pursuant to the production of affordable housing units (FIRST READING).



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

**10.b) Purchase of Electric Refuse Truck**

**[HCC-21-FY21](#)**

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

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

[Hyattsville - City - BYD 6R - Proposal \(R2\) 200608](#)

[Copy of City of Hyattsville MD Quantum BYD 5-12-2020](#)

[2019-BYD-6R-Cut-Sheet-180801](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement to purchase an Electric Refuse Truck. The chassis will be purchased from BYD Motors, LLC for an amount not to exceed \$280,000 and the body will be purchased from Curbtender, Inc. for an amount not to exceed \$100,000, with a total expenditure not to exceed \$380,000.00 pending legal review.

Director of DPW Lesley Riddle addressed the Mayor and Council stating that the City had received a \$50K grant from the Maryland Energy Association to support the purchase of a completely electric trash truck. Ms. Riddle described that the truck would be smaller than the trucks currently used and would allow for more maneuverability and the potential for \$15K - \$20K in future savings associated with fuel and maintenance and would be integral in the City’s sustainability plan.

**Mayor Hollingsworth** relayed a question from the Q&A feature of the virtual meeting software inquiring as to the warranty of the vehicle to which Ms. Riddle replied that she believed there to be a standard five (5) year warranty on the chassis and drive train.

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

**11. Discussion Items (9:45 p.m. – 10:15 p.m.)**

**11.a) Renaming of Magruder Park: Public Engagement Action Plan**

**[HCC-29-FY21](#)**

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

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



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, AUGUST 10, 2020 7:00 PM

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[Magruder Park Name Change Solomon Motion March 2019](#)  
[Magruder Park Name Change Minutes of March 18 2019](#)

For Discussion

City Administrator Tracey Douglas addressed the Mayor and Council with a recollection of the previous Council action related to Magruder Park and provided a status on the quit claim deed stating that it had been filed to remove the racially restrictive covenants. Ms. Douglas detailed staff suggestions for several outreach approaches and strategies for collecting feedback which would be reviewed by City committees. Ms. Douglas projected that the process would begin in mid-September, feedback would be received and assessed in October and November with an announcement of the new name in January or February of 2021. She announced that a formal outreach strategy would be developed after the meeting and suggested coupling the commencement with a public hearing or “kickoff” meeting and asked that any requirements associated with a name be included in a framework to the committees.

**Councilmember Peabody** inquired as to what impact the measure would have on the budget to which Ms. Douglas responded that staff would use existing advertising to minimize cost and that approximately \$4K - \$5K would be allocated on postage and printing.

**Councilmember Spell Wolf** echoed comments provided by **Councilmember Peabody** in appreciation of the motion expressing support for the motion and recommended a public hearing be held for resident feedback.

**Councilmember Croslin** thanked staff for the initiative and suggested holding Ward check-ins to gauge resident feedback as well as the regular outreach methods.

**Ward 3 Councilmember Ben Simasek** expressed support for the motion and a public hearing and inquired as to the possibility of instituting an online voting process to lessen costs for postage and mailings to which Ms. Douglas was amenable and stated that she could discuss with the communications department.

**Mayor Hollingsworth** acknowledged support for the measure and suggested that the involved committees determine the framework from which to work to which City Administrator Douglas suggested that staff draft a proposal to be discussed by City officials and presented with the intent of establishing further details at a future Council meeting.

**Ward 2 Councilmember Danny Schaible** expressed support for the motion and recognized the timeliness with which it was presented and stated that background information should be abundantly available and suggested creating a structure that donned the history of the park, the related legislative action, and summary of the entire issue including the impending name change. He sought clarity regarding how the naming process would be finalized to which Ms. Douglas responded that three (3) names would be presented to Council in early 2021 at which point the Board would choose the new name for Magruder Park.



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**Councilmember Solomon** expressed support for the motion and thanked staff for their efforts, but noted that many residents were not receptive to some of the outreach methods and suggested that the name change be evident as a referendum included in the ballot for the 2021 election as a non-binding recommendation to the City Council to which Ms. Douglas stated that the voting process would have to be reviewed, but it was ultimately the Council's decision.

**Councilmember Croslin** stated that waiting until the next election would delay the name change and expressed opposition.

**Councilmember Solomon** stressed the importance of as much resident participation as possible stating that he was in support of a longer timeline. He stated that the process should extend to the election if it will compel more participation and expressed his support for a public hearing.

**Mayor Hollingsworth** expressed the importance of demonstrating a sound, productive, process of reciprocation between City Council and City residents that reaches out to the community in many ways as opposed to relying solely on an election ballot. She noted that expediency was a secondary priority when compared to accumulating as much resident feedback as possible.

**Councilmember Solomon** expressed agreement with the suggestions set forth and stated that should the level of engagement be deemed subpar; the referendum could be implemented as a supplemental plan.

### 12. Council Dialogue (10:15 p.m. – 10:25 p.m.)

**Councilmember Spell Wolf** urged everyone to stay safe and be mindful during the COVID-19 pandemic.

**Councilmember Solomon** encouraged everyone to take part in the community and engage with City Council regarding any concerns.

**Council Vice President Suiter** commended the efforts of State Delegate Angela Alsobrooks for her assistance provided in the way of childcare funding and noted the opportunities and need for childcare in the City.

**Councilmember Croslin** relayed the importance of voting stating that the upcoming election was one of the most important in the history of our nation and to vote as early as possible.

**Councilmember Schaible** recognized the members of the City committees thanking them and reiterating the importance of Committee members and initiatives. He provided his condolences for Robert Poisson.

**Councilmember Simasek** expressed his condolences for all who were suffering from loss and thanked all those, including residents, staff, and Council, for all of their hard work for the City and its residents.



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**Councilmember Peabody** noted the assistance being provided to Ward 4 residents and provided details as to available resources and expressed the importance of taking care of the City’s youth and students.

**Council President Kevin Ward** sent condolences to the Waugh, Croslin, and Poisson families and implored everyone to be safe and take care of each other.

**13. Community Notices and Meetings**

**13.a) Main City Calendar August 11, 2020 - September 21, 2020**

**[HCC-24-FY21](#)**

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

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

**[Main City Calendar Aug 11 - Sep 21 - Revised](#)**

**14. Motion to Adjourn**

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

**ATTEST:  
September 10, 2020**

**Laura Reams, City Clerk**

**Sean Corcoran, Deputy City Clerk**



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-67-FY21

9/21/2020

8.a)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**

**Breast Cancer Awareness Month 2020 Proclamation**

**Suggested Action:**

I move that the Mayor and Council adopt a proclamation in support of Breast Cancer Awareness Month.

**Summary Background:**

This Breast Cancer Awareness Month proclamation recognizes the courage of those who have fought, are fighting, or will fight breast cancer in their lifetime and those who have lost their lives to the disease.

**Next Steps:**

To approve the 2020 Breast Cancer Awareness Month proclamation.

**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

### RECOGNIZING OCTOBER 2020 AS BREAST CANCER AWARENESS MONTH IN THE CITY OF HYATTSVILLE

This proclamation recognizes the courage of those who have fought, are fighting, or will fight breast cancer in their lifetime. It also honors those who have lost their lives to the disease.

**WHEREAS**, the City of Hyattsville is committed to raising awareness about breast cancer and the impact it has on our loved ones, friends, colleagues and community members; and

**WHEREAS**, thousands of women and men in our country take on the fight against breast cancer each year; and

**WHEREAS**, screening and early detection can make a tremendous difference in overcoming breast cancer;

**NOW, THEREFORE BE IT RESOLVED**, that we acknowledge the importance of raising awareness of breast cancer in our community as we work to support survivors, those currently battling breast cancer and those who might detect it in its early stages, and that we recognize October 2020 as Breast Cancer Awareness Month in the City of Hyattsville.

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**Candace B. Hollingsworth**  
*Mayor, City of Hyattsville*

September 21, 2020







# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-68-FY21

9/21/2020

8.b)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**

**Domestic Violence Awareness Month 2020 Proclamation**

**Suggested Action:**

I move that the Mayor and Council adopt a proclamation in support of Domestic Violence Awareness Month.

**Summary Background:**

This Domestic Violence Awareness Month proclamation recognizes that all Hyattsville residents deserve to live a life free of violence and abuse.

**Next Steps:**

To adopt the 2020 Domestic Violence Awareness Month proclamation.

**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

### RECOGNIZING OCTOBER 2020 AS DOMESTIC VIOLENCE AWARENESS MONTH IN THE CITY OF HYATTSVILLE

This proclamation recognizes that all Hyattsville residents deserve to live a life free from violence and abuse. Through this proclamation, we pledge to ensure that victims of domestic violence know that they are not alone and that our community is here to support survivors of domestic violence as they courageously move forward to enjoy full and healthy lives.

**WHEREAS**, anyone can be a victim of domestic violence regardless of age, sex, ability, ethnicity, sexual orientation, socioeconomic status, or religion; and

**WHEREAS**, children that grow up in violent homes are believed to be abused and neglected at a rate higher than the national average; and

**WHEREAS**, Domestic Violence Awareness Month provides an excellent opportunity for our community to learn more about preventing domestic violence and show support for many organizations and individuals providing critical advocacy, services, and assistance to its victims.

**NOW, THEREFORE BE IT RESOLVED**, that City Council, staff, and residents recognize October 2020 as Domestic Violence Awareness Month in the City of Hyattsville, as we work together to eliminate domestic violence from our community.

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**Candace B. Hollingsworth**  
*Mayor, City of Hyattsville*

September 21, 2020





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-71-FY21

9/21/2020

8.c)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**

**National Disability Employment Awareness Month 2020 Proclamation**

**Suggested Action:**

I move that the Mayor and Council adopt a proclamation in support of National Disability Employment Awareness Month.

**Summary Background:**

This National Disability Employment Awareness Month proclamation shares the U.S. Department of Labor's vision of "the right talent, right now." In this way, the City of Hyattsville promotes inclusivity and recognizes the essential role that residents with disabilities make in our community daily.

**Next Steps:**

To adopt the National Disability Employment Awareness Month proclamation.

**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

### CELEBRATING OCTOBER 2020 AS NATIONAL DISABILITY EMPLOYMENT AWARENESS MONTH IN THE CITY OF HYATTSVILLE

This proclamation shares the U.S. Department of Labor’s vision of “the right talent, right now,” as we celebrate October 2020 as National Disability Employment Awareness Month. In this way, the City of Hyattsville promotes inclusivity and recognizes the essential role that residents with disabilities make in our community daily.

**WHEREAS**, the City of Hyattsville is committed to raise awareness about Americans with disabilities and their many contributions to the workforce and our community; and

**WHEREAS**, Our City is proud to be a welcoming community that strives to accommodate the needs of all residents, visitors, and employees; and

**WHEREAS**, residents with disabilities strengthen our community’s social fabric, as well as increase our knowledge of the human condition, and enrich our society and workforce at local and national levels;

**NOW, THEREFORE BE IT RESOLVED**, that City Council, staff, and residents acknowledge the many contributions that those with disabilities make to our City, and that we recognize and celebrate October 2020 as National Disability Employment Month in the City of Hyattsville.

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**Candace B. Hollingsworth**  
*Mayor, City of Hyattsville*

September 21, 2020





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-78-FY21

9/21/2020

8.d)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**  
**Proclamation in Honor of Ruth Ann Frazier**

**Suggested Action:**  
I move that the Mayor and Council adopt a proclamation in honor of Ms. Ruth Ann Frazier, founder of the Sonny Frazier Toy Drive and the Hyattsville Heroes Bowl, in appreciation for her numerous contributions to the City of Hyattsville

**Summary Background:**  
This proclamation celebrates the efforts and accomplishments of Ruth Ann Frazier whose charity and kindness has benefited countless residents, specifically the City's youth.

**Next Steps:**  
N/A

**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

### RECOGNIZING RUTH ANN FRAZIER AND HER YEARS OF SERVICE TO THE RESIDENTS OF THE CITY OF HYATTSVILLE

In recognition of her innumerable contributions to the Hyattsville community, this proclamation celebrates the ceaseless efforts and generosity of Ruth Ann Frazier, founder of the Sonny Frazier Toy Drive and Hyattsville Heroes Bowl.

**WHEREAS**, the charity and kindness of Sonny and Ruth Ann Frazier have been evident since the family began a tradition of hosting holiday gatherings at their home for children faced with economic hardship over 30 years ago; and

**WHEREAS**, after the passing of Sonny Frazier in 2002, Ruth Ann continued the tradition and, in collaboration with local schools, police and fire departments, code compliance staff, and countless dedicated volunteers, established a non-profit organization that served approximately 100 children each year; and

**WHEREAS**, in November 2011, Ms. Frazier organized the first Heroes Bowl flag football matchup between the Hyattsville Police Department and the Hyattsville Volunteer Fire Department which became an annual event with proceeds from donations and concession sales allocated for purchasing additional toys for the Sonny Frazier Toy Drive; and

**WHEREAS**, every December, Ruth Ann hosted the Sonny Frazier Toy Drive Holiday party which also served as the giving point for donated toys and clothing in which families were given the opportunity to “shop” for up to five (5) toys per child; and

**WHEREAS**, she and her team of volunteers have been integral in initiating outreach and providing relief to those in need as well as being an example and mentors to our community’s youth.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and City Council extend their sincere gratitude and appreciation to Ruth Ann Frazier for her years of dedicated service and leadership and for building relationships and partnerships to create a stronger and more connected community. We extend our best wishes in recognition of her extensive contributions to the City of Hyattsville.

---

**Candace B. Hollingsworth**  
*Mayor, City of Hyattsville*

March 2, 2020





# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-72-FY21

9/21/2020

9.a)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Ethics Commission**

**Suggested Action:**

I move that the Mayor, with Council approval appoint David Sip (Ward 1) to the Hyattsville Ethics Commission for a term of three (3) years to expire on September 21, 2023.

**Summary Background:**

See attached application.

**Next Steps:**

Staff will continue to recruit members up to five (5).

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Agendas for the Ethics Commission 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

David Sip  
First Name Last Name

[Redacted]  
Email Address

[Redacted]  
Street Address

[Redacted]  
Suite or Apt

[Redacted]  
City

[Redacted]  
State

[Redacted]  
Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

Ward 1

[Redacted]  
Primary Phone

[Redacted]  
Alternate Phone

## Which Boards would you like to apply for?

Ethics Commission: Submitted

## Referred By:

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

David works for the Swiss-based Basel Institute on Governance. Working within the International Centre for Asset Recovery, he is based in Malawi supporting the long-term anti-corruption programme of the UK Aid/Department for International Development. Previously he led the UK Aid/DFID supported anti-corruption program in Ghana; the U.S. Department of State's Justice Sector Support Program in Afghanistan; and the US Agency for International Development (USAID) Access to Justice Program in Iraq. David has over 25 years of experience in the development and management of democracy, human rights, rule of law, and anticorruption programs, and has served in Central and Eastern Europe, the Caucasus, the Middle East, South East-Asia, and East, West and Southern Africa. A Chicago-Calumet Region Midwest native, David received his JD from Drake University in Iowa as is licensed to practice law in Minnesota. He has lived in the DMV for nearly ten years, for the past five years in Hyattsville. David is interested in joining the Ethics Commission because of his interest and experience in managing government programs and contracts, and his interest in his community.





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-73-FY21

9/21/2020

9.b)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Educational Facilities Task Force**

**Suggested Action:**

I move that the Mayor and Council appoint Sarah Weston (Ward 1) to the Hyattsville Educational Facilities Task Force for a term of two (2) years to expire on September 21, 2022.

**Summary Background:**

See attached application.

**Next Steps:**

Staff will continue to recruit members up to 11.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Agendas for the Education Facilities Task Force 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

Sarah \_\_\_\_\_ Weston \_\_\_\_\_  
 First Name Last Name

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Street Address

\_\_\_\_\_  
 Suite or Apt

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

Ward 1

\_\_\_\_\_  
 Primary Phone

\_\_\_\_\_  
 Alternate Phone

## Which Boards would you like to apply for?

Educational Facilities Task Force: Submitted

## Referred By:

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

I have lived in Hyattsville for 3 years, during this time I have loved getting to know the people in my neighborhood and larger community. I have been looking for a volunteer opportunity that would get me involved in the communities where I live. I am an educator and have spent 20+ year working in schools. Over those year I have been involved in planning and input of design ideas for modernizing the schools I have worked in locally. I am passionate about advocating for students environments, the learning environment is essential to student growth and teacher effectiveness. I am hoping my knowledge and experience could be helpful to this committee.

Question applies to Educational Facilities Task Force

**The Educational Facilities Task Force will make recommendations to the City Council to ensure the County addresses local school infrastructure needs. We are specifically seeking individuals with expertise in one or more of the following areas: Hyattsville area public school operational needs and landscape, architecture, land use/acquisition, urban planning, and PGCPs policies and procedures. Please describe how your skills and experience will assist the Task Force in making these recommendations.**

---

I am a local educator, and have a first hand knowledge of how school environments can support student learning and teacher effectiveness. I have worked in schools that have been through the modernization process in recent years. I understand how schools operate and challenges school face during day to day operations. I am hoping my knowledge and education experience and support the needs of the task force.



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-74-FY21

9/21/2020

9.c)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Police and Public Safety Citizens' Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council appoint Joel Chan (Ward 1) to the Hyattsville Police and Public Safety Citizens' Advisory Committee for a term of two (2) years to expire on September 21, 2022.

**Summary Background:**

See attached application.

**Next Steps:**

Staff will continue to recruit members up to 11.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Agendas for the Police and Public Safety Citizens' 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

Joel

First Name

Chan

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

Ward 1

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

## Which Boards would you like to apply for?

Police & Public Safety Citizens' Advisory Committee: Submitted

## Referred By:

Alex Miller and Jamie Bean

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

I am working with neighbors on setting up a neighborhood watch, but am also looking to get more involved in the community.



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-76-FY21

9/21/2020

9.d)

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Submitted by: Sean Corcoran  
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 appoint Malcolm Clarke (Ward 3) to the Hyattsville Race and Equity Task Force for a term of two (2) years to expire on September 21, 2022.

**Summary Background:**

See attached application.

**Next Steps:**

Staff will continue to recruit members up to eight (8).

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Agendas for the Race and Equity Task Force 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

Malcolm

First Name

Clarke

Last Name

[Redacted]

Email Address

[Redacted]

Street Address

[Redacted]

Suite or Apt

[Redacted]

[Redacted]

State

[Redacted]

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

\*

Ward 3

[Redacted]

Primary Phone

[Redacted]

Alternate Phone

## Which Boards would you like to apply for?

Race and Equity Task Force: Submitted

## Referred By:

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

As an alumnus of Howard University, a current student at Georgetown Law, and a 5 year resident of Hyattsville and Maryland, I've been interested in the Prince George's County community since I first moved here. I've watched the upgrades of the Mall at Prince George's and the surrounding area, observed changes in property values, and helped canvas for political candidates. I've tried to make my corner of Hyattsville better for people who are often overlooked, and I believe that the best way for me to continue doing that is by seeking to serve on this committee. As Hyattsville's demographics change, I worry that Black people, and people of color will lose a voice in government, and that changes will be made that go against their interest. I hope that by serving on this task force, I can help Hyattsville continue to be the inclusive community that spurred me and so many other to move here, and to celebrate and enable the diversity that makes this community great.





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-13-FY21

9/21/2020

10.a)

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Submitted by: Mayor Hollingsworth

Submitting Department: Community & Economic Development

Agenda Section: Consent

**Item Title:**

**Hyattsville Ordinance 2020-05: Revisions to Chapter 108, Revitalization Tax Credit**

**Suggested Action:**

I move that the Mayor and Council adopt Ordinance 2020-05, an Ordinance whereby the City of Hyattsville amends its taxation provisions to permit the granting of revitalization tax credits to the production of affordable housing for individuals and families and to allow for certain exceptions in tax credit limitations pursuant to the production of affordable housing units (SECOND READING & ADOPTION).

**Summary Background:**

The Hyattsville City Council adopted HO2013-03 establishing the Revitalization Tax Credit. Since that time, the City has received comment from residents regarding the urgency of ensuring affordability in housing in the city. As proximity to transit areas promotes access for jobs and regional mobility, concentrating our efforts on affordable housing within the existing transit zones appears to be ideal. This legislation will offer the Mayor and Council guidance for consideration of abatement requests.

The City Council has directed the City Attorney to amend §108-4 of the City Code to include eligible real property which is dedicated to the production of affordable housing units for individuals and families whose taxable income constitute sixty percent (60%) of Average Median Income (AMI).

This amendment was discussed by the City Council at the meeting of July 20, 2020, a first reading was held on August 10, 2020.

**Next Steps:**

A first reading was held on August 10, 2020. After adoption, staff will publish the legal notice and the ordinance will be effective after 20 days.

**Fiscal Impact:**

TBD

**City Administrator Comments:**

The City staff understands the amendment is intended to provide eligibility criteria for the creation and/or preservation of affordable housing units. The amended language may be effective at incentivizing affordable housing developers or market rate developers to construct affordable dwelling units within the City limits.

Upon receipt of applications, the City will commission a financial evaluation to determine a project's financial gap and assess the City's capacity to support the request. Once complete, the staff will bring the action back to Council for resolution.

**Community Engagement:**

The creation and preservation of affordable housing was adopted as a goal of the 2017-2021 Community Sustainability Plan and is the subject of the City's ongoing Affordable Housing Strategy.

**Strategic Goals:**

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

**Legal Review Required?**

Complete

**CITY OF HYATTSVILLE  
ORDINANCE 2020-0\_**

**An Ordinance whereby the City of Hyattsville amends its taxation provisions to permit the granting of revitalization tax credits to the production of affordable housing for individuals and families and to allow for certain exceptions in tax credit limitations pursuant to the production of affordable housing units.**

**WHEREAS**, Maryland Code, Tax Property Article, Section 9-318(g)(2), as amended, authorizes the governing body of a municipal corporation in Prince George's County to grant, by law, a property tax credit against the municipal corporation property tax imposed on real property located within a revitalization district that is (i) constructed or substantially redeveloped in conformance with adopted eligibility criteria and (ii) reassessed as a result of the construction or redevelopment at a higher value than that assessed prior to the construction or redevelopment; and

**WHEREAS**, Maryland Code, Tax Property Article, Sections 9-318(g)(3)(ii) and 9-318(g)(3)(iii), as amended, authorizes the governing body of a municipal corporation in Prince George's County to provide, by law, criteria for eligibility for the property tax credit and the amount and duration of the tax credit, respectively; and

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

26 **WHEREAS**, the City, in recent years, has experienced a significant increase in housing demand;  
27 and

28 **WHEREAS**, the Mayor and Council have received comment from residents regarding  
29 their desire for additional affordable housing options in the City to address the increased housing  
30 demand; and

31 **WHEREAS**, the Mayor and Council desire to amend the eligibility requirements for the  
32 City's Tax Revitalization Credit program to include the production of affordable housing for  
33 individuals and families and to allow for certain exceptions in tax credit limitations pursuant to the  
34 production of affordable housing units; and

35 **WHEREAS**, a non-substantive recodification change to § 108-4 is required to ensure that  
36 section's numbering is correct.

37 **NOW, THEREFORE, BE IT ORDAINED**, by the City Council of the City of  
38 Hyattsville, in regular session assembled, that Chapter 108 of the City Code is hereby amended as  
39 follows:

40 **§ 108-4 REVITALIZATION TAX CREDIT**

41 A. **PURPOSE.** The purpose of the City's Revitalization Tax Credit Program is to provide  
42 financial incentives to encourage economic development and redevelopment in the City by  
43 creating revitalization districts.

44 B. **AUTHORITY TO ESTABLISH REVITALIZATION TAX CREDIT DISTRICTS.** The  
45 City Council may establish one (1) or more Revitalization Tax Credit districts. A Revitalization  
46 Tax Credit district may be established within an existing development district overlay zone, transit  
47 district overlay zone or State of Maryland designated Arts and Entertainment districts.

48 C. REVITALIZATION TAX DISTRICTS ESTABLISHED. The following districts are  
49 established:

50 ~~(a1.)~~ Prince George's Plaza Transit District Overlay Zone: Real property located within  
51 the municipal limits of the City of Hyattsville and within the Prince George's Plaza Transit District  
52 Development Plan as illustrated immediately below:

53 \* \* \*

54 ~~(b2.)~~ West Hyattsville Transit District Overlay Zone: Real property located within the municipal  
55 limits of the City of Hyattsville ~~that and within~~ and within the West Hyattsville Transit  
56 District Development Plan as illustrated immediately below:

57 \* \* \*

58 ~~(c3.)~~ Gateway Arts District Arts & Entertainment District: Real property located within the  
59 municipal limits of the City of Hyattsville and within the State of Maryland Designated  
60 Gateway Arts & Entertainment District as illustrated immediately below:

61 \* \* \*

62 AD. AUTHORITY TO GRANT A TAX CREDIT FOR REAL PROPERTY LOCATED IN A  
63 REVITALIZATION TAX CREDIT DISTRICT. In conformance with the limitations and  
64 eligibility criteria established in this Section, the City Council may by resolution grant in its  
65 reasonable discretion a property tax credit against the City's real property tax imposed on real  
66 property located within a revitalization district if the property is substantially improved,  
67 constructed upon or redeveloped and is reassessed as a result of the improvement, construction or  
68 redevelopment at a substantially higher value than that assessed prior to the improvement,  
69 construction, or redevelopment. The City's discretion to grant a property tax credit under this

70 Section extends to the production of affordable housing units for individuals and families whose  
71 taxable income computes to sixty percent (60%) of the area median income (“AMI”). ~~For any~~  
72 ~~proposed improvement, construction or redevelopment~~ The City Council may set a deadline as  
73 appropriate for the proposed improvement, construction, ~~or redevelopment,~~ or production of  
74 affordable housing units to commence construction, or completion date, or other conditions as  
75 applicable to the particular improvement, construction, ~~or redevelopment,~~ or production.

76 BE. TAX CREDIT LIMITATIONS.

77 1. An eligible property that is not dedicated to the production of affordable  
78 housing units may receive a tax credit on all or part of those City real property taxes  
79 imposed on the property, but only those real property taxes which are attributable to or  
80 based on the increased assessment resulting from the taxable improvements, construction  
81 or reconstruction upon project completion. The duration of the tax credit granted shall not  
82 exceed ten (10) years.

83 2. An eligible property that is dedicated to the production of affordable  
84 housing units for individuals and families whose taxable income constitute sixty percent  
85 (60%) of AMI may receive a tax credit of:

86 a. Up to one hundred percent (100%) on total assessed value for no more than  
87 ten (10) years for projects that are new construction and rehabilitate thirteen plus (13+) units with  
88 net new affordable unit production of greater than fifteen percent (15%);

89 b. Up to one hundred percent (100%) on total assessed value for no more than  
90 fifteen (15) years for projects that are new construction and rehabilitate twenty plus (20+) units  
91 with net new affordable unit production of greater than twenty percent (20%); or

92                   c.               Up to fifty percent (50%) for rehabilitation projects that maintain the  
93 existing inventory of affordable units (by project) for no more than ten (10) years.

94               3.       Properties receiving waivers for public safety or school facility surcharges shall be  
95 ineligible for a tax credit.

96               4. Properties that receive a tax credit in connection with the production of affordable  
97 housing units shall remain affordable for thirty (30) years.

98 ~~CF.~~ ELIGIBILITY REQUIREMENTS. To be eligible for the tax credit, a property must meet the  
99 following eligibility requirements:

100           1.       Improvements must include new construction, reconstruction, infill development,  
101 redevelopment, revitalization, ~~or~~ rehabilitation, or production of residential (excluding single  
102 family detached), commercial, hospitality, office, existing parking lots, affordable housing units  
103 for individuals or families, or mixed-use properties.

104           2.       The applicant ~~must be~~ in good standing with the City. In order to be in good  
105 standing, applicants may not have any outstanding Code violations from any governmental  
106 entities, or be delinquent on any payments including, but not limited to, trash bills; or permit fees  
107 ~~and payable to a~~ federal, State, or County entity or the City.

108           3.       Projects are ineligible for this program if they are located within a tax increment  
109 financing district at the time of application.

110           4.       The project is consistent with mission and goals of the City and of sufficient impact  
111 and benefit to the City and its citizens to justify extending a tax credit.

112 ~~DG.~~ APPLICATION PROCESS.



113 1. An application for a City tax credit shall be submitted to the City during the  
114 planning phase of the project and in no event later than the submission of a building permit  
115 application to Prince George's County.

116 2. The application shall demonstrate that all eligibility requirements have or will be  
117 met and shall include the estimated value of the completed improvements and any additional  
118 information requested by the City as well as the amount of the tax credit sought. All plans  
119 associated with the detailed site plan or building permit shall be submitted with the application, if  
120 applicable, including a legal description of the property.

121 3. The fee for submitting an application shall be ~~One Thousand~~ ~~dollars~~  
122 (\$1,000.00).

123 4. Upon receipt and acceptance of a completed application, the City's Community and  
124 Economic Development department will refer a copy of the application to the City Administrator.  
125 City staff will provide a recommendation to the City Council as to whether to grant within sixty  
126 (60) days of the receipt of the completed application.

127 5. Upon providing such recommendation, the City shall promptly hold a public  
128 hearing on the project and the staff recommendations prior to introducing any resolution regarding  
129 the revitalization tax credit for the proposed project.

130 H. CITY COUNCIL RESOLUTION. A City Council resolution approving and providing  
131 the tax credit awarded must be passed by the Council stating the amounts and terms. The tax credit  
132 shall not be effective until the submission to the City of evidence of compliance with any City  
133 agreement, contingency, condition or required certifications and such other information or  
134 documentation as the City staff may reasonably require. Upon the City's examination of the

135 evidence of compliance submitted on behalf of the project, the City will issue a certificate to the  
136 property owner that confirms the parcel's tax credit status. The credit may be in the form of a  
137 rebate of taxes or a decreased tax rate at the City's discretion.

138 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the  
139 application thereof to any person or circumstance is held invalid for any reason, such invalidity  
140 shall not affect the other provisions or any other applications of the Ordinance, which can be given

DRAFT

1 effect without the invalid provision or applications, and to this end, all the provisions of this 2  
Ordinance are hereby declared to be severable;

3 **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect twenty (20)  
4 days from the date of its adoption;

5 **AND BE IT FURTHER ORDAINED** that a fair summary of this Ordinance shall  
6 forthwith be published twice in a newspaper having general circulation in the City and  
7 otherwise be made available to the public.

8 **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular  
9 public meeting on August 10, 2020.

10 **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public  
11 meeting on September 21, 2020.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

Laura Reams, City Clerk

\_\_\_\_\_  
Candace B. Hollingsworth, Mayor

- 12 {} Indicates deletions
- 13 Underline Indicates additions
- 14 \* \* \* Indicates matter retained in existing law but omitted herein.
- 15 Effective Date October 11, 2020



# Hyattsville City Council Agenda Item Report

Meeting Date: April 15, 2019  
Submitted by: Candace Hollingsworth, Mayor  
Submitting Department: Legislative  
Item Type: Ordinance  
Agenda Section:

## SUBJECT

Revitalization Tax Credit – Modification (15 minutes)

## HCC-42-FY18

### Recommendation:

I move that the Mayor and Council direct the City Attorney to draft, in consultation with the appropriate staff, an ordinance amending §108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) to add “production of affordable housing for individuals and families at 60% AMI” and allow for certain exceptions in tax credit limitations pursuant to the production of affordable units. The tax credit may provide for the following:

- Up to 100% tax credit on total assessed value for no more than 10 years for projects (new construction and rehabilitation of 13+ units) with net new affordable unit production of greater than 15%;
- Up to 100% tax credit on total assessed value for no more than 15 years for projects (new construction and rehabilitation of 20+ units) with net new affordable unit production of greater than 20%; and
- Up to 50% tax credit for rehabilitation projects that maintain the existing inventory of affordable units (by project) for no more than 10 years.

Projects receiving waivers of public safety or school facility surcharges shall be ineligible. Designated affordable units shall remain affordable for 30 years.

I further move that the City Administrator (or her designee) acquire professional services for independent financial review of applications submitted under this credit.

I further move that the City Administrator (or her designee) be authorized to establish partnerships necessary to provide property owners with a contact (or similar) to identify Prince George's County residents that meet income qualifications and are awaiting affordable units.

I further move that the City Administrator (or her designee) establish/modify administrative procedures and applications associated with this amendment and publish--not less than annually--projects receiving benefits under this agreement effective July 1, 2019.

### Sponsor(s):

Hollingsworth

### Co-Sponsor(s):

N/A

## ATTACHMENTS

### Summary Background:

The Hyattsville City Council adopted HO2013-03 establishing the Revitalization Tax Credit. Since that time, the City has received comment from residents regarding the urgency of ensuring affordability in housing in the city. As proximity to transit areas promotes access for jobs and regional mobility, concentrating our efforts on affordable

housing within the existing transit zones appears to be ideal. This legislation will offer the Mayor and Council guidance for consideration of abatement requests.

**Next Steps:**

The City Attorney will draft an ordinance for discussion and action by the Mayor and Council.

**Fiscal Impact:**

\$30,000 proposed in the City Administrator's budget to cover the cost of professional services for an independent financial review of applications.

**City Administrator Comments:**

The City staff can support and it is our understanding that the intent of the revisions is to repurpose the Revitalization Tax Credit Ordinance as an affordable housing financing tool. The City does not have in-house affordable housing expertise to advise on the effectiveness of this ordinance as a gap financing tool for affordable housing developers. It is unknown as to what extent the revisions to the ordinance will incentivize affordable housing developers or market rate developers to construct affordable dwelling units within the City limits.

Pending City Council approval, the City Attorney will draft a revitalization tax credit ordinance based on the specified information. The draft may require additional clarification to ensure the intent is captured. If approved, and as recommended, the staff require the assistance of a consultant to evaluate applications, and conduct an analysis on the City's ability to support, at what level and the financial impact.

**Community Engagement:**

§108-4 of the Hyattsville Charter and Code (Revitalization Tax Credit) and application process requires a Public Hearing and any associated application be approved by the City Council in open session.

**Strategic Goals:**

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

**Legal Review Required?**

Pending



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-59-FY21

9/21/2020

10.a)

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

**Item Title:**

**DPW Facility New Construction Project - Purchase of Furniture Change Order**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to execute the change order for the order of furniture for the new DPW Facility and authorize an expenditure, not to exceed \$60,000, with Douron under the existing purchase agreement.

**Summary Background:**

In January 2019, the Council authorized the purchase of furniture for the new DPW facility. Due to COVID-19 safety considerations, the size and spacing of lockers was modified. It was determined that it was a better value to the City, and the City would receive a better final product, if the locker room equipment was provided by Douron rather than Keller CM. Keller CM will be providing a credit back to the City for not providing and installing the lockers.

**Next Steps:**

Proceed with change order and purchase furniture.

**Fiscal Impact:**

NTE \$60,000

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

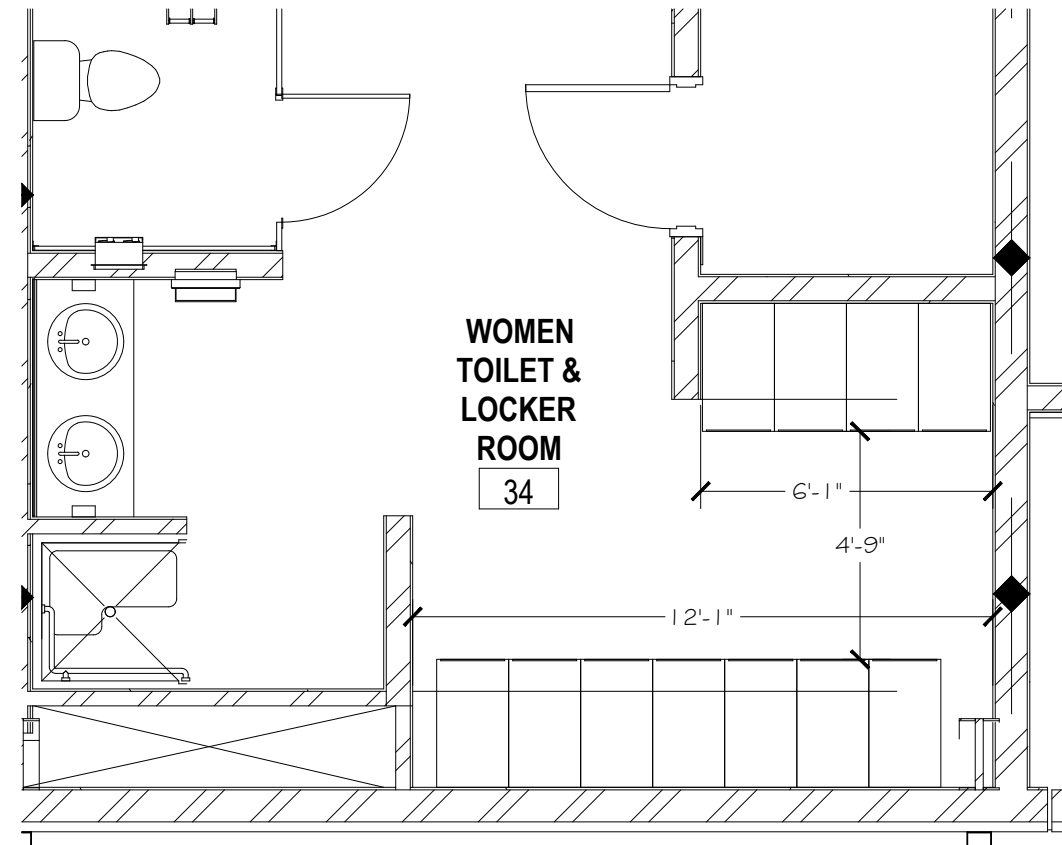
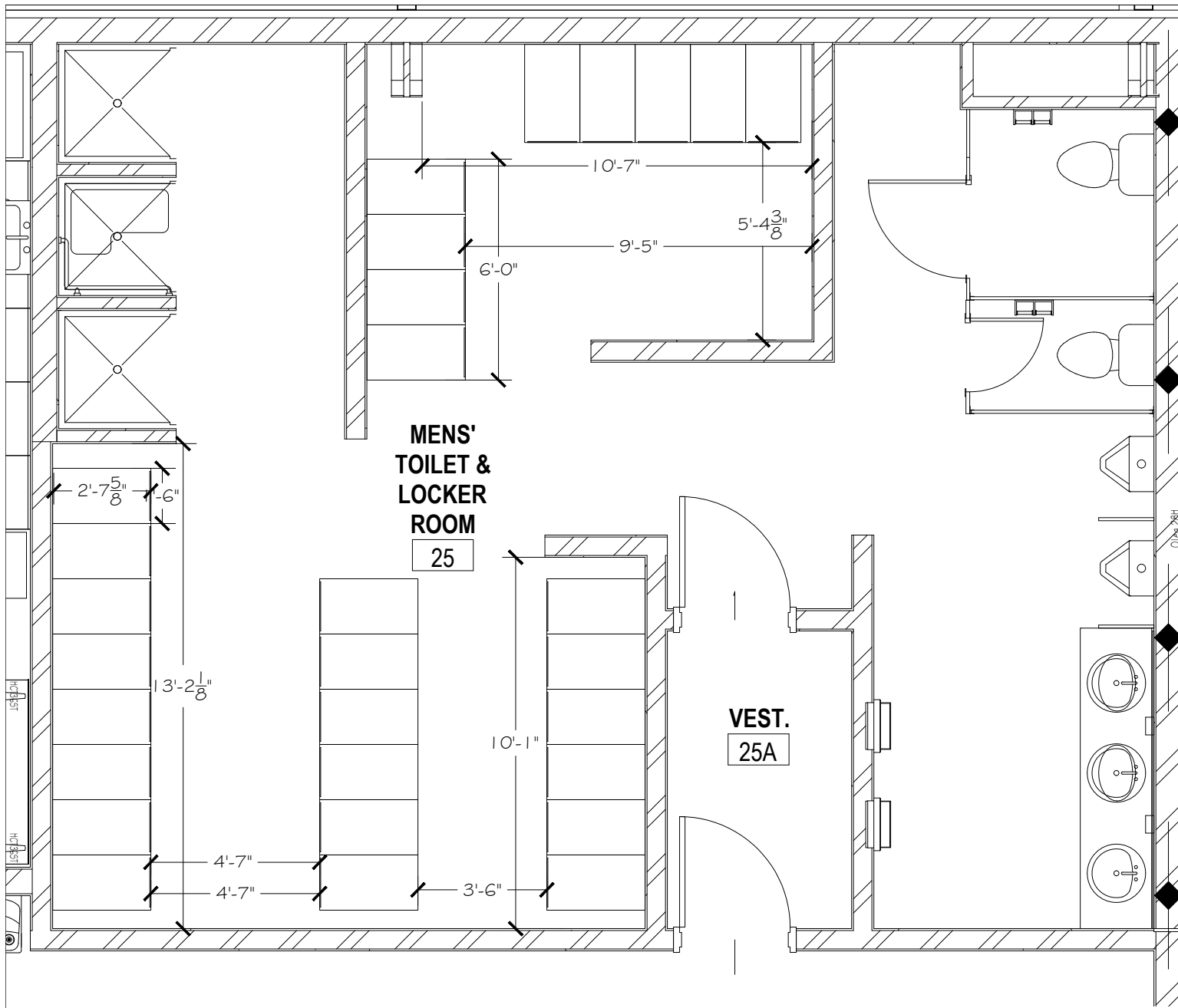
N/A

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

N/A



**DOURON**  
 Inspiration at work  
 corporate interiors  
 educational interiors  
 healthcare interiors  
 library interiors  
 storage solutions  
 government

10 Painters Mill Rd  
 Owings Mills, MD. 21117  
 (410)-363-2600  
 douron.com



**7/27/20**  
**HYATTSVILLE DPW - LOCKER ROOMS**

JON DENNIS

S:/DESIGN/SALESPERSON/JN-3469.DWG

REV1	REV2	REV3	REV4	REV5
BY	BY	BY	BY	BY

DRAWINGS AND DESIGNS ARE THE PROPERTY OF DOURON. FIELD SURVEY AND DRAWING APPROVAL REQUIRED BEFORE ORDERING. ANY TRANSFER OR REUSE OF THIS INFORMATION WITHOUT DOURON'S EXPRESS CONSENT AND PERMISSION IS PROHIBITED.

DRAWN BY TVV

DATE 7/27/20

SCALE 1/4"=1'-0"

PAPER SIZE: B  
 11 X 17

DRAWING APPROVAL

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



Friday, July 31, 2020  
6:33:50 AM

Douron Inc.  
10 Painters Mill Rd.  
Owings Mills, MD 21117  
Phone: 202-420-0607



**JN-3469 HYATTSVILLE DPW-R5**

**Sold To:**  
Hyattsville Public Works  
4633 Arundel Place

Hyattsville, MD 20781  
Hal Metzler  
hmetzler@hyattsville.org  
240-832-6959

**Ship to:**  
Hyattsville Public Works  
4633 Arundel Place

Hyattsville, MD 20781  
Hal Metzler  
hmetzler@hyattsville.org  
240-832-6959

Item	Qty.	Product	Unit	Extended
1	DOU 1	<b>MAPT</b> Pricing Per MAPT Contract 2015-42	List: \$0.00 Discount: -0.00000 Sell: \$0.00	\$0.00 \$0.00
2	PEN 1	<b>LOCKERS</b> (42)Diamond Perforated Single Door 18"W x 24"D Patriot Gear Locker with Ultra Cremone Recessed Handle, Full Width Shelves, 1"Dia Coat Rod and Drawer Base	List: \$95,500.00 Discount: 46.10000 Sell: \$51,474.50	\$95,500.00 \$95,500.00
3	PEN 1	<b>LOCKER MOUNT</b> Locker Installation and Mounting	List: \$4,200.00 Discount: 0.00000 Sell: \$4,200.00	\$4,200.00 \$4,200.00

Item	Qty.	Product	Unit	Extended
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**Total:** \$55,674.50

Contact: Jonathan Dennis  
 jdennis@douron.com  
 202-420-0607  
 Pricing Per MAPT Contract 2015-42

**Grand Total: \$55,674.50**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signing above indicates you have reviewed the above quote and accept it. Items will be ordered as per the quote, so please make sure the items are what you want. All standard Douron terms and conditions apply, as well as payment terms related to this specific account. Signee is responsible for any applicable sales taxes, whether quoted or not. This quote is valid for 30 days.*



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-60-FY21

9/21/2020

10.b)

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

**Item Title:**

**DPW New Facility Construction Project - IT and Cabling Services Change Order**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to execute change orders related to the construction of the new DPW building with Dataprise, LLC, and authorize expenditures not to exceed \$25,000 for the execution of the change orders.

**Summary Background:**

In the fall of 2018, the Council approved several service agreements with Dataprise, LLC to provide IT and cabling services for the construction of the new DPW facility. Due to increases in cost, the change in availability of proposed equipment and security changes made in the wake of the Virginia Beach Public Works shooting, several change orders are necessary to complete the project.

**Next Steps:**

Authorize the change order and proceed with the expenditures.

**Fiscal Impact:**

NTE \$25,000

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

N/A

**Customer:** City of Hyattsville**Bill to:** 4310 Gallatin Street  
Hyattsville, MD 20781**Ship to:** -- SAME --**Attention:** James Chandler**Cust. PO:** NONE**Date:** 8/21/2020**Representative:** Ahmad Marzuki**Prices Expire:** 9/20/2020**Terms:** See attached.**I. Product / Service****Project: DATAPRISE FIXED PRICE PROJECT SERVICES - CHANGE ORDER FOR 2019-CQK-J05**Task 1 - Fixed Project Labor for Additional Hardware.

## Task 1 - Project Management

- A. Review equipment delivery list (EDL) and identify any errors
- B. Coordinate scheduling with Customer and arrange for after-hours access to designated office location
- C. Coordinate scheduling of Dataprise network engineers for project work
- D. Communicate with Customer point of contact (POC) on status of project
- E. Complete written project plan and provide to Dataprise network engineers
- F. Identify additional products needed for successful completion of project
- G. Provide ongoing project management and oversee tasks

## Task 2 - Planning and Design

- A. Review current network (e.g., LAN/WAN) configuration
- B. Review up-to-date network documentation
- C. Review IP assignments for firewall interfaces
- D. Review network address translation (NAT), port settings, and protocols
- E. Review security rules and access permissions
- F. Evaluate use of end-user VPN connections
- G. Review and plan IP address scheme
- H. Review and validate network design and propose project plan
- I. Discuss and confirm any changes to the existing design

## Task 3 - Install and Configure Two (2) DELL Switches

- A. Unbox, rack, and connect new hardware
- B. Update firmware
- C. Configure up to three (3) VLAN settings for local area network (LAN), management and VOIP traffic
- D. Configure uplink connectivity to existing production LAN
- E. Test and verify settings and tune settings as needed
- F. Back up switch configurations

## Task 4 - Project Closure

- A. Update and deliver solution documentation
- B. Gather Customer signoff

**Special Terms:**

1. This Purchase Agreement is for a FIXED price project as a CHANGE ORDER FOR 2019-CQK-J05.

*The rest of this page is intentionally blank*

## II. Price Summary

Product / Service	
Section 1 - Switch	\$6,445.00
Section 2 - Delta	\$1,018.21
Section 3 - Cables	\$209.96
Sub Total Products:	\$7,673.17
Total Non-Recurring Technical Services	\$1,850.00
0.00% Sales Tax:	\$0.00
<b>TOTAL:</b>	<b>\$9,523.17</b>

Note: See price detail for optional items.

We are pleased to offer you Net Terms, subject to credit approval, for this purchase.



Thank you for this opportunity to serve you.

Questions? Contact your Dataprise Account Executive:  
Ahmad Marzuki  
1-410-230-9999 Ext. 10627  
amarzuki@dataprise.com

## III. Customer Authorization

By signing this Purchase Agreement, Customer hereby authorizes Dataprise, LLC to fulfill the requirements specified under Product / Services (including the Special Terms) above according to the Prices specified and the Terms and Conditions of Sale below. Please have an authorized representative of your organization sign below and return.

\_\_\_\_\_  
AUTHORIZED CUSTOMER NAME

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE

\_\_\_\_\_  
AUTHORIZED CUSTOMER TITLE

\_\_\_\_\_  
Authorized Date

### DATAPRISE, LLC

\_\_\_\_\_  
DATAPRISE REPRESENTATIVE NAME

\_\_\_\_\_  
for Dataprise, LLC

\_\_\_\_\_  
DATAPRISE REPRESENTATIVE TITLE

\_\_\_\_\_  
Acceptance Date

#### IV. Price Detail

##### Section 1 - Switch

#	Item	Part #	Qty.	Price	Extension
<b>(Hardware)</b>					
1.	DELL N2048P LAYER 3 SWITCH - 48 PORTS - MANAGEABLE - 3 LAYER SUPPORTED - MODULAR - TWISTED PAIR, OPTICAL FIBER - 1U HIGH - RACK-MOUNTABLE - LIFETIME LIMITED WARRANTY 48X 1GBE / 2X 10GBE SFP+ LLW	6B7484	2	\$3,195.00	\$6,390.00
2.	DELL STACKING NETWORK CABLE - 3.28 FT NETWORK CABLE FOR SWITCH - STACKING CABLE - BLACK	2W4255	2	\$27.50	\$55.00
<i>T=Taxable Item</i>				<b>Sub Total:</b>	<b>\$6,445.00</b>

##### Section 2 - Delta

#	Item	Part #	Qty.	Price	Extension
<b>(Hardware)</b>					
1.	2019-CQK-J05 - HARDWARE DELTA PRICE	DELTA	1	\$1,018.21	\$1,018.21
<i>T=Taxable Item</i>				<b>Sub Total:</b>	<b>\$1,018.21</b>

##### Section 3 - Cables

#	Item	Part #	Qty.	Price	Extension	
<b>(Hardware)</b>						
1.	GEARIT 24-PACK, CAT 6 ETHERNET CABLE CAT6 SNAGLESS PATCH 3 FEET - SNAGLESS RJ45 COMPUTER LAN NETWORK CORD, BLUE	PATCH-3FT	1	\$59.99	\$59.99	
2.	GEARIT 24-PACK, CAT 6 ETHERNET CABLE CAT6 SNAGLESS PATCH 1 FOOT - SNAGLESS RJ45 COMPUTER LAN NETWORK CORD, BLUE	PATCH-1FT	3	\$49.99	\$149.97	T
<i>T=Taxable Item</i>				<b>Sub Total:</b>	<b>\$209.96</b>	

##### Non-Recurring Technical Services Detail

Task	Description	Qty.	Per	Price	Extension
1	Fixed Project Labor for Additional Hardware	1		\$1,850.00	\$1,850.00
<i>T=Taxable Item</i>				<b>Sub Total:</b>	<b>\$1,850.00</b>

**A. General**

1. SERVICES: The Services provided hereunder are as described under the "Product / Service" section of this Agreement. All time billed to the nearest 1/4 hour increment.
2. TAXES AND SHIPPING: Applicable taxes, shipping, and freight charges are the responsibility of Customer and may not be included in Dataprise pricing.
3. ENTIRE AGREEMENT: This Agreement supersedes all previous proposals and discussions and reflects the final understanding between the Customer and Dataprise with respect to the subject matter of the Agreement.
4. EXPENSES: Customer will be invoiced separately for any procurement expenses for equipment or other hardware or software as may be provided by Dataprise.
5. SCHEDULED VISIT CANCELLATIONS: Twenty-four (24) hours notice is required for any cancellation or rescheduling of regularly scheduled or planned on-site visits. Failure to provide such notice may result, at Dataprise's sole discretion, in the charging of anticipated on-site visit fees.
6. HIRING OF DATAPRISE PERSONNEL: Customer hereby understands and agrees that Dataprise spends considerable time and money hiring, training and growing its professional staff and that its staff is generally utilized among many different clients. Accordingly, Customer agrees that it will not solicit for employment, hire or contract with any of Dataprise's existing or former technical or professional personnel assigned either directly or indirectly to Customer's account during the term of this Agreement and for a period of two years from its termination, regardless of the reason for termination. Customer agrees to pay Dataprise the sum of \$35,000 as liquidated damages for the breach or attempted breach of this provision for each occurrence thereof. For this purpose, solicitation does not include contact resulting from indirect means such as public advertisement, Internet postings, placement firm searches or similar means not directed specifically at the employee to which the employee responds on his or her own initiative, as long as any such general advertisements are not made for the purpose of circumventing this section. This provision shall survive the termination of this Agreement for any reason.
7. ORIGINAL SIGNATURE: Customer hereby agrees to and attests that any signature by facsimile is deemed to be an original.
8. EQUIPMENT SALES: All hardware and software equipment sales provided hereunder are final and products listed herein may not be returned unless previously authorized. Dataprise generally offers a 15 day return period on all items still in their original manufacturer's packaging and in re-sellable condition. Dataprise may charge a 15% restocking fee on all returned items. Final return authorization is subject to original equipment manufacturer (OEM) approval. Equipment pricing is subject to fluctuations due to changing market conditions and availability and cannot be guaranteed. Consequently, Dataprise may cancel or offer substitutions on those items that, at time of order, are no longer available at the prices quoted herein.
9. PRODUCT SUBSTITUTIONS: If equipment specified hereunder is unavailable from manufacturer, Dataprise will consult with Customer concerning substitutions. Any price impact resulting from necessary substitution(s) will be subject to price adjustment.
10. CHANGE IN INSTALLATION CONDITIONS: If installation conditions at Customer's site are different from those reasonably discoverable during an initial walk-through of the site by Dataprise staff or are different from those that are explicitly communicated to Dataprise staff by the Customer, and such different conditions cause an increase in Dataprise's installation or labor costs, then Dataprise shall be entitled to equitable price adjustment to cover such additional costs.
11. INDEPENDENT CONTRACTOR: Dataprise is and shall at all times be an independent contractor and shall not be deemed an employee or agent of Customer. Nothing in this Agreement is intended to, or shall be deemed to, constitute a partnership or joint venture between the parties.
12. CONFLICT OF TERMS: Where these "Terms and Conditions of Sale" conflict with anything contained in the "Special Terms" found in Section I, Product / Services, the "Special Terms" conditions shall control.
13. TERMINATION: This Agreement may be terminated by either party with thirty (30) days' written notice on account of a party's material failure to perform which is not cured within thirty (30) days' written notice to the breaching party. In the event that either party terminates this Agreement prior to the completion or final delivery of Products and/or Services hereunder, Customer shall be liable to Dataprise for any products delivered or services rendered through the date of termination, including any hourly non-recurring technical services that may have accrued.

**B. Limitation of Liability**

1. Dataprise's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to, war, terrorism, strikes, fires, floods, acts of God, governmental restrictions or power failures shall not be deemed a breach of this Agreement.
2. Warranties of any and all hardware equipment and software applications are provided directly by their respective manufacturers. Dataprise assumes no risk whatsoever for any defective items but will make reasonable efforts to assist Customer in obtaining repair or replacement under manufacturer's warranty.
3. It is expressly understood and agreed that Dataprise has not made any guarantees or promises to Customer with respect to the exact date of the complete delivery, installation and operational status of any equipment or services provided hereunder.
4. Dataprise warrants that the technical support services being performed by it under this Agreement will be performed in a professional manner and that Dataprise will use commercially reasonable efforts in addressing all service problems. Dataprise's total liability under this Agreement shall in no event exceed the total amounts paid by Customer to Dataprise under this Agreement.
5. THE LIMITED WARRANTIES SET FORTH ABOVE ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESSED OR IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO THE SERVICES OR PRODUCTS PROVIDED UNDER THIS AGREEMENT, OR AS TO THE RESULTS WHICH MAY BE OBTAINED THEREFROM, AND AS TO ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL DATAPRISE BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES FOR LOSS OF PROFITS OR LOSS OF DATA ARISING OUT OF OR RELATED TO THIS AGREEMENT, THE PERFORMANCE OR BREACH THEREOF, THE SERVICES PROVIDED OR FAILED TO BE PROVIDED, INCLUDING BUT NOT LIMITED TO ANY DELAY, NON-DELIVERY, WRONG DELIVERY, SERVICE INTERRUPTION OR LOSS OF ACTUAL OR ANTICIPATED VALUE OF THE BUSINESS, EVEN IF DATAPRISE HAS BEEN WARNED OF SUCH LOSS.
6. Customer agrees to indemnify and hold harmless Dataprise, and its parents, subsidiaries, affiliates, officers, directors, shareholders, employees and agents, from any claim or demand, including reasonable attorneys fees, made by any third party due to or arising out of Customer's conduct, Customer's use of the support services provided under this Agreement, any alleged violation of this Agreement, or any alleged violation of any rights of another, including but not limited to Customer's use of any content, trademarks, service marks, trade names, copyrighted or patented material, or other intellectual property used in connection with services provided to Customer under this Agreement. Dataprise reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by Customer, but doing so shall not excuse Customer's indemnity obligations.

**C. Acceptance**

1. Product orders will be deemed "Accepted" by Customer upon Customer receipt and delivery of any such products, or agreed substitution if not available from manufacturer, as specified under this Agreement.
2. In the event of any extended delays due to the Customer, service provider, or any other third party that causes Dataprise not to fulfill some or all of the product or service items specified hereunder, Dataprise shall be entitled to payment of those individual product or service items that are completed as specified hereunder.

**D. Payment**

1. All payments shall be made in U.S. dollars payable to "Dataprise". A service charge of \$50 will be assessed for any returned checks.
2. A finance charge of 1.5% will be applied monthly on all unpaid balances after the final payment due date.
3. If the amount due Dataprise must be collected by or through an attorney or otherwise adjudicated, Customer will be responsible for all reasonable attorney's fees and / or court costs incurred by Dataprise.

**E. Governing Law**

1. This Agreement shall be governed by and construed in accordance with the laws of the state of Maryland. Any actions to interpret or enforce this Agreement shall be solely brought in the state of Maryland and, to the extent permitted by law, the parties agree that the venue for such action shall be in the County of Montgomery.
2. Any notices or communications under this Agreement shall be made in writing and transmitted by certified mail return receipt requested to the party to whom such

communication is directed. If to Dataprise, such notices shall be addressed to Dataprise, Attn.: Legal Department, 9600 Blackwell Road, 4th Floor, Rockville, MD 20850. If to Customer, such notices shall be addressed to the mailing address specified when Customer opens an account with Dataprise, or such other address as either party may give the other by notice as provided above.



**Customer:** City of Hyattsville**Bill to:** 4310 Gallatin Street  
Hyattsville, MD 20781**Ship to:** -- SAME --**Attention:** James Chandler**Cust. PO:** NONE**Date:** 8/21/2020**Representative:** Ahmad Marzuki**Prices Expire:** 9/20/2020**Terms:** See attached.**I. Product / Service****Project: DATAPRISE FIXED PRICE PROJECT SERVICES - CHANGE ORDER FOR 2019-CQK-J02 - CABLING PROJECT**Task 1 - Fixed Project Labor for Cabling Project - Change Order.

BTC will provide and install plenum rated category 6 23 awg 4-pair, plenum rated "ACC" cable, Belden # 658AFJ, and plenum rated 22/4 cable, Belden # 6502UE for all Security locations as designated by Skyline Technology Solutions.

- All cable locations have been determined and designated by Skyline Technology Solutions.
- Skyline Technology Solutions is responsible for terminating all ACC and 22/4 cable locations.
- BTC will "rough in" these locations back to the Server Room for Skyline Technology to terminate.
- BTC will install, terminate, test and label all security locations that require Category 6 cable. All category 6 cables will terminate in the Server Room on patch panels as designated by Skyline Technology Solutions.

**Door Locations**

- BTC will "rough in" six (6) door locations consisting of one (1) ACC Hybrid cable. Belden #657AFJ
- BTC will install, terminate, test and label eleven (11) door locations consisting of one (1) category 6 cable.
- BTC will "rough in" two (2) door locations consisting of one 22/4 cable. Belden # 6502UE
- BTC will "rough in" one (1) Intercom Door Station (IDS) location consisting of one (1) 22/4 and one (1) category 6 cable.
- BTC will "rough in" two (2) Intercom Master Stations consisting of one (1) category 6 cable.

**Camera Locations**

- BTC will install, terminate, test and label thirty-two (32) camera locations consisting of one (1) category 6 cable.
- The color of the security camera cables will be white to differentiate from the Network and Wireless Access Point (WAP) cables.
- BTC will leave 5' of coiled "slack" at the location for final cable termination and Security Camera placement.
- These cables will terminate in the Server Room on a separate 48 Port "Modular Type" patch panel.
- BTC will not be installing any Security cameras. This task will be provided by Skyline Technology Solutions.

**Motion Detector Locations**

- BTC will "rough in" seventeen (17) motion detector locations consisting of one (1) 22/4 cable. Belden #6502UE
- These cables will be "roughed in" to the proposed Server Room and will be terminated on both ends by Skyline Technology Solutions.

**Door Contact Locations**

- BTC will "rough in" ten (10) door contact locations consisting of one (1) 22/4 cable. Belden #6502UE
- These cables will be "roughed in" to the proposed Server Room and will be terminated on both ends by Skyline Technology Solutions.

**Overhead Door Locations**

- BTC will "rough in" six (6) overhead door locations consisting of one (1) 22/4 cable. Belden #6502UE
- These cables will be "roughed in" to the proposed Server Room and will be terminated on both ends by Skyline Technology Solutions.

**Keypad Locations**

- BTC will "rough in" four (4) keypad locations consisting of one (1) 22/4 cable. Belden #6502UE
- These cables will be "roughed in" to the proposed Server Room and will be terminated on both ends by Skyline Technology Solutions.

**Siren Locations**

- BTC will "rough in" three (3) Siren locations consisting of one (1) 22/4 cable. Belden #6502UE
- These cables will be "roughed in" to the proposed Server Room and will be terminated on both ends by Skyline Technology Solutions.

Total number of security cables:

**THIS DOCUMENT IS CONFIDENTIAL AND PROPRIETARY**

2020-CQK-P27

Page 1 of 6

6 – ACC composite Hybrid cables  
46 – Category 6 cables  
43 – 22/4 cables

TOTAL – 95 cables

Guard “Station” and “Security” Gate  
To be determined.

#### Cable TV (Coaxial Cable) Locations

There are no requirements for Cable TV (coaxial cable) at this time. Unless otherwise contracted, The City of Hyattsville Cable Television Provider will be responsible for any coaxial cable TV locations, and terminations in the proposed Server Room, and connectivity to the cable TV equipment.

#### Cable Breakout:

##### Network

One hundred and thirty-two (132) - Category 6 Network workstation cables.

Ten (10) – Category 6 Wireless Access Point (WAP) cables

##### Security

Six (6) – ACC Composite Hybrid cables

Forty-six (46) Category 6 cables

Forty-three (43) 22/4 cables

Total number of cables – 237

**Special Terms:** 1. Change Order to 2019-CQK-J02 - Cabling Project.

*The rest of this page is intentionally blank*

## II. Price Summary

### Product / Service

Section 1 - Cabling Material	\$6,226.87
Sub Total Products:	\$6,226.87
Total Non-Recurring Technical Services	\$4,871.10
0.00% Sales Tax:	\$0.00
<b>TOTAL:</b>	<b><u>\$11,097.97</u></b>

We are pleased to offer you Net Terms, subject to credit approval, for this purchase.



*Thank you for this opportunity to serve you.*

Questions? Contact your Dataprise Account Executive:  
Ahmad Marzuki  
1-410-230-9999 Ext. 10627  
amarzuki@dataprise.com

## III. Customer Authorization

By signing this Purchase Agreement, Customer hereby authorizes Dataprise, LLC to fulfill the requirements specified under Product / Services (including the Special Terms) above according to the Prices specified and the Terms and Conditions of Sale below. Please have an authorized representative of your organization sign below and return.

\_\_\_\_\_  
AUTHORIZED CUSTOMER NAME

\_\_\_\_\_  
AUTHORIZED CUSTOMER SIGNATURE

\_\_\_\_\_  
AUTHORIZED CUSTOMER TITLE

\_\_\_\_\_  
Authorized Date

**DATAPRISE, LLC**

\_\_\_\_\_  
DATAPRISE REPRESENTATIVE NAME

\_\_\_\_\_  
for Dataprise, LLC

\_\_\_\_\_  
DATAPRISE REPRESENTATIVE TITLE

\_\_\_\_\_  
Acceptance Date

**IV. Price Detail**

**Section 1 - Cabling Material**

<u>#</u>	<u>Item</u>	<u>Part #</u>	<u>Qty.</u>	<u>Price</u>	<u>Extension</u>
	<i>(Hardware)</i>				
1.	ADDITIONAL CABLING MATERIALS	MAT-DELTA	1	\$6,226.87	\$6,226.87
	<i>T=Taxable Item</i>			<u>Sub Total:</u>	<u>\$6,226.87</u>

**Non-Recurring Technical Services Detail**

<u>Task</u>	<u>Description</u>	<u>Qty.</u>	<u>Per</u>	<u>Price</u>	<u>Extension</u>
1	Fixed Project Labor for Cabling Project - Change Order	1		\$4,871.10	\$4,871.10
	<i>T=Taxable Item</i>			<u>Sub Total:</u>	<u>\$4,871.10</u>

**A. General**

1. SERVICES: The Services provided hereunder are as described under the "Product / Service" section of this Agreement. All time billed to the nearest 1/4 hour increment.
2. TAXES AND SHIPPING: Applicable taxes, shipping, and freight charges are the responsibility of Customer and may not be included in Dataprise pricing.
3. ENTIRE AGREEMENT: This Agreement supersedes all previous proposals and discussions and reflects the final understanding between the Customer and Dataprise, Inc. with respect to the subject matter of the Agreement.
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6. HIRING OF DATAPRISE PERSONNEL: Customer hereby understands and agrees that Dataprise spends considerable time and money hiring, training and growing its professional staff and that its staff is generally utilized among many different clients. Accordingly, Customer agrees that it will not solicit for employment, hire or contract with any of Dataprise's existing or former technical or professional personnel assigned either directly or indirectly to Customer's account during the term of this Agreement and for a period of two years from its termination, regardless of the reason for termination. Customer agrees to pay Dataprise the sum of \$35,000 as liquidated damages for the breach or attempted breach of this provision for each occurrence thereof. For this purpose, solicitation does not include contact resulting from indirect means such as public advertisement, Internet postings, placement firm searches or similar means not directed specifically at the employee to which the employee responds on his or her own initiative, as long as any such general advertisements are not made for the purpose of circumventing this section. This provision shall survive the termination of this Agreement for any reason.
7. ORIGINAL SIGNATURE: Customer hereby agrees to and attests that any signature by facsimile is deemed to be an original.
8. EQUIPMENT SALES: All hardware and software equipment sales provided hereunder are final and products listed herein may not be returned unless previously authorized. Dataprise generally offers a 15 day return period on all items still in their original manufacturer's packaging and in re-sellable condition. Dataprise may charge a 15% restocking fee on all returned items. Final return authorization is subject to original equipment manufacturer (OEM) approval. Equipment pricing is subject to fluctuations due to changing market conditions and availability and cannot be guaranteed. Consequently, Dataprise may cancel or offer substitutions on those items that, at time of order, are no longer available at the prices quoted herein.
9. PRODUCT SUBSTITUTIONS: If equipment specified hereunder is unavailable from manufacturer, Dataprise will consult with Customer concerning substitutions. Any price impact resulting from necessary substitution(s) will be subject to price adjustment.
10. CHANGE IN INSTALLATION CONDITIONS: If installation conditions at Customer's site are different from those reasonably discoverable during an initial walk-through of the site by Dataprise staff or are different from those that are explicitly communicated to Dataprise staff by the Customer, and such different conditions cause an increase in Dataprise's installation or labor costs, then Dataprise shall be entitled to equitable price adjustment to cover such additional costs.
11. INDEPENDENT CONTRACTOR: Dataprise is and shall at all times be an independent contractor and shall not be deemed an employee or agent of Customer. Nothing in this Agreement is intended to, or shall be deemed to, constitute a partnership or joint venture between the parties.
12. CONFLICT OF TERMS: Where these "Terms and Conditions of Sale" conflict with anything contained in the "Special Terms" found in Section I, Product / Services, the "Special Terms" conditions shall control.
13. TERMINATION: This Agreement may be terminated by either party with thirty (30) days' written notice on account of a party's material failure to perform which is not cured within thirty (30) days' written notice to the breaching party. In the event that either party terminates this Agreement prior to the completion or final delivery of Products and/or Services hereunder, Customer shall be liable to Dataprise for any products delivered or services rendered through the date of termination, including any hourly non-recurring technical services that may have accrued.

**B. Limitation of Liability**

1. Dataprise's failure to perform any term or condition of this Agreement as a result of conditions beyond its control such as, but not limited to, war, terrorism, strikes, fires, floods, acts of God, governmental restrictions or power failures shall not be deemed a breach of this Agreement.
2. Warranties of any and all hardware equipment and software applications are provided directly by their respective manufacturers. Dataprise assumes no risk whatsoever for any defective items but will make reasonable efforts to assist Customer in obtaining repair or replacement under manufacturer's warranty.
3. It is expressly understood and agreed that Dataprise has not made any guarantees or promises to Customer with respect to the exact date of the complete delivery, installation and operational status of any equipment or services provided hereunder.
4. Dataprise warrants that the technical support services being performed by it under this Agreement will be performed in a professional manner and that Dataprise will use commercially reasonable efforts in addressing all service problems. Dataprise's total liability under this Agreement shall in no event exceed the total amounts paid by Customer to Dataprise under this Agreement.
5. THE LIMITED WARRANTIES SET FORTH ABOVE ARE EXCLUSIVE AND ARE IN LIEU OF ALL OTHER WARRANTIES AND CONDITIONS, EXPRESSED OR IMPLIED, STATUTORY OR OTHERWISE WITH RESPECT TO THE SERVICES OR PRODUCTS PROVIDED UNDER THIS AGREEMENT, OR AS TO THE RESULTS WHICH MAY BE OBTAINED THEREFROM, AND AS TO ALL IMPLIED WARRANTIES AND CONDITIONS OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL DATAPRISE BE LIABLE FOR ANY INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES FOR LOSS OF PROFITS OR LOSS OF DATA ARISING OUT OF OR RELATED TO THIS AGREEMENT, THE PERFORMANCE OR BREACH THEREOF, THE SERVICES PROVIDED OR FAILED TO BE PROVIDED, INCLUDING BUT NOT LIMITED TO ANY DELAY, NON-DELIVERY, WRONG DELIVERY, SERVICE INTERRUPTION OR LOSS OF ACTUAL OR ANTICIPATED VALUE OF THE BUSINESS, EVEN IF DATAPRISE HAS BEEN WARNED OF SUCH LOSS.
6. Customer agrees to indemnify and hold harmless Dataprise, and its parents, subsidiaries, affiliates, officers, directors, shareholders, employees and agents, from any claim or demand, including reasonable attorneys fees, made by any third party due to or arising out of Customer's conduct, Customer's use of the support services provided under this Agreement, any alleged violation of this Agreement, or any alleged violation of any rights of another, including but not limited to Customer's use of any content, trademarks, service marks, trade names, copyrighted or patented material, or other intellectual property used in connection with services provided to Customer under this Agreement. Dataprise reserves the right, at its own expense, to assume the exclusive defense and control of any matter otherwise subject to indemnification by Customer, but doing so shall not excuse Customer's indemnity obligations.

**C. Acceptance**

1. Product orders will be deemed "Accepted" by Customer upon Customer receipt and delivery of any such products, or agreed substitution if not available from manufacturer, as specified under this Agreement.
2. In the event of any extended delays due to the Customer, service provider, or any other third party that causes Dataprise not to fulfill some or all of the product or service items specified hereunder, Dataprise shall be entitled to payment of those individual product or service items that are completed as specified hereunder.

**D. Payment**

1. All payments shall be made in U.S. dollars payable to "Dataprise, Inc.". A service charge of \$50 will be assessed for any returned checks.
2. A finance charge of 1.5% will be applied monthly on all unpaid balances after the final payment due date.
3. If the amount due Dataprise, Inc. must be collected by or through an attorney or otherwise adjudicated, Customer will be responsible for all reasonable attorney's fees and / or court costs incurred by Dataprise, Inc..

**E. Governing Law**

1. This Agreement shall be governed by and construed in accordance with the laws of the state of Maryland. Any actions to interpret or enforce this Agreement shall be solely brought in the state of Maryland and, to the extent permitted by law, the parties agree that the venue for such action shall be in the County of Montgomery.
2. Any notices or communications under this Agreement shall be made in writing and transmitted by certified mail return receipt requested to the party to whom such

communication is directed. If to Dataprise, such notices shall be addressed to Dataprise, Inc., Attn.: Legal Department, 9600 Blackwell Road, 4th Floor, Rockville, MD 20850. If to Customer, such notices shall be addressed to the mailing address specified when Customer opens an account with Dataprise, or such other address as either party may give the other by notice as provided above.



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-65-FY21

9/21/2020

10.c)

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Submitted by: At the Request of the City Administrator  
Submitting Department: Community & Economic Development  
Agenda Section: Consent

**Item Title:**  
**FY2021 Community Legacy Resolution: 2020-08**

**Suggested Action:**

I move that the Mayor and Council adopt Hyattsville Resolution 2020-08, a Resolution of the City of Hyattsville, Maryland in support of the City's application to the State of Maryland Department of Housing & Community Development (DHCD) for grant funding to support the City's Commercial Façade Improvement Program to be further described in the Community Legacy application.

**Summary Background:**

The Community Legacy Grant funding is administered by the Maryland Department of Housing & Community Development and provides local governments and community development organizations with funding for projects aimed at strengthening communities through activities such as business retention and attraction, encouraging home ownership, and commercial revitalization.

**Next Steps:**

Staff will prepare and submit an application to the State of Maryland Department of Housing & Community Development on, or prior to

**Fiscal Impact:**

Any awarded grant funding will require acceptance by the City Council and will be reflected in the FY-2021 City Budget - Special Revenue.

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

As a State of Maryland designated Sustainable Community, the City is eligible to apply for Community Legacy grant funds as well as other State funding programs authorized under the Sustainable Communities Act of 2010. In order for a project to be eligible for funding it must be located in a geographic area designated by the Governor's Smart Growth Subcabinet and must support the plan that has been approved by the Smart Growth Subcabinet as a Sustainable Community Plan.

**Strategic Goals:**

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

**Legal Review Required?**

N/A



## Hyattsville Resolution 2020 – 08

### Resolution Supporting the City of Hyattsville FY2021 Community Legacy Application

Resolution of the Mayor and Council of the City of Hyattsville has approved/is approving the application and receipt of financing for a Commercial Façade Improvement Program (the “Project 1”) and Recreational Facilities Improvements Project (the “Project 2”) both of which are further described in the Community Legacy and Applications ( “The Applications”), to be financed either directly by the Department of Housing and Community Development (the "Department") of the State of Maryland or through other departments or agencies of the State of Maryland.

WHEREAS, the Mayor and Council of the City of Hyattsville recognizes that there is a significant need for reinvestment and revitalization of the communities in the City of Hyattsville; and,

WHEREAS, the Department, either through Community Legacy or through other Programs of the Department, or in cooperation with other State departments or agencies, may provide some or all of the financing for the Project (the "Project Financing") in order to assist in making it financially feasible; and

WHEREAS, the Project is located within a priority funding area under Section 5-7B-02 of the Smart Growth Act and the Project will conform to the local zoning code; and

WHEREAS, the applicable law and regulations require approval of the Community Legacy Project and the Project Financing by the Mayor and Council; and, where appropriate, by the chief elected executive official of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Council hereby endorses the Project in the; and, HEREBY approves the request for financial assistance in the form of a grant or loan, up to the amount of \$150,000; and

BE IT FURTHER RESOLVED THAT, the chief elected executive official be, and is hereby requested to endorse this Resolution, thereby indicating her approval thereof; and,

BE IT FURTHER RESOLVED THAT, Mayor Candace B. Hollingsworth is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the Secretary of the Department of Housing and Community Development of the State of Maryland.

READ AND PASSED THIS 21<sup>st</sup> day of September 2020.

BY ORDER: Laura Reams, City Clerk, I hereby certify that Resolution Number 2020-08 is true and correct and duly adopted by the Mayor and Council of the City of Hyattsville.

ATTEST/WITNESS:

Mayor and Council of the City of Hyattsville

\_\_\_\_\_  
Laura Reams, City Clerk

By: \_\_\_\_\_  
Name: Candace B. Hollingsworth  
Title: Mayor, City of Hyattsville  
Date: September 21, 2020





# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-69-FY21

9/21/2020

10.d)

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Submitted by: Michelle Dunklee  
Submitting Department: Police Department  
Agenda Section: Consent

**Item Title:**  
**FY21 Grant Appropriation: Police Recruitment and Retention Program**

**Suggested Action:**

I move that the Mayor and Council accept and appropriate in the FY21 budget a grant award from the Governor's Office Crime Control and Prevention in the amount of \$26,350.00 for recruitment and retention of Police Officers, upon the review and approval of the City Attorney for legal sufficiency.

**Summary Background:**

The Governor's Office of Crime Control & Prevention awarded the Hyattsville City Police Department a grant in 2019 - 2020 Not all funds were spent last year, the remainder; \$26,350.00 was awarded back to the Police Department for use in FY21.

**Next Steps:**

Council approval and appropriation into the budget.

**Fiscal Impact:**

\$26,350.00

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

None

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

N/A



# GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT  
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS  
CHILDREN • DEAF & HARD OF HEARING

September 03, 2020

Mr. Scott Dunklee  
MCIN Project Director  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

RE: PRAR-2021-0033

Dear Mr. Dunklee:

I am pleased to inform you that your grant application entitled, "**Police Recruitment and Retention Program**," in the amount of \$26,350.00 has received approval under the Police Recruitment and Retention program. Candace B. Hollingsworth has received the grant award packet containing information and forms necessary to initiate the project.

Enclosed are the Notification of Project Commencement, Special Conditions, programmatic forms, and Budget Notice. The General Conditions for all of our awards are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). A copy of the grant award letter is also included.

**It is essential**, as the project director, that you submit the **Notification of Project Commencement** to indicate the starting date of your project **within 30 calendar days** after receiving your grant award packet. **No financial forms can or will be processed** unless the Notification of Project Commencement has been signed and uploaded to the Grants Management System.

Please be sure to review the grant award. As the project director you are responsible for the operation, administration, and the completion of the forms necessary to initiate and report project activities and comply with the special conditions. It is important that you understand all the Special Conditions attached to this award, as they are specific to your funding source. One General Condition that must be emphasized is that none of the principal activities of the project may be sub-awarded to another organization without written prior approval by the Governor's Office of Crime Control and Prevention.

Sample copies of your programmatic reporting questions are included with this award package, but you are required to complete **all** reporting electronically, using our web-based Grants Management System (GMS, [https://grants.goccp.maryland.gov/BLIS\\_GOCCP](https://grants.goccp.maryland.gov/BLIS_GOCCP)). Training videos and a downloadable GMS user's guide are available online at [www.goccp.maryland.gov](http://www.goccp.maryland.gov).

Electronic programmatic reports must be submitted within 15 calendar days after the end of each quarter. Electronic financial reports must be submitted within 30 calendar days after the end of each quarter. Submitted reports that have not yet been approved may be sent back to you electronically for edits if requested.

*Approved* electronic financial reports may only be revised manually, not electronically, by submitting a revised financial report as a paper hard copy or a scan of the paper document. Revisions are allowed to be submitted up to 60 days after the end date of each quarter. These revisions are only accepted if the initial quarterly report was submitted within the mandatory time frame noted above.

Any request for changes or modifications to the project as awarded must be made online using the Grants Management System.

If the purchase of furniture/equipment is part of this grant project and you are a governmental agency, it is required that such purchases are made by competitive bid or through your approved governmental procurement process and that inventory records be maintained.

Should you have any questions or need any clarification regarding this award, **please have your award number when you call** so that you can be referred to the appropriate program manager (**Angela Carpintieri**) or fiscal team member (**Dorothy Lee**). This will enable us to provide you with technical assistance and information in a timely manner.

Sincerely,



Angela Carpintieri

Funding Manager

cc: The Honorable Candace B. Hollingsworth



### Notification of Project Commencement

<b>Grant Award Number:</b>	<b>PRAR-2021-0033</b>	
<b>Sub-recipient:</b>	City of Hyattsville	
<b>Project Title:</b>	Police Recruitment and Retention Program	
<b>Implementing Agency:</b>	Hyattsville City Police Department	
<b>Award Period:</b>	<b>07/01/2020 - 06/30/2021</b>	CFDA: N/A

The verification section of this form must be completed. Additionally, this form must be signed by the project director and submitted through the Grants Management System within thirty (30) calendar days after receiving your grant award packet.

No Requests for Funds will be processed until this Notification of Project Commencement has been signed and received.

Authorized Official:	Hollingsworth, Candace B. chollingsworth@hyattsville.org City of Hyattsville 4310 Gallatin Street Hyattsville, MD 20781-301-985-5000	Mayor     FAX: 301-985-5007
Project Director:	Dunklee, Scott sdunklee@hyattsville.org City of Hyattsville 4310 Gallatin Street Hyattsville, MD 20781-301-985-5071	MCIN Project Director     FAX: 301-985-5007
Fiscal Officer:	Brooks, Ron rbrooks@hyattsville.org City of Hyattsville 4310 Gallatin Street Hyattsville, MD 20781-301-985-5042	Treasurer     FAX: 301-985-5007

<b>Award Information Verification - Please initial appropriate selection(s):</b>	PRAR-2021-0033
_____ All information on this form is correct and project will commence on time. <b>Project Director signs below.</b>	
_____ The contact information for all the staff on this form is <b>not</b> correct. <b>You must submit a Grant Modification</b> that provides a justification and indicates all changes/revisions.	
_____ The project will not commence within forty-five (45) days of the beginning of the award period 07/01/2020. <b>You must submit a Grant Modification.</b> Grant Modification must provide justification and indicate all changes.	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
*Project Director - Dunklee, Scott (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: \_\_\_\_\_ Phone: \_\_\_\_\_



Governor's Office of Crime Control and Prevention

## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

- 1 Approved by the Governor's Office of Crime Control & Prevention (GOCCP) of the submitted application, and the sub-award that it has generated, is for the time period stated in this Sub-award Package and constitutes no commitment for the continuation of funding beyond that time period.
- 2 This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.
- 3 This sub-award is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the GOCCP website, as accepted by the Authorized Official on the official Award Acceptance document. GOCCP retains the right to add Special Conditions, if and when needed, during the life of the award period. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from GOCCP for grant funds, irrelevant of the funding source.
- 4 The original Award Acceptance document containing the original signature of the Executive Director of GOCCP must be signed, preferably in BLUE INK, by the Authorized Official noted on the submitted application. This document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Acceptance of this sub-award constitutes a commitment. Failure to comply will prevent program/project activity and result in the delay of reimbursement.

The Authorized Official on the submitted application is the County Executive, Duty Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the sub-award.

- 5 The Notice of Project Commencement/Delay form must be signed (initialed in Section II, AND signed at the bottom) by the Project Director and must be uploaded in the Grants Management System (GMS) WITHIN 30 CALENDAR DAYS of the receipt of the award package. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by GOCCP.

NOTE: If the project will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement/Delay Form in Section III. Failure to comply will result in delay of reimbursement.

ANY delay of your project AFTER submission of the Project Commencement/Delay Form will require the submission of a Grant Modification Form and approval by GOCCP. One blank Modification form is sent with every award package. For potential future modifications of any kind you may access the form through the GOCCP GMS.

Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.

- 6 The Federal Civil Rights Questionnaire (FCRQ) and Certification Form are a post award process that occurs bi-annually (2011, 2013, etc), and are for federal funds only. Submission of certification is completed through online registration. These documents must be completed and returned, with any additional attachments (posters, complaint forms), to GOCCP within 90 CALENDAR DAYS of the receipt of the Award and may be uploaded electronically to GMS. For internal assistance please contact your Department of Human Resources, Personnel Department, Fair Practices, or internal Human Resource/Personnel contact. The FIRST PAGE of the actual questionnaire MUST reference only ONE sub-award number. This must always be the second page of your response packet, with a copy of the federal Certification Form being the first. The certification process must be completed online as the Office of Justice Programs (OJP) no longer accepts paper forms. The Certification Form and additional instructions may be obtained at <http://www.ojp.gov/about/ocr/eeop.htm>.



## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

7 The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.

The sub-award may be terminated by one or both parties with written notice. If the sub-award is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses MUST be provided within 60 calendar days. Also see General Condition #35.

8 The sub-recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set-forth in this sub-award.

9 The attached Budget Notice is made part of the final grant proposal and sub-award. Where this Budget Notice may have been modified from the project budget submitted in the original application, it represents final approved expenses for the project and governs expenditures accordingly.

All NEW project personnel supported with grant funding MUST BE HIRED WITHIN 45 CALENDAR DAYS of receipt of the sub-award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the sub-award package. If project personnel are not hired within 45 calendar days, project personnel ALLOCATIONS MAY BE DE-OBLIGATED at the discretion of GOCCP. Also see General Condition #14.

10 SUPPLANTING is the use of GOCCP grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with GOCCP grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

11 The sub-recipient's acceptance of this sub-award constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award.

The sub-recipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this sub-award. Any requested change to this match (if applicable) must be submitted in writing on a GOCCP Grant Modification form and is subject to prior approval by GOCCP. Also see General Condition # 13.

12 All grant funds related to the sub-award project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the sub-award period or any pre-authorized extension thereof.

Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the sub-recipient.





## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

13 ANY requests for changes or modifications of any kind to any portion of this sub-award MUST BE SUBMITTED IN WRITING PRIOR TO OCCURRENCE using the GOCCP GRANT MODIFICATION FORM and may not take place until the Authorized Official or Project Director receives written approval from GOCCP. Written approval is sent in the form of a Grant Adjustment Notice (GAN).

This includes, but is not limited to: 1) budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to staff specified in the personnel category; 5) change to scope of program; and 6) ANY change that was not approved when the funds were originally awarded.

These changes may not be requested via telephone, fax, or email. See the Grantee's Toolbox area of the GOCCP website for specific instructions: <http://www.goccp.maryland.gov/grants/grantee-toolbox.php>

14 ANY intended or proposed changes to Key Personnel whose salary is funded in whole or part by this sub-award MAY NOT TAKE PLACE UNTIL a Grant Modification Form has been signed by the Authorized Official or Project Director, and submitted to GOCCP 15 CALENDAR DAYS PRIOR TO the intended change AND written approval (Grant Adjustment Notice - GAN) has been sent by GOCCP to the requesting sub-recipient. In addition, accurate and identifiable time and attendance records must be maintained on-site for all personnel hired/employed under this project. See the Grantees Toolbox area of the GOCCP website. Look under the section entitled Time and Effort Reports (timesheets).

15 If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to GOCCP, acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entities actual Authorized Official, acknowledging the change and name of the replacement person. If documentation is available please attach it to the original letter (e.g. Executive Order, acknowledgement of election, Board notes acknowledging confirmation, etc.).

16 The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to GOCCP with their original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings, etc.

17 If the sub-recipient does not have written procurement guidelines, the sub-recipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed via the internet at: <http://www.michie.com/maryland>.

Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION, select: "SUBTITLE 1, 2, 3, or 4" based on applicability.

18 The submission of the Property Inventory Report Form (PIRF) is a requirement for any equipment that costs \$5,000 or more per unit cost, that is approved under this sub-award. The form is included in the Project Director's award package.

BPVP sub-awards are additionally referred to their Special Condition for the PIRF, all other conditions remain the same.



## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

- 19 The principal activities of this project may NOT be sub-contracted to another organization WITHOUT PRIOR APPROVAL by GOCCP. If prior approval was not obtained through the application process and is required after the program has been awarded, a Grant Modification Form must be submitted with detailed information and justification. Activities cannot occur until written approval in the form of a Grant Adjustment Notice (GAN) is received from GOCCP.
- 20 Sub-recipients are subject to the applicable requirements regarding the Drug Free Workplace of the governor's Drug and Alcohol Free Workplace executive order and implementing policies. This information may be obtained through the State of Maryland website at [www.maryland.gov](http://www.maryland.gov).
- 21 When issuing requests for proposals, bid solicitations, or other procurement requests, all sub-recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.
- 22 When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the sub-recipient agrees that the source of funding of this project and the role of GOCCP must and will be clearly acknowledged. The sub-recipient will ensure that all publications resulting from this project will have the following language on the publication:  
  
"The Governor's Office of Crime Control & Prevention funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."
- 23 GOCCP has the rights to reproduce, with attribution, and share any and all materials and documents generated as a result of this sub-award and project.
- 24 All sub-recipients are required to view the GOCCP Grants Management System (GMS) Training Videos, which can be accessed at: <http://www.goccp.maryland.gov/gms-training/>.  
  
These videos provide step-by-step guidance through the online system, from application to reporting.  
  
If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the GOCCP IT Staff at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com).
- 25 The sub-recipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.
- 26 All GOCCP required forms must be generated by GOCCP or printed from the GOCCP web-based Grants Management System (GMS). Applications, and or reports, that are not in "Submitted" status online, will print with verbiage that includes the words "PENDING SUBMISSION." These forms will be rejected.  
  
Rejected forms will be returned to the sub-recipient with a Notice of Dispute. The return of forms may delay programmatic and/or financial activity of this sub-award including, but not limited to, reimbursement of funds.
- 27 ALL Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the GOCCP web-based Grants Management System (GMS). Hard copies of reports are not required. Reports that are not in "Submitted" status online will have the words "Pending Submission" on them and will be returned with a Notice of Dispute.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

In accordance with policy, GOCCP may freeze the release of funds until a sub-recipient is current in the filing of all programmatic and financial reports.





## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

**28 PROGRAM REPORTS:** Progress Reports and Performance Measurements must be submitted via the GOCCP Grants Management System (GMS) on a quarterly basis. Hard copies of programmatic reports are not required. \*\* All programmatic reports (including matrix, DCTAT and PMT if applicable) are due NO LATER THAN 15 CALENDAR DAYS after the end of each quarter. This due date is PRIOR to submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online.

Where the start date of any sub-award may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

- 07/01 - 09/30 reports due 10/15
- 10/01 - 12/31 reports due 01/15
- 01/01 - 03/31 reports due 04/15
- 04/01 - 06/30 reports due 07/15

In addition the GOCCP Regional Division Chief, Program Fund Manager, or Program Monitor, may request an Annual Progress Report. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

**29** The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. In order to process a Financial Report, the Programmatic Reports must be in "Submitted" status.

The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to any financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned with a Notice of Dispute.

Where the start date of any sub-award may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

- 07/01 - 09/30 reports due 10/30
- 10/01 - 12/31 reports due 01/30
- 01/01 - 03/31 reports due 04/30
- 04/01 - 06/30 reports due 07/30

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.



## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

**30** Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be electronically submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports submitted with Programmatic reports cannot be processed for payment unless programmatic reports are in "Submitted" status online.

FINAL Financial Reports must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, the sub-recipient must email the Fiscal Specialist and copy the Regional Monitor stating that the report is not final.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. All final financials must be submitted within 60 days or GOCCP reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written across the top of the report. The corrections must be actual expenditures, not the variance. New signatures and current dates are required and can the report can be either emailed to the Fiscal Specialist and copying the Regional Monitor or uploaded into the documents tab of the grants management system.

**31** Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the de-obligation of funds. Financial reports cannot be processed for payment unless programmatic reports are in "Submitted" status in the online system (GMS).

If late reporting occurs, the expenditure or obligation may become the responsibility of the sub-recipient.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

**32** In accordance with policy, GOCCP will freeze the release of funds until a sub-recipient is current in the filing of all reports, submission of documentation, and have resolved any remaining Notices of Disputes or issues.

**33** In order to verify the appropriateness of all grant fund related expenditures, the GOCCP program staff will monitor the use of grant fund proceeds as reported by sub-recipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this sub-award and other such standards as they apply, are being met.

At any time during normal business hours, and as deemed necessary by GOCCP, the sub-recipient shall make available to GOCCP, fund source agencies, or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit. Also see General Condition # 39.

**34** GOCCP may allow or require that a sub-recipient report, and be reimbursed, in increments other than quarterly under such conditions that are deemed appropriate.



### Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

35 The performance of work under this award may be terminated by GOCCP in accordance with this clause in whole, or in part, whenever GOCCP determines that such termination is in the best interest of the State.

If the sub-recipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the sub-award, GOCCP may terminate the award by written notice to the sub-recipient. The notice shall specify the acts or omissions relied upon as cause for termination.

All finished or unfinished supplies and services provided by the sub-recipient shall become GOCCP property. GOCCP will pay all reasonable costs associated with this program that the sub-recipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the sub-award. An accounting of the current quarterly and year-to-date expenditures must be provided within 60 calendar days of the termination date. Also see General Condition #7.

36 The sub-recipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The sub-recipient also agrees to include a provision similar to that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. Also see General Condition # 6 (above).

The sub-recipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the Implementing Agency or Grantee (sub-recipient via complaint form), the GOCCP (prime recipient via website ), and/or directly with the Maryland Commission on Human Relations, St. Paul Street, 9th Floor, Baltimore, MD 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs in Washington, D.C.

37 ALL submissions of ANY kind to GOCCP (U.S. mail, hand delivered, etc.), should be mailed to:

Governor's Office of Crime Control and Prevention  
100 Community Place  
Crownsville, MD 21032

38 All sub-recipients must have proper documentation to present to GOCCP upon request, to prove compliance with the following Audit Regulations that apply:

Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their sub-award.

Non-Profit Organizations that have gross income from charitable contributions of at least \$500K must have proof that they received an annual audit by a certified public accountant.

Non-Profit Organizations that have a gross income between \$200K - \$500K must have proof that they have been reviewed by an independent auditor.

Proof must be provided that each of the above reports has been submitted to the Secretary of State within 6 months of the end of the entity's fiscal year.

Non-Profits that have gross income of less than \$200K must provide proof that they filed a 990-Form to the IRS for their fiscal year.



## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

- 39 All financial and programmatic information and receipts/back-up documentation must be retained during the award period, and for 3 years from the date of last activity, for monitoring and auditing purposes, and be made available upon request.
- 40 The sub-recipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.
- 41 The sub-recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.
- 42 In addition to GOCCP's General (Post Award Instructions) and Special Conditions, the sub-recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by GOCCP. The financial guide may be accessed at the following web URL:  
[http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO\\_2013Financial\\_Guide.pdf](http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf)
- 43 On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding newly enacted conference costs and reporting requirements ([http://www.in.gov/cji/files/Memorandum\\_to\\_All\\_OJP\\_Grantees\\_and\\_Contractors\\_Regarding\\_Revised\\_Conference\\_Cost\\_Guidelines\\_October\\_2011\\_\(2\).pdf](http://www.in.gov/cji/files/Memorandum_to_All_OJP_Grantees_and_Contractors_Regarding_Revised_Conference_Cost_Guidelines_October_2011_(2).pdf)).

In order to follow the federal guidelines, GOCCP will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the new federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

GOCCP may consider exceptions to this General Condition for non-OJP funded grants.

- 44 All sub-recipients of federal funds must comply (and will require any sub-contracts or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
- 45 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at [www.sam.gov](http://www.sam.gov). Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.

- 46 No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- 47 All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of GOCCP.



## Grant Award - General Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

- 48 Sub-recipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 49 The sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document, see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>
- 50 Your entity falls under the following federal requirement: Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eeop/eeop.htm>.
- 51 Sub-recipients need to pay particular attention to the type of records that need to be maintained to support reimbursement claims for salaries, wages, and fringe benefits. Guidance can be referenced on page 70 of the OJP Financial Guide.

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include time sheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor.

When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

- 52 If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514 to be submitted to the Federal Audit Clearinghouse. If the audit discloses findings on GOCCP grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the sub-recipient from the pass-through entity as required by §200.521 Management decision.



Regional Monitor:  
Fiscal Specialist:

Carpintieri, Angela  
Lee, Dorothy

Governor's Office of Crime Control and Prevention

## Grant Award - Special Conditions

<b>Grant Award Number:</b>	PRAR-2021-0033	<b>Sub-Recipient:</b>	City of Hyattsville
<b>Award Period:</b>	07/01/2020 - 06/30/2021	<b>Implementing Agency:</b>	Hyattsville City Police Department
<b>Project Title:</b>	Police Recruitment and Retention Program		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCCP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCCP website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

- 2 Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.gov, previously the Central Contractor Registry (CCR). If this number expires during the life of the grant the sub-recipient will not be able to draw down any funds until this number has been re-activated.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entries receiving federal funds. Information about the registration procedure for SAM can be found at [www.SAM.gov](http://www.SAM.gov).

- 3 Due to a previous audit finding, receipts and/or back-up documentation reflecting actual expenditures must be submitted with each quarterly Financial Report form. Reimbursements to sub-recipients will not exceed actual costs.
- 4 All awardees will be required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must be in a written narrative format that describes in detail how law enforcement staffing has changed and provides a comparison of the recruitment and retention efforts over the previous year. Specifically, agencies must provide the retention rate and the average number of new hires prior to this funding, and after as a result of this funding. This fiscal year-end report will be due by July 15th and must also be uploaded into the online grants management system.



Submitted Date:

### Programmatic Reporting

<b>Grant Award Number:</b>	<b>PRAR-2021-0033</b>	
<b>Sub-recipient:</b>	City of Hyattsville	
<b>Project Title:</b>	Police Recruitment and Retention Program	
<b>Implementing Agency:</b>	Hyattsville City Police Department	
<b>Award Period:</b>	<b>07/01/2020 - 06/30/2021</b>	CFDA: N/A

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

### Performance Measures (5)

1	Number of sworn officers who received PRAR recruitment incentives during this quarter.	
2	Number of sworn officers who received PRAR retention incentives during this quarter.	
3	Number of sworn officer vacancies at the beginning of this quarter.	
4	Number of sworn officer vacancies at the end of this quarter.	
5	Number of sworn officers who resigned during this quarter.	

### Progress Report Questions (6)

1	Explain in detail how this program has increased and retained patrol officers during this reporting period. Include the total number of newly hired officers and that number of officers retained through use of incentives.
2	Please provide a brief narrative describing how the quarterly performance measures data is collected and what method or system is currently used to track the required measures for this award.
3	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
4	If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
5	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
6	Per the special condition a "Fiscal Year-End Report" is due July 15th of the current award cycle. Has this task been completed and uploaded? If, not explain why.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Project Director - Dunklee, Scott*

*(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_



PRAR-2021-0033



Governor's Office of Crime Control and Prevention

# Property Inventory Report

Grant Award Number: PRAR-2021-0033

Project Title: Police Recruitment and Retention Program

Implementing Agency: Hyattsville City Police Department

Award Period: 07/01/2020 - 06/30/2021



39879

Control Number:

Regional Monitor:

Fiscal Specialist:

Carpiniferi, Angela

Lee, Dorothy

Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition	Location and Use/Disposition
EXAMPLE										
Computer	Dell - PO# 124AB0510	6E040L071123ABC	00047876	05/16/10	1	650.00	650.00	100%	N	Main Office

Property Description	Name of Vendor Purchase Order #	Serial Number	Internal Inventory Number	Date Purchased	Quantity	Unit Price	Total	Federal Funds Percent	Condition	Location and Use/Disposition

List Invoices Separately

### Notes:

If there is a change in the model/version number (i.e., it is different than the stated in the Grant Award Budget), please include a justification for this change.

Additionally, if there is a change in quantity also include that reason in a justification.

Please use the same property description as indicated in the Grant Award Budget.

I certify that the above listed property is currently, and will continue to be, used for project and/or other related purposes.

Signed:

Date:

Project Director - Dunklee, Scott (Project Director is Preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name:

Phone:



Regional Monitor:  
Fiscal Specialist:

Carpintieri, Angela  
Lee, Dorothy

Governor's Office of Crime Control and Prevention

## Budget Notice

<b>Grant Award Number:</b>	<b>PRAR-2021-0033</b>	
<b>Sub-recipient:</b>	City of Hyattsville	
<b>Project Title:</b>	Police Recruitment and Retention Program	
<b>Implementing Agency:</b>	Hyattsville City Police Department	
<b>Award Period:</b>	<b>07/01/2020 - 06/30/2021</b>	CFDA: N/A

Funding Summary	Grant Funds	100.0 %	<b>\$26,350.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$26,350.00</b>

### Other

Description	Funding	Quantity	Unit Cost	Total Budget
Gym Memberships	Grant Funds	174	\$25.00	\$4,350.00
Leadership Development Training	Grant Funds	2	\$4,500.00	\$9,000.00
Uniform Maintenance	Grant Funds	1	\$13,000.00	\$13,000.00
Other Total:				\$26,350.00

Approved: \_\_\_\_\_

Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 8/27/2020



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-77-FY21

9/21/2020

10.e)

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Submitted by: At the Request of the City Administrator  
Submitting Department: Community & Economic Development  
Agenda Section: Consent

**Item Title:**

**USPS Parking Lot Lease Renewal**

**Suggested Action:**

I move the Mayor and Council authorize the City Administrator to execute a lease with the United States Postal Service (USPS) for use of the USPS parking lot located at 4325 Gallatin Street, Hyattsville, to expire in October 2025 at a rate of \$843/month with a 3% annual increase.

**Summary Background:**

The City's lease of the USPS parking lot located at 4325 Gallatin Street, Hyattsville, expires in October 2020. The current lease provides the City with the exclusive rights to thirty (30) parking spaces at a rate of \$818.00 per month (\$9,816 annually).

With a variety of commercial businesses in the Route One Corridor, there is a significant increase in demand for public parking within the corridor. During the current lease term, the City updated the language to permit the City to utilize the Parking Lot #3 for both City vehicles and as a paid public lot. During the past five years, the City has converted the lot to support public use, including updating kiosks and pay stations.

The USPS has offered the City a new five (5) year term lease at \$1,029/monthly (\$12,348 annually). Staff reviewed the USPS offer and responded with a request more in line financially with the rate of our existing lease.

The USPS responded to the City with a lease rate of \$843/month (\$10,008 annually) with a 3% annual increase. The City Administrator, Treasurer, and Community and Economic Development (CED) Director reviewed and concurred that the City can support the negotiated term rate.

**Next Steps:**

This item is scheduled for approval on October 5, 2020.

**Fiscal Impact:**

Funding for the parking lot lease is included in the FY2021 City Budget.

**City Administrator Comments:**

Recommend Approval.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

Pending



# Memo

To: Mayor and Council  
From: Jim Chandler, Assistant CA, Director, Community & Economic Development  
CC: Tracey Nicholson, City Administrator  
Ron Brooks, City Treasurer  
Lesley Riddle, Director, Public Works  
Date: September 15, 2020  
Re: USPS Parking Lot Lease Renewal

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The purpose of this memorandum is to advise the Mayor and City Council with respect to the lease of United States Postal Service property located at 4325 Gallatin Street, Hyattsville.

## Summary

The City's lease of the United States Postal Service (USPS) parking lot located at 4325 Gallatin Street, Hyattsville is scheduled to expire in October 2020. The current lease provides the City with the exclusive rights to thirty (30) parking spaces at a rate of \$818.00 per month (\$9,816 annually).

With a variety of flourishing commercial businesses in the Route One Corridor, the City has experienced a significant increase in demand for public parking within the corridor. During the current lease term, the City required updated language to permit the City to utilize the Parking Lot #3 for both City vehicles and as a paid public lot. During the past five years, the City has converted the lot to support public use, including the updating of kiosks and pay stations.

The USPS has offered the City a new five (5) year term lease at \$1,029/monthly (\$12,348 annually). Staff reviewed the USPS offer and responded with a request more in line financially with the rate of our existing lease.

The USPS responded to the City with a lease rate of \$843/month (\$10,008 annually) with a 3% annual increase. The City Administrator, Treasurer and CED Director reviewed and concurred that the City can support the negotiated term rate.

**Recommendation**

Staff is recommending the City Council's authorization to proceed with the execution of a lease with the USPS for use of the United States Postal Service (USPS) parking lot located at 4325 Gallatin Street, Hyattsville to expire in October 2025 at a rate of \$843/month with a 3% annual increase.



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-79-FY21

9/21/2020

10.f)

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

**Item Title:**  
**Adirondack Tree Experts Contract - Option Year 2**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to execute option year 2 of the Urban Tree Care contract with Adirondack Tree Experts and authorize an expenditure not to exceed \$185,000 for continued services.

**Summary Background:**

In December 2018, the City Council authorized a contract for Urban Tree Care with Adirondack Tree Experts for 1 year with up to five (5) 1-year extensions. The City exercised option year 1 in FY20 and is now exercising option year 2.

**Next Steps:**

Approve and execute the extension of contracted services.

**Fiscal Impact:**

NTE \$185,000

**City Administrator Comments:**

TBD

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-80-FY21

9/21/2020

10.g)

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Submitted by: At the Request of the City Administrator

Submitting Department: Administration

Agenda Section: Consent

**Item Title:**

**Memorandum of Understanding with Prince George's County**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to negotiate and enter into a Memorandum of Understanding (MOU) with Prince George's County to fund overtime costs for police and/or traffic controllers to support an additional Hyattsville COVID testing site day(s).

**Summary Background:**

The Hyattsville COVID testing site began operating its second cycle on September 14, 2020. The site presently operates two (2) days a week. A third day is being considered. Unfortunately, a third day is not financially and logistically supportable at this time and would have to be funded by the County. The MOU will allow an avenue for support and/or reimbursement from the County.

**Next Steps:**

If authorized, the City Administrator will await confirmation from the County and negotiate an MOU to support an additional test site day/s.

**Fiscal Impact:**

This MOU would allow the City to offer a third testing day with \$0 net effect on the overtime budget and staffing levels.

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

Widest dissemination of information, dates and times.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

Pending





# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-30-FY21

9/21/2020

11.a)

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

**Item Title:**

**Purchase of Two Outdoor Public Restrooms (Portland Loos)**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to purchase two (2) outdoor public restrooms (Portland Loos), and to expend an amount not to exceed \$240,000.

**Summary Background:**

As part of the City's efforts to prevent the spread of COVID-19 and other public health hazards, and to provide better amenities for all residents at City parks, staff have investigated several options for providing restrooms. The Portland Loo was selected as it is a turnkey outdoor restroom that can be installed anywhere there is access to sewer and water services. Portland Loos have been installed successfully around the world, and staff believes they would be a success in Hyattsville. The system is designed to reduce the time and cost of construction while providing a clean, safe, and accessible space for park users to use the restroom and wash their hands. City staff will be pursuing grants and COVID-19 related funding to help offset some costs associated with the purchase and installation.

**Next Steps:**

Solicit and approve contracts for the installation of utilities at each of the Portland Loo locations.

**Fiscal Impact:**

NTE \$240,000.00.

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

The City will communicate the availability of the outdoor restrooms through its various communication channels.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A



**The Portland Loo** | *A Unique Solution to a Universal Problem*

# QUOTE

**Date:** May 13, 2020  
**Invoice #:** [542]  
**Customer ID:** Hyattsville  
**Expires:** 6/12/2020

**To:** **Name:** Hal Metzler **Ship to:** Zip Code 27081  
**City:** Hyattsville, MD

Salesperson	Shipping Method	Shipping Terms	Delivery Date	Payment Terms
Evan Madden	Truck	FOB Hyattsville	TBD	see attached

Item #	QTY	Description	Unit Price	Line Total
1	1	Portland Loo- Single occupant public toilet. 304 stainless steel posts and 304 SS panels, louvers, roof and aluminum front door. 40W heat trace, interior and exterior LED lighting with photoeye and motion sensor control and occupancy counter. <b>AC power</b> option. (LH/RH door swing and LH/RH hand wash basin to be determined later) See attached drawings.	\$95,000.00	\$95,000.00
2	1	Loo Template	incl	-
3	1	Foundation Mounting Hardware	incl	-
4	1	Hand Wash Basin	\$1,500.00	\$1,500.00
5	1	Baby Changing Table	\$1,470.00	\$1,470.00
6	1	Trash Can	\$100.00	\$100.00
7	1	Sharps Container	\$900.00	\$900.00
8	1	Cold Weather Toilet Upgrade	\$4,500.00	\$4,500.00
9	1	Recessed Hand Wash With Cold Air Hand Dryer, Tempered Water, and Soap Dispenser.	\$6,725.00	\$6,725.00
10	1	Shipping & Handling	\$6,120.00	\$6,120.00

<b>Total</b>	<b>See Above</b>
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Make all checks payable to Madden Fabrication  
 Thank you for your business!  
 2550 NW 25th Pl. Portland, Oregon 97210 (503)226-3968

- 1. Terms of Payment.** 30% at time of order, 50% at time of shipment and remaining 20% Net 30 after receipt by customer.
  - a. Deviation from Payment.** Payment Time is of the essence with respect to Buyer's payment of the purchase price, and timely payment shall not be delayed or excused for any reason. Payment agreement between Buyers and other parties, or failure by other parties to pay Buyer or perform any agreement with Buyer shall not result in delay of payment to Madden Fabrication. Madden Fabrication does not accept partial payments, any offsets, credit card merchant fees and/or retainage against the Purchase Order price. Should Buyer not act according to the terms of payment for any reason, the terms will be revoked and any remaining goods or services not yet delivered are subject to pre-payment terms whereby payment, in full is due 10 days prior to delivery. Any amounts not paid when due shall bear interest at the rate of 18 percent per annum or the highest lawful rate applicable, if such rate is less than 18 percent, from the date payment was due. The Madden Fabrication Warranty becomes null and void when payment is more than 5 business days past due.
  - b. Tax.** Unless otherwise indicated on the Madden Fabrication quote or purchase order, any sales, use, consumption, value added or other goods/services based tax imposed by a state, county/local or other agency with jurisdictional authority is excluded from this order. Buyer is responsible for remitting any taxes that are applicable.
  - c. Fees.** Madden Fabrication is not responsible for any fees and or expenses related to licensing, inspections and engineering as required by individual states or local governments.
- 2. Change Orders.** All change orders must be signed by the buyer. Prices stated herein are valid for 1 month from the purchase order date, or two weeks from the purchase order date if unsigned, at which time Madden Fabrication may adjust its price if cost factors warrant. Additionally, any modifications to Madden Fabrication Portland Loo quote to customer, prior to formal approval, may result in a price adjustment. Any modification, to Madden Fabrication Portland Loo quote to customer, after formal approval, requested or required by Buyer for any reason shall be performed by Madden Fabrication at Buyer's expense, as follows: (i) Buyer shall submit a written description of the modifications to Madden Fabrication (ii) within 14 days of receipt of Buyer's description, Madden Fabrication shall provide to Buyer a written price quote for the modifications requested; (iii) Buyer shall pay the Change Order Invoice to Madden Fabrication in accordance with payment terms.
- 3. Terms of Delivery.** Madden Fabrication will not be liable for any delay in the performance of orders or contracts, or in the delivery or shipment of goods, or for a damages suffered by the buyer by reason of such delay, when such delay is beyond Madden Fabrication control. All goods are shipped F.O.B. Portland, Oregon, which means that the risk of loss or damage to the goods and risk of delays in transit passes to the Buyer when the goods are duly delivered to the carrier at Portland, Oregon. Madden Fabrication has no control over arrival time of shipment, and shall not be responsible for delays in shipments once the goods leave Madden Fabrication plant.
  - a. Procedures for Handling Products.** Madden Fabrication suggested procedures for handling products are as follows:

- i. All Madden Fabrication materials, whether palletized or separated from a pallet, must be handled per the instructions detailed in the Portland Loo Installation Procedures submitted with respect to the specified model of Portland Loo restroom facility or component.
  - ii. All material received from, but not manufactured by Madden Fabrication must be handled per the specific handling instructions of the manufacturer of the material.
  - iii. Proper handling equipment its supply and operation are strictly the responsibility of the Buyer.
- 4. Description of Products and Warranty.** The Portland Loo and all its associated components shall be warranted against defects in materials and workmanship for a period for not less than one year from date of final acceptance.
- 5. Time of Shipment and Delivery.** Unless otherwise specified on the purchase order, Madden Fabrication may ship goods pursuant to an order at any time after the goods are completed and ready for shipment. Further, unless payment has been made in advance, if a carrier holding a Madden Fabrication shipment order by a Buyer is ready to deliver the goods to the buyer, the Buyer agrees to accept the goods at the carrier's earliest possible delivery date and time.
- 6. Store & Invoice.** If Buyer delays shipment, regardless of the reason for delay, Madden Fabrication is permitted to invoice and the Buyer accepts the obligation to pay Madden Fabrication under its agreed upon payment terms, using the date the order was ready for shipment as the invoice date. Once the order is invoiced, the materials shall become property of the agency/contractor. Further Madden Fabrication may at its sole discretion invoice the Buyer for a 100% of the contract value in addition for a **minimum** of \$2,500 per month of on-site storage per Loo. Deliveries that are delayed by the Buyer may be canceled by Madden Fabrication and the goods returned to Madden Fabrication at its discretion. Any costs or difficulties arising from the Buyer's act in delaying receipt of Madden Fabrication's shipments are the complete responsibility of the Buyer. The Buyer agrees to pay for the complete shipment cost if Madden Fabrication elects to cause the goods to be returned to Madden Fabrication or delivered to another Buyer.
- 7. Cancellation.** Mutual acceptance of the purchase order indicates notice to Madden Fabrication to proceed with the provisions of design service required in completing its fabrication of Portland Loo per this purchase order agreement. Should Buyer cancel its purchase order prior to granting Notice to Proceed in production of the Portland Loo, Buyer shall pay the design fee stated in the purchase order as compensation for design services rendered. Madden Fabrication requires the Buyer to indicate approval of its supply offering by executing the signature page of the Purchase order agreement document and Notice to Proceed. Upon granting Madden Fabrication approval of this purchase order agreement and Notice to Proceed, Buyer accepts responsibility for all costs incurred by Madden Fabrication in producing the Portland Loo for Buyer.

**8. Special Orders.** All products sold by Madden Fabrication are custom to each particular job. Payments toward any product, once made are non-refundable.

**9. Contract Documents.** Together with the Purchase Order, the following constitute the “Contract Documents” and the entire contract between the parties, either written or oral: (i) Approved “final” Madden Fabrication purchase order agreement and (ii) Change Order form (if applicable).

**10. Attorney Fees.** If Buyer fails to pay any amount when due, and Madden Fabrication incurs any expenses in pursuant of collection, Buyer agrees to pay the reasonable attorney fees (whether or not litigation is commenced) and other costs of such collection.

- a. In any dispute involving the interpretation or enforcement of this agreement or involving issues related to bankruptcy (whether or not such issues related to the terms of this agreement), the prevailing party shall be entitled to recover from the non-prevailing party reasonable attorney fees, paralegal fees, costs disbursements, and other expense incurred by the prevailing party in the dispute, including those arising before and at any trial, arbitration, bankruptcy, or other proceeding, and in any appeal or review thereof. In addition, the amount recoverable by the prevailing party shall include an amount estimated as the fees, costs, disbursement, and other expenses that will be reasonably incurred in collecting monetary judgment or award, or otherwise enforcing any order, judgment, award, or decree entered in the proceeding
- b. This agreement shall be interpreted and enforced according to the laws of the State of Oregon. The parties irrevocably submit and consent to the jurisdiction of the Multnomah County circuit courts of the State of Oregon and the Oregon Federal District Court, with respect to litigation regarding any dispute, claim or other matter related to this contract.

**11. Intellectual Property.** Madden Fabrication makes and sells the Portland Loo under license from the City of Portland, Oregon. Aside from implied licenses sufficient to install and maintain the Portland Loo purchased by the Buyer under this Agreement, the Buyer’s purchase of the Portland Loo shall not transfer any intellectual property rights pertaining to the Portland Loo, including but not limited to patent, trademark, and copyright rights in the design of the Portland Loo or in the name PORTLAND LOO. All such intellectual property rights shall remain owned by the City of Portland, subject to any licenses or assignments granted or executed by the City of Portland. The Buyer shall have no right to make copies of the Portland Loo, or to sublicense or otherwise commercially use any intellectual property associated with the Portland Loo.

**12. Controlling Provisions.** The terms and conditions of this Purchase Order shall supersede and control any provisions, terms and conditions contained on any confirmation order, Purchase Order, or other writing the Buyer may give or receive, and the rights of the parties shall be governed exclusively by the provisions, terms and conditions thereof.

**13. Binding Effect.** This Purchase Order agreement shall be effective and in force only when signed by Buyer and Madden Fabrication. Madden Fabrication must consent to any assignment of this Purchase Order agreement in writing. Subject to any restrictions upon assignment, this Purchase Order agreement shall be binding on and inure to the benefit of the heirs, legal representative, successors, and assigns of the parties.

**14. Notice.** All notices required by this Purchase Order shall be in writing addressed to the party to whom the notice is directed at the address of that party set forth in this Purchase Order agreement and shall be deemed to have been given for all purposes upon receipt when personally delivered; one day after being sent, when sent by recognized overnight courier service; three days after deposit in United States Mail, postage prepaid, registered or certified mail; or on the date transmitted and received by facsimile. Any party may designate a different mailing address or a different person for all future notices by notice given in accordance with this paragraph.

**15. Modification.** No modification of this Purchase Order agreement shall be valid unless it is in writing and is signed by all of the parties.

**16. Interpretation.** The paragraph headings are for the convenience of the reader only and are not intended to act as a limitation of the scope or meaning of the paragraphs themselves. This agreement shall not be construed against the drafting party.

**17. Severability.** The invalidity of any terms or provisions of the agreement shall not affect the validity of any other provisions.

**18. Waiver.** Waiver of any party of strict performance of any provisions of this Purchase Order agreement shall not be a waiver of or prejudice any party's right to require strict performance of the same provision in the future or any other provision.

**19. Counterparts.** This Purchase Order agreement may be executed in multiple counterparts, each of which shall constitute one agreement, even though all parties do not sign the same counterpart.

X \_\_\_\_\_

Buyer's Authorized Representative

X \_\_\_\_/ \_\_\_\_ / \_\_\_\_

Date

X \_\_\_\_\_

Portland Loo Representative

X \_\_\_\_/ \_\_\_\_ / \_\_\_\_

Date

# The Portland Loo:

World Class Solution to Your City's  
Public Restroom Needs



# Part 1:

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## Overview of Portland Loo-Development, Design and Features





# What is the Portland Loo?

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- The Portland Loo is a single occupancy, public toilet with unique design features which make it safe, affordable, and aesthetically pleasing.
- It was designed by the City of Portland for installation in Portland and other urban and rural locations.

# History of the Loo – The Need

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- Conceived by Portland City Commissioner Randy Leonard in 2007 in response to 2006 Portland State University report called “Going Public” which identified the need for public restrooms in Portland.



**Restroom Ventilator, 1912**

A view of the comfort station ventilator. The women’s entrance is on the right, men’s entrance on the left and Pioneer Courthouse is the backdrop. Except for the ventilator’s position (and lack of iron fence on the wall), this scene has changed very little in 99 years.

# History of the Loo – The Team

- Built by Committee -outreach, assistance & buy in from - City Government, Police, Fire, Public Works, Parks & Rec, Building Officials, Advocacy Groups, BID, Businesses and N/A, Designers, Manufacturer and suppliers
- Initially agreed upon needs
  - Meet the restroom need for the houseless, Tourists, Commuters, public/construction workers the general public and as many people as possible.
  - Open 24/7/365
  - Durable proven off the shelf components
  - Easy and inexpensive to service and clean
  - Single occupant and Unisex
  - Safe and crime resistant (CPTED features)
  - Attractive and appealing

# Portland Loo Designed features

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- Angled louvers for privacy and security.
- Heavy duty stainless steel structure is durable and easy to maintain with anti-graffiti powder coating.
- ADA compliant with room for bicycles and strollers.
- Outside hand wash to eliminate “hotel effect” and reduce occupancy time.
- Energy efficient LED lighting system with photo-eye and motion-sensor control to indicate occupancy.
- Additional lighting from skylight.
- Self contained supply cabinet allows easy cleaning.
- Attractive and discrete with added CPTED benefits.

# **Benefits of a Portland Loo**

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- Low initial cost and simple to maintain.
- Built to order in as fast as 45 days.
- Quick and simple installation.
- Years of extensive research and development in the field resulting in improvements to overall design.
- Low water and power consumption especially compared to APT's.
- Aesthetically pleasing design that fits with your local architecture.
- One year limited warranty and continual assistance.

# Costs of a Portland Loo

- Initial cost is \$90,000 plus cost of any options.
- Shipping typically runs \$3,500 to \$5,000.
- Cost to install include:
  - Utility work (water, sewer, electric) \$22,000-\$25,000
  - Foundation work runs \$7,000 to \$9,000
  - Installation costs (crane, labor, hookup) \$3,000 to \$4,000
- Maintenance is typically \$11,000 to \$12,000 per year.

# Options

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- Use counter.
- Solar and 110v A/C options.
- Hook up to septic tank or sewer line.
- Custom colors.
- Art or advertising panels.
- Various grades of stainless construction.
- Winter weatherization options
- Hand wash/water bottle/pet bowl option.
- Colored LED light options.
- Plant trellis.
- Baby Changing Table
- Remote monitoring and control
- ???? Make it Your City's Loo!



# The History and Future

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- First installation in 2008, followed by 7 more in Portland and 19 more in other cities throughout the US and Canada.
- Design improvements made to address issues with maintenance, ease of use, and evolving ADA requirements.
- Originally, sold by the City of Portland and manufactured by Madden Fabrication. Now marketed and manufactured exclusively by Madden Fabrication.
- Continually improved and tested in Portland and elsewhere.



# Part 2:

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## Successful Siting Of Public Restrooms

**Location, Location, Location!!**

# Game Plan for Success

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- Evaluate current situation
  - State of existing restrooms in defined geographic area.
  - Indicators where supply is not meeting demand.
- Determine the cost vs benefits of potential locations.
- Engage community to understand and prioritize plan, initially and through final selection.
- Develop staged plan that reflects funding realities and shared priorities and concerns – build on success.

# Who Will it serve?

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- General population
- Special events – Markets, concerts..
- Homeless
- Tourists
- Business district employees
- Shoppers
- Bar/Restaurant goers (day and night)
- Commuters (public Transit)
- Bicyclists
- Pedestrians
- Park users
- People with medical conditions
- Pregnant women
- Families and children
- The elderly
- “Restroom challenged” individuals
- Other\_\_\_\_\_

# Infrastructure/Siting Concerns

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- Distance to sewer, water, electrical
  - Underground obstacles (METRO, other?)
- Right of Ways vs Private/Public/Park lands
- Environmental impact
- Visual impact (Historical areas, standardized street furniture, HMO requirements)
- If solar is being considered:
  - Sun not obstructed by trees, or buildings
  - Be aware that snow pack will reduce solar, and require maintenance to brush off snow, therefore, the general climate should be sunny!

# Safety

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- Do not obstruct vehicle sight lines
- Structure should be in the public eye to foster self policing
- Locate near busy pedestrian traffic area
- Avoid proximity to climbing aids, benches, trellis, ??
- Out of pedestrian right of way including door swing and exterior features like hand wash/drinking fountains.
- Good night time lighting
- ADA egress compliance (grade, min. width)
- CEPTED: Remote monitoring security (camera, motion sensor, lighting, guards/attendants)
- Proximity to Vehicle traffic (hand wash location)

# Outreach

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- Include all constituents in the initial conversation of siting and number of Loos required
- Constituents will vary, but may include the following:
  - Public Works Agency
  - Public Parks Agency
  - Public Transportation Agency
  - Urban Planning and Renewal Agencies
  - BID, Business Chambers, Neighborhood Assoc.
  - Churches, Advocacy groups and Non-profit Organizations
  - Police and Fire Departments
  - Historical and cultural groups
- Get buy in up front, and when a significant change in siting or features occur.

# Part 3:

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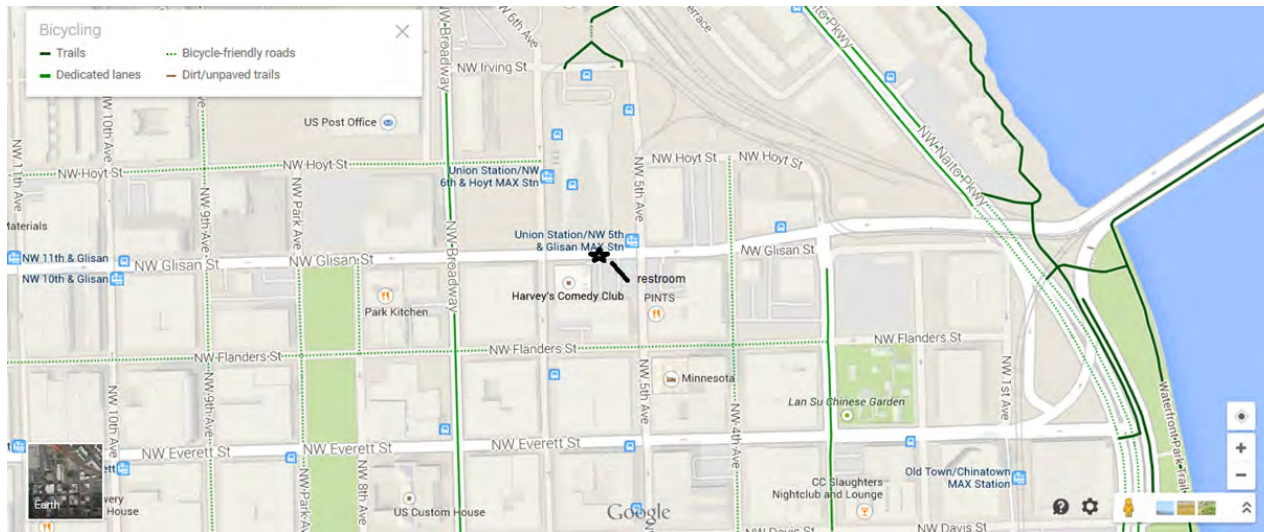
## Portland Loo Case Studies and Resources

# Glisan Street Loo





# Glisan Street Loo



**Who it serves** – Homeless, Commuters (Bus, Train and Greyhound station hub), Shoppers (requested heavily from business owners), Pedestrians and bikes, Nightlife crowd, tourists, Park users (3-4 blocks from 2 main parks)

**Outreach** - This was the first public restroom project in decades. There was much public outreach with City Hall, Police, building officials, businesses and advocacy through nearby organizations and PHLUSH.

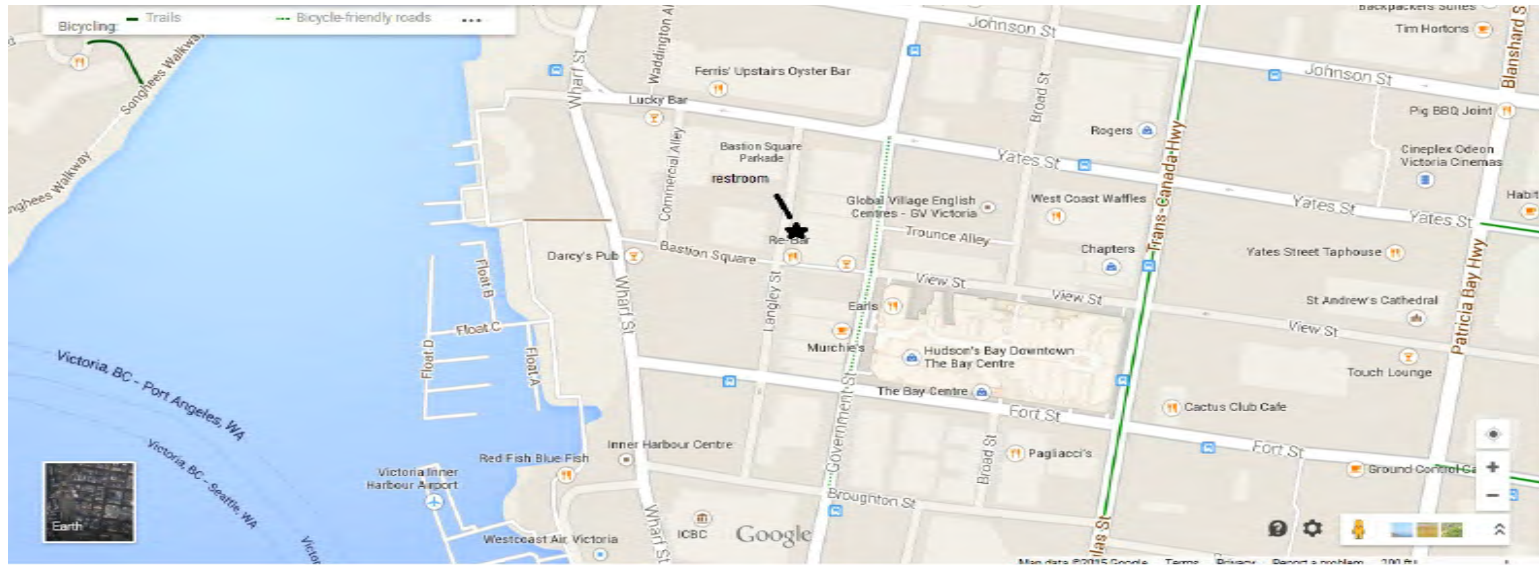
**Infrastructure** – Location for Water and Sewer were readily available (Around \$25K for utilities). Electrical was not available so Solar was implemented (about \$5k net adder). Placed on City sidewalk right-of way so less interaction with Building department.

**Safety** – Good lighting and visibility from street. Middle of block and on one way street for easy police viewing from vehicles when driving by.

# Victoria BC – Langley St. Loo



# Victoria BC, Canada Loo – Excellent



**Who it serves** – Market customers and business operators, tourists, nearby residents, shoppers, Pedestrians and bikers, Late night bar patrons, , homeless, Commuters (1 block from public transportation).

**Outreach** – Public works, City Hall, neighborhood and market businesses, tourist development bureau.

**Infrastructure** – Located on wide existing sidewalk, near utilities including power, very poor solar location but power was accessible and replaced the original solar option.

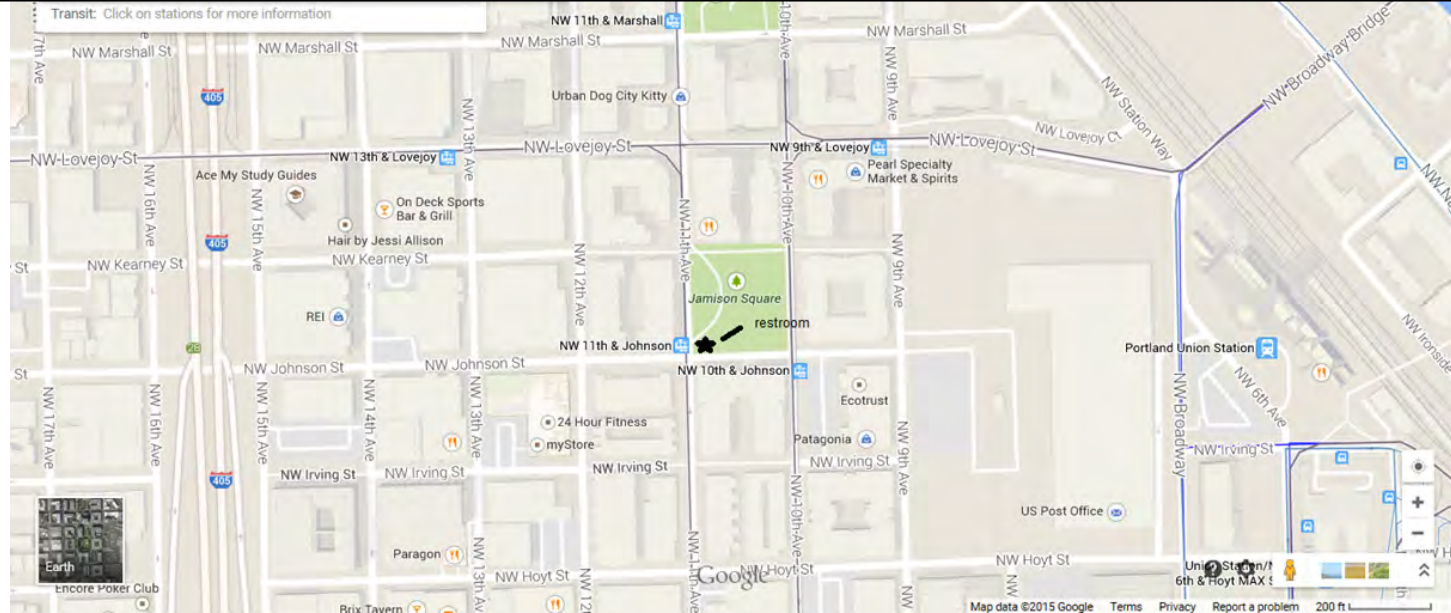
**Safety** – Good lighting and eyes on it location. Located on middle of street on sidewalk of a one way street very viewable by police.



# Jamison Park Loo



# Jamison Park– downtown park/water feature



**Who it serves** - park users, Families, pedestrians, tourists, nightlife, homeless, nearby residents, shoppers, Events, Pedestrians and Bikes, Commuters (1 block from streetcar and bus stops). Installed many years after installation of the Park and many years of park use and replace port-a-potties. Sees large seasonal demand.

**Outreach** - Much public outreach for the restrooms. Included business, Neighborhood Association, parks and City Hall. Opponents initially against increased homeless and bad behavior. Proponents, businesses and residents wanting permanent restroom for the existing park and eliminate urination and defecation from homeless and park goers. End result was a positive solution and no negative reports.

**Infrastructure** – The location was selected for best access to water and sewer. Solar option (less than optimal conditions due to high rises nearby). Located in city right of way and took up one existing parking space.

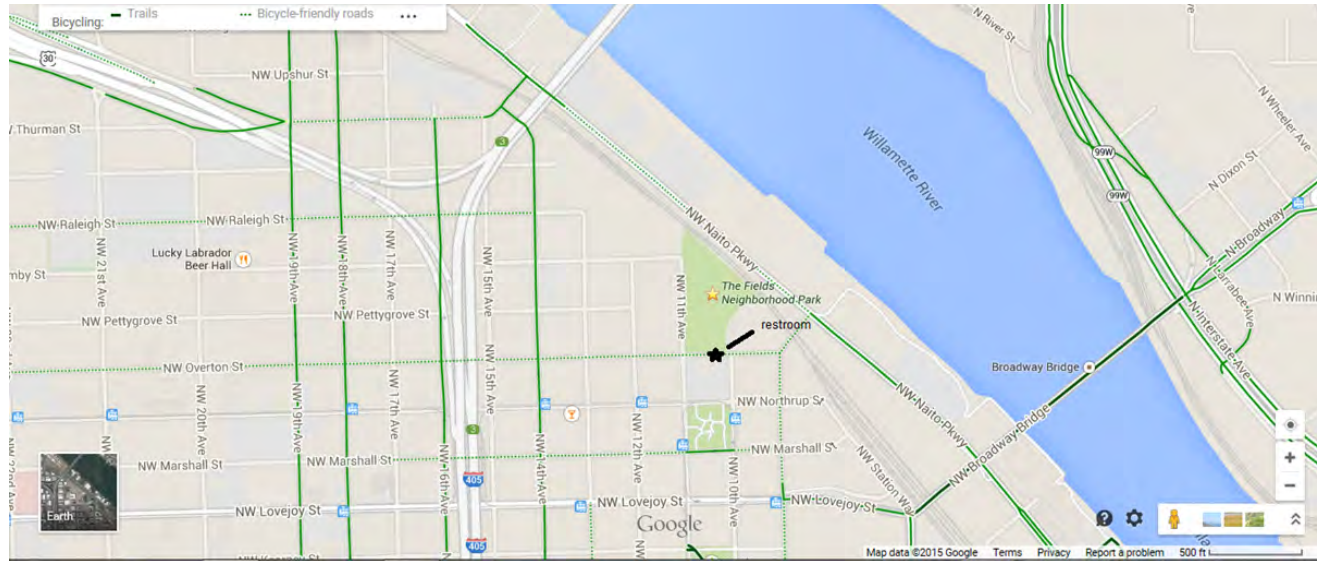
**Safety** – Good lighting and visibility from street. End of block but still out of vehicle site lines (existing parking space). Excellent visibility and eyes on it.



# Fields Park Loo



# Fields Park –



**Who it serves** – park users, pedestrians, tourists, homeless, nearby residents, shoppers, Pedestrians and bikers, Families, 2 blocks from streetcar stop.

**Outreach** - Much public outreach for the Park itself so involvement by parks, building services, public works, neighborhood associations and private citizens was in place early and often.

**Infrastructure** – New Park location so utilities locating was minimal to overall project costs (water, sewer, electric costs were \$25K)

**Safety** – Good lighting and eyes on it location. Located on edge of park near buildings, street and businesses. Locked up at night to reinforce park hours and closure times. Set in middle of block for site lines for cars and good distance from street and pedestrian traffic use.

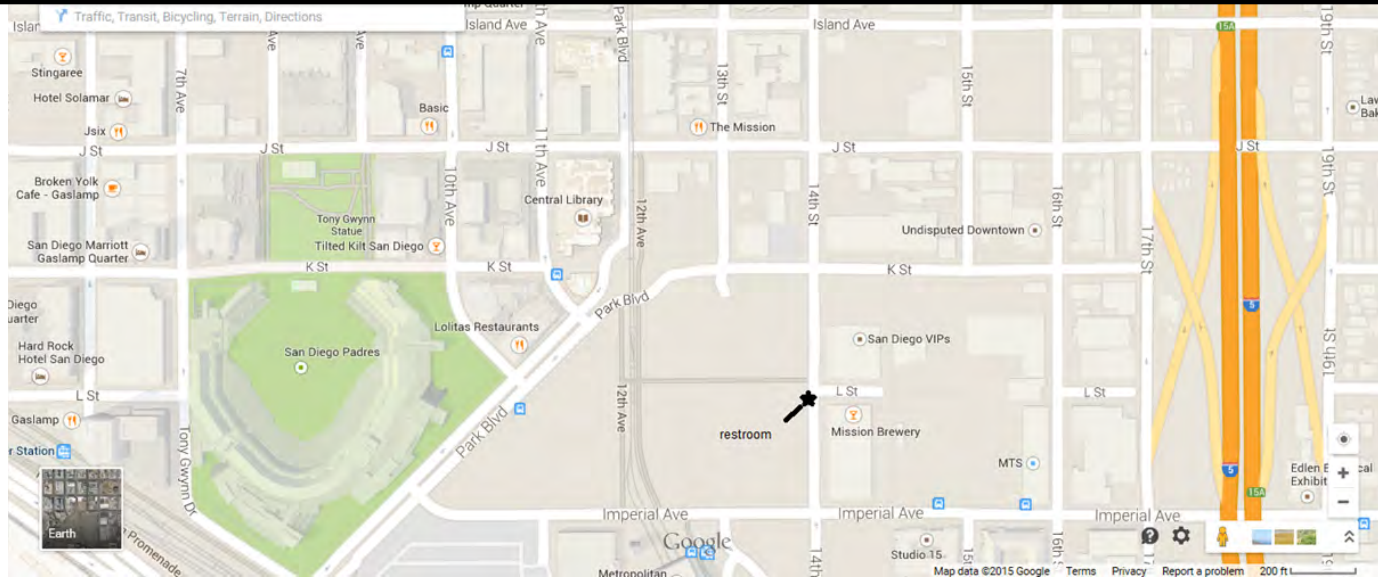


# San Diego 14<sup>th</sup> and L St.





# San Diego – 14<sup>th</sup> and L St



**Who it serves** – Homeless, Seasonal Baseball park users, bikes and pedestrians.

**Outreach** - Apparently the outreach was minimal. Businesses across the street have voiced negative sentiment from it after installation. Public workers complained the high infrastructure costs were a result of no request from them to help site it. Advocacy group called the “girl think tank” focused on helping the homeless but not sure how much they were involved in site location other than proximity to camps and homeless concentration. Net results so far have been concern of cost and bad behavior by business owners and other citizens. Benefits of less human waste issues in the immediate area.

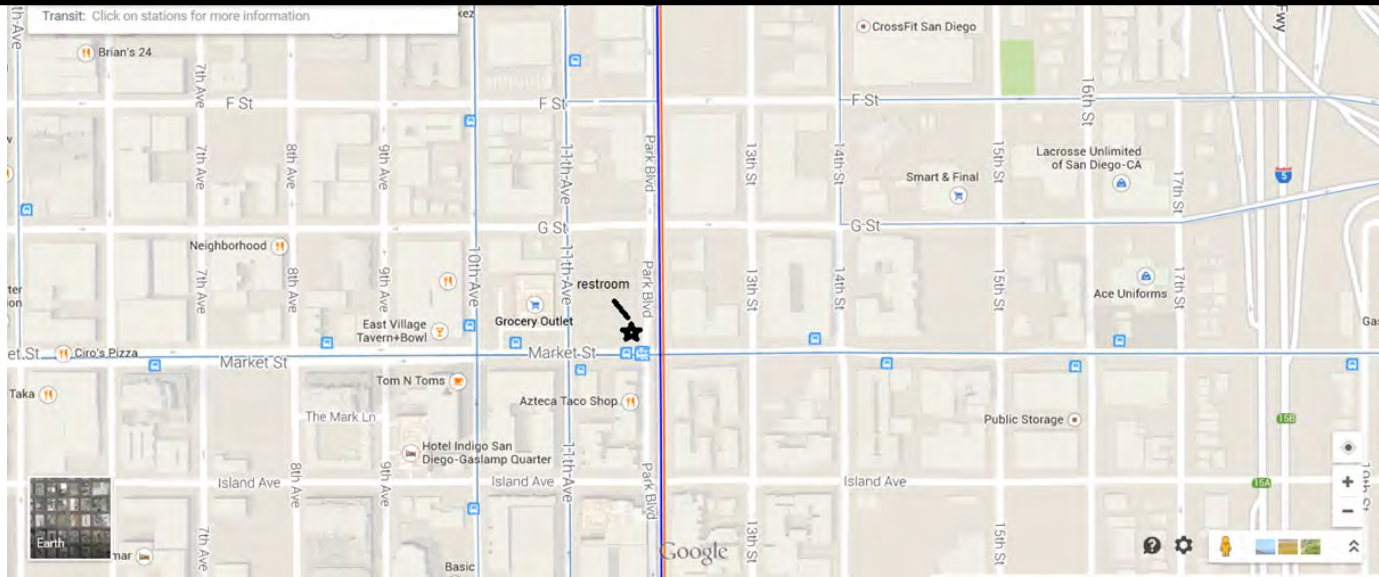
**Infrastructure** – From reported information, water and sewer infrastructure costs were more than double the budget due to site location. Full solar power option was selected for electrical power (good solar location placement). Located in city right of way and end of large parking lot for Petco Field. Placed next to an arbor that made climbing onto roof easier to do.

**Safety** – Good lighting and visibility from street. Middle of block and well out of way of traffic. Location is very desolate at night and with the unit being up against a chain link fence and abandoned parking lot at night it increases the feeling of being unsafe. Entire area is a concentration of homeless that camp during both the day and night.

# San Diego Market & Park St



# San Diego – Market and Park St.



**Who it serves** – Bikers and pedestrians, Transportation (next to streetcar and bus stop), Shoppers, homeless, nightlife, tourists, nearby residents, Families, downtown city workers.

**Outreach** – Limited outreach as seen with the installation of their first Loo but the selection focused on more users than just the houseless.

**Infrastructure** – From reported information, water and sewer infrastructure costs were more than double the budget due to site location (light rail line). Full solar power option was selected and the site had excellent solar exposure.

**Safety** – Good lighting and police visibility from street. End of block but away from corner and out of vehicle site lines. Excellent visibility and eyes on it from neighbors, busy street and light rail commuter location.



# Resources

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Public Hygiene Lets Us Stay Human - [www.phlush.org](http://www.phlush.org)

Going Public – PSU capstone study on restroom needs and siting in Portland, OR -  
[www.americanrestroom.org/us/portland/psu\\_gopubliccvr3.pdf](http://www.americanrestroom.org/us/portland/psu_gopubliccvr3.pdf)

American Restroom Association – [www.americanrestroom.org](http://www.americanrestroom.org)

ICC G3-2011 Global Guidelines for Practical Public Restroom Design – [www.shopicc.org](http://www.shopicc.org)

Portland Loo installation video - <https://vimeo.com/141186536>

# Questions?

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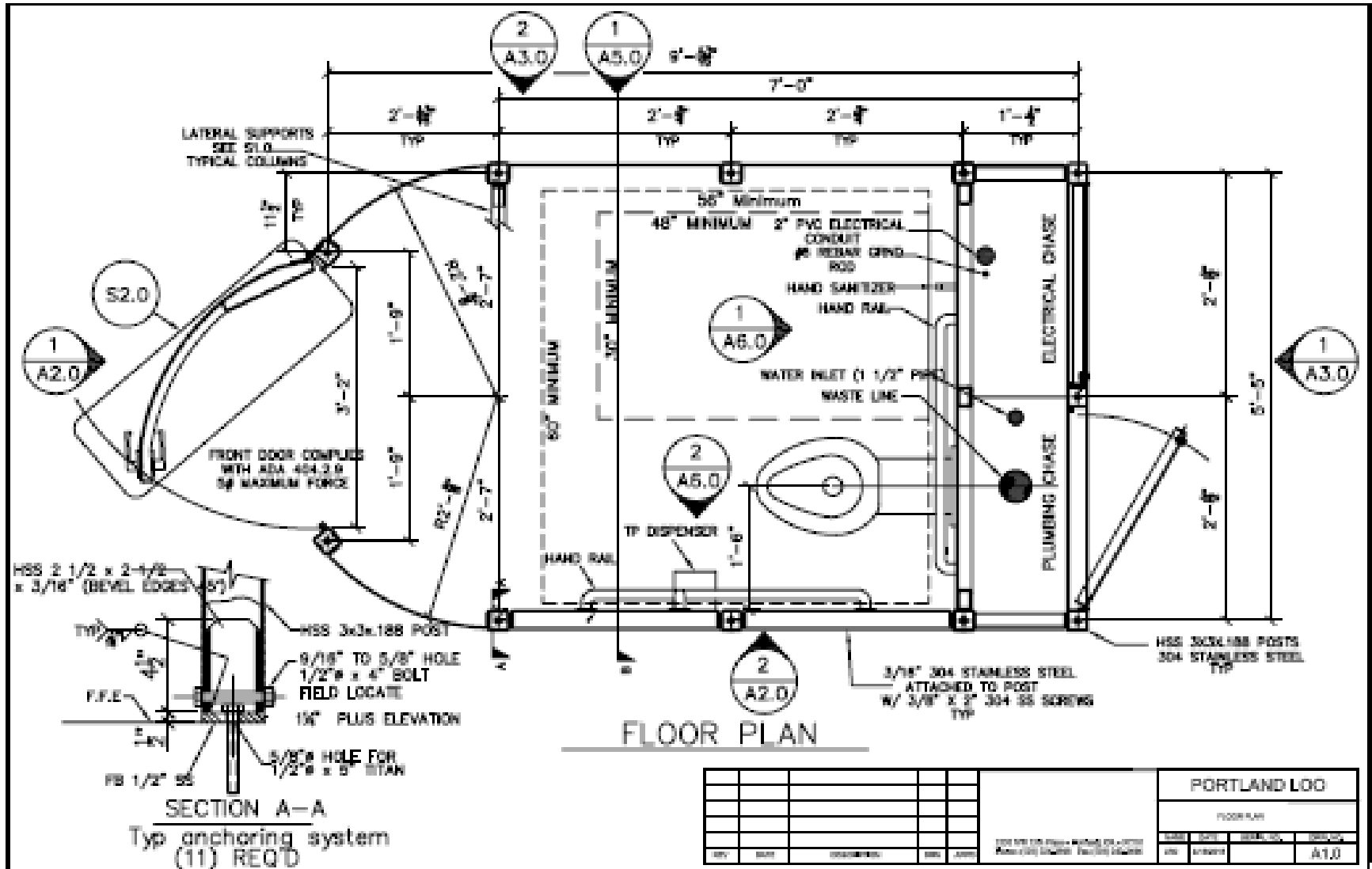
**Greg Madden**  
**Owner, Madden Fabrication**  
**(503) 226-3968**  
[gmadden@madfab.com](mailto:gmadden@madfab.com)

**Evan Madden**  
**Portland Loo Sales**  
**(503)226-3968**  
[emadden@theloo.biz](mailto:emadden@theloo.biz)

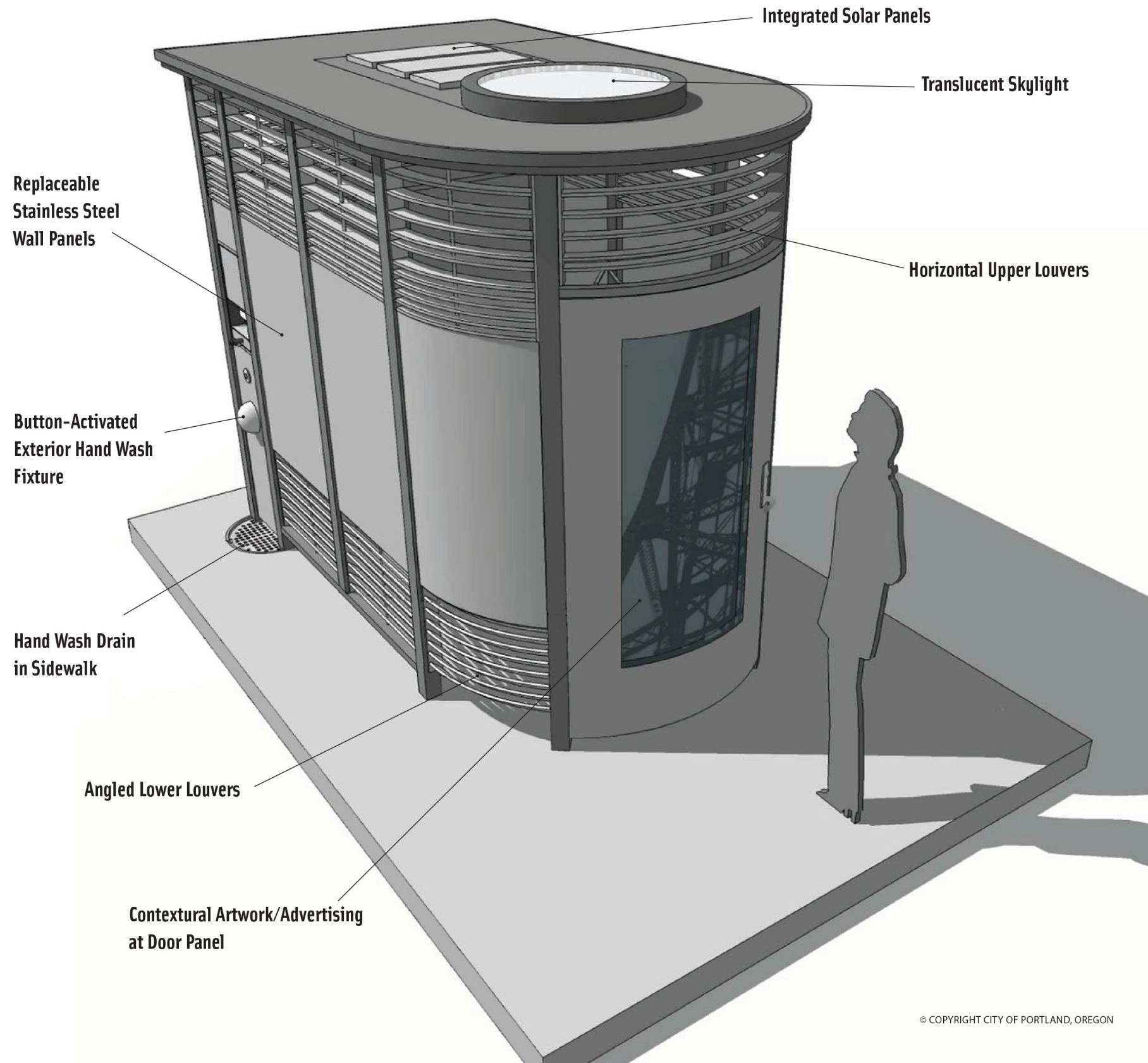
[www.madfab.com](http://www.madfab.com)  
[www.theloo.biz](http://www.theloo.biz)



# Floor Plan



# The Portland Loo



## **LIGHTWEIGHT.**

The unit is composed of a minimum of materials. Utilizing stainless steel wall panels mounted to a slim profile steel structure means that the Portland Loo weighs a fraction of a typical restroom and can be delivered on-site as a complete enclosure.

## **SECURE.**

Louvers at the top and bottom of the wall create an interior environment that offers complete visual privacy, while remaining as connected with the outside as possible. The lower louvers are angled to provide law enforcement the opportunity to observe the number of users within the unit without compromising privacy. The unit's hand-washing station is mounted on the exterior to promote shorter use times and to serve the general pedestrian population.

## **FUNCTIONAL.**

The entire unit can be off-grid and lit entirely by solar-powered LED fixtures. Or the unit can be pre-wired for 115 volt AC power. At night a gentle light washes the exterior until it is occupied, at which time the interior lights activate and the exterior lights dim, announcing that it is in use. All of the cleaning and maintenance implements, as well as electrical components and solar batteries, are housed in the cabinet at the rear of the unit.



# The Portland Loo

offers high durability and a unique and balanced blend of privacy and security, all at a cost that is a fraction of current stand-alone restroom models.

- Affordable
- Design deters illicit activity (CPTED)
- Durable/vandalism resistant
- Easy to service/replace damaged components
- Site almost anywhere (with water and sewer hookup)
- Designed to be open 24/7 without an attendant
- ADA accessible
- Sustainable/Solar-powered



Space available on exterior rear panels for graphics or advertising



Solar mechanics accessed through rear panel



Interior view



Exterior hand washing area



Solar panels and skylight on roof

# The Portland Loo



[www.theloo.biz](http://www.theloo.biz)

**CONTACT:**

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# The Portland Loo

Innovative Public Restroom Design



*A Unique Solution  
to a Universal Problem*

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09/2009





# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-70-FY21

9/21/2020

11.b)

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Submitted by: At the Request of the City Administrator  
Submitting Department: Community & Economic Development  
Agenda Section: Action

**Item Title:**  
**FY2021 Corridor Investment Grant Awards**

**Suggested Action:**

I move that City Council approve FY2021 Hyattsville Corridor Investment Grants to the following organizations and authorize the City Administrator to execute grant agreements with the recipient organizations in the specified amount for each programming activity as follows:

- Acapulco Spirit Restaurant: \$2,000
- Green Owl Design: \$2,000
- Hyattsville Aging in Place: \$1,500
- Hyattsville Community Development Corporation: \$1,500
- Just Rock Enterprise: \$5,500
- Will's Decorating: \$2,000
- Maryland Meadworks: \$2,500
- Pyramid Atlantic: \$3,500
- Robert Harper Books, LLC: \$3,500
- SoHy Placemaking: \$2,000
- Subway: \$1,500
- Trinity Grill: \$2,500

All grant funding shall be subject to the terms and conditions of the grant agreement.

**Summary Background:**

The City of Hyattsville created the Corridor Investment Grant Program as a funding opportunity for private and non-profit partners with creative placemaking projects, programming initiatives, and business development strategies.

Applicants are eligible to receive a grant of up to 80% of the total cost of their eligible project or program. The City of Hyattsville Corridor Investment Grant Program funds (1) programming such as ongoing or one-day public events (2) public placemaking, including exterior improvements, street furniture, murals and public art and (3) business development initiatives including business development workshop, business services, a tenant subsidy or an equity match for the City's Commercial Façade Improvement program.

Corridor Investment applications were submitted to the City on, or prior to, August 27, 2020. Over the past several weeks, Department of Community & Economic Development staff has reviewed the applications and followed up with applicants to clarify information included within the submitted application materials.

**Next Steps:**

Council approval and execution of agreements with businesses.

**Fiscal Impact:**

The approved FY2021 includes \$30,000 to support the City's Corridor Investment Program.

**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

# Memo

**City of Hyattsville**



To: Mayor and Council  
From: Jim Chandler, Director, Community & Economic Development  
Kate Powers, City Planner  
Lillian Lamptey, Community Planner  
Date: September 15, 2020  
Re: Corridor Investment Program – 2020 Grant Awards

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The purpose of this memorandum is to provide the Mayor and City Council with a briefing of the applicants recommended for Corridor Investment Program grant awards for the City's 2020 grant application cycle.

## **Program Summary**

In June 2020, the City issued its second application cycle for the Corridor Investment Program, which provides a funding opportunity for Hyattsville private and non-profit organizations with creative placemaking projects, programming initiatives, and business development strategies. Applicants can receive a grant of up to 80% of the total cost of their eligible project or program, with the applicant providing a minimum match of 20% of the overall project cost.

Grant funds are eligible to Hyattsville organizations for the following activities:

- Programming Initiatives (up to \$1,500)
- Public Placemaking Projects (up to \$2,500)
- Business Development Efforts (up to \$5,000)

The Corridor Investment Program is funded through the City's municipal budget. In the FY21 budget, the City Council allotted \$30,000 towards the program for the 2020 application cycle.

## **Corridor Investment Program Applications – Summer 2020 Cycle**

In June, the application and program guidelines were posted to the City website. The City received numerous inquiries and a total of fourteen (14) applications from local businesses and organizations.

### **Corridor Investment Review – Application Review & Analysis**

The City received a total of fourteen (14) applications submitted by thirteen (13) different applicants. Copies of each application and materials were distributed to City Staff consisting of the following individuals:

- Jim Chandler, Director, Community & Economic Development
- Lillian Lamptey, Community Planner, Community & Economic Development
- Kate Powers, City Planner, Community & Economic Development

Members were asked to review and evaluate the applications independently prior to meeting as a group. The evaluations were completed on September 15, 2020. Staff discussed their evaluations of each application and the proposed initiatives and projects. Each application evaluated can be found attached.

### **Recommendation & Actions**

A summary table outlining each application, the amount requested, and the amount recommended by City Staff is included as an exhibit to this agenda item.

CIP projects are scheduled to take place immediately upon execution of a contract and issuance of Notice to Proceed. All projects are scheduled to be completed on a 120-day project schedule.

Staff is requesting that this item be scheduled for the September 21, 2020 Council meeting with consideration that this item be approved at the same meeting, provided the Mayor and Council are satisfied with the proposed recommendations. If the Council would like additional time to discuss the item, it should be placed on the action agenda for October 5, 2020. Staff is recommending the Council's consideration of the following motion:

"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:

- Acapulco Spirit Restaurant: \$2,000
- Green Owl Design: \$2,000
- Hyattsville Aging in Place: \$1,500
- Hyattsville CDC: \$1,500
- Just Rock: \$5,500
- Will's Decorating: \$2,000
- Maryland Meadworks: \$2,500
- Pyramid Atlantic: \$3,500
- Robert Harper Books, LLC: \$3,500
- SoHy Placemaking: \$2,000
- Subway: \$1,500
- Trinity Grill: \$2,500"

## Corridor Investment Program Grant 2020

Applicant	Grant	Scope of Work	Requested Amount	Recommended Amount
<b>Acapulco Spirit Rest.</b> 3100 Hamilton Street	Placemaking	Planters to exterior of the restaurant benches, a tent and patio furniture	\$2,500	\$2,000
<b>Green Owl Design</b> 5303 Baltimore Avenue	Placemaking	Planters, repainting bench, awning, and art instillation	\$2,500	\$2,000
<b>Hyattsville Aging in Place (HAP)</b> 5104 42 <sup>nd</sup> Avenue/P.O Box 113	Programming	HAP entered an agreement with GoGoGrandparent to organize senior transportation through rideshare and other transportation services and is requesting funding to help continue this transportation service into December.	\$1,500	\$1,500
<b>Hyattsville CDC</b> 4314 Farragust Street	Placemaking	Transform traffic or utility box into vibrant public artwork as part of a Traffic/Utility Art Wrap Program. (mitigate graffiti with vandalism resistant vinyl art wraps on traffic signal and utility boxes)	\$2,500	\$1,500
<b>Just Rock Enterprise</b> 4344 Farragust Street	Business Development	One time commercial tenant subsidy & Business development as an underrepresented minority owned female business needing assistance with sustaining and business development. (consultation)	\$5,000	\$4,000
<b>Just Rock Enterprise</b> 4344 Farragust Street	Programming	Outdoor event w/ Just Rock!, Tiered and Petite, & Sangroid Distilling. Music, handcrafted tastings, and outdoor seating	\$1,500	\$1,500
<b>M and V Enterprises LLC</b> 5122 Baltimore Ave	Placemaking	Two murals and outdoor seating	\$2,500	\$2,000
<b>Maryland Meadworks</b> 4700 Rhode Island Ave Suite B	Business Development	Equity match for CFI for increased visibility	\$5,000	\$2,500
<b>Pyramid Atlantic</b> 4318 Gallatin Street	Business Development	Website upgrade (Project management, sitemap and wireframe, design, development, launch and training)	\$4,000	\$3,500
<b>Rahim Tofigh</b> 3600 East West Highway	Business Development	Painting exterior, front door, lobby upgrade, parking lot repair	\$50,000	\$0
<b>Robert Harper Books LLC</b> 4103 Gallatin Street	Business Development	Social media planning and discovery, content development, revise Facebook, maintenance for 16000 books	\$3,759	\$3,500
<b>SoHy Placemaking</b> 4327 Gallatin Street	Placemaking	Black Lives Matter inspired mural	\$2,500	\$2,000
<b>The River Beas / Subway</b> 5516 Baltimore Ave	Placemaking	Outdoor planters, outdoor furniture	\$2,500	\$1,500
<b>Trinity Grill</b> 3210 Sanford Street	Placemaking	Outdoor seating, planters, decorative barriers, signage, and lighting.	\$1,000	\$2,500
<b>Total:</b>			<b>\$86,759</b>	<b>\$30,000</b>

**CITY OF HYATTSVILLE  
CORRIDOR INVESTMENT GRANT PROGRAM GUIDELINES**

**I. Program Overview**

**Purpose**

The City of Hyattsville created the Corridor Investment Grant Program as a funding opportunity for private and non-profit partners with creative placemaking projects, programming initiatives, and business development strategies.

The City of Hyattsville reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

The City of Hyattsville Corridor Investment Grant Program will consider funding request for the following activities:

**1. Programming Grant**

- Funding Eligibility: Up to \$1,500
- Programming must be a publicly accessible event or programming for the public and cannot directly profit a singular commercial entity.

**2. Public Placemaking Grant**

- Funding Eligibility: Up to \$2,500
- The project must be located on exterior property that is either public or publicly accessible and is determined by the City to improve the aesthetic landscape. The applicant must agree to maintain the improvement for a period up to 36-months.
- Examples of placemaking projects include, but are not limited to the following: planter boxes, benches, murals, flowerpots, etc.

**3. Business Development Grant**

- Funding Eligibility: Up to \$5,000
- Commercial tenant subsidy for a new business in an underrepresented market
- Commercial tenant subsidy for a woman and/or minority-owned startup business
- Business support services (ex: specialized consulting) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville.
- Equity match for façade improvements of commercial properties for owner/operators of businesses that have never received funding through the City's Commercial Facade Improvement Program. Commercial property owners are not eligible for this grant.

### **Grant Funding**

Applicants are eligible to receive a grant of up to 80% of the total cost of the eligible project or program for each of the following categories:

- Programming Grant: \$1,500
- Public Placemaking Grant: \$2,500
- Business Development Grant: \$5,000

Applicants are required to demonstrate a match of 20% of requested and any awarded funds. Up to, but not greater than, 10% of matching funds may be contributed through an 'In-Kind' match.

### **Eligibility Requirements**

All projects and programming receiving funding are required to perform the approved work funded through the grant within the corporate limits of the City of Hyattsville. Only entities within the corporate limits of the City of Hyattsville are eligible to receive this grant.

#### **Programming Grant**

- Programming funded through this grant is required to be completed 90-calendar days after receipt of a 'Notice of Grant Award'. The City anticipates notices will be issued on September 25, 2020.
- Programming must be a publicly accessible event or programming for the public and cannot directly profit a singular commercial entity.
- One-time Special Events must be available at no cost to the public and open to the public. Private businesses are required to produce an event in collaboration with at least three (3) other businesses in an adjacent geographical area.

#### **Public Placemaking Grant**

- The project must be located on exterior property that is either public or publicly accessible and is determined by the City to improve the aesthetic landscape. The applicant must agree to maintain the improvement for a period up to 36-months.
- The applicant is not obligated to replace the item if it is damaged and/or destroyed. The applicant is required to secure any and all right of access or other related approvals from the applicable governmental agency.

#### **Business Development Grant**

- Eligible commercial tenants are limited to a new or relocated business in an underrepresented market
- Commercial tenant subsidy for a woman and/or minority-owned startup business
- Business support services (ex: specialized consulting) that will broaden the audience and increase profitability for businesses currently in operation in the City of Hyattsville.
- Equity match for façade improvements of commercial properties for owner/operators of businesses that have never received funding through the City's



Commercial Façade Improvement Program. Commercial property owners are not eligible for this grant.

- If a building code compliance violation is present, correction of the violation must be made as part of the façade improvement work.
- Eligible applicants include the owner of a commercial building or the owner of a commercial business. Properties which are vacant at the time of award must tenant the improved space, with a permitted use, within six (6) months of the completion of the façade improvement work.
- All applications must be signed by the property owner to indicate consent for the proposed improvements. The determination of eligibility and priority for assistance is at the discretion of the City of Hyattsville. Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way, and may also include documented costs for architectural design, permitting, and inspection services. Work must be completed within one year of the grant award notification.

### **Eligible Grant Funded Activities**

The following activities are eligible to be considered for funding under each of the respective categories. The City will consider funding alternative requests, so long as the City determines that the project and/or program are consistent with the intent of the program.

- **Programming Grant**
  - Public programming series or one-day public event.
  - Programming hosted by a private business must be collaborative, open to the public, and include a minimum of three (3) private businesses within adjacent proximity to one another.
- **Public Placemaking Grant**
  - Exterior improvements accessible to the public and include street furniture, planters/flower boxes, benches, public art/murals, etc.
- **Business Development Grant**
  - Business support services or consulting
  - Business development workshops
  - An equity match for the City's Commercial Façade Improvement Program for businesses that have never received funding through the City's program
  - A one-time Commercial Tenant Subsidy is available for small businesses that are either a use that is underrepresented in the marketplace OR is a State of Maryland or Prince George's County certified Women Owned/Minority Owned Businesses (WBE/MBE).
  - Structural repairs, interior work, and roof repairs are not eligible under this program.

## **V. Exceptions**

The City reserves the discretion to accept, reject, or request modification to any application. If an applicant is located outside the designated Target Investment Areas, the applicant may request an exception. The request shall be made to the City in writing and shall detail reasons why an exception should be made. The City will consider the exception and respond in writing, generally within ten (10) business days.

## **VI. Acquiring a Contractor and/or Service Provider**

The responsibility of selecting a contractor will be placed on the applicant. The applicant must have bids from three different contractors. The applicant will provide the name of the Owner/CEO, DBA (Doing Business As), address, contact information, and any relevant Maryland licenses. It is required that the contractors maintain a business license with Prince George's County, City of Hyattsville, and contractor insurance. Proof of insurance and photocopies of necessary business licenses for the selected contractor are to be included in the application. The contractor must also provide a line-item scope of work which details labor costs, material costs, and contractor profit. While the onus of selecting the contractor resides with the applicant, the City of Hyattsville will review selections, and will have the authority to deny funding if the City has concerns about the selected contractor. The applicant should state who their selected contractor is within their application.

## **VII. Application and Grant Administration**

### **1. Application**

Grant monies will be allocated to projects meeting one or more of the program criteria. For an application to be considered, preliminary approval of the following requirements must be satisfied:

- Submission of a completed application form
- Color photographs of current façade from sidewalk or street
- Conceptual design and specific scope of work
- Proof of fire and extended insurance for property
- Proof of insurance and necessary business licenses for selected contractor
- Itemized project cost estimate
- Documentation of owner's approval and permission for tenant improvements
- Documentation that the subject property is up to date on all City of Hyattsville & Prince George's County taxes
- Documentation that the business located in the subject property has an existing up-to-date City of Hyattsville Business License
- If leased, a Statement of Permission for the proposed improvements signed by the owner of record agreeing to the proposed work

*Preliminary approval will be granted upon satisfaction of the above listed threshold requirements, provided program funding is available. Preliminary approval means that funding has been reserved for a project but does not necessarily guarantee a contract with the City. Project funding is only guaranteed after a signed contract with the City is executed. Applicants will be contacted in the order their completed application was received to begin the grant process.*

## **2. Acquiring Bids from Three General or Sub-Contractors**

Each applicant is required to provide the information of three (3) general or sub-contractors who are bidding on their proposed project. The application should also include the contractor the applicant has selected. The selected contractor's proof of insurance and relevant licenses are to be provided with the application. All contractors are subject to investigation by the City of Hyattsville, and grant funds are contingent on contractor approval by the City.

Prospective bidders should be provided a copy of the design details and construction drawings, detailed construction specifications, and façade grant contract conditions (i.e. insurance coverage requirements, licensing requirements, etc.). A minimum of three (3) bids is required. Bids should be broken down in-line item detail in accordance with the approved construction specifications.

*Note: The selected contractor(s) are required to comply with Federal requirements and restrictions related to fair labor standards, equal opportunity employment, conflict of interest, and certain environmental protection issues.*

If the selected bid exceeds the amount of the grant award, the grant recipient will be responsible to provide additional project funding or modify the scope of work. At the discretion of the City, the project's scope of work may be reduced or revised taking into consideration budget constraints. In the event additional funding will be required on the part of the recipient, the City may require verification of secured funding prior to execution of a grant contract with the City.

## **3. Submission of bidding documentation and Owner/Contractor Contract(s):**

Before contracting for the façade improvement project, the City will require the applicant to submit copies of cost proposal documentation, a copy of the Contractor contract(s)/signed bid, and documentation of required insurance and contractor licensing.

*Note: The Owner/Contractor contract must be limited to work performed only on the exterior of the building. If interior construction will take place concurrently with façade improvements, this work must be covered under a separate contract with the owner.*

## **4. Notice to Proceed**

The Notice to Proceed with construction activity will be issued by the City to the grant recipient, who in turn is responsible to notify the contractor. The Notice to Proceed does not guarantee

the issuance of required construction permits, which must be secured by the contractor prior to the start of construction activity.

## **5. Grant Agreement**

A grant agreement will be provided to applicants awarded funding by the City of Hyattsville. The grant agreement will detail the terms of the grant award, including the award amount, scope of work, and services performed under the terms of the grant.

A grant agreement for work may only be executed upon the City of Hyattsville's issuance of a "Notice to Proceed". Project expenditures, prior to the execution of a grant agreement, are not eligible to be financed by the grant.

The City will prepare and process a grant agreement/contract to be signed by the Contractor/Owner/City. Once grant agreements are fully executed, the City will forward two (2) signed originals to both the Owner and the Contractor along with a Notice to Proceed with construction activity.

## **6. Modification**

Any modification to an approved design plan requires the grant recipient to contact the City in writing to request approval of the modification. Non-material, non-substantive modifications will be approved by Program Staff; however, more significant changes may require approval by the City. Grant recipients shall not authorize execution of plan modifications until they have received written approval from Program Staff. Doing so may jeopardize the guarantee of project funding.

## **7. Project Schedule and Payment**

The City will issue up to 50% of the grant award upon execution of a grant agreement.

The grant recipient will have a specified period of time from the date of award in which to complete the program and/or project.

Following completion of the project or program, the contractor will submit all required documentation to the City for processing of payment. Documentation is required for all eligible work for which reimbursement is being requested, and shall include, but is not limited to the following:

- Invoice/Request for Payment from the grant recipient
- Copies of all invoices for work performed and receipts for materials supplied
- Copies of any required approved building inspections related to the project (only if requested by the City)

- Grant close out report

The balance of grant funds will only be released to the Contractor upon review and approval of the supporting documentation listed above.

### **VIII. Reporting**

The grant recipient is responsible for completing a close-out report, which documents the project and/or program, tangible outputs, and expenditures.

The close-out report serves as an affidavit affirming that any and all grant funds awarded by the City of Hyattsville were spent consistent with the awarded scope of work.

All grants are subject to audit by the City of Hyattsville, or its designee. The City reserves the right to require up to 100% of the value of the grant from the applicant if it is determined that the information provided by the applicant was inaccurate or the applicant misrepresented either the project scope or the funding requirements.

### **IX. Default**

Default on a contract issued through this program may result in City action to have such contract deemed null and void, and to obtain reimbursement of any grant funds paid out under the contract. The grant recipient may be considered in default under the following conditions:

- The project or program is not completed consistent with the terms of the grant.
- The grant recipient modifies the scope of work without prior approval of the City.
- A commercial property is improved with grant funding and is demolished within five (5) years after the completion of the improvements
- Funded improvements are not reasonably maintained during a period of five (5) years after the completion of the improvements



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-75-FY21

9/21/2020

11.c)

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Submitted by: At the Request of the City Administrator  
Submitting Department: Community & Economic Development  
Agenda Section: Action

**Item Title:**  
**FY2021 Commercial Façade Improvement Program Grant Awards**

**Suggested Action:**

I move that the Mayor and Council accept the recommendations of the Commercial Façade Review Panel and approve grant funding awards for the following properties:

- Kahvie Coffee, 6515 Belcrest Road: \$15,000
- Will's Decorating, 5122 Baltimore Avenue: \$10,000
- Maryland Meadworks, 4700 Rhode Island Avenue: \$5,000

**Summary Background:**

In order to better support our businesses, the City of Hyattsville has created a Commercial Façade Improvement Program. The program provides funding to business or property owners within the three targeted investment areas to improve their building's façade.

The grant is a dollar-for-dollar matching grant of \$5,000 - \$50,000. The use of grant funds is limited to exterior improvements including re-painting, exterior shutters, gutters, windows, siding, doors, masonry, finishes, lighting, and signage. The funds are ineligible for interior improvements, structural repairs, or roof repairs.

Applications for this year's program were made available on March 23, 2020 and were due to the City on, or prior to, July 17, 2020.

Since its inception in 2009, the City's Commercial Façade Improvement Program has leveraged \$1,110,000 total investment resulting in 2,040 linear feet of improved exterior commercial façade throughout the City's commercial business districts.

**Next Steps:**

Council approval and execution of agreements with businesses.

**Fiscal Impact:**

The City's Commercial Façade Improvement Program is funded through the Maryland Department of Housing & Community Development (DHCD). The City maintains a current program budget of \$30,000 to support the FY2021 program cycle.

**City Administrator Comments:**

**Community Engagement:**

Investment in the Commercial Façade Improvement program were included in the adopted priorities within the 2017-2021 Community Sustainability Plan.

**Strategic Goals:**

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

**Legal Review Required?**

N/A

# Memo

**City of Hyattsville**



To: Mayor and Council

From: Jim Chandler, Director, Community & Economic Development  
Kate Powers, City Planner  
Lillian Lamptey, Community Planner

Date: September 15, 2020

Re: Commercial Façade Improvement Program – 2020 Grant Awards

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The purpose of this memorandum is to provide the Mayor and City Council with a briefing of the applicants recommended for commercial façade improvement grant awards for the City's 2020 grant application cycle.

### **Program Summary**

In early 2020, the City issued its ninth application cycle for the Commercial Façade Improvement Program, which provides Hyattsville business and commercial property owners with competitive 1:1 matching grant awards of up to \$50,000 per building.

The City's funding source is the State of Maryland Department of Housing & Community Development's Community Legacy Grant. The grant funds are eligible to assist with the cost of labor, materials and design, permitting fees and physical improvements including re-painting, exterior shutters, gutters, windows, siding, doors, masonry, finishes, lighting and signage.

The program requires the applicant to provide three (3) contractor bids and the selected projects will operate under a single contract, signed by the contractor, property/business owner, and the City of Hyattsville.



## Commercial Façade Improvement Program Application – Summer 2020 Cycle

In March, the application and program guidelines were posted to the City website. The City received numerous inquiries and a total of five (5) applications from commercial property owners and tenants.

### Commercial Façade Review – Application Review & Analysis

The City received a total of five (5) applications submitted by five (5) different applicants. Copies of each application and materials were distributed to Staff including the following individuals:

- Jim Chandler, Director, Community & Economic Development
- Lillian Lamptey, Community Planner, Community & Economic Development
- Kate Powers, City Planner, Community & Economic Development

Members were asked to review and evaluate the applications independently prior to meeting as a group. Each member of the Review Panel was asked to evaluate the applications based on the following criteria:

- Completeness of Grant Application
- Intent of work to be performed (Accessibility, code compliance, aesthetics, etc.)
- Private investment leveraged
- Economic revitalization impact (removal of blight, job creation potential)

Application evaluations were completed on September 15, 2020. Staff discussed their evaluations of each application and proposed façade improvements. Full applications for each of the locations are attached.

Applicant	Doing Business As	Property Address	Scope of Improvements	Private Equity	Grant Request	Project Total
Derrick Milam	Kahvie Coffee	6515 Belcrest Road	Awning, signage, and lighting; one new patio canopy with roll-up curtain panels on three sides; aluminum structural frame; roof fabric; clear polycarbonate roof panels; 12 electrical outlets and 2 switches; string lights; backlit box sign; business logo	\$39,996	\$39,996	\$79,992
Valerie Kabelac	Will's Decorating	5122 Baltimore Avenue	EFIS, Masonry Repair; Concrete Repair; gutters; downspouts; new sign; mural; three (3) awnings; lighting improvements	\$48,759.60	\$48,759.60	\$97,519.20
Kenneth Carter	Maryland Meadworks	4700 Rhode Island Avenue	Repair turrets (repair teeth and pointing); mural; additional hanging sign; swan neck lighting	\$5,000	\$5,000	\$10,000
Gary Dobbs	Queens Chapel Town Center, LLC	3108 & 3114 Hamilton Street & 5402 Queens Chapel Road	Three (3) storefront door replacements; three (3) rear window replacements	\$6,986.97	\$6,986.97	\$13,973.94

Cathryn Scheipers	2500 Schuster Drive* 2500 Schuster, LLC	*Not within the City boundaries and therefore not eligible for CFI funds	Exterior Painting; removal of existing exterior signage (light box); upgrade to individual letter and number building identification	\$21,523.45	\$21,523.45	\$43,046.90
<b>Total</b>				<b>\$ 122,266.02</b>	<b>\$122,226.02</b>	<b>\$244,532.04</b>

**Recommendation & Actions**

Each of the applicants at the subject properties have proposed utilizing the City’s Commercial Façade Improvement Program (CFI) along with their own private equity to improve the conditions of the property.

Two of the buildings have utilized the CFI program in the past. Valerie Kabelac, owner of 5122 Baltimore Avenue, used the CFI program in 2019 to replace existing windows and doors. Gary Dobbs, property manager for the ownership of Queens Chapel Town Center was the recipient of a grant in 2018 which assisted in the replacement of existing box signs with new LED signage. Façade improvements, funded by the CFI program, for Queens Chapel Town Center have not yet been fully completed.

The CFI program currently has \$30,000 in uncommitted funding with all current projects scheduled to be completed by early 2021. Staff is recommending the following approval and authorization to the Mayor and City Council:

- Kahvie Coffee, 6515 Belcrest Road: \$15,000
- Will’s Decorating, 5122 Baltimore Avenue: \$10,000
- Maryland Meadworks, 4700 Rhode Island Avenue: \$5,000

Work on all façade projects are scheduled to take place immediately upon execution of a contract and issuance of Notice to Proceed. Project shall be scheduled to be completed on a 120-day project schedule.

Staff is requesting that this item be scheduled for the September 21, 2020 and consideration that this item be approved at the same meeting, provided the Mayor and Council are satisfied with the proposed recommendations. If the Council would like additional time to discuss the item, it should be placed on the action agenda for October 5, 2020. Staff plan to notify applicants of awards as part of Economic Development Week, which runs October 19 – 23. Staff is recommending the Council’s consideration of the following motion:

“I move that the Mayor and Council accept the recommendations of the Commercial Façade Review Panel and approve grant funding awards for the following properties:

- 6515 Belcrest Road: \$15,000
- 5122 Baltimore Avenue: \$10,000
- 4700 Rhode Island Avenue: \$5,000

## Commercial Façade Improvement Grant Program

Applicant	Scope of Work	Total Project Cost	Requested Amount	Recommended Amount	Grant Award <small>(50% of Recommended Amount)</small>
<b>M and V Enterprises LLC (Wills Decorating)</b> 5122 Baltimore Ave	<b>Masonry Repairs or Other Exterior Treatment:</b> EFIS, masonry repair, concrete, gutters, downspouts  <b>Signage, awning, or lighting:</b> New sign, mural, awnings, and lighting,	\$97,519.20	\$48,759.60	\$20,000	\$10,000
<b>Maryland Meadworks</b> 4700 Rhode Island Ave Suite B	<b>Masonry Repair or Other Exterior Treatment:</b> Repair turrets (repair teeth and pointing)  <b>Signage, Awning or Lighting:</b> Paint mural, add one hanging sign, and add swan neck lighting	\$10,000	\$10,000	\$10,000	\$5,000
<b>Queens Chapel Town Center</b> 3108 and 3114 Hamilton Street and 5402 Queens Chapel Road	<b>Window or Door Replacement:</b> Three storefront door replacements and three rear window replacements	\$13,973.94	\$6,986.97	\$0	\$0
<b>Vie Towers</b> 6515 Belcrest Road	<b>Signage, Awning or Lighting:</b> awning, signage and lighting	\$79,992	\$39,996	\$30,000	\$15,000
<b>Total:</b>		<b>\$201,484.14</b>	<b>\$100,742.57</b>	<b>\$60,000</b>	<b>\$30,000</b>

## **CITY OF HYATTSVILLE COMMERCIAL FAÇADE IMPROVEMENT PROGRAM GUIDELINES**

### **I. Program Overview**

#### **Purpose**

The City of Hyattsville, Maryland recognizes the positive impact that individual facade improvements can have on the overall appearance, quality and vitality of the City's commercial districts. The Commercial Façade Improvement Grant Program was created to facilitate the private sector in making these desired exterior improvements. The City of Hyattsville Commercial Façade Improvement Program offers financial assistance to private property or business owners seeking to rehabilitate commercial building facades in the following Target Investment Areas: the West Hyattsville Transit District, the Route One/Gateway Arts District and the Prince George's Plaza Transit District. The City of Hyattsville reserves the sole right to amend, modify, add, or delete any part or subpart of this program.

The primary goals of the City of Hyattsville Commercial Façade Improvement Grant Program are to remove accessibility barriers, facilitate investment, and achieve significant visual improvements in commercial facade appearance. Projects that meet the primary goals will be preferred.

#### **Assistance Available**

Approved projects are eligible to receive a dollar-for-dollar matching grant, a minimum grant of \$5,000 and a maximum grant of \$50,000 per building, to assist with exterior rehabilitation of eligible commercial and mixed use structures. Sources of match will be primarily a cash match for physical improvements and may also include documented costs for architectural design, permitting and inspection services.

#### **Eligibility Requirements**

Existing structures currently zoned for commercial use and in current commercial use, or planned for commercial use, within the corporate limits of the City of Hyattsville are eligible for the grant.

In the event that a building code compliance violation is present, correction of the violation must be made as part of the façade improvement work. Eligible applicants include the owner of a commercial building or the owner of a commercial business. Properties which are vacant at the time of award must tenant the improved space, with a permitted use, within six (6) months of the completion of the façade improvement work.

All applications must be signed by the property owner to indicate consent for the proposed improvements. The determination of eligibility and priority for assistance is at the discretion of the City of Hyattsville. Work which qualifies for assistance includes improvements to the exterior of a building which are visible from the public right-of-way, and may also include documented costs for architectural design, permitting and inspection services. Work must be completed within one year of the grant award notification.

### **Eligible Improvements**

Grants will be awarded for well-designed façade improvements that increase the longevity of a building. The funds may be used for specific improvements including:

- Window or door replacement
- Painting or other like finishes
- Exterior lighting, signage and awnings
- Exterior shutters and gutters
- Masonry

### **Structural repairs, interior work and roof repairs are not eligible under this program.**

Eligibility for funding will require compliance with regulations pertaining to the use of State of Maryland funds, established design guidelines adopted by the program, and all State of Maryland and City of Hyattsville code requirements.

## **II. Limitations**

- All funds will be awarded in the form of up to a 50% matching grant. Prior to the commencement of the work, the applicant's matching funds will be required to be submitted to the City. The City will hold the funds in escrow. The City will pay the contractor directly after any mechanics liens have been removed and the City receives written confirmation of project completion.
- Funds will be awarded starting with the highest scoring project and continuing until available funds are exhausted. Generally, project applications will be reviewed based on the following criteria:
  - Quality and completeness of the application
  - Corrections to existing building code violations
  - Compliance with Americans with Disabilities Act (ADA) and/or create barrier-free access
  - Financial feasibility
  - Total private investment
  - Economic impact including the hiring of new part-time and full-time employees, leasing of existing vacant space, or potential economic multiplier
  - Preservation of historically significant architecture
  - Aesthetic enhancements
- Funding will be limited to primary and secondary exterior building facades of eligible commercial buildings that are visible from the public right of way, including alleys, but only where the subject façade serves as a primary or secondary entrance for the general public.

Commercial Façade Improvement Program

Application Cycle:

March 23, 2020 – June 18, 2020

- The City reserves the right to give priority consideration to applicants that leverage additional project funding from other outside sources. Projects located within a designated historic district that qualify for Prince George’s County, State of Maryland and/or Federal historic rehabilitation tax credits are encouraged to make application for these incentives.
- The City reserves the right to accept, reject or modify any application.
- The program is available to owners of commercial buildings, or tenants occupying the street front façade of an eligible building located in an eligible Target Investment Area. Tenants must provide the written consent of the property owner in order to participate in the program.
- Reimbursement is limited to labor and material for eligible cost items. However, the City may require that non-eligible work be performed as a precondition for reimbursement of eligible cost items. Examples of non-eligible improvements which might be required include screening of a trash dumpster, removal of a free-standing sign, or the striping of a parking lot. The following improvements are always required, even where such improvements may not be eligible for reimbursement:
  - Non-conforming signage (both attached and free-standing) must be brought into conformance with City ordinances.
  - The property must become compliant with the applicable Prince George’s County and City of Hyattsville Property Maintenance Code.
  - Graffiti on all exterior surfaces must be concealed or removed using approved methods where historic buildings are concerned.
- The City has the right to request that projects provide a sealed licensed engineer’s or architect’s report verifying that the building is structurally sound. Costs for these services may qualify as a matching dollar cost according to the discretion of the City. To be considered for possible qualification, an invoice and proof of payment (cancelled check or payment statement) must be submitted to the City.
- Eligible projects must also comply with all State of Maryland and local laws and regulations pertaining to licensing and permits.
- If the building being improved will be used, in whole or in part, for housing, the project must be in compliance with federal requirements to mitigate presence of lead-based paint.
- Improvement plans are subject to the approval of the City. To be eligible for reimbursement, no work may be performed until approved by the City and until a Notice to Proceed has been issued. Work that has commenced prior to City approval is not eligible.

- Rehabilitation or improvements that affect National Register eligible historic properties must be consistent with the *Secretary of the Interior's Standards for Rehabilitation and Illustrated Guidelines for Rehabilitating Historic Buildings* (National Park Service, 1992).
- Projects must complete a Maryland Historic Trust Review which includes an evaluation of hazardous materials, as well as reviews of the potential impact of the project on multiple issues such as historic resources, and flood plain status. Projects funded through the program will be required to comply with federal requirements for mitigation of all adverse findings documented during the Maryland Historic Trust Review. Full compliance that is documented must be achieved before project reimbursement can be made. The City of Hyattsville will be responsible for the submittal of Maryland Historic Trust Review.
- Non-compliant uses are eligible for funding through this Program; the City reserves the right to determine applicant participation in the Program on a case-by-case basis.
- Applicants are required to achieve full tenancy of the building within six months of completion of the improvements, and at the time of application evidence of tenancy commitment(s) may be required. Closure of tenant business does not necessarily constitute default of the City/Owner grant.

### **III. Eligible Improvement/Rehabilitation Costs**

The following is a list of facade features that may be eligible for Program assistance. All improvements must be visible from the public right-of-way. Additionally, all improvements must be approved through a formal design review process. Eligible improvement costs may include:

- Fees associated with required structural evaluation and/or professional design and engineering services may qualify (up to 10% of the total project costs)
- Maintenance/structural repairs to façade system
- Masonry repairs
- Removal of non-historic alterations when such removal will not jeopardize the structural integrity of the historic building
- Restoration/repair, or replacement in kind (if necessary due to deterioration) of historic design detail
- Exterior painting, cleaning, re-siding of buildings
- Awnings and canopies
- Signage
- Window and door repair and replacement
- Lighting and electrical needs
- Removal of accessibility barriers
- Curb and sidewalk repairs and installations if visible from public right of way

- Repair and replacement of guttering

#### **IV. Ineligible Improvements**

Generally, expenses related to the following activities are not eligible for reimbursement under the Program:

- Improvements that require the concealment or removal of historic fabric and/or design detail
- Alterations that decrease accessibility for persons with disabilities
- Landscaping
- Roof structural repair/replacement/reconstruction
- Structural repairs
- Installation of security gates or bars on window or door openings
- Creation of non-historic window and door openings except where required to provide accessibility for persons with disabilities
- Enclosure of existing historic window and door openings
- Improvements to the building interior
- Project costs for work under construction or completed prior to the owner's grant contract with the City

#### **V. Exceptions**

The City reserves the discretion to accept, reject or request modification to any application. If an applicant is located outside the designated Target Investment Areas, the applicant may request an exception. The request shall be made to the City in writing and shall detail reasons why an exception should be made. The City will consider the exception and respond in writing, generally within ten days.

#### **VI. Acquiring a Contractor**

The responsibility of selecting a contractor will be placed on the applicant. The applicant must have bids from three different contractors. The applicant will provide the name of the Owner/CEO, DBA (Doing Business As), address, contact information, and any relevant Maryland licenses. It is required that the contractors maintain a business license with Prince George's County, City of Hyattsville, and contractor insurance. Proof of insurance and photocopies of necessary business licenses for the selected contractor are to be included in the application. The contractor must also provide a line-item scope of work which details labor costs, material costs, and contractor profit. While the onus of selecting the contractor resides with the applicant, the City of Hyattsville will review selections, and will have the authority to deny funding if the City has concerns about the selected contractor. The applicant should state who their selected contractor is in the application.



**SECTION 106 COMPLIANCE:** All improvement projects that affect historic buildings must be reviewed for compliance with Section 106 of the National Historic Preservation Act (Section 106). Historic buildings include those properties listed in, or eligible for listing in, the National Register of Historic Places. All façade rehabilitation or improvement projects on buildings 50 years of age or older, or located adjacent to such buildings, must be reviewed for compliance with Section 106 requirements.

**MARYLAND HISTORIC TRUST REVIEW:** Projects must complete a Maryland Historic Trust Review which includes an evaluation of hazardous materials, as well as reviews of the potential impact of the project on multiple issues such as historic resources, and flood plain status. Projects funded through the Program will be required to comply with federal requirements for mitigation of all adverse findings documented during the Maryland Historic Trust Review. Full compliance must be achieved before project reimbursement can be made.

## **VII. Process Steps**

### **1. Application**

Grant monies will be allocated to projects meeting one or more of the program criteria. In order for an application to be considered, preliminary approval of the following requirements must be satisfied:

- Submission of a completed application form
- Color photographs of current façade from sidewalk or street
- Conceptual design and specific scope of work
- Proof of fire and extended insurance for property
- Proof of insurance and necessary business licenses for selected contractor
- Itemized project cost estimate
- Documentation of owner's approval and permission for tenant improvements
- Documentation that the subject property is up to date on all City of Hyattsville & Prince George's County taxes
- Documentation that the business located in the subject property has an existing up-to-date City of Hyattsville Business License
- If leased, a Statement of Permission for the proposed improvements signed by the owner of record agreeing to the proposed work

*Preliminary approval will be granted upon satisfaction of the above listed threshold requirements, provided program funding is available. Preliminary approval means that funding has been reserved for a project, but does not necessarily guarantee a contract with the City. Project funding is only guaranteed after a signed contract with the City is executed. Applicants will be contacted in the order their completed application was received to begin the grant process.*

## **2. Design Review**

Once an application has been received, the Commercial Façade Improvement Program Review Panel will assess the conceptual design. The panel will then either grant design approval or request that the applicant attend a Design Review Revision Assessment Meeting.

### **Design Review Revision Assessment Meeting**

If it is determined that revisions to the proposed conceptual design are necessary, a formal review by the City's Commercial Façade Improvement Review Panel will be scheduled. The purpose of the meeting would be to either revise the intended scope of the proposed façade improvements or the design.

The applicant should have assembled his/her improvement plans, architectural drawings, and specifications in as much detail as possible. At the discretion of City Staff, applicants may be required to provide additional documentation including, but not limited to: photographs of the subject building facades, evidence of structural investigation required to establish existing historic character and materials, scaled architectural drawings or computer generated renderings of proposed enhancements, construction specifications detailing all work to be conducted, and itemized cost estimates.

At the Design Review Revision Assessment Meeting, the applicant and their representatives will review the conceptual plans with the City's Commercial Façade Improvement Review Panel and will be required to revise the plans at the direction of the Review Panel.

At the conclusion of the meeting, the applicant would be provided with a statement of necessary action steps to be taken prior to the final design approval.

## **3. Acquiring Bids from Three General or Sub-Contractors**

Each applicant is required to provide the information of three general or sub-contractors who are bidding on their proposed project. The application should also include the contractor the applicant has selected. The selected contractor's proof of insurance and relevant licenses are to be provided with the application. All contractors are subject to investigation by the City of Hyattsville, and grant funds are contingent on contractor approval by the City.

Prospective bidders should be provided a copy of the design details and construction drawings, detailed construction specifications, and façade grant contract conditions (i.e. insurance coverage requirements, licensing requirements, etc.). A minimum of three bids is required. Bids should be broken down in-line item detail in accordance with the approved construction specifications.

*Note: The selected contractor(s) are required to comply with Federal requirements and restrictions related to fair labor standards, equal opportunity employment, conflict of interest, and certain environmental protection issues.*

If the selected bid exceeds the amount of the grant award, the grant recipient will be responsible to provide additional project funding, or modify the scope of work. At the discretion of the City, the project's scope of work may be reduced or revised in light of budget constraints. In the event additional funding will be required on the part of the recipient, the City may require verification of secured funding prior to execution of a grant contract with the City.

#### **4. Submission of bidding documentation and Owner/Contractor Contract(s):**

Before contracting for the façade improvement project the City will require the applicant to submit copies of cost proposal documentation, and a copy of the Contractor contract(s)/signed bid and documentation of required insurance and contractor licensing to the City.

*Note: the Owner/Contractor contract must be limited to work performed only on the exterior of the building. If interior construction will take place concurrently with façade improvements this work must be covered under a separate contract with the owner.*

#### **5. Contract for Work**

A contract for work may only be executed upon the City of Hyattsville's issuance of a "Notice to Proceed". This is to allow the grant administrator to process and complete the required environmental review process. Executing a contract prior to written may result in the termination of the grant award.

City Staff will prepare and process for signature the Contractor/Owner/City contract. Once contracts are fully executed, City Staff will forward two (2) signed originals to both the Owner and the Contractor along with a Notice to Proceed with construction activity.

#### **6. Notice to Proceed**

The Notice to Proceed with construction activity will be issued by the City to the grant recipient, who in turn is responsible to notify the contractor. The Notice to Proceed does not guarantee the issuance of required construction permits, which must be secured by the contractor prior to the start of construction activity.

#### **7. Modification**

Any modification to an approved design plan requires the grant recipient to contact the City in writing to request approval of the modification. Non-material, non-substantive modifications

will be approved by Program Staff; however, more significant changes may require approval by the City. Grant recipients shall not authorize execution of plan modifications until they have received written approval from Program Staff. Doing so may jeopardize the guarantee of project funding.

## **8. Project Schedule and Payment**

The grant recipient will have six (6) months to commence the façade improvements, and will have twelve (12) months from the date of award in which to complete the required improvements. Following completion of the improvements, the contractor will submit all required documentation to the City for processing of payment. Documentation is required for all eligible work for which reimbursement is being requested, and shall include, but not limited to the following:

- Invoice/Request for Payment from the grant recipient
- Copies of all invoices for work performed and receipts for materials supplied
- Copies of any required approved building inspections related to the project (only if requested by the City)

Partial reimbursements may be requested as line items are completed and costs are incurred, provided that all required supporting documentation is submitted with each request for reimbursement. Upon receipt of a request for payment the County, or designated Third-Party Inspector, will inspect the improvements. If the completed work does not conform to the approved plans and specifications, the City may instruct the contractor and grant recipient to bring the work into compliance. The City will not process the reimbursement payment and issue a check until all improvements have been satisfactorily completed and all required documentation has been submitted. In no case shall payment exceed the amount stipulated in the grant contract. All payments of grant funding are made directly to the contractor. The City is responsible for paying the contractor(s) in accordance with the terms of the Owner/Contractor contract agreement. The applicant is not responsible for enforcing or accommodating the payment terms of the construction contract.

## **VIII. Default**

Default on a contract issued through this program may result in City action to have such contract deemed null and void, and to obtain reimbursement of any grant funds paid out under the contract. The grant recipient may be considered in default under the following conditions:

- The project is not completed and occupied within the required time frames and no extensions have been approved.
- The owner/tenant makes modifications to the façade which are not in compliance with the requirements outlined in these Policies and Procedures.

Commercial Façade Improvement Program

Application Cycle:

March 23, 2020 – June 18, 2020

- The building where façade improvements were made using program funds is vacant for a period of greater than six (6) months after the completion of the façade improvements, or is used for prohibited and/or non-compliant uses under the Prince George's County Zoning Code or applicable Overlay Zoning. Closure of tenant business does not necessarily constitute default of the Grant. If this issue arises the building owner should immediately contact City Staff.
- Final inspection approval of all pending construction permits pertaining to the subject property's compliance with structural, mechanical and electrical building code is not obtained.
- The building is demolished or funded improvements are not reasonably maintained during a period of five (5) years after the completion of the improvements funded through this grant.



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-82-FY21

9/21/2020

13.a)

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Submitted by: Sean Corcoran  
Submitting Department: City Clerk  
Agenda Section: Community Notices and Meetings

**Item Title:**  
**Main City Calendar September 22 - October 5, 2020**

**Suggested Action:**  
N/A

**Summary Background:**  
N/A

**Next Steps:**  
N/A

**Fiscal Impact:**  
N/A

**City Administrator Comments:**  
N/A

**Community Engagement:**  
N/A

**Strategic Goals:**  
Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**  
N/A

**City Calendar: September 22 – October 5, 2020**

*City Council meetings will continue as scheduled and will be accessible to the public through web stream and cable. Public comment will be accepted electronically, and participants can join the virtual meeting after registration. For more information visit: [hyattsville.org/meetings](http://hyattsville.org/meetings)*

**Code Compliance Advisory Committee Meeting**

Wednesday, September 23<sup>rd</sup>, 7:00 PM (Virtual Meeting)

**Census 2020 Complete Count Committee Meeting**

Wednesday, September 23<sup>rd</sup>, 7:30 PM (Virtual Meeting)

**Health, Wellness, and Recreation Advisory Committee Meeting**

Thursday, September 24<sup>th</sup>, 7:00 PM (Virtual Meeting)

**Age-Friendly Hyattsville Work Group Meeting**

Friday, September 25<sup>th</sup>, 11:00 AM (Virtual Meeting)

**Ward 2 Virtual Check-in**

Tuesday, September 29<sup>th</sup>, 7:00 PM (Virtual Meeting)

**Race and Equity Task Force Meeting**

Tuesday, September 29<sup>th</sup>, 7:00 PM (Virtual Meeting)

**Census Deadline**

September 30, 2020

The Census Bureau is working to complete data collection as quickly and safely as possible, while ensuring a complete and accurate count as it strives to comply with the law and statutory deadlines. All offices are schedule to complete their work by September 30, 2020.

For more information, please visit: [2020census.gov](http://2020census.gov)

**Education Advisory Committee Meeting**

Thursday, October 1<sup>st</sup>, 6:30 PM (Virtual Meeting)

**Shade Tree Board Meeting**

Friday, October 2<sup>nd</sup>, 1:30 PM (Virtual Meeting)

**City Council Meeting**

Monday, October 5<sup>th</sup>, 6:00 PM (Virtual Meeting)

*All events scheduled for October 6, 2020 and beyond may still be subject to cancellation due to the COVID-19 emergency. For updated details on meetings and events, visit [hyattsville.org](http://hyattsville.org)*

Main City Calendar: September 22 – October 5, 2020

The following weekly program offerings and City events are canceled through Monday, October 5, 2020:

- Teen Tutoring and Mentoring
- Ageless Grace Exercise Classes
- Community Yoga
- Senior Bus Trips
- Police Ride-Alongs
- Invasive Plant Removals

The following services will be suspended or limited through Monday, October 5, 2020:

- Notary and Fingerprint Services
- Licensing and Permitting
- Call-a-Bus for Seniors Transportation Services will continue for essential trips only such as medical appointments and grocery store trips.

The following services and activities will continue as scheduled:

- Police patrols and emergency response
- Solid waste, recycling, and compost collections
- Parking enforcement
- Bulk Trash Pickup (*by appointment only.*)





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-81-FY21

9/21/2020

14.a)

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Submitted by: Laura Reams  
Submitting Department: City Clerk  
Agenda Section: Motion to Close

**Item Title:**

**Motion to Close - NOTE: The Council will not return to open session.**

**Suggested Action:**

I move that the Mayor and Council find that public discussion of City IT infrastructure and a confidential security assessment would constitute a risk to the security of the City's information technology network because it involves:

1. security assessments or deployments relating to information resources technology;
2. (ii) network security information, including information that is:
  1. Related to passwords, personal identification numbers, access codes, encryption, or other components of the security system of a governmental entity; or
  2. Related to an assessment, made by or for a governmental entity or maintained by a governmental entity, of the vulnerability of a network to criminal activity; or
3. deployments or implementation of security personnel, critical infrastructure, or security devices.

\*\*\* Upon the approval of the first part of the motion\*\*\*

The Mayor and Council having found that the requisite preconditions are met, I move that the Mayor and Council close the Council Meeting of September 21, 2020 to review and discuss a confidential report relating to the City's IT infrastructure and cybersecurity.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305(b) (15) to discuss cybersecurity. The reason for closing the meeting under this exception is to protect the City's confidentiality pertaining to cybersecurity matters.

**Summary Background:**

N/A

**Next Steps:**

N/A

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Approval.

**Community Engagement:**

N/A

**Strategic Goals:**

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

**Legal Review Required?**

Complete