

# City of Hyattsville

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



## Agenda Regular Meeting

Register in advance for this webinar:

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**Monday, February 6, 2023**

**7:00 PM**

**Virtual**

## City Council

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

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

**Meeting Notice:**

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**1. Call to Order and Council Roll Call****2. Pledge of Allegiance to the Flag****3. Approval of Agenda****4. Approval of the Minutes****4.a. Approval of the Minutes**[HCC-225-FY23](#)

I move that the Mayor and Council approve the minutes of the Jan 17, 2023 City Council Meeting.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [MeetingMinutes January 17 2023](#)

**5. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker****6. Community Notices and Meetings**

**6.a. Main City Calendar: February 7, 2023 - February 21, 2023**[HCC-226-FY23](#)

N/A

**Sponsors:** City Administrator**Department:** City Clerk**Attachments:** [City Calendar February 7, 2023 - February 21, 2023](#)**7. City Administrator Update (7:20 p.m. - 8:00 p.m.)****8. Presentations (8:00 p.m. - 8:50 p.m.)****8.a. 2023 Compensation Review Committee Recommendation**[HCC-233-FY23](#)

Presentation only, the Council is expected to act on this recommendation on February 21, 2023.

**Sponsors:** City Administrator**Department:** City Clerk**Attachments:** [Compensation Review Committee & Recommendation Report 2023](#)  
[2022 Comp and Review Committee](#)**8.b. FY23 Education Enrichment Grants**[HCC-234-FY23](#)

Presentation - the grant approvals are on the consent agenda.

**Sponsors:** City Administrator**Department:** Community Services**Attachments:** [EAC MEMO To council](#)**8.c. City of Hyattsville 2023 Biennial Election Overview**[HCC-241-FY23](#)

For presentation only.

**Sponsors:** City Administrator**Department:** City Clerk**Attachments:** [Election Presentation to Council](#)**9. Proclamations**

**9.a. Proclamation Celebrating February 2023 as Black History Month in the City of Hyattsville** [HCC-224-FY23](#)

I move that the Mayor and Council adopt a proclamation recognizing February 2023 as Black History Month in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [CM 0206 Black History Month 2023](#)

**10. Appointments**

**10.a. Appointment to the Code Compliance Advisory Committee** [HCC-227-FY23](#)

I move that the Mayor and Council approve the appointment of Ian Fay (Ward 1) to the Code Compliance Advisory Committee for a term of two (2) years to expire on February 28, 2025.

**Sponsors:** McClellan

**Department:** City Clerk

**Attachments:** [Ian Fay W1, Feb 6, 23 redac](#)

**10.b. Appointment to the Education Advisory Committee** [HCC-228-FY23](#)

I move that the Mayor and Council approve the appointment of Deshundra Fortson (Ward 1) to the Education Advisory Committee for a term of two (2) years ending on February 28, 2025.

**Sponsors:** Strab

**Department:** City Clerk

**Attachments:** [Deshundra Forston redac](#)

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

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

**11.a. Approval of Election Equipment Vendor for the 2023 Biennial Election**[\*\*HCC-230-FY23\*\*](#)

I move that the Mayor and Council authorize the City Administrator to execute a contract with Election Systems and Software (ES&S) in an amount not to exceed \$11,000 to be the City's election equipment vendor for City's Biennial Election to be held on Tuesday, May 9, 2023, upon the review and approval by the City Attorney for legal sufficiency.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [Hyattsville MD 1-23-23](#)

**11.b. Disbursement of FY23 Education Enrichment Grant Funds**[\*\*HCC-236-FY23\*\*](#)

I move that the Mayor and Council authorize the expenditure of \$3,500 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for dissemination of the FY23 Education Enrichment Grants.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [EAC Grant Request 2.0](#)  
[EAC FY23 Grant Proposals](#)

**11.c. Award of Contract for Mail Vendor - 2023 Election**[\*\*HCC-238-FY23\*\*](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Fort Orange Press for the printing and mailing of ballot packets and ballots for 2023 City Election at a cost not to exceed \$36,000. The agreement will be effective upon the review and approval by the City Attorney.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [1.30.23 City of Hyattsville MD Fort Orange Press](#)  
[Outgoing Postage Invoice](#)

**11.d. Maryland DHCD Grant Agreement Amendment Authorization**[HCC-242-FY23](#)

I move the City Council authorize the Mayor to execute an amendment to Strategic Demolition and Smart Growth Impact Fund (SGIF) grant agreement between the Maryland Department of Housing and Community Development (DHCD) and the City of Hyattsville, which will provide the City a term to June 30, 2024 to complete the expenditure of the fund balance.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - Maryland DHCD Grant Agreement Amendment - 2.1.2023](#)

**12. Action Items (8:55 p.m. - 9:25 p.m.)****12.a. Letter to WMATA Opposing Proposed Yellow Line Service Changes**[HCC-237-FY23](#)

I move that the City Council authorize the Mayor to send correspondence to the WMATA Board of Directors opposing the proposed FY-2024 budget and related modifications to Yellow Line service.

**Sponsors:** Solomon, Sandino, Haba, McClellan and Simasek

**Department:** City Clerk

**Attachments:** [SOLOMON WMATA proposal for Yellow Line turnback](#)

**13. Discussion Items (9:25 p.m. - 10:00 p.m.)****13.a. Rent Stabilization and Affordability Fund**[HCC-229-FY23](#)

For Discussion Only.

I move that the Mayor and Council Authorize the City Attorney to prepare an ordinance on regulating the annual rate of increase in rental prices in the City Hyattsville.

**Sponsors:** Solomon, Simasek, Sandino, Haba, Denes, Waszczak and McClellan

**Department:** City Clerk

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



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## Agenda Item Report

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**File #:** HCC-225-FY23

2/6/2023

4.a.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Approval of the Minutes

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

**Suggested Action:**  
I move that the Mayor and Council approve the minutes of the Jan 17, 2023 City Council Meeting.

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

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

**Fiscal Impact:**  
N/A

**City Administrator Comments:**  
Recommend approval.

**Community Engagement:**  
N/A

**Strategic Goals:**  
Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**  
N/A



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## Meeting Minutes

**Tuesday, January 17, 2023**

**7:00 PM**

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

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

**Also Present:**

City Administrator: Tracey Douglas

Deputy City Administrator: Consuela Barbour

Assistant City Administrator: Jim Chandler

City Treasurer: Ron Brooks

Chief of Police: Jarod Towers

Director of Public Works: Lesley Riddle

Director of Community Services: Sandra Shephard

City Clerk: Laura Reams

Deputy Director of Community Services: Cheri Everhart

American Rescue Plan Fund Manager: Patrick Paschall

City Planner: Holly Simmons

**Present:**

Mayor Robert Croslin

Council President Joseph Solomon

Council Vice-President Danny Schaible

Councilmember Emily Strab

Councilmember Sam Denes

Councilmember Joanne Waszczak

Councilmember Ben Simasek

Councilmember Jimmy McClellan

Councilmember Edouard Haba

Councilmember Daniel Peabody

Councilmember Rommel Sandino

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

**3. Approval of Agenda**

Councilmember Waszczak made a motion to amend the Action Agenda by adding the following motion:

HCC-220-FY23 Submit correspondence for the record to Prince George's County Planning Board for their February 2, 2023 special hearing on stormwater and Suffrage Point.

The motion to amend was seconded by Councilmember Simasek and was approved unanimously.

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

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

**4. Approval of the Minutes****4.a. Approval of the Minutes**[HCC-210-FY23](#)

I move that the Mayor and Council approve the minutes of the Jan 3, 2023 City Council Meeting.

Sponsors: City Administrator

Attachments: [MeetingMinutes January 03 2023](#)

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

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

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

Greg Smith thanked Councilmember Waszczak for the motion related to the Werrlein development. He also spoke to the efforts from Sustainable Hyattsville and their concern regarding stormwater management at the Suffrage Point development given climate change.

Chuck Perry provided written comment in support of the vote-by-mail resolution, against the purchase of police vehicles, and in support of the Household Emergency Relief Program.

**6. Community Notices and Meetings****6.a. Main City Calendar: January 18, 2023 - February 6, 2023**[HCC-205-FY23](#)

N/A

Sponsors: City Administrator

Attachments: [City Calendar January 17, 2023 - February 6, 2023](#)

**7. City Administrator Update (7:20 p.m. - 7:50 p.m.)**

City Administrator Douglas provided updates on a wide range of topics including public safety, training, and programs.

American Rescue Plan Fund Manager Patrick Paschall provided an update on the Emergency Relief Programs and the current status of ARPA funds for planned expenses and available funds, as well as the schedule for upcoming ARPA meetings.

Mayor Croslin asked for a moment of silence in honor of Cody Barnhart, a youth services volunteer tutor who recently passed away.

Council President Solomon noted potential reduction of service for the Metro Yellow Line and hopes to have a future agenda item on the topic. He asked the status of staff research on the item. He also asked for an update on the MD500/Queens Chapel Road project and the West Hyattsville Sector Plan.

City Administrator Douglas noted that Community and Economic Development Director Chandler was looking into the item regarding the Yellow Line and would provide an update. Mr. Chandler stated that correspondence from the Council to WMATA may be appropriate for the situation.

Department of Public Works Director Lesley Riddle stated there is no current update on the MD500 project but she was aware of delays related to the supply chain and that staff would follow up with State Highway Administrator for more details.

Regarding the West Hyattsville Sector Plan, Mr. Chandler responded with a brief synopsis and said he believes the previously identified issues have been corrected.

Councilmember Waszczak offered words of congratulations to the Community Services team for their work on the Hyattsville Educational Path Scholarship Program. In regard to the passing of a tutor, she suggested the City send mental health support for the youth and staff who worked with Mr. Barnhart. Director of Community Services Sandra Shephard provided information on the services and supports in place for staff and youth.

Councilmember Waszczak asked how the City could increase the vaccination rates in the City. Ms. Douglas responded that the City would explore additional ways to outreach to the community on the importance and availability of vaccines.

**8. Presentations (7:50 p.m. - 8:10 p.m.)**

**8.a. FY23 Thrive Grant Presentation**[HCC-208-FY23](#)

Presentation - the grant approvals are on the consent agenda.

Sponsors: City Administrator

Attachments: [Thrive Grants 2023-Table for Council Presentation](#)  
[2023 Thrive Grant Letter for Council Consideration](#)

Deputy Director of Community Services Cheri Everhart introduced Marylyn Presutti from the Health, Wellness, and Recreation Committee to present the Thrive Grants. Ms. Presutti provided an overview of the Thrive Grant program and the FY23 grant award recommendations.

**9. Proclamations**

Both proclamations were approved in a single vote.

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

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

**9.a. Proclamation Honoring the 30th Anniversary of Franklins Restaurant, Brewery, and General Store**[HCC-207-FY23](#)

Adopt the proclamation.

Sponsors: City Administrator

Attachments: [CM 0117 Franklins 30th Anniversary](#)

**9.b. Proclamation Honoring the 10th Anniversary of Incredible Designs**[HCC-217-FY23](#)

I move the Mayor and Council adopt a proclamation in honor of the 10th Anniversary of Incredible Designs.

Sponsors: City Administrator

Attachments: [CM 0117 Incredible Designs 10th Anniversary](#)

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

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

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

**10.a. Adoption of Updated City Council Meeting Schedule**[HCC-203-FY23](#)

I move the Mayor and Council adopt the updated City Council meeting schedule for 2023. The updated schedule includes a Council Work Session on Monday, February 27 at 7 PM to discuss ARPA and FY24 budget initiatives, a Public Hearing on Monday, May 15 at 6:30 PM to receive public input on the proposed ARPA spending plan, and a Regular Council Meeting on Monday, June 5 at 12 PM.

Sponsors: City Administrator

Attachments: [2023 Council Meeting Calendar revised 011323](#)  
[01.06.23 Budget-ARPA FY24 Schedule REV 01.13.23 for packet](#)

**10.b. Greater DC Diaper Bank Agreement**[HCC-211-FY23](#)

I move that the Mayor and Council authorize the City Administrator to renew its agreement with the Greater DC Area Diaper Bank for the intermittent receipt and distribution of diapers in support of the City's efforts to provide support to families in need, upon the review and approval of the City Attorney for legal sufficiency.

Sponsors: City Administrator

Attachments: [GDCDB Partnership Contract 2023 \(1\)](#)

**10.c. Additional City Wide Tree Maintenance**[HCC-212-FY23](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$40,000 to Adirondack Tree Experts for additional tree pruning and maintenance at various locations City wide under their current contract with the City. The Treasurer is authorized to make the appropriate budget amendment to facilitate this expenditure.

Sponsors: City Administrator

**10.d. Disbursement of FY23 Education Enrichment Grant Funds**[HCC-214-FY23](#)

I move that the Mayor and Council authorize the expenditure of \$3,000 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for dissemination of the FY23 Education Enrichment Grants.

Sponsors: City Administrator

Attachments: [Letter EAC Enrichment Grant letter](#)  
[Application 1 HMS After school snacks](#)  
[Application 2 HMS Extended Learning Program Incentive](#)  
[2023 Grant Requests - HMS Program Details](#)  
[Application RHES redacted](#)  
[Crane it Up! Hyattsville Grant Redacted](#)  
[It's Electric! FES Grant Redacted](#)  
[Thinking Inside the Box Hyattsville Grant FES Redacted](#)

**10.e. Awarding of a Contract to Conduct a 10 Year Financial Forecast of City Finances** [HCC-216-FY23](#)

I move the Mayor and Council authorize the City Administrator to execute a contract for professional services with Sudsina and Associates at a cost not to exceed \$80,000 to conduct a 10 Year Financial Forecast that upon completion will provide additional clarity in key areas of City's finances long-term. Including but not limited to identifying factors that may result in the reduction and/or increases of revenue and expenditure estimates within the stated period. Additionally, the consultant is required to provide an executive-level summary with impacts on City Reserves, provide a financial manager-level summary at the fund balance impact level and provide the City Treasurer a user-friendly proactive forecasting model that includes a what-if format to simulate scenarios around impacts to increase/loss of revenues and expenditures. This forecasting model will be used by the Treasurer annually in preparation of the General Operating Budget.

Sponsors: City Administrator

**10.f. Disbursement of FY23 Thrive Grant Awards** [HCC-218-FY23](#)

I move that the Mayor and Council authorize the expenditure of \$8,800 to support the grant proposals recommended from the Health, Wellness and Recreation Advisory Committee and listed in the attached memo for dissemination of the FY23 Thrive Grants and reallocate the remaining \$200 for other health, wellness or recreation-based projects eligible to be funded with City revenue.

Sponsors: City Administrator

Attachments: [2023 - Thrive Grant Letter for Council Consideration](#)  
[Thrive Grants 2023-Table for Council Presentation](#)  
[FY23 Thrive Grant Applications Redacted](#)

**10.g. Resolution 2023-01: Designating the 2023 Biennial Mayoral Election as Vote-by-Mail** [HCC-219-FY23](#)

I move that the Mayor and Council adopt Hyattsville Resolution 2023-01, a resolution whereby the City Council declares the City's 2023 Biennial Election to be a Vote-by-Mail Election (INTRODUCTION & ADOPTION).

Sponsors: City Administrator

Attachments: [Resolution 2023-01 - 2023 Vote by Mail Election EIC 01.10.23 FINAL](#)  
[BOSE letter](#)

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



Submit correspondence for the record to Prince George's County Planning Board for their February 2, 2023 special hearing on stormwater and Suffrage Point

[HCC-220-FY23](#)

Motion: I move that, no later than Tuesday, January 31, 2023, the Mayor and Council submit correspondence to the Prince George's County Planning Board about the City's stormwater observations and concerns regarding the Suffrage Point development. This correspondence will become part of the record for a special hearing scheduled for Thursday, February 2, 2023, which will focus on the developer's stormwater compliance.

Councilmember Waszczak provided background information on the emergency motion, noting that a special meeting of the Planning Board is scheduled for February 2, 2023 to review stormwater management on the Suffrage Point development site. Councilmember Waszczak recommended that the Council provide correspondence to the Planning Board to include data about flooding events on 40th place, and a summary of the City's stormwater and floodplain related concerns.

Community and Economic Director Jim Chandler said it was not usual for the Planning Board to take up an issue such as stormwater and said the hearing was likely to be limited in scope. He added that the City would review its records in order to provide the requested data but it may be difficult to gather older data. Director Riddle stated that DPW would support the request with available data.

Mayor Croslin relayed a conversation regarding inadequate stormwater management with a member of the Department of Permitting, Inspection and Enforcement (DPIE).

Council President Solomon asked if Mr. Chandler believed there was a case to be made at the Planning Board hearing regarding stormwater management at the development site. Council President Solomon also asked what the Planning Board was able to control regarding stormwater management. Director Chandler said that most of the stormwater decisions were referred to the related agency and the Planning Board did not have authority regarding stormwater management decisions and noted that the Board may make referrals to the appropriate agencies for enforcement actions. Council President Solomon asked if it was worth it to ask for the City to be given the status as a managing agency in these types of matters. Director Chandler said the City could make the request but did not have the authority under the current law, and noted the Planning Board also did not have that authority. Council President Solomon asked if the Planning Board could send the matter back to the District Council. Director Chandler replied that the matter had not been to the District Council and had come directly to the Planning Board.

Councilmember Sandino asked if there was a way to capture the City's costs to manage the flooded road during events when the road needed closure or mitigation by City staff. Director Chandler deferred the question to Treasurer Brooks and said it may take a long time to gather data if it was not readily available.

Councilmember Haba stated that the lack of historic data points and comparative data may require a revision to the motion.

Councilmember Waszczak said her first purpose was to show the road floods on more occasions than before the development, and she believes comparative data would be helpful to the Planning Board in their upcoming hearing.

Councilmember Strab asked if resident pictures of flooding would be admissible evidence. Director

Chandler said that the City typically only presents data obtained through the City's primary sources of staff. He said staff would gather as much information as possible while meeting the timeline for the letter. Councilmember Strab asked if the City could also provide information regarding the City's concern about the site's compensatory storage and site density. Director Chandler noted that density of the site had been decided previously but that the City could address matters related to compensatory storage.

Council Vice President Schaible thanked Councilmember Waszczak for their work on the motion. He noted a history of issues related to the development site that were preventable.

Councilmember Waszczak, stated that it sounded as if staff is more comfortable about a 5 year time frame instead of the requested 10 year time frame. She echoed Council Vice President Schaible's comments about noting that these issues could have been preventable had the correct procedures been followed at the beginning of the development process.

Council President Solomon added that he believed the correspondence should also request a direct action and asked Director Chandler what that direct action should be. Director Chandler stated support for a request to refer the matter back to DPIE for review of the permitting process prior to the issuance of future building permits. Council President Solomon asked what would happen if DPIE did not issue a future permit. Director Chandler said it was likely that DPIE would request additional stormwater measures to be put in place. Council President Solomon requested to have a direct action included in the letter from Council.

Councilmember Strab said the largest issue had been with the flooding in the street and she requested that the Planning Board look at that specific area and if the current measures would mitigate the flooding. She asked if the City could identify where in the plan there may be failures contributing to the flooding. Director Chandler said the existing stormwater mitigation in place was temporary and the Planning Board's purview was related to the proposed permanent stormwater mitigation on the site. Director Chandler clarified that recommendations should be related to the permanent stormwater plan and not the temporary construction measures on site.

Councilmember Waszczak asked if the Council could ask the Planning Board for re-review from both Maryland Department of the Environment (MDE) and DPIE prior to the issuance of any new building permits. Director Chandler said he would look into it. Councilmember Waszczak suggested the City ask for a re-review from MDE of to evaluate existing conditions and confirm that the contractors are in compliance.

City Administrator Douglas said staff would explore the suggestions to determine which are most viable and would be most productive to the Council's request and intent.

Councilmember Waszczak reiterated that she would revise her request from 10 years to 5 years and to include any supplementary information from staff to support the Council's position.

Council President Solomon requested a copy of the letter before it is sent.

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

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

**11.a. Purchase of 12 Police Vehicles**

[HCC-169-FY23](#)

I move that Mayor and Council authorize the Police Department to purchase of six (6) additional vehicles from Apple Ford augmenting the six (6) authorized in FY22 by motion # HCC-305-FY22, for a total of twelve (12) vehicles and authorize an expenditure not to exceed \$518,759.00 of American Rescue Plan Act Funds. The Treasurer is authorized to make the required modification to the budget to facilitate this purchase.

Sponsors: City Administrator

Attachments: [City of Hyattsville Letter of Intent to Purchase 12 Vehicles for Apple Ford 2-23-2022](#)

Police Chief Towers provided background information on the request to purchase police vehicles. He noted that this purchase was originally planned to come forward in the previous two fiscal years but COVID and supply chain issues had significantly delayed the requests. He thanked the Council for their support with this catch up purchase of vehicles.

City Administrator Douglas said that six vehicles had previously been approved and noted that the City would typically prioritize electric vehicles but were constrained by supply chain issues. She also noted that an alternate fuel vehicle policy would come forward to Council soon.

Council Vice President Schaible noted that he spoke with Chief Towers regarding the proposal earlier in the evening and stated that he previously had concerns with the purchase. He said Chief Towers had provided a comprehensive summary of the need for the vehicles and the difficulties obtaining vehicles and he was in support of the motion. He said he hoped the City would continue to work on electrifying the City's fleet.

City Administrator Douglas added that the policy would include not just the police department but all departments in the city.

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

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

**11.b. Household Emergency Relief Program Allocation and End Date**[HCC-206-FY23](#)

I move that the Mayor and Council increase the allocation for the Household Emergency Relief Program by an additional \$2,000,000, bringing the total allocation for the Household Emergency Relief Program awards, administration, and outreach expenses to \$3,700,000; and establish an end date for the program of May 31, 2023.

Sponsors: City Administrator

American Rescue Plan Fund Manager Paschall said the planned ARPA expenses were just over \$9M.

Councilmember Haba asked if that amount included proposed infrastructure or just programs approved so far.

Manager Paschall shared a spreadsheet showing the planned expenses noting that the just approved police vehicles were not included in the total shown on the spreadsheet. He also noted that staff proposals or Council proposals were not included in the spreadsheet as they would be up for discussion and approval in February.

Councilmember Haba asked how much the staff proposals would cost. Manager Paschall said that he did not have the exact figures but it was around \$3M, which did not include funding for the City Municipal Building.

Councilmember Haba asked if it would be prudent for the City to not double the household emergency relief programs when there were other projects that needed to be undertaken and the Council did not know the fiscal specifics of those projects. He said he would be in favor of a more moderate increase in funding rather than the proposed \$2M.

Councilmember Waszczak was thinking about time horizons and money. She asked if the City doubled the program funding now, could they reallocate unspent funds at a later date. Manager Paschall said that the Household Emergency Relief program would end in May and if there were unspent funds, they could be reallocated. Councilmember Waszczak asked if there were other expenditures expected after the HER program closed and if the timeline would sync up with other program timelines.

Manager Paschall said all of the plans currently approved by Council were believed to expend the estimated \$9M shared with Council and did not think any programs would likely come in under budget. He said the current HER applications received were estimated to cost approx \$1.7M, adding that he thought it was possible that the nonprofit program could have remaining funds.

Councilmember Waszczak said her biggest priority for ARPA funds was to help the City's most vulnerable households and that was why she was voting yes.

Council President Solomon said he was amenable to changing the funding allocated if the Council would like to do so, but he was also comfortable voting on the motion as is. He asked Councilmember Haba if there was a different amount he would be comfortable with.

Councilmember Haba questioned the timing in relation to the ARPA plan as a whole. He suggested allocating \$1M that evening and then coming back for a possible additional allocation at a future date, acknowledging the importance of the program to support residents. He motioned to amend the

motion to lower the request to \$1M. The motion to amend was seconded by Council President Solomon.

Councilmember Simasek said he thought a good portion of the \$2M was already in pending allocations. He said he thought it was ok to reduce the funding, but it was likely for the Council to need to come back for a future allocation. He asked Manager Paschall how much the current applications would, if awarded, would amount to.

Paschall said there was \$1.5M for allocated funds for relief, \$200K for administrative costs, and the approximate spend was \$1.7M. Regarding outreach he said the CDC had not yet finished their first round of door-to-door outreach and was scheduled to do another round.

Councilmember Denes said he intended to vote against the amendment.

Councilmember Haba clarified Manager Paschall's comments asking if the total estimated amount was \$1.7M and he thought there was a shortfall of \$200K. He estimated that an approval of a \$1M would provide a cushion of \$700K to work through until March, and that Manager Paschall could come back if additional funding was required. He highlighted that a lower allocation could make the Council's planning process easier.

Roll Call Vote on the Motion to Amend:

Yes: Solomon, Schaible, Haba

No: Denes, Waszczak, Strab, Simasek, McClellan, Haba, Sandino

Abstain: Croslin

Motion to Amend Failed: 3-7

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

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

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

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**12.a. Library Apartments, 3325 Toledo Road Garage Redevelopment - Preliminary Plan of Subdivision (4-22004)** [HCC-213-FY23](#)

Discussion only.

Sponsors: City Administrator

Attachments: [Discussion Memo - Library Apartments 3325 Toledo Road Garage Redevelopment - PPS-22004 FINAL](#)  
[PPS-4-22004](#)

City Planner Simmons reviewed the proposed plan highlighting the existing conditions and details of the proposed development, a 209 multifamily unit with associated residential and public parking located on Toledo Road in Ward 3.

Councilmember Simasek made suggestions for pedestrian improvements on Toledo Road.

Councilmember Denes said he was excited for the reuse development and reiterated Councilmember Simasek's call for pedestrian and bicycle improvements. He identified that the intersection of 410 and Adelphi was not included in the impact study and that seemed to be an oversight given the size of that intersection. He also noted that bicycle storage should not be considered a recreational amenity.

City Planner Simmons responded that the City could raise the question with the County as to why the intersection was not included in the impact study. Director Chandler added that the City could look into the question concerning the designation of bike storage facilities.

Council Vice President Schaible asked for clarity on who owned the roads surrounding the development. Director Chandler said the roads were private and provided details regarding the infrastructure. Council Vice President Schaible added he is in favor of formalizing the road network that runs throughout University Town Center, and is in favor of the project while maintaining the City's stance on pedestrian and bicycle planning.

**12.b. FY23 Budget Amendment: Special Revenues Budget and Transfer of Funds from the Sale of City Property**[HCC-215-FY23](#)

For Discussion Only.

I move that the Mayor and Council amend the FY23 Special Revenues Fund Budget and approve the creation of the Hyattsville Affordable Housing Fund to include a transfer of \$1,000,000, from General Fund Cash Reserves received from the sale of City property to cover anticipated expenditures associated with the creation of the Affordable Housing Fund to further affordable housing activities.

Sponsors: Croslin, Simasek and Waszczak

Mayor Croslin stated the intent of the motion was to establish an affordable housing fund using proceeds from the sale of a City parking lot as seed money for the fund. He noted that the parameters for the use of the fund would be determined at a later date. He added that other Council Members were working on affordable housing initiatives and he hoped that those motions would work in conjunction with the proposed fund.

Council President Solomon said that he thought the scope of the use would need to be documented in the motion. He said the idea had been discussed during the sale of the property and he recalled that the funding from the sale was limited for parking related expenditures. He asked if this was still the case.

Director Chandler stated that Council President Solomon was correct and under the City's contractual obligation for the site if \$300K from the sale remained that would cover expenses related to parking and the remainder of the funds could be utilized for the proposed affordable housing fund. He added that future expenses for the parking lot would come from revenue generated from paid parking.

City Treasurer Ron Brooks added that the \$1M is in the City's cash reserve fund and the Council may direct those funds as it sees fit.

City Administrator Douglas stated the City did not need to be specific in the scope of the fund.

Councilmember Simasek asked if the City could apply a recordation tax to home sales, perhaps those over a certain dollar amount or those that meet other parameters in order to provide continuous funding. Treasurer Brooks said he would look into the feasibility. Councilmember Simasek proposed specifics for the City's definition of affordable housing as related to the area's median income.

Councilmember Waszczak reiterated Councilmember Simasek's support for additional revenue streams for the fund and her hope that the other affordable housing motions could be seen as potential users of this fund. She expressed her support to have a conversation about what specific affordable housing initiatives the Council should focus on.

City Administrator Douglas stated the intention to bring forward the other motions soon.

Council Vice President Schaible expressed his support to reach out to affordable housing non-profits to find out the best way to leverage the fund. He added that he wants the City to think about the housing need for individuals with intellectual and developmental disabilities as the process moves forward.

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

The meeting adjourned at 10:36 PM.

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

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





# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-226-FY23

2/6/2023

6.a.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Community Notices and Meetings

**Item Title:**

**Main City Calendar: February 7, 2023 - February 21, 2023**

**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

For further information regarding City programming, events, or meetings please visit [hyattsville.org/meetings](http://hyattsville.org/meetings) or call 301-985-5000.

All committee meetings are virtual unless otherwise indicated below.

1. [Candidate Registration for 2023 City Elections is Now Open!](#)

February 7, 2023

2. [Creative Minds' Winter Session](#)

February 7, 2023, 10:00 AM - 11:30 AM

@Driskell Park Recreation Center

3. [Board of Supervisors of Elections Meeting](#)

February 7, 2023, 4:00 PM

4. [Audubon Bird Friendly Habitat Training \(Session 1\)](#)

February 8, 2023, All Day

The Prince George's County Audubon Society is offering a 4-part Training series for community members interested in helping others transform their yards into a wildlife-friendly space! To learn more and sign-up, please email [audubonwildlifehabitat@gmail.com](mailto:audubonwildlifehabitat@gmail.com).

5. [Ageless Grace Seated Exercise Class](#)

February 8, 2023, 10:00 AM - 11:30 AM

@the first floor of the City Building

Hyattsville seniors are invited to this free weekly, hour-long, seated exercise class that uses simple exercises to improve motor skills and brain function. Pre-registration and face coverings are required. To register, please contact (301) 985-5000 or email [seniors@hyattsville.org](mailto:seniors@hyattsville.org).

6. [Community Listening Session with County Councilmember Fisher](#)

February 8, 2023, 7:00 PM

Join new Prince George's County Councilmember Wanika Fisher for a virtual community listening session on Wednesday, February 8, at 7 p.m.! Share your thoughts and hear community updates related to Hyattsville.

7. [Police and Public Safety Citizens' Advisory Committee Meeting](#)

February 8, 2023, 7:30 PM

8. [Ward 5 Check-In](#)

February 11, 2023, 10:00 AM @virtual

9. [Fraud & Fiscal Resilience Lunch & Learn](#)

February 13, 2023, 11:00 AM - 12:30 PM

@City Building

On Monday, February 13, from 11 a.m. to 12:30 p.m., the City of Hyattsville and area partners are offering a free workshop to help senior community members with fraud prevention and financial resilience. The workshop will be held at the Hyattsville City Building, 4310 Gallatin Street. To register, contact seniors@hyattsville.org or call (301) 985-5000.

10. [Creative Minds' Winter Session](#)

February 14, 2023, 10:00 AM - 11:30 AM

@Driskell Park Recreation Center

11. [Knitting workshop series](#)

February 14, 2023, 10:00 AM - 11:30 AM

In partnership with Sweet Pea Fiber, the City of Hyattsville is offering a FREE six week knitting class for senior residents looking to learn or brush up on their skills! Classes will be offered on Tuesdays from February 14 – March 28, from 10 – 11:30 a.m., at 5307 Baltimore Avenue. Space is limited. To register, call (301) 985-5000 or email seniors@hyattsville.org

12. [Hyattsville Environment Committee Meeting](#)

February 14, 2023, 7:00 PM

13. [Audubon Bird Friendly Habitat Training \(Session 2\)](#)

February 15, 2023, All Day

14. [Ageless Grace Seated Exercise Class](#)

February 15, 2023, 10:00 AM - 11:30 AM

@the first floor of the City Building

15. [Code Compliance Advisory Committee Meeting](#)

February 15, 2023, 7:00 PM

16. [Educational Facilities Task Force Meeting](#)

February 16, 2023, 7:00 PM

17. [Invasive Plant Removals](#)

February 18, 2023, 10:00 AM - 2:00 PM

@Melrose Park

Help remove invasive plant species from Melrose Park! Student service-learning hours are available! RSVP by contacting Hyattsville Environmental Programs Manager Dawn Taft at (240) 487-0290 or [environment@hyattsville.org](mailto:environment@hyattsville.org).

18. [CITY OFFICES CLOSED: Presidents Day](#)

February 20, 2023, All Day

19. [No yard waste/compost pickup, Presidents Day](#)

February 20, 2023

20. [Creative Minds' Winter Session](#)

February 21, 2023, 10:00 AM - 11:30 AM

@Driskell Park Recreation Center

21. [Knitting workshop series](#)

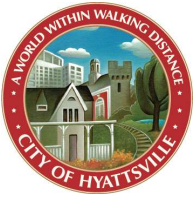
February 21, 2023, 10:00 AM - 11:30 AM

22. [Hyattsville Fresh Produce Distribution](#)

February 21, 2023, 12:00 PM

@First United Methodist Church, 6201 Belcrest Road

The City of Hyattsville is hosting a fresh produce distribution at the First United Methodist Church, 6201 Belcrest Road. No registration or City residency is required. The bagged produce is served on a first-come, first-served basis. Questions? Call (301) 985-5000. Thank you to our community partner, Capital Area Food Bank for their continued support of these monthly distributions.



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-233-FY23

2/6/2023

8.a.

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

**Item Title:**

**2023 Compensation Review Committee Recommendation**

**Suggested Action:**

Presentation only, the Council is expected to act on this recommendation on February 21, 2023.

**Summary Background:**

Per City Charter, a seven-person compensation review committee, with representation from each of the City's five wards, was appointed in November 2022 to review and make recommendations for the compensation of the Mayor and all City Councilmembers. The City's HR Director, Jay Joyner serves as the staff liaison for the committee with assistance from Vivian Snellman.

The Committee is required by City Charter to make its recommendation as to any compensation increase, decrease, or lack of change, at least 90 days prior to the election (February 8). The length of time covered by the committee's recommendation to the Mayor and Council shall be no less than (3) three fiscal years and no more than (6) six fiscal years. The 2019 Compensation Review Committee's recommendations currently run through June 30, 2025.

The committee met eight (8) times over the last three months to evaluate and discuss the recommendation. The committee reviewed the work of the 2019 Compensation Review Committee and additional materials provided by staff including information comparing the City's compensation for elected officials to comparable municipalities. The committee also utilized a survey to current and former City of Hyattsville elected officials and a survey of the public on council compensation posted to the Hello Hyattsville website to inform their recommendation. The recommendation of the committee and their presentation is attached to this agenda item and committee members will present the recommendation on February 6, 2023. Per the City Charter, the Mayor and Council shall have no power to alter or amend the committee's recommendation but shall either accept it or reject it by motion, resolution, or ordinance.

**Next Steps:**

It is anticipated that a motion to accept or reject the committee's recommendation will be on the February 21 Council meeting agenda. Should the Council adopt the committee's recommendation, the City Attorney will draft an ordinance for the Council's approval in March/April.

**Fiscal Impact:**

Please refer to the chart in the committee's report.

**City Administrator Comments:**

For presentation.

**Community Engagement:**

Meeting of the Compensation Committee were open to the public and the committee utilized surveying tools to engage the public.

**Strategic Goals:**

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

**Legal Review Required?**

Pending

## **2022-2023 Compensation Review Committee & Recommendation**

Every four (4) years, at least one hundred and eighty (180) days prior to a mayoral election, the Mayor shall appoint, with Council approval, a seven person committee whose membership shall be comprised of at least one member from each Ward of the City, to review and make recommendations for the compensation of both the Mayor to be elected in the next municipal election and all City Council members serving during that upcoming four year term. The Compensation Review Committee shall make its recommendation as to any compensation increase, decrease or lack of change in the existing compensation to the Mayor and City Council at least ninety (90) days prior to the election. The Mayor and Council shall have no power to alter or amend the Commission's recommendation, but shall either accept or reject it, by motion, resolution or ordinance.

To continue transparency into compensation and budgetary decisions, a Compensation and Review Committee was convened November 7, 2022 to evaluate and recommend compensation for the years 2025 through 2029. The 2022 Committee roster includes:

Juan Castillo - Ward 1 - Committee Chair

Michael Horlick - Ward 2

Bette Dickerson - Ward 2

Melinda Baldwin - Ward 2

Tom Wright - Ward 3

Alexi Sanchez de Boado - Ward 4

Patricia Page - Ward 5

The Committee focused its work on exploring different ways to approach salary and compensation through secondary research, interviews, and surveys. This included the review of publicly accessible data about other nearby cities and municipalities with similar population size and budgets; interviews and surveys with a former Mayor and former Council Members; and the solicitation of the opinions of the public through a survey on Hello Hyattsville marketed through the Hyattsville Reporter. Through these methods, the Committee sought to learn what motivates candidates to run for office, the typical number of hours spent by the Mayor and the Council conducting the city's business, and ideas about what type of compensation is ideal for Council Members from their perspective and from the perspective of the public.

The results of this research revealed important facts that helped inform the Committee's recommendations on compensation, and all recommendations have been rooted in these principles. First, the primary motivation of Mayors and City Council Members in running for office is to perform a civic duty and to support their community (this, based on individual responses to the questions in the survey and during interviews.) Financial compensation was found to be a low or lower-ranking criteria for running for office for a significant plurality 8 of the nine former City Council Member respondents. Second, while the number of responses to the public survey does not provide an adequate sampling size (7 respondents), the following data was acquired: 67% of the public believes that the Mayor works 40+ hours per month conducting

city business as well as political and public engagement, while 56% of the respondents believe that City Council Members work between 31-40 hours per month.

During our committee meetings, we discussed the findings from our research and the options that emerged. Our discussions led to:

- 1) Trying to balance an appropriate level of compensation that will attract qualified and diverse candidates.
- 2) Evaluation of the 2019 recommendations.
- 3) Debating whether an increase in salary will act as an incentive to attract more candidates and a greater diversity of candidates (ethnicity, income, gender)
- 4) Discussing whether the Mayor and City Council Member seats should be full-time or part-time roles as well as whether or not this topic falls outside the scope of the Committee's intended role.
- 5) Exploring other perks to consider and be used to incentivize and support future council members.
- 6) Discussions about the role of the City's current budget allocations and the role of future revenue in the compensation of the Mayor and City Council Members.
- 7) The impact that additional fringe benefits might have on attracting candidates to run for office such as refunded childcare costs for evening meetings and other events.

We met with the City Treasurer to discuss the past, current, and future budget environment and funds available for salaries generally. Generally speaking we were advised that council plus mayoral salaries account for just under 1% (0.9% at present) of the city's budget and we felt an obligation to remain within that 1% range. For the 2024 budget year, all City Council Members salaries plus the mayor will add up to \$131,849.00, \$11,471.00 per year for City Council Members and \$17,139.00 for the mayor. This left us with little room to increase the salaries to a significant degree.

During this conversation with the City Treasurer we also learned that the constant yield tax rate is not valuable as a guide for the city's future revenue and the funds available or not available for salaries. Additionally, development and its impact on the budget is not immediately relevant because there is a 3–4 year delay between development and full realization of property tax revenue and other revenues to the city. As such the impact of the perceived heavy development in the City could not be used to anticipate extra funds for larger increases in salaries. This also limited the amount of increase in compensation we thought appropriate.

After some deliberation the Committee decided on a compensation increase over a four-year period (2025 through 2029) for the Mayor and City Council Members. Noted in the analysis and review of the data gathered from interviews and surveys, the city thrives with council candidates committed to constituents and the city for the sole purpose of performing their civic duty and to support their communities. Total compensation is not a major factor in candidates' decisions to run for office. Additionally, we didn't have enough information to know if a significant increase in salary, perhaps enough to make the salary enough to survive on as a sole income source, or



perhaps as half-time (thereby attracting stay at home parents), would increase interest in the position. We did however spend quite some time discussing this possibility. As a result, by the consent and approval of the Committee, we recommend an increase of 3% for Council Members which is on track with the long term inflation rate from [1913-2020](#) and which will have a consistent increase for the indicated four years to offset the anticipated increases in the cost of living but without changing expectations for the role of Council Members.

The analysis also indicated a clear imbalance of duties and responsibilities between City Council Members and the Mayor. One former Council Member and one former Mayor indicated that the Mayor's position needed to be full time in order to prevent a choke point for decision making while City staff wait for a part-time mayor to give approvals. Significant discussion was had on the ability of the committee to rewrite the position description for the mayor via a budget suggestion that would increase the pay to that of a full professional in the \$80k annual salary range. Ultimately we felt we did not have that charge or capability but we did come to an agreement that the Mayor's role is significantly more time intensive than that of Council Member and as such we recommend an increase of 5% for the Mayor annually to account for this while keeping in the confines of our charge and not redefining the role via a budget process or exceeding 1% dedicated to salaries in the City budget.

We would encourage the City to put together a committee to consider the role and the job description for the Mayor and City Council Members because we foresee the distinct possibility that the role of Mayor in particular could be or perhaps should be full time, particularly as Hyattsville continues to grow in population and attracts more commercial entities. That discussion and not one limited to minor salary changes might devise ways to attract more candidates and a more diverse bench of candidates for elected office.

We utilized the data collected from each of these methods to determine our recommendations on compensation which are outlined in the table below.

**City of Hyattsville, Maryland**  
**Recommendation of Compensation Review Committee:**  
**Budget Years 2024-2028**

	2024	2025	2026	2027	2028	Percentage		
						2025	2026-2027	2028
Council Member	\$11,471.00	\$11,815.13	\$12,169.58	\$12,534.67	\$12,910.71	3.00%	3.00%	3.00%
Mayor	\$17,139.00	\$17,995.95	\$18,895.75	\$19,840.53	\$20,832.56	5.00%	5.00%	5.00%
Total Compensation	\$131,849.00	\$136,147.25	\$140,591.59	\$145,187.25	\$149,939.68			

# **2022 Compensation Review Committee & Recommendation**

## **Mission**

Every four (4) years, at least one hundred and eighty (180) days prior to a mayoral election, the Mayor shall appoint, with Council approval, a seven person committee whose membership shall be comprised of at least one member from each Ward of the City, to review and make recommendations for the compensation of both the Mayor to be elected in the next municipal election and all City Council members serving during that upcoming four year term. The Compensation Review Committee shall make its recommendation as to any compensation increase, decrease or lack of change, in the existing compensation to the Mayor and City Council at least ninety (90) days prior to the election. The Mayor and Council shall have no power to alter or amend the Commission's recommendation, but shall either accept or reject it, by motion, resolution or ordinance.

## **2022 Committee**

A Compensation and Review Committee was convened November 7, 2022 to evaluate and recommend compensation for the years 2025 through 2029. The 2022 Committee roster includes:

Juan Castillo - Ward 1 - Committee Chair

Michael Horlick - Ward 2

Bette Dickerson - Ward 2

Melinda Baldwin - Ward 2

Tom Wright - Ward 3

Alexi Sanchez de Boado - Ward 4

Patricia Page - Ward 5

# **2022 Compensation Review Committee & Recommendation**

## **Approach and Method**

The Committee focused its work on exploring different ways to approach salary and compensation through secondary research, interviews, and surveys:

- Publicly accessible data about other cities and municipalities with similar profile, characteristics, and demographic makeups;
- Interviews with a former Mayor and former Council Members;
- Solicitation of the opinions of the public through a survey on Hello Hyattsville, marketed through the Hyattsville Reporter.

Through these methods, the Committee sought to learn what motivates candidates to run for office, the number of hours spent by the Mayor and the Council conducting the city's business, and ideas about what type of compensation is ideal for Council Members from their perspective and from public opinion.

# 2022 Compensation Review Committee & Recommendation

## Findings

Public data about other cities and municipalities with similar profile, characteristics, and demographic makeups

Mayor and Council Comparative Salary Survey - Nov. 15, 2022						
CITY	MAYOR	COUNCIL MEMBER	DATE OF INFO	Size	# of Residents	Annual Budget
College Park	\$ 10,500	\$ 7,000	Nov. 2022	5 sq. miles	35K	\$30.4M
Greenbelt	\$ 12,000	\$ 10,000	Nov. 2022	6.2 sq. miles	25K	\$33.3M
Hyattsville	\$ 17,139	\$ 11,471	Effect. 7-2024	2.9 sq. miles	22K	\$43M
Laurel	\$ 21,400	\$ 8,357	Nov. 2022	4 sq. miles	25K	\$39M
Takoma Park	\$ 32,000	\$ 24,000	Nov. 2022	2.4 sq miles	18K	\$49M
Average	\$ 18,608	\$ 12,166				

# 2022 Compensation Review Committee & Recommendation

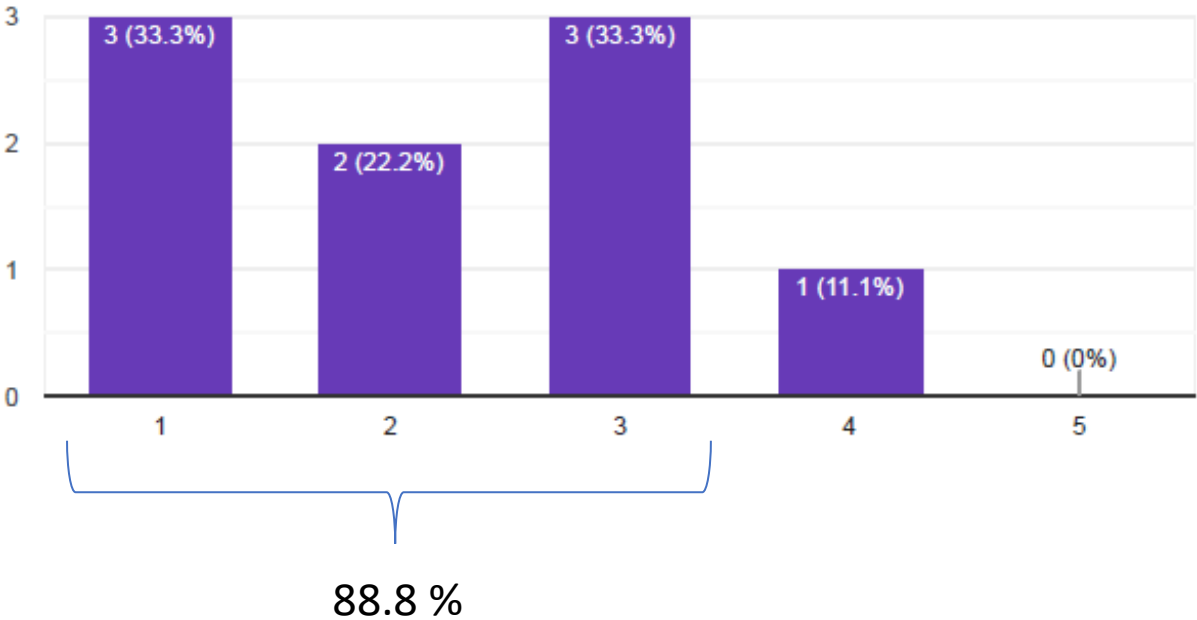
## Findings

### Results from interviews and surveys from former Council Members – Compensation Consideration

Please respond using a scale from 1 to 5, with 1 meaning it did not play a role and 5 meaning it was critical:

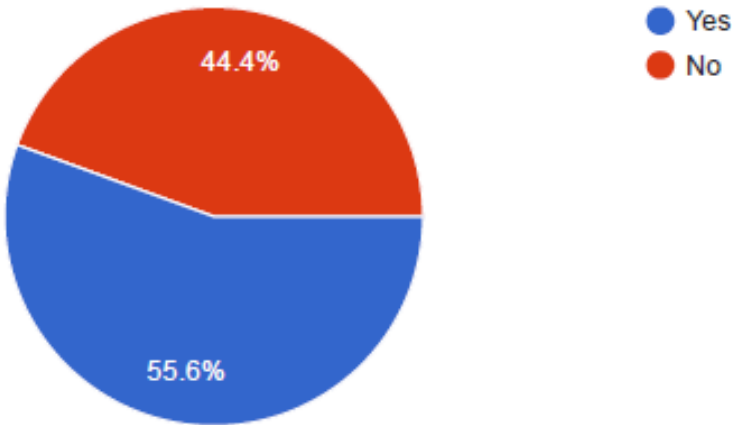
When you were considering running for city council, how much did compensation play into your decision?

9 responses



Do you think you are or were fairly compensated for your work as a councilmember?

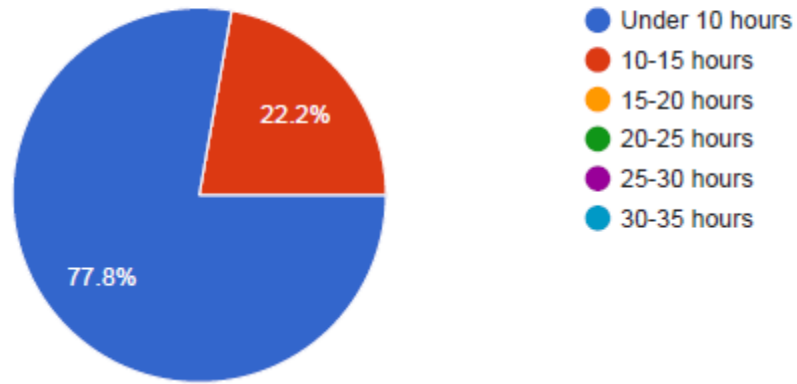
9 responses



## Results from former Council Members – Time Spent

How many hours per month did/do you spend directly in **council meetings**, on average per month, including any travel time?

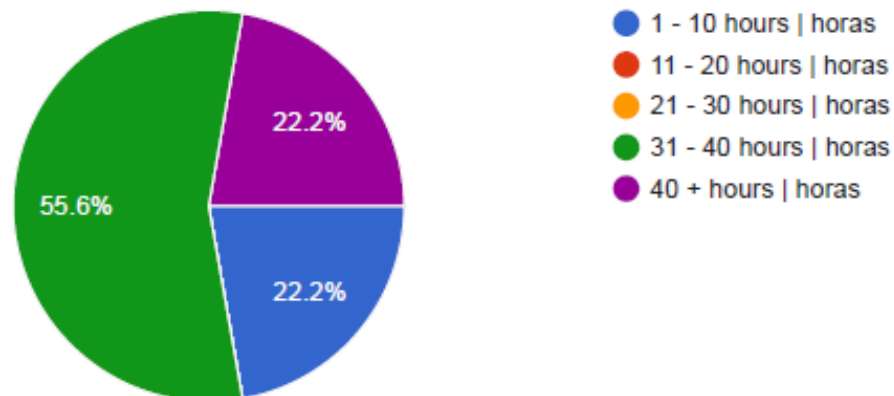
9 responses



## Results from public opinion – Time Spent

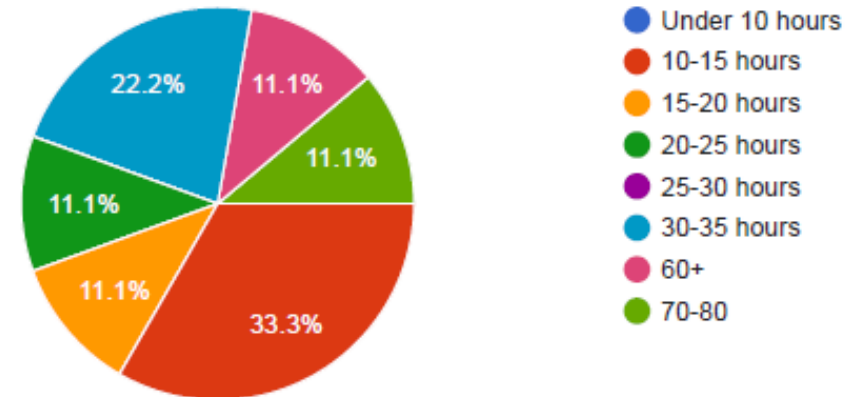
How many hours do you believe City Councilors work on a **monthly** basis? | ¿Cuántas horas cree que trabajan los concejales mensualmente?

9 responses



Outside of council meetings, how many hours per month, on average, did or do you spend on **council business** in the past year or when you served on Council? This includes preparation for meetings but not hours spent in council meetings.

9 responses



- 55.5% Council Members indicate they spend **15 hours or less per month** on council business
- 55.6% public opinion indicates Council Members spend **31 – 40 hours per month** on council business

## Results from former Mayor – Time Spent

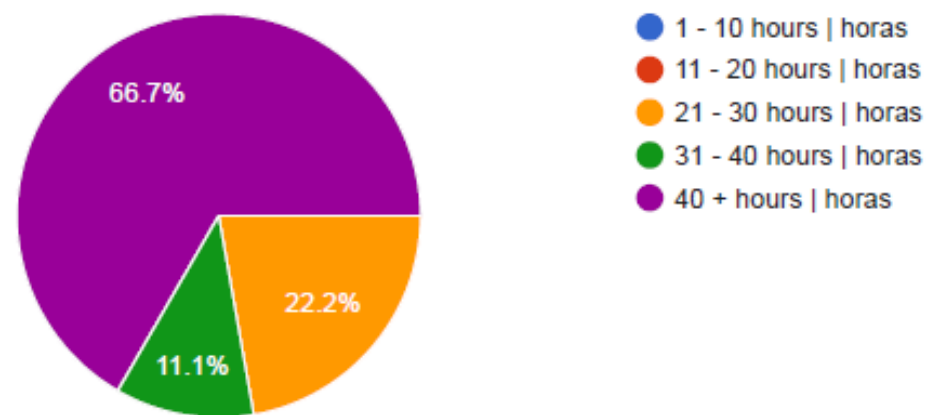
In a candid interview with former Mayor Hollingsworth, our committee gained valuable insight into the life and activities of a Mayor’s role including:

- Political interaction requires meetings and activities between 9:00am to 5:00pm and not just between 7:00pm to 9:00pm.
- The duties and expectations of a Mayor have changed as we elevate the expectation of our residents of what they get from our government.
- The Mayor should have time to devote to build relationships, establish partnerships with community organizations and other agencies, and work with legislators on securing funding.

## Results from public opinion – Time Spent

How many hours do you believe the Mayor works on a **monthly** basis? |  
¿Cuántas horas cree que trabaja el alcalde al mes?

9 responses



- 77.8% public opinion indicates the Mayor spends **31 + hours per month** on city business

# 2022 Compensation Review Committee & Recommendation

## Analysis

Based on what we learned during our Committee meetings, our discussions included:

- The balance and appropriate level of compensation that will attract qualified and diverse candidates.
- Evaluation of the 2019 recommendations.
- Whether an increase in salary will continue to act as an incentive to attract motivated candidates.
- Whether the Mayor and City Council member seats are full-time or part-time roles.
- Other perks to consider and be used to incentivize and support future council members.
- The role of the City's current budget allocations and the role of future revenue in the compensation of the Mayor and City Council Members.



# 2022 Compensation Review Committee & Recommendation

## Analysis

Evaluate 2019 Committee recommendations – Current compensation rate of increase is 3% per annum

City of Hyattsville, Maryland

Recommendation of Compensation Review Committee:

	Base Year Actual <sup>(1)</sup> 7/1/2014	Actual <sup>(2)</sup> 7/1/2015	Actual <sup>(2)</sup> 7/1/2016	Actual <sup>(2)</sup> 7/1/2017	Budget <sup>(2)</sup> 7/1/2018	Proposed <sup>(2)</sup> 7/1/2019	Proposed <sup>(2)</sup> 7/1/2020	Proposed <sup>(2)</sup> 7/1/2021	Proposed <sup>(2)</sup> 7/1/2022	Proposed <sup>(2)</sup> 7/1/2023	Estimate <sup>(3)</sup> 7/1/2024
Operating Budget Forecast		1.93%	3.24%	16.00%	9.87%	0.46%	4.62%	6.09%	2.94%	2.82%	3.00%
Total City Budget (General Fund Exp.)	\$14,586,914.00	\$14,868,739.00	\$15,349,938.00	\$17,806,560.00	\$19,563,505.00	\$19,654,428.00	\$20,562,283.00	\$21,814,180.00	\$22,456,239.00	\$23,089,645.00	\$23,782,334.35
Mayor Compensation	\$7,800.00	\$8,994.00	\$10,244.00	\$11,550.00	\$12,914.00	\$14,340.00	\$15,834.00	\$16,151.00	\$16,474.00	\$16,803.00	\$17,139.00
Council Mbr. Comp.	\$5,200.00	\$6,019.00	\$6,855.00	\$7,729.00	\$8,643.00	\$9,597.00	\$10,597.00	\$10,809.00	\$11,025.00	\$11,246.00	\$11,471.00
Total \$ Comp.	\$59,800.00	\$69,184.00	\$78,794.00	\$88,840.00	\$99,344.00	\$110,310.00	\$121,804.00	\$124,241.00	\$126,724.00	\$129,263.00	\$131,849.00
% of Budget	0.41%	0.47%	0.51%	0.50%	0.51%	0.56%	0.59%	0.57%	0.56%	0.56%	0.55%

Total City Budget Source -

(1) - FY2018 Proposed Budget

(2) - 2018 - 2022 Economic Overview and 5 Year Forecast

(3) - Estimated 3% Increase

# 2022 Compensation Review Committee & Recommendation

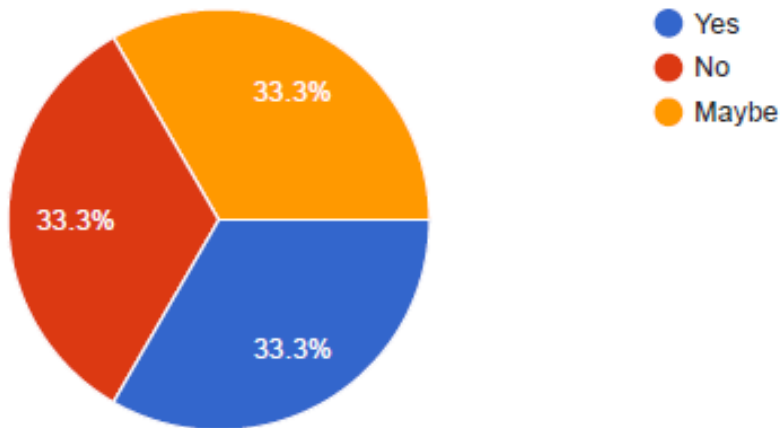
## Analysis

Trying to balance an appropriate level of compensation that will attract qualified and diverse candidates  
Debating whether an increase in salary will continue to act as an incentive to attract motivated candidates

### Results from former Council Members - Incentive

Would a significant increase in compensation have encouraged you to put in more hours serving the city?

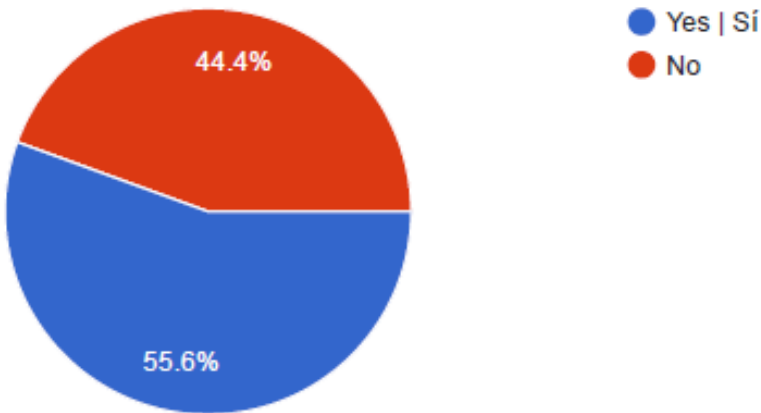
9 responses



### Results from public opinion - Incentive

Would offering a higher salary allow for more people in our community to run for council positions? | ¿Ofrecer un salario más alto permitiría que más personas de nuestra comunidad se postularan para puestos en el consejo?

9 responses



# 2022 Compensation Review Committee & Recommendation

## Analysis

Our Committee also recognized the tremendous growth in development and pondered this reality with respect to Council workload.

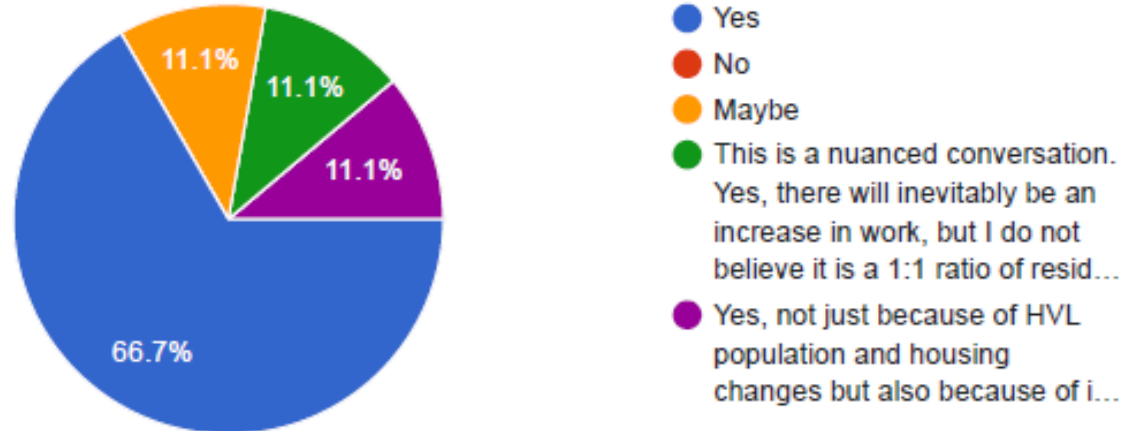
Our Committee learned for the City Treasurer that the benefit of tax revenue from this development would likely exceed the timespan of this committee's threshold.

## Results from former Council Members – Impact of Growth

Do you anticipate more work for councilmembers with the increase in population/families/homes/apartments in Hyattsville?



9 responses



- 100% former Council Members believe increased development will impact workload in some capacity

# 2022 Compensation Review Committee & Recommendation

## Conclusions

- The primary motivation of Mayors and City Council Members in running for office is to perform a civic duty and to support their community.
- Workload imbalance between Council Members and Mayor exists.
- The City Charter provides a specific definition of the Council and Mayoral duties which restricts us to keep compensation considerations to those stated roles.
- Though financial incentives are not a primary driving force behind serving in office, it may also work to attract talent and diversity among candidates – which was also a recommendation from the 2019 Committee.
- It was important for us to consider a scaled compensation approach to address cost of living.
- The Committee also felt it is important to avoid any compensation recommendation that would allow this budget line item to exceed the current <1% of total City budget.
- Though the Committee would have preferred to offer intangible incentives in addition to compensation, we were advised that this action would be beyond the scope of the Committee.

# 2022 Compensation Review Committee & Recommendation

## Recommendation

- After review of the 2019 Committee recommendations.
- After consideration of Council Member time commitment and Mayoral activities beyond the Charter definition.
- After consultation with City Treasurer.
- Recommend the 2026 Committee consider the actual tax revenue benefit from current development projects.

## City of Hyattsville, Maryland

Recommendation of the 2022 Compensation Review Committee: Budget Years 2024-2028

	2024	2025	2026	2027	2028	Percentage		
						2025	2026-2027	2028
Council Member	\$11,471.00	\$11,815.13	\$12,169.58	\$12,534.67	\$12,910.71	3.00%	3.00%	3.00%
Mayor	\$17,139.00	\$17,995.95	\$18,895.75	\$19,840.53	\$20,832.56	5.00%	5.00%	5.00%
Total Compensation	\$131,849.00	\$136,147.25	\$140,591.59	\$145,187.25	\$149,939.68			12

# 2022 Compensation Review Committee & Recommendation

## Gratitudes

The Committee members wish to express our gratitude to:

Laura Reams, Jay Joyner, Vivian Snellman, and Ronald Brooks for providing valuable resources, data gathering, and for helping to keep us focused and on-track.

Council Members and Mayors - past and present - for your service to community and commitment to the City of Hyattsville.

Fellow citizens for entrusting us with this very important task.

## Next Steps

- Council cannot change this recommendation
- Council can take a vote to accept or reject - Council Meeting February 21
- If accepted - City attorney will draft ordinance
- The ordinance will be presented to Council for adoption in March



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-234-FY23

2/6/2023

8.b.

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Submitted by: Cheri Everhart  
Submitting Department: Community Services  
Agenda Section: Presentation

**Item Title:**  
**FY23 Education Enrichment Grants**

**Suggested Action:**  
Presentation - the grant approvals are on the consent agenda.

**Summary Background:**  
A representative from the Education Advisory Committee will provide an overview of the FY23 Education Enrichment Grant Program, the committee recommendations for FY23 grant awards and proposed changes to the grant program for FY24.

**Next Steps:**  
Approve consent item for grant awards.

**Fiscal Impact:**  
\$3,500

**City Administrator Comments:**  
Recommend Approval

**Community Engagement:**  
Outreach was conducted to inform grantees of this program. Awarded applicants will be notified.

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

**Legal Review Required?**  
N/A

## **MEMO: Recommendation**

To: Mayor Croslin and Hyattsville City Council  
From: the Hyattsville Education Advisory Committee  
**DATE**, November, 2021

Mayor and Council,

The Hyattsville Education Advisory Committee has one recurring annual activity: *Receive and review the Education Enrichment Grant applications for education-related programs and make recommendations for funding.* The EAC grant program serves Northwestern Evening High, Northwestern High, Bladensburg High, Hyattsville Middle, Nicholas Orem Middle, William Wirt Middle, Felegy Elementary, Hyattsville Elementary, Rogers Heights Elementary, Rosa Parks Elementary, and University Park Elementary.

The EAC spent considerable time assessing and evaluating the Education Enrichment Grant Program, its timelines, funding, and application guidelines. After considerable discussion we have decided on few changes that would align the grant application timelines with the school calendar, increase funding and applicant pool, and ensure the integrity of the application procedures meet the grant's intent. While one of these changes is within our mandate, however most require council approval. To that end we urge the city Council to approve the following recommendations:

- Tweak the grant application deadlines to give school principals additional time to implement their projects. By simply aligning the grant application distribution and fund dispensation with the school calendar offers Hyattsville schools two terms to implement their school projects. Aligning the application with the four-term school year where the grant application is sent out at the end of first school term (first week of November) and the collection of the application commences during the second school term, ending during the last week in January. These small procedural changes would give Hyattsville school principals and teachers two school terms to implement their projects, instead of one term.
- Currently under the program parameters, EAC grants are limited to a maximum of \$500 for each school project. Accounting for across the board inflation, the EAC is requesting Council to approve an increase the award amount per recipient to \$750, and increase the total EAC grant amount to \$12,000- from the current \$10,000. This would allow schools to implement high quality student centered projects that run the course of two-school terms- and thus the implementations of these grants are impactful and long lasting.
- The EAC recommends inserting language in the application that ensures the inclusion of the largest number of school applicants. After reviewing several years of school grants, it became obvious that some schools were more strategic in securing the largest amount of funds by segmenting their projects into several distinct applications for the same purpose, while other schools only received one grant of \$500, while clearly stating in their application they needed additional funds to meet their objective. Instead of the current



language that states that “all projects must be independent of each other”, EAC recommends that if and when school principals determine the money needed for the project far exceed the amount that the Enrichment Grant can meet, applicants can submit an additional application for the same project. This would encourage grant applicants to be clear and transparent while ensuring the largest number of Hyattsville students benefit from the city grants.

- The grant application requires applicants to submit a final report after the end of the school year (July 3<sup>rd</sup>), which is cumbersome to principals and teachers and thus has been ignored by applicants. Moreover, the EAC is without the legal means to enforce such a requirement. To that end, we recommend removing the final report from the application to stream line and ensure the integrity of the application process is true to its intent.

Lastly, the EAC urges Council to act quickly on this matter, as the next school year will soon be upon us. For questions or to clarify any concerns, please feel free to contact the EAC at [eac@hyattsville.org](mailto:eac@hyattsville.org). As a decision is made, the Committee will continue to explore ways to meaningfully assist Council and will continue to meet on the fourth Monday of each month.

All the best,

Members of the Hyattsville Education Advisory Committee



# City of Hyattsville

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[www.hyattsville.org](http://www.hyattsville.org)

## Agenda Item Report

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**File #:** HCC-241-FY23

2/6/2023

8.c.

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

**Item Title:**

**City of Hyattsville 2023 Biennial Election Overview**

**Suggested Action:**

For presentation only.

**Summary Background:**

On May 9, 2023 the City of Hyattsville will hold its Biennial Election to elect a Council Member to each of the five wards as well as the Mayor. This presentation highlights the key information for candidate registration, voter registration, the voting process, and voter outreach efforts.

**Next Steps:**

N/A

**Fiscal Impact:**

Election funds are budgeted to support the upcoming election activities.

**City Administrator Comments:**

For presentation.

**Community Engagement:**

City staff and the Board of Supervisors of Elections will conduct outreach for the upcoming election.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

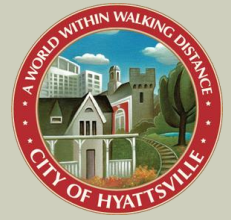
# City of Hyattsville

2023 Biennial Election Overview

**HYATTSVILLE  
VOTE  
LOCAL  
MAY 9, 2023**

# Election Day is May 9, 2023

.....



## Positions up for Election (4-year terms):

- Mayoral Seat
- One Council seat for each of the City's Five Wards

## Candidate Registration opens Tuesday, February 7 through March 10

- Candidate Packet & Filing Forms available on [hyattsville.org/elections](https://hyattsville.org/elections)
- In-Person Candidate Information Session:
  - Saturday, February 25 at 10 AM, City Building

Individuals wishing to file for candidacy must make an appointment by emailing [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) or calling 301-985-5001.



# Vote-By-Mail Election

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## Ballots will be mailed to all registered voters in early April.

- Initial registration deadline to automatically receive a ballot by mail: March 17
- Voter registrations will continue to be processed and ballots mailed on a rolling basis through April 14.
- After April 14, individuals who are not registered to vote must come to the polling center on Election Day for Same Day Voter Registration.

## Three Ways to Vote in this Election!

1. By Mail through USPS: Mail-by deadline is April 30<sup>th</sup>
2. Return your Ballot to a Secure Drop Box
  - City Building, Heurich Park, and Hyattsville Library
3. Vote In Person!
  - May 9, City Municipal Building from 7am to 8pm

# Voter Outreach & Engagement

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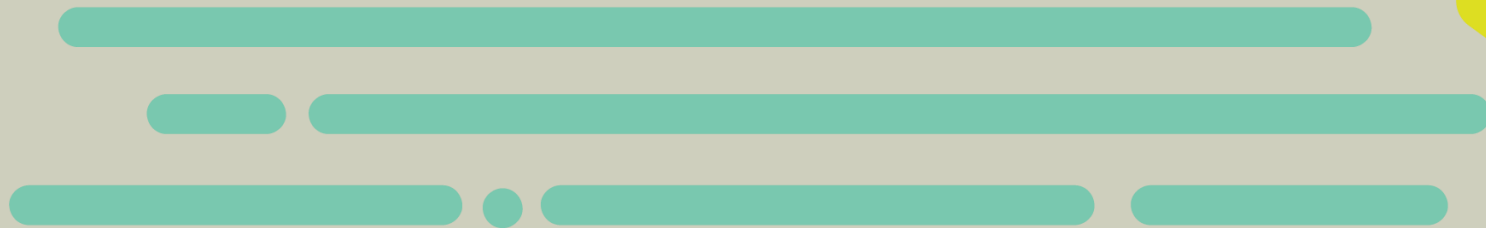


## Outreach Goals

- Focus on Youth & Young Adult Voter Outreach (16 – 30 years old)
- Engage our Youngest Residents to Inform them about Voting
- Increase Outreach to our Spanish Speaking Residents
- Expand Participation in the City-only Voter Registry
- Continue Increasing Overall Voter Turnout
- Celebrate our City's Democracy!

HYATTSVILLE

# FUTURE VOTER



# “I Voted / Yo Voté” Sticker Contest



.....

The City invites youth residents to submit their very own “I Voted” sticker design!

- All Hyattsville Students are Eligible!
- One Entry per Student, Entries must be nonpartisan
- Entries may be submitted electronically or in paper form
- Entries may be in English, Spanish – or BOTH!
- One Winner from Elementary, Middle, and High School
- Entries must be received by April 1<sup>st</sup>

Winning stickers will be selected by the Board of Supervisors of Elections and distributed to voters on Election Day. *Each Winner will receive a \$100 Target Gift Card Prize!*



# 2023 Youth Voter Referendum

.....



**Hot Dog: Is it a Sandwich?**

***But is it? Help the City Settle the Debate!***



Residents 15 and Under can have their First Voting Experience in the Referendum on Election Day at the City Building



Our Future Voters will Receive a Personalized Voter Eligibility Card



Participate in the Future Voter of Hyattsville Selfie Photo Booth



Post Election Council Proclamation Recognizing the Results

# Introducing....



## *ELECTION FEST 2023! THE NO EXCUSES TOUR*



In addition to print and social media outreach, the Election team is going on tour this year to make voting in Hyattsville elections easier than ever before!

We'll be hosting voter registration drives throughout the City leading up to Election Day.

### Planned Tour Stops

- Hyattsville Library
- Hyattsville Teen Center
- Heurich Park
- Northwestern High School
- City Events Including...
  - Egg Hunt
  - Anniversary Festival
  - And more...



# *THE FINAL TOUR STOP: ELECTION DAY*

.....

All residents are invited to join us for a celebration on Election Day, starting at 5 PM in the City building parking lot.

- Free Food
- Music
- Family Activities
- Mock Youth Vote
- Celebration & Recognition of the I Voted Sticker Contest Winners
- Announcement of Election Results After the Close of Polls

A separate area, outside of the designated polling perimeter will be set up for candidates to meet & interact with voters before they enter the polling area.



**Thank you!**

**See you on May 9<sup>th</sup>!**





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## Agenda Item Report

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**File #:** HCC-224-FY23

2/6/2023

9.a.

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

**Item Title:**

**Proclamation Celebrating February 2023 as Black History Month in the City of Hyattsville**

**Suggested Action:**

I move that the Mayor and Council adopt a proclamation recognizing February 2023 as Black History Month in the City of Hyattsville.

**Summary Background:**

Black History Month is a time for all to celebrate the history and achievements of African Americans and their role in shaping our nation's history. African Americans have been historically treated in a substandard manner in the United States and, even so, have persevered through inequality and oppression to contribute as innovators and leaders throughout the world.

**Next Steps:**

Proclaim February 2023 to be Black History Month in the City of Hyattsville

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend adoption.

**Community Engagement:**

Recognition of Black History Month

**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 FEBRUARY 2023 AS BLACK HISTORY MONTH IN THE CITY OF HYATTSVILLE

The City of Hyattsville proclaims February 2023 to be Black History Month, a time for all to celebrate the achievements and lived experiences of African Americans who have shaped our nation's history.

**WHEREAS**, Black History Month serves as both a celebration and a powerful reminder that Black history is American history, Black culture is American culture, and Black stories are essential to the ongoing story of America; and

**WHEREAS**, National Black History Month recognizes the sacrifices and contributions of African Americans throughout our nation's history amid systemic suppression of opportunity; and that Black Americans have fought and continue to fight to earn legal rights and allowances afforded to a majority of citizens by birthright; and

**WHEREAS**, the United States is home to innumerable extraordinary Black Americans who have been integral in its progression and who have helped lead the nation, society, and communities through philanthropy, science, policy, law, arts and humanities, and education; and

**WHEREAS**, the City of Hyattsville and Prince Georges County, Maryland have had a rich history of African American civic engagement; this proclamation is one pathway to honoring the legacies and achievements of generations past, reckoning with centuries of injustice, and confronting those injustices that still linger today.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Hyattsville recognizes February 2023 as Black History Month; honoring the ways African Americans have enriched the Nation and strengthening our commitment to working towards eliminating racial disparities and creating a better future and a sense of belonging for all community members.

---

**Robert Croslin**

*Mayor, City of Hyattsville*

February 6, 2023





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-227-FY23

2/6/2023

10.a.

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

**Item Title:**

**Appointment to the Code Compliance Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointment of Ian Fay (Ward 1) to the Code Compliance Advisory Committee for a term of two (2) years to expire on February 28, 2025.

**Summary Background:**

See attached application.

**Next Steps:**

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

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

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

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

**Board, Committee, and Commission Application**

---

**Profile**

Ian

First Name

Fay

Last Name

**Preferred Pronouns**

---

☒ He, him, his

Email Address

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

Please enter your address below.

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

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

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

Street Address

City

Suite or Apt

State

Postal Code

**Which Boards would you like to apply for?**

---

Code Compliance Advisory Committee: Submitted

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

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☐ Yes ☒ No

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

---

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



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

☒ Ward 1

Primary Phone

Referred By:

Jamie Bean

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

Hyattsville

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

Please indicate your age range.

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

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

Do you speak a language other than English at home?

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

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

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

Which of the best describes your housing status:



# City of Hyattsville

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

## Agenda Item Report

---

**File #:** HCC-228-FY23

2/6/2023

10.b.

---

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

**Item Title:**

**Appointment to the Education Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointment of Deshundra Fortson (Ward 1) to the Education Advisory Committee for a term of two (2) years ending on February 28, 2025.

**Summary Background:**

See attached application.

**Next Steps:**

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

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

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

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

**Board, Committee, and Commission Application**

---

**Profile**

Deshundria

First Name

Fortson

Last Name

**Preferred Pronouns**

---

She/her

Email Address

Please enter your address below.

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

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

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

Street Address

City

Suite or Apt

State

Postal Code

**Which Boards would you like to apply for?**

---

Education Advisory Committee: For Review

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

---

☐ Yes ☒ No

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

---

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

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

---

☒ Ward 1

Primary Phone

**Referred By:**

---

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

---

I have over 15 years of experience as an educator and a doctorate in education leadership. I would like to enrich the lives of the children within my community. I'm passionate in helping this future generation meet their fullest potential. I would like to be a think partner in bringing programs that will stimulate learning and fuel the youth passions that will have a positive impact in the community.



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## Agenda Item Report

---

**File #:** HCC-230-FY23

2/6/2023

11.a.

---

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

**Item Title:**

**Approval of Election Equipment Vendor for the 2023 Biennial Election**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to execute a contract with Election Systems and Software (ES&S) in an amount not to exceed \$11,000 to be the City's election equipment vendor for City's Biennial Election to be held on Tuesday, May 9, 2023, upon the review and approval by the City Attorney for legal sufficiency.

**Summary Background:**

The contract will include the following:

- Rental of optical ballot scanners
- Rental of Americans with Disabilities Act (ADA) accessible electronic voting machines
- On-site technician for Election Day
- Tabulation of Election Results

The 2023 Biennial Election will be held primarily by mail. The City will have one (1) polling center on Election Day for voters from all wards and for Same Day Voter Registration. ES&S will utilize paper ballots and optical scanners and has been the City's vendor for its last six (6) elections.

**Next Steps:**

Upon approval, the City Administrator will execute the contract. The Board of Supervisors of Elections and City staff will work with the Election vendor to coordinate and implement the ballot intake and Election Day polling center.

**Fiscal Impact:**

NTE \$11,000

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

Outreach announcing candidate and voter registration periods will be mailed to City households.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

Pending

# QUOTE

## Election Systems & Software, Inc.

11208 John Galt Blvd, Omaha, NE 68137

QUOTE #005  
DATE:1/23/23

TO City of Hyattsville  
Attn Laura Reams  
4310 Gallatin St  
Hyattsville, Maryland 20781

QTY	ITEM #	DESCRIPTION	UNIT PRICE	LINE TOTAL
3	DS200	Rental of a Precinct tabulator with plastic ballot box, 1 paper roll, 1 USB stick for a May 9 <sup>th</sup> 2023 Election event	\$1,250.00	\$3,750.00
2	Express Vote BMD	Ballot Marking Device - Express Vote cards sold separately	\$680.00	\$1,360.00
5	Voting Booths	Privacy voting booths	\$50.00	\$250.00
1	Coding	Programming of election event content and test decks for the 3 precinct tabulators	\$2,150.00	\$2,150.00
1	On site support	One on site support representative on election day	\$1,795.00	\$1,795.00
	Freight	Freight charges for all the equipment listed on this quote	\$1,450.00	\$1,450.00
GRAND TOTAL				\$10,755

Quotation prepared by: Todd V. Urosevich - 402 321 3842  
Quotation Date: 1/23/23  
Quotation Expires on 3/23/23

THANK YOU FOR YOUR BUSINESS!



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-236-FY23

2/6/2023

11.b.

---

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

**Item Title:**

**Disbursement of FY23 Education Enrichment Grant Funds**

**Suggested Action:**

I move that the Mayor and Council authorize the expenditure of \$3,500 to support the grant proposals recommended from the Education Advisory Committee and listed in the attached memo for dissemination of the FY23 Education Enrichment Grants.

**Summary Background:**

Please see attached memo submitted by the Education Advisory Committee. The Committee was allocated \$10,000 for EAC grants in FY23 and there is \$3,500 in funds remaining. The Committee extended the deadline for the submission of grants to January 23 and these awards are for the remaining applications.

**Next Steps:**

Disburse the Fiscal Year 2023 Education Enrichment Grant Program funds according to the recommendations from the City's Education Advisory Committee

**Fiscal Impact:**

\$3,500

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Outreach was conducted to inform schools of the program. Awarded applicants will be notified.

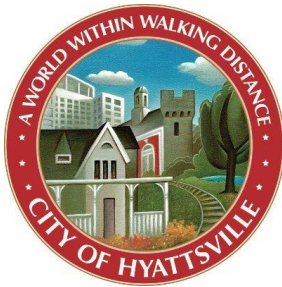
**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A





# MEMO

Date: 02/06/2023

To: Mayor Croslin and Hyattsville City Council

From: Hyattsville Education Advisory Committee

Mayor and Hyattsville City Council,

Under this recommendation, the committee asks the Council to direct city staff to award to each of the following schools: Northwestern High School and Edward Felegy Elementary School.

Applicant/ School	Requested Amount	Recommended Amount	Program Details
Edward Felegy Elementary School	\$496.04	\$500.00	<b>Creating Original Opera:</b> Kids Create Opera is a yearlong project, which has already begun in September 2022. Students meet once a week for 45 minutes. As we move closer to production, the number of meetings will increase. Currently, the students have created an opera company name, logo and a theme for our opera. Beginning in January 2023, students will be exploring each job and applying for three (3) jobs of their choice through a job application process.
Northwestern Highschool	\$500.00	\$500.00	<b>Saxophone Mouthpieces:</b> We are no longer able to share mouthpieces between students. Saxophone mouthpieces for VPA level instruments have been hard to get and have skyrocketed in price. We hope to add three Alto sax mouthpieces to allow us to share saxophone use between students.
Northwestern Highschool	\$500.00	\$500.00	<b>New Jazz Ensemble Music:</b> As I am also an arranger, we have not purchased any new jazz ensemble music in the last ten years. If we needed something I would usually

			write it myself. With the advancement of the art form and additions to what is now considered a part of the standard jazz literature we are behind, and this would be a great start in moving this group forward.
<b>Northwestern Highschool</b>	\$500.00	\$500.00	<b>New Ensemble Music Refresh:</b> The Northwestern jazz band has been under my direction since 2001. Over time the sheet music for the jazz band has deteriorated. Jazz music is a part of what we offer in the school system, but it is not the center of the curriculum focus. With this in mind, budgeting for the amount of music we have amassed and need to replace over the years is not available.
<b>Northwestern Highschool</b>	\$500.00	\$500.00	<b>A Little Cart Goes Along Way:</b> As the number of performing groups at Northwestern High School has increased, so has the need to move items around. Whether it is getting water down to the stadium for Football Games, instruments to the stage for concerts, or speakers and equipment to performances outside of the building.
<b>Northwestern Highschool</b>	\$379.93	\$500.00	<b>Wireless Sound System:</b> Marching Band rehearsal can be quite loud, and the ability to be heard above the fray is important to have a productive rehearsal. For the past few years, the staff have used a small hand-held megaphone, which generally is cumbersome and not very effective, resulting in the director using his "Teacher Voice" to be heard.
<b>Northwestern Highschool</b>	\$500.00	\$500.00	<b>A pop of color:</b> To achieve a look of uniformity at performances the Symphonic Band at Northwestern High School has been using a concert uniform consisting of black

			pants, black shoes, white shirt and black bow tie for males, and black dress or skirts and blouses for females. Before our winter concert, students brought up concerns regarding LGBTQ band members and which uniform they should wear. After a good discussion, the students requested to change our performance attire to all black.
--	--	--	---

Please let the EAC know if you have any questions or concerns.

Sincerely, City of Hyattsville, Education Advisory Committee



City of Hyattsville  
2023 Education Enrichment Grant Program

City of Hyattsville  
2023-24 Education Enrichment Grant Application

Due date: January 5, 2023

Late proposals will not be accepted

SECTION 1 – APPLICANT INFORMATION

Name: [REDACTED]

Position: 4th grade Classroom Teacher

School: Edward M Felegy ES

Email Address: [REDACTED]

Phone Numbers: school: 301-386-1610

Amount Requested: \$496.04

Check Should be Payable To: Edward Felegy Elementary School

Project Start Date: February 2023 Project End Date: June 2023  
Not before January 2023 Not after July 1, 2023

Reminder: A final report is due by July 3, 2023

SECTION 2 – SIGNATURES

Principal's Signature: Trevor A. Liburd Date: January 17, 2023

Principal's Printed Name: Dr. Trevor A. Liburd

Applicant's Signature: [REDACTED] Date: 1-17-23

Applicant's Printed Name: [REDACTED]

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Creating Original Opera

Please attach a typed description of the grant request (three-page limit)

## I. Description of Grant Request:

Edward M. Felegy Elementary School is an arts integration school, opening in 2014. This grant proposal will assist in funding a year long program called Creating Original Opera in a collaboration with StoryTapestries and co-creator/founder of Creating Original Opera, Mary Ruth McGinn. Prior to Ms. McGinn's retirement in 2022, she implemented the Creating Original Opera program in Montgomery County Public Schools for over 20 years. Her accomplishments include a special invitation from the Kennedy Center Education Department for her students to perform their opera on their Millennium Stage in 2014. Edward Felegy ES 4th grade students (20 students) will work with Ms. McGinn, Story Tapestries to form their own opera company in which they will write, compose, produce and perform their own original opera over the course of the full academic school year (2022-23). The opera is based on a social/emotional theme that the students determine and are derived from issues that are important to the class as a whole. In this project, students apply for and take on jobs parallel to those in professional opera companies such as composers, writers, set designers, electricians, costume and makeup designers, PR representatives and performers. "Creating Original Opera" believes that students can be successful in school when motivated by an authentic purpose for learning. As an arts integration school, our mission is to specialize in rigorous arts integrated instruction that creates a pathway to ensure that all students are college and career ready. "Creating Original Opera" embodies this mission by offering students this authentic learning experience through the ultimate collaboration of all art forms, the opera.

The purpose of this particular grant will be used to fund materials needed for students to execute their jobs in the context of a real opera. Students will need materials for building and designing lights for the stage as well as materials set and costume design. Parent participation is essential in this opera process as we cannot create an original opera alone. This funding will also assist and additional parental support for their children and their volunteerism to help make our opera a success. The final performance will be advertised to our local community via public service announcements and flyers through the job of the Public Relations Officer in our student opera company. In May 2019, our school also implemented the opera program, which was featured in the Hyattsville Times.

The planned date for our opera performance is June 2023. Students will begin applying and receiving their job assignments by February 2023. The purchasing and usage of these materials will be completed within this time period.

## II: Target Population

Edward M Felegy ES is a Title I School in Hyattsville MD. Below is a summary of the student demographic information as of (2018-19) school year:

- Total Students: 738
- % Eligability FARMS (Free and Reduced Lunch) - 83.3%
- LEP (Limited English Proficiency) - 52.9%
- Special Education -less than 5%

Kids Create Opera program is focused on working a 4th grade classroom which is comprised of close to 20 students. Over half the class have ESOL supports in place.

## III. Location of the Project:

The project will take place at Edward Felegy Elementary School in both the 4th grade classroom and the auditorium. There will be a final performance for students, parents and community in June 2023.

## IV: Project Timeline

Kids Create Opera is a year long project, which has already begun in September 2022. Students meet once a week for 45 minutes. As we move closer to production, the number of meetings will increase. Currently, the students have created an opera company name, logo and a theme for our opera. Beginning in January 2023, students will be exploring each job and applying for three (3) jobs of their choice through a job application process. By February, students will be interviewed for one of their applications and hired.

We will be purchasing materials mid February-March 2023 in preparation for production.

## V. Detailed Budget Plan:

Job Description	Item/Amount/#	Total Cost
Electrician/Set Design	<u>Vendor:</u> Home Depot	
	Lutron Skylark LED Dimmers \$24.97/6 units	\$149.82
	Levitron Plastic Keyless Lamp Holder \$2.33/6 units	\$11.65
	Woods 3ft Extension Cord \$5.67/6 units 60-Watt Equivalent A19 Dimmable	\$34.02

	Energy Star LED Light Bulb Daylight (4-Pack) \$6.99/2 package 2x4x8 Weather Shield Wood \$5.28/10 units	\$13.98  \$52.80  \$37.97  <b>\$300.24</b>
Costume Design/Makeup	<u>Vendor: StageMakeup Online</u> Mehron MiniPro Student Makeup Kit/\$18.95/4 units	<b>\$75.80</b>
Costume Design	<u>Vendor: Goodwill</u> Various props or accessories needed for costumes	<b>\$60.00</b>
Set Design/Paints/Materials	<u>Vendor: Community Forklift</u> Various building supplies, wood, paints, for set design	<b>\$60.00</b>
Total Proposed Budget		<b>\$496.04</b>



# City of Hyattsville 2023 Education Enrichment Grant Program

## City of Hyattsville 2023-24 Education Enrichment Grant Application

Due date: January 5, 2023  
Late proposals will not be accepted

### SECTION 1 – APPLICANT INFORMATION

Name: [REDACTED]

Position: Band Director/ Music Department Chair

School: Northwestern High School

Email Address: [REDACTED]

Phone Numbers: (214) 222-1656

Amount Requested: \$478.96

Check Should be Payable To: Northwestern High School

Project Start Date: February 1<sup>st</sup> 2023 Project End Date: June 23<sup>rd</sup> 2023  
Not before January 2023 Not after July 1, 2023

**Reminder: A final report is due by July 1, 2023**

### SECTION 2 – SIGNATURES

Principal's Signature: Charles Murray, Ed.D. Date: 01-03-2023

Principal's Printed Name: Charles Murray

Applicant's Signature: [REDACTED] Date: 5<sup>th</sup> Jan '23

Applicant's Printed Name: [REDACTED]

### SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: A Little Cart Goes a Long Way

Please attach a typed description of the grant request (three-page limit)



# **A LITTLE CART GOES A LONG WAY**

## **Description of Grant Request**

As the number of performing groups at Northwestern High School has increased, so has the need to move items around. Whether it is getting water down to the stadium for Football Games, instruments to the stage for concerts, or speakers and equipment to performances outside of the building.

The converted AV carts that we have been using were not designed for these purposes and do not have the proper wheels or bracing and have broken. These two new carts, specifically designed to move over any terrain, will allow us the freedom to move and go anywhere.

## **Target Population**

The Band Program at Northwestern High School services between 100 to 150 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. Many of our students are the first in their family to learn an instrument and perform in a school ensemble, and represent the first generation with the opportunity to attend college.

## **Location of the Project**

The project will be housed at Northwestern High School.

## **Project Timeline**

The carts and wagon bags will be ordered as soon as funds are made available and are produced and shipped within 2 weeks.

## **Budget Plan**

R6 Mini Cart - \$229.99  
WAG6 Wagon Bag - \$54.99  
R2 Micro-Cart - \$149.99  
WAG2 Wagon Bag - \$43.99

Due to global supply shortages, labor challenges, and other delays, some items may be affected. **LEARN MORE ABOUT DELAYS (/DELAYS-INFO.HTML)**

## SHOPPING CART




### Have Questions Before Ordering?







Need assistance checking out? Call us at (800)457-3501 during normal business hours, Monday - Friday, 8:00 am - 5:00 pm CDT

- **Note:** International shipping and shipping to Hawaii and Alaska is not available online. Contact our Sales Team at [sales@bandshoppe.com](mailto:sales@bandshoppe.com) (<mailto:sales@bandshoppe.com>) for orders outside of the contiguous 48 states.
- Please be sure to review your order carefully before placing your order.
- As soon as your order is placed, we go into action. Most In Stock items leave our warehouse in 1-3 business days. **Shipping Policy** (</shipping-questions.html>).
- Band Shoppe offers a 30-day return policy on most In Stock items. **Return Policy** (</returns>).

 **PAYING BY PURCHASE ORDER? Get started using our submission form.** (</purchase-order.html>)

IF YOUR ORGANIZATION QUALIFIES FOR A TAX EXCEPTION, **PLEASE CLICK HERE BEFORE CHECKOUT.** (</TAX-EXEMPT.HTML>)

Item	Description	Color	Size	Quantity		Price	Total
 <a href="/shop/field-band-room/equipment-carts/rock-n-roller-wag2-wagon-bag-66692/">(/shop/field-band-room/equipment-carts/rock-n-roller-wag2-wagon-bag-66692/)</a>	Rock-N-Roller WAG2 Wagon Bag		(66692)	<input type="text" value="1"/>		\$43.99	\$43.99
							 back to top

Item	Description	Color	Size	Quantity	Price	Total
 <a href="/shop/field-band-room/equipment-carts/rock-n-roller-r6g-mini-glider-multi-cart-66650/">(/shop/field-band-room/equipment-carts/rock-n-roller-r6g-mini-glider-multi-cart-66650/)</a>	Rock-N-Roller R6G Mini Glider Multi-Cart		(66650)	<input type="text" value="1"/>	 \$229.99	\$229.99
 <a href="/shop/field-band-room/equipment-carts/rock-n-roller-wag6-wagon-bag-66693/">(/shop/field-band-room/equipment-carts/rock-n-roller-wag6-wagon-bag-66693/)</a>	Rock-N-Roller WAG6 Wagon Bag		(66693)	<input type="text" value="1"/>	 \$54.99	\$54.99
 <a href="/shop/field-band-room/equipment-carts/rock-n-roller-r2rt-micro-cart-66645/blue/">(/shop/field-band-room/equipment-carts/rock-n-roller-r2rt-micro-cart-66645/blue/)</a>	Rock-N-Roller R2RT Micro-Cart	Blue	(66645)	<input type="text" value="1"/>	 \$149.99	\$149.99
<b>Item Total</b>						<b>\$478.96</b>
<div> <a href="#">&lt; Continue shopping</a> <a href="#">Print cart</a> <a href="#">Empty cart</a> <a href="#">Sign in</a> <a href="#">&gt; Check out</a> </div>						

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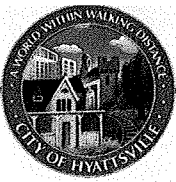
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# City of Hyattsville 2023 Education Enrichment Grant Program

## City of Hyattsville 2023-24 Education Enrichment Grant Application

Due date: January 5, 2023  
Late proposals will not be accepted

### SECTION 1 – APPLICANT INFORMATION

Name: [Redacted]

Position: Band Director/ Music Department Chair

School: Northwestern High School

Email Address: [Redacted]

Phone Numbers: [Redacted]

Amount Requested: \$479.20

Check Should be Payable To: Northwestern High School

Project Start Date: February 1<sup>st</sup> 2023  
Not before January 2023

Project End Date: June 23<sup>rd</sup> 2023  
Not after July 1, 2023

**Reminder: A final report is due by July 1, 2023**

### SECTION 2 – SIGNATURES

Principal's Signature: [Signature: Carlene Murray] Date: 01.05.2023

Principal's Printed Name: Carlene Murray

Applicant's Signature: [Redacted] Date: 5<sup>th</sup> Jan '23

Applicant's Printed Name: [Redacted]

### SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: A Pop of Color

Please attach a typed description of the grant request (three-page limit)

# **A POP OF COLOR**

## **Description of Grant Request**

To achieve a look of uniformity at performances the Symphonic Band at Northwestern High School has been using a concert uniform consisting of black pants, black shoes, white shirt and black bow tie for males, and black dress or skirts and blouses for females. Before our winter concert, students brought up concerns regarding LGBTQ band members and which uniform they should wear. After a good discussion, the students requested to change our performance attire to all black.

Students wore an all-black concert uniform to our performance on December 15<sup>th</sup>, and they looked very uniform, but the all-black was not very visually stimulating. This project would provide 16 blue poly satin concert vests for students to wear with their all-black attire to add a little more color and school spirit to our performances. The music department at Northwestern has enough budget money allocated to the Symphonic Band to purchase the remaining 20 vests that would be needed to outfit the ensemble.

## **Target Population**

The Band Program at Northwestern High School services between 100 to 150 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. Many of our students are the first in their family to learn an instrument and perform in a school ensemble, and represent the first generation with the opportunity to attend college. This year the Symphonic Band consists of 36 wind and percussion players.

## **Location of the Project**

The project will be housed at Northwestern High School.

## **Project Timeline**








The vests will be ordered as soon as funds are made available and are shipped within 2 weeks.

## **Budget Plan**

The requested funds will purchase 16 vests. Money from the Comprehensive Music Budget has been allocated to purchase the remaining 20 vests.

Item	Description	Color	Size	Quantity		Price	Total
 <a href="/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/06/">(/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/06/)</a>	Poly Satin Concert Vest	Royal	2XL (27125)	2		\$29.95	\$59.90
 <a href="/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/05/">(/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/05/)</a>	Poly Satin Concert Vest	Royal	1XL (27125)	2		\$29.95	\$59.90
 <a href="/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/04/">(/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/04/)</a>	Poly Satin Concert Vest	Royal	L (27125)	4		\$29.95	\$119.80
 <a href="/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/03/">(/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/03/)</a>	Poly Satin Concert Vest	Royal	M (27125)	4		\$29.95	\$119.80

  
 back to top

Item	Description	Color	Size	Quantity	Price	Total
 <a href="/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/02/">(/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/02/)</a>	Poly Satin Concert Vest	Royal	S (27125)	2	 \$29.95	\$59.90
 <a href="/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/01/">(/shop/concert-wear/concert-apparel/poly-satin-concert-vest-27125/royal/01/)</a>	Poly Satin Concert Vest	Royal	1XS (27125)	2	 \$29.95	\$59.90
<b>Item Total</b>						<b>\$479.20</b>
<div> <div>&lt; Continue shopping</div> <div> Print cart</div> <div> Empty cart</div> <div> Sign in</div> <div>&gt; Check out</div> </div>						

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# City of Hyattsville 2023 Education Enrichment Grant Program

## City of Hyattsville 2023-24 Education Enrichment Grant Application

Due date: January 5, 2023  
Late proposals will not be accepted

### SECTION 1 – APPLICANT INFORMATION

Name: [REDACTED]

Position: VPA Band Director

School: Northwestern High School

Email Address: [REDACTED]

Phone Numbers: [REDACTED]

Amount Requested: \$500

Check Should be Payable To: Northwestern High School

Project Start Date: February 1<sup>st</sup> 2023 Project End Date: June 23<sup>rd</sup> 2023  
Not before January 2023 Not after July 1, 2023

Reminder: A final report is due by July 1, 2023

### SECTION 2 – SIGNATURES

\* ON behalf of DR. MURRAY  
Principal's Signature: [Signature] Date: 1-6-23

Principal's Printed Name: DANIEL W. ALEX

Applicant's Signature: [REDACTED] Date: 1-5-2023

Applicant's Printed Name: [REDACTED]

### SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Jazz Ensemble Music Refresh

Please attach a typed description of the grant request (three-page limit)



# **JAZZ ENSEMBLE MUSIC REFRESH**

## **Description of Grant Request**

The Northwestern jazz band has been under my direction since 2001. Over time the sheet music for the jazz band has deteriorated. Jazz music is a part of what we offer in the school system but it is not the center of the curriculum focus. With this in mind, budgeting for the amount of music we have amassed and need to replace over the years is not available. These standard compositions only come with one part for each instrument name. This is different from concert/classical music that comes with multiple parts per instrument. Once a page of Jazz music is lost or damaged replacement of the whole set is the usual remedy. While photo copying is not totally illegal in the education field it is not a safe process given copy right law surrounding sheet music.

## **Target Population**

The Band Program at Northwestern High School services between 100 to 150 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. The jazz ensemble ranges between 10-30 students per year.

## **Location of the Project**

The project will be housed at Northwestern High School.

## **Project Timeline**

The sheet music will be ordered as soon as funds are made available.

## **Budget Plan**

Jazz arrangements range between \$45-\$125  
The plan is to replace 5-10 arrangements this year.



# City of Hyattsville 2023 Education Enrichment Grant Program

## City of Hyattsville 2023-24 Education Enrichment Grant Application

Due date: January 5, 2023  
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### SECTION 1 – APPLICANT INFORMATION

Name: [REDACTED]

Position: VPA Band Director

School: Northwestern High School

Email Address: [REDACTED]

Phone Numbers: [REDACTED]

Amount Requested: \$500

Check Should be Payable To: Northwestern High School

Project Start Date: February 1<sup>st</sup> 2023 Project End Date: June 23<sup>rd</sup> 2023  
Not before January 2023 Not after July 1, 2023

Reminder: A final report is due by July 1, 2023

### SECTION 2 – SIGNATURES

\* ON behalf of DR. MURRAY  
Principal's Signature: [Signature] Date: 1-6-23

Principal's Printed Name: DANIEL W. HALEX

Applicant's Signature: [REDACTED] Date: 1-5-2023

Applicant's Printed Name: [REDACTED]

### SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Jazz Ensemble Music Refresh

Please attach a typed description of the grant request (three-page limit)

# **JAZZ ENSEMBLE MUSIC REFRESH**

## **Description of Grant Request**

The Northwestern jazz band has been under my direction since 2001. Over time the sheet music for the jazz band has deteriorated. Jazz music is a part of what we offer in the school system but it is not the center of the curriculum focus. With this in mind, budgeting for the amount of music we have amassed and need to replace over the years is not available. These standard compositions only come with one part for each instrument name. This is different from concert/classical music that comes with multiple parts per instrument. Once a page of Jazz music is lost or damaged replacement of the whole set is the usual remedy. While photo copying is not totally illegal in the education field it is not a safe process given copy right law surrounding sheet music.

## **Target Population**

The Band Program at Northwestern High School services between 100 to 150 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. The jazz ensemble ranges between 10-30 students per year.

## **Location of the Project**

The project will be housed at Northwestern High School.

## **Project Timeline**

The sheet music will be ordered as soon as funds are made available.

## **Budget Plan**

Jazz arrangements range between \$45-\$125  
The plan is to replace 5-10 arrangements this year.



# City of Hyattsville 2023 Education Enrichment Grant Program

City of Hyattsville  
2023-24 Education Enrichment Grant Application  
Due date: January 5, 2023  
Late proposals will not be accepted

## SECTION 1 – APPLICANT INFORMATION

Name: [REDACTED]

Position: VPA Band Director

School: Northwestern High School

Email Address: [REDACTED]

Phone Numbers: [REDACTED]

Amount Requested: \$500

Check Should be Payable To: Northwestern High School

Project Start Date: February 1<sup>st</sup> 2023 Project End Date: June 23<sup>rd</sup> 2023  
Not before January 2023 Not after July 1, 2023

Reminder: A final report is due by July 1, 2023

## SECTION 2 – SIGNATURES

\* ON behalf of Dr. Murray

Principal's Signature: Daniel J. Whalen Date: 1-6-23

Principal's Printed Name: Daniel Whalen

Applicant's Signature: [REDACTED] Date: 1-5-2023

Applicant's Printed Name: [REDACTED]

## SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: New Jazz Ensemble works

Please attach a typed description of the grant request (three-page limit)

# **NEW JAZZ ENSEMBLE MUSIC**

## **Description of Grant Request**

The Northwestern jazz band has been under my direction since 2001. Most of what we teach and perform is standard Jazz literature. As I am also an arranger, we have not purchased any new Jazz ensemble music in the last ten years. If we needed something I would usually write it myself. With the advancement of the art form and additions to what is now considered a part of the standard Jazz literature we are behind and this would be a great start in moving this group forward.

## **Target Population**

The Band Program at Northwestern High School services between 100 to 150 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. The jazz ensemble ranges between 10-30 students per year.

## **Location of the Project**

The project will be housed at Northwestern High School.

## **Project Timeline**

The sheet music will be ordered as soon as funds are made available.

## **Budget Plan**

Jazz arrangements range between \$45-\$125  
The hope is to add 5-10 new arrangements this year.



City of Hyattsville  
2023 Education Enrichment Grant Program

City of Hyattsville  
2023-24 Education Enrichment Grant Application

Due date: January 5, 2023  
Late proposals will not be accepted

**SECTION 1 – APPLICANT INFORMATION**

Name: [REDACTED]

Position: Band Director/ Music Department Chair

School: Northwestern High School

Email Address: [REDACTED]

Phone Number: (301) 581-1556

Amount Requested: \$379.93

Check Should be Payable To: Northwestern High School

Project Start Date: February 1<sup>st</sup> 2023  
Not before January 2023

Project End Date: June 23<sup>rd</sup> 2023  
Not after July 1, 2023

**Reminder: A final report is due by July 1, 2023**

**SECTION 2 – SIGNATURES**

Principal's Signature: [Signature: Carlene Murray] Date: 01.03.2023

Principal's Printed Name: Carlene Murray

Applicant's Signature: [Signature: [REDACTED]] Date: 5<sup>th</sup> Jan '23

Applicant's Printed Name: [REDACTED]

**SECTION 3 – DESCRIPTION OF GRANT REQUEST**

Title of Project: Wireless Sound System

Please attach a typed description of the grant request (three-page limit)

# **WIRELESS SOUND SYSTEM**

## **Description of Grant Request**

Marching Band rehearsal can be quite loud, and the ability to be heard above the fray is important to have a productive rehearsal. For the past few years, the staff have used a small hand-held megaphone, which generally is cumbersome and not very effective, resulting in the director using his "Teacher Voice" to be heard.

This portable speaker and wireless microphone will allow the director to be heard at all times, while keeping their hands free to take care of adjustments, conduct music, and any other things that come up. The wireless sound system also allows a metronome beat to be broadcast to the group (currently a woodblock and mallet is used) which will result in more consistent marching from the group.

## **Target Population**

The Band Program at Northwestern High School services between 100 to 150 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. Many of our students are the first in their family to learn an instrument and perform in a school ensemble, and represent the first generation with the opportunity to attend college. The Wildcat Marching Band consists of 30 to 50 students, and provides entertainment and school spirit at athletic and community events.

## **Location of the Project**

The project will be housed at Northwestern High School.

## **Project Timeline**

The wireless sound system will be ordered as soon as funds are made available and are produced and shipped within 2 weeks.

## **Budget Plan**

Speaker Stand - \$49.95

Wireless Headset System - \$129.99

Portable PA System - \$199.99

Due to global supply shortages, labor challenges, and other delays, some items may be affected. **LEARN MORE ABOUT DELAYS (/DELAYS-INFO.HTML)**

## SHOPPING CART




### Have Questions Before Ordering?

Need assistance checking out? Call us at (800)457-3501 during normal business hours, Monday - Friday, 8:00 am - 5:00 pm CDT





- **Note:** International shipping and shipping to Hawaii and Alaska is not available online. Contact our Sales Team at [sales@bandshoppe.com](mailto:sales@bandshoppe.com) for orders outside of the contiguous 48 states.
- Please be sure to review your order carefully before placing your order.
- As soon as your order is placed, we go into action. Most In Stock items leave our warehouse in 1-3 business days. **Shipping Policy** (</shipping-questions.html>).
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IF YOUR ORGANIZATION QUALIFIES FOR A TAX EXCEPTION, **PLEASE CLICK HERE BEFORE CHECKOUT.** (</TAX-EXEMPT.HTML>)

Item	Description	Color	Size	Quantity		Price	Total
 ( <a href="/shop/electronics/pa-systems/samson-pas/samson-pa-speaker-stand-67980/">shop/electronics/pa-systems/samson-pas/samson-pa-speaker-stand-67980/</a> )	Samson PA Speaker Stand		(67980)	<input type="text" value="1"/>		\$49.95	\$49.95
							 back to top



Item	Description	Color	Size	Quantity		Price	Total
 <a href="/shop/electronics/pa-systems/samson-pas/samson-pa-usb-xpd2-wireless-headset-system-67973/">(/shop/electronics/pa-systems/samson-pas/samson-pa-usb-xpd2-wireless-headset-system-67973/)</a>	Samson PA USB XPD2 Wireless Headset System		(67973)	<input type="text" value="1"/>		\$129.99	\$129.99
 <a href="/shop/electronics/pa-systems/samson-pas/samson-expedition-express-portable-pa-system-67984/">(/shop/electronics/pa-systems/samson-pas/samson-expedition-express-portable-pa-system-67984/)</a>	Samson Expedition Express+ Portable PA System		(67984)	<input type="text" value="1"/>		\$199.99	\$199.99
						<b>Item Total</b>	<b>\$379.93</b>
<div> <input type="button" value="◀ Continue shopping"/> <input type="button" value="🖨️ Print cart"/> <input type="button" value="🗑️ Empty cart"/> <input type="button" value="👤 Sign in"/> <input type="button" value="➤ Check out"/> </div>							

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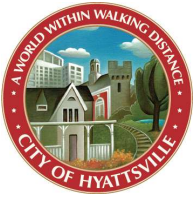
(<https://www.trustpilot.com/review/www.bandshoppe.com>)

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# 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-238-FY23

2/6/2023

11.c.

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

**Item Title:**

**Award of Contract for Mail Vendor - 2023 Election**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Fort Orange Press for the printing and mailing of ballot packets and ballots for 2023 City Election at a cost not to exceed \$36,000. The agreement will be effective upon the review and approval by the City Attorney.

**Summary Background:**

The 2023 Election is scheduled for Tuesday, May 9, 2023. Staff and the Board of Elections are in the process of obtaining vendors and preparing logistics for the election. Fort Orange Press has served as the City's mail vendor for the 2021 and 2022 elections. The City had a positive experience with the vendor and recommends contracting with them for the upcoming election.

The scope of the request for proposal is listed below.

- Printing of approximately 10,700 bilingual ballot packets consisting of the following components:
  - o Outer Envelope
  - o Return Envelope
  - o Outgoing and Return Intelligent Bar Code Tracking
  - o Oath/Signature Envelope for Ballot
  - o 8.5x11 Ballot
  - o Instructions
  - o Voter Assistance Form
  - o Inclusion of an I Voted Sticker
- Direct Mail drop of first-class mail to the closest Maryland postal sorting facility
- Printing of ballots for Election Day Polling Center compatible with ES&S election ballot scanners
- Printing of test ballots for ballot scanner accuracy
- Printing of additional on-hand ballot packets for the City to mail to individuals who register to vote after the initial voter deadline.

A summary of the contact costs is below, and additional details are included in the attached quote. Please note that the contract cost below includes advance payment to Fort Orange Press of the postage fees for the mailing of the ballots.

---

Fort Orange Press - FY23 - May 9 Election			
Item	Unit Cost	Total	Notes
Ballot Packet	1.3	\$ 13,910.00	10,700 ballot packets
Election Day Ballots & Test Ballots	0.45	\$ 450.00	Qty 1000
Outgoing Postage	0.84	\$ 8,988.00	
Mail Data File Set Up	n/a	\$ 2,500.00	
Delivery to MD USPS Distribution Center	n/a	\$ 1,250.00	
Inclusion of Sticker & Ballot Tracking Info	n/a	\$ 4,255.00	
Color Printing	n/a	\$ 3,810.00	
Additional On Hand Ballot Packets	n/a	\$ 260.00	
Total		<b>\$ 35,423.00</b>	

**Next Steps:**

Upon approval staff will proceed with execution of the contract and planning for the 2023 election.

**Fiscal Impact:**

NTE \$36,000

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

The City has a communications and outreach plan for the Election.

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

Pending



January 30, 2023

Laura Reams  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

11 Sand Creek Road  
Albany, New York 12205  
518.489.3233 • 800.777.3233

fortorangeexpress.com

Dear Ms. Reams:

Fort Orange Press is pleased to provide the City of Hyattsville with the following proposal for your 2023 **Vote-By-Mail Ballot Mailing**.

Description	Envelopes	Ballot Size	Single or Double Sided	Quantity	Unit Price	Extended Price
Price for Vote-By-Mail Packet: Includes 3 Envelope Set, 1 Ballot (Postage Not Included)	To be created by Fort Orange Press (Forward, Oath and Return)	11"	Double	10,700	\$1.30	\$13,910.00
Price for Election Day Ballots loose, shrink-wrapped in 50s		11"	Double	1,000	\$.45	\$450.00
						<b>Total: \$14,360.00</b>

- Mail list data file set up fee per election: \$2,500.00
- All ballots will be produced on Sub 80lb white opaque to specification. Above grid reflects current paper prices.
- Pricing includes shrink wrapping election day ballots in 50's packed by precinct and delivered to city board of elections.
- Delivery to Post Office Distribution Center in Maryland: \$1,250
- 5.5" x 9" carrier sheet with 2" x 2" round I voted label for vote by mail quantity of 11,500 - \$4,255.00
- Folded Ballots for office use quantity 100: \$85.00
- Additional 3 envelope sets with unique inks for office use quantity 100: \$175.00
- If needed, 5 additional ink colors, unique color per ward plus 1 additional ink included on the forward envelope: \$3,810.00
- Pricing is effective through December 31, 2023 and based on the current paper market price index which is subject to change based on market conditions.

**Schedule:** We will get the I Voted Sticker proof to you by 2/15/23 and need it approved by 2/18/23. Envelope proofs will be sent to you by 3/1/23 - 3/4/23 and will need approval by 3/15/23. We will need the Ballot file and Mail file by 12pm on 3/20/23. Ballot and Mail file proofs will be sent to you by 3/22/23 and will need approval by 3/24/23. Fort Orange Press will mail the week of 4/3/23. If there are any delays in adhering to the printing/mailling schedule, Fort Orange Press will notify the City within 3 business days.

Please do not hesitate to contact me should you have any questions.

Thank you for considering Fort Orange Press!

Sincerely,

Fort Orange Press, Inc.

Daniela VanVeghten  
Director of Election Strategy

Accepted By: \_\_\_\_\_

Name/Title: \_\_\_\_\_

Date: \_\_\_\_\_



# Invoice

**Remit to:** Fort Orange Press, Inc.  
11 Sand Creek Rd  
Albany, NY 12205  
Phone: (518) 489-3233

**Customer ID:** 00002624

**Bill to:** City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

**Invoice Number:** 19878011

**Invoice Date:** 1/31/2023

**Page:** 1 of 1

Quantity	Description	Amount
	<b>Job:</b> 19878 <b>Salesperson:</b> Election <b>Purchase Order:</b> <b>Customer Order:</b> <b>Date Shipped:</b>	
	Advance Postage - May Primary Election -Qty: 10,700 @ \$.84 Each	\$8,988.00
	TERMS: PAYMENT DUE UPON RECEIPT 1.5% Per month service charge added to balances not paid within 30 days from invoice date. **We accept American Express, Visa and M/C**	
	<b>Subtotal:</b>	\$8,988.00
	<b>Sales Tax:</b>	\$0.00
	<b>Invoice Total:</b>	<b>\$8,988.00</b>



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-242-FY23

**2/6/2023**

**11.d.**

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Submitted by: At the Request of the City Administrator  
Submitting Department: Community & Economic Development  
Agenda Section: Consent

**Item Title:**

**Maryland DHCD Grant Agreement Amendment Authorization**

**Suggested Action:**

I move the City Council authorize the Mayor to execute an amendment to Strategic Demolition and Smart Growth Impact Fund (SGIF) grant agreement between the Maryland Department of Housing and Community Development (DHCD) and the City of Hyattsville, which will provide the City a term to June 30, 2024 to complete the expenditure of the fund balance.

**Summary Background:**

- In September 2021, Maryland DHCD approved the transfer of \$400,000 in SGIF funding from the Revenue Authority to the City, along with the balance of original funds awarded to the City, in the amount of \$283,000.
- On Council approved HCC-147-FY22, which grants authority to the City Treasurer to accept and appropriate the transferred funding, consistent with the terms of the grant agreement. The fund balance of \$683,000 remains with the City of Hyattsville.
- In November 2022, the City was informed by Maryland DHCD that, per the Secretary's directive, the City would be required to return the funds to Maryland DHCD or propose an alternative use for the funds with specific conditions, including but not limited to (1) a capital improvement, (2) limited to the original subject sites and (3) must be completed by June 30, 2024. Provided the City could agree to these conditions, Maryland DHCD would grant an extension to the funds. The specifics of the site will need to be determined through a dialogue with City Council and the community, prior to proceeding.
- In December 2022, the City submitted a concept to utilize the subject sites of 4503-4508 Hamilton Street as a public use trailhead and community hub. In January 2023, the City was advised that the proposed use and timeline were acceptable and an 'Amendment' agreement was authorized by Maryland DHCD. The funds, in total, have already been 'appropriated' by City Council, therefore the limit of this 'Action' is to authorize the Mayor to execute the 'Amendment' to the grant agreement.

**Next Steps:**

No additional action is required.

**Fiscal Impact:**

No additional fiscal impact, as funding associated with this item have already been allocated by City Council.

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

Staff intends to present the City Council with a Discussion item in March 2023, detailing the proposed use of fund balance and detail specific limits of the funds.

**Strategic Goals:**

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

**Legal Review Required?**

Complete

# Memo

To: City Council  
From: Jim Chandler, Assistant CA, Director, Community & Economic Development  
CC: Tracey Nicholson, City Administrator  
Ron Brooks, Treasurer  
Date: February 1, 2023  
Re: Maryland DHCD Grant Agreement Authorization

---

The following memo is for the purpose of providing the City Council with

- On December 18, 2018 the City Council approved, through Motion # HCC-157A-FY18, the transfer of State of Maryland DHCD Smart Growth Impact grant funding to the Prince George's County Revenue Authority for the purpose of developing a structured parking facility in the City of Hyattsville;
- The Revenue Authority was also awarded \$400,000 in SGIF funding from Maryland DHCD to assist with financing of a structured parking facility;
- In July 2021, City Treasurer Brooks and ACA Chandler met with representatives from the Revenue Authority (RA) and determined that there is not a viable path forward with a structured parking facility that includes the RA and that all dedicated SGIF funding should be transferred to the City, pending approval of Maryland DHCD;
- In September 2021, Maryland DHCD approved the transfer of \$400,000 in SGIF funding from the Revenue Authority to the City, along with the balance of original funds awarded to the City, in the amount of \$283,000.
- On Council approved HCC-XXX-FY22, which grants authority to the City Treasurer to accept and appropriate the transferred funding, consistent with the terms of the grant agreement. The fund balance of \$683,000 remains with the City of Hyattsville.
- In November 2022, the City was informed by Maryland DHCD that, per the Secretary's directive, the City would be required to return the funds to Maryland DHCD or propose an alternative use for the funds with specific conditions, including but not limited to (1) a capital improvement, (2) limited to the original subject sites and (3) must be completed by June 30, 2024. Provided the City could agree to these conditions, Maryland DHCD would grant an extension to the funds. The specifics of the site will need to be determined through a dialogue with City Council and the community, prior to proceeding.
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# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-237-FY23

2/6/2023

12.a.

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Submitted by: Joseph Solomon  
Submitting Department: Legislative  
Agenda Section: Action

**Item Title:**

**Letter to WMATA Opposing Proposed Yellow Line Service Changes**

**Suggested Action:**

I move that the City Council authorize the Mayor to send correspondence to the WMATA Board of Directors opposing the proposed FY-2024 budget and related modifications to Yellow Line service.

**Summary Background:**

WMATA FY2024 budget proposes to turn around Yellow Line at Mt. Vernon Square, ending direct transit to Virginia (Crystal City/AWS, and National Airport) for NE DC and North Prince George's County residents.

<https://www.wmata.com/about/board/meetings/board-pdfs/upload/3A-FY2024-Budget-Public-Hearing-Authorization.pdf>

**Next Steps:**

Upon authorization, the City will send correspondence to WMATA.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

For Council discussion/action. If approved, staff will work with the motion maker to refine the draft letter.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A

Greetings WMATA Board of Directors:

**The Mayor and Council of the City of Hyattsville opposes the proposed changes to the Yellow service as expressed in the WMATA 2024 proposed budget.** This significant reduction in service is problematic for our city's residents in multiple ways.

First, it undermines our ability to attract investment and the economic development plans have been jointly pursued by WMATA, the city, the county, and the private sector for more than a decade. The Yellow Line turnaround at Mt. Vernon cuts our area off from major regional growth and job opportunities that the Amazon headquarters in Crystal City will generate and all of the multiplier effects associated with it. In addition, the lack of a one-seat ride to the Ronald Reagan Washington National Airport (DCA) negatively impacts the marketability of the West Hyattsville TOD to developers, prospective homeowners, and real estate investors who might have otherwise supported future development around the metro station in critical ways.

Second, the service cuts, on the face of it, will likely have a very negative impact on the perception of WMATA's commitment to equity in the region. Several very high-profile capital projects in the region have been targeting very wealthy, white communities in the region, including the recent completion of the Silver Line to Dulles Airport and the ongoing construction of the Purple Line. Moreover, the fact that WMATA is proposing to turnaround the Yellow Line but not similarly reduce service to, for example, the much more distant station of Shady Grove, also gives a strong impression that the agency is favoring wealthy suburban riders needs over those of even the downtown riders in Northeast Washington DC, let alone those of us in Prince Georges' County. This budget creates some very bad optics that suggest a significant disparity in where WMATA is cutting service and where it is expanding it, and it goes against the stated values about regional equity.

With all the growing momentum in support of transit-oriented and inclusive economic development in our city, it came as a shock to many of us when WMATA released its FY 2024 [budget proposal](#) showing a significant cut in transit service with the proposed Yellow Line turnaround at Mt. Vernon station. WMATA has communicated to [our community](#) on several occasions that it intends to prioritize transit-oriented development (TOD) specifically in Hyattsville over the next decade. This is beneficial to the community because it creates new opportunities for us to create safer, more vibrant community spaces, to attract and retain local businesses and create local jobs, to reduce carbon emissions through more sustainable land use practices, and to increase local and state tax revenues through denser, mixed-use, more sustainable development. Historically, TOD investments have benefited WMATA also because they increase transit ridership, improve safety near the stations with "eyes on the street," and create new revenue streams through real estate ground leasing or sales agreements with developers.

The City of Hyattsville would like to request that WMATA reconsider the proposed turnback of the Yellow Line at Mt. Vernon Station in order to continue advancing the strategic plans that are already in place for TOD investments in our county. We believe that WMATA should:

- At a minimum, WMATA should hold some community engagement sessions in our community to get more public input on this decision and educate our residents about the proposed changes and how they benefit us.
- WMATA should more seriously consider the opportunities available in the [bipartisan infrastructure bill](#) that the agency could leverage not only to address short term budget gaps, but more importantly to leverage those investments to expand TODs that create long-term revenue streams to sustain the system over the long-term, such as increasing the use of ground lease agreements and partnering with localities to apply for competitive grants such as the [Transit-Oriented Development Planning Grants](#).
- WMATA should re-evaluate its approach to assessing the equity of its investments regionally. The regional equity of service expansions through WMATA's capital projects and service cuts should not strive for fairness alone, they should also account for historical and structural inequities that continue to have present-day consequences for communities like ours whether in terms of the [racial wealth gap](#), reduced [access to jobs](#) and professional networks, [traffic safety](#), or discrimination in [home appraisals](#).

The lack of alignment between WMATA's strategic plans and the FY2024 budget proposal is very concerning. Although we understand the serious fiscal challenges facing WMATA and many other public transit agencies since the start of the pandemic, we do not feel that the agency has adequately considered how the Yellow Line turnaround will negatively impact the potential for WMATA to benefit from past and future TOD investments through alternative revenue streams and increased ridership in Northeast DC and Prince Georges' County. We hope that WMATA will reconsider these service cuts and their potential for having a negative impact on our community and many similar communities near us. Moreover, we are concerned that WMATA is not adequately leveraging the historic levels of infrastructure investment that are possible with the bipartisan infrastructure bill, as well as other major federal investments that could be used to proactively address structural inequality in our region. The transformative potential is there for the first time in a generation, and it would be a waste to let it pass our region by.

President Joseph Biden once said, "Don't tell me what you value, show me your budget, and I'll tell you what you value." GM Randy Clarke echoed these sentiments himself in his public announcement of the proposed FY 2024 budget for WMATA, stating that budgets are about the values and priorities of an organization.

In words, at least, WMATA seems committed to regional equity and sustainability. WMATA's 10-year strategic plan to [expand](#) dense, mixed use development around three underutilized metro stations in Prince George's County, was a momentous step for the residents of our county. It suggested a serious commitment from WMATA to leverage the power of transportation and real estate investments to help counteract long-standing patterns disinvestment, racial segregation, discrimination in housing and access to financing, and the resulting racial wealth gap in our region between predominantly white communities and majority Black and Hispanic or Latino communities like Hyattsville.



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-229-FY23

2/6/2023

13.a.

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Submitted by: Councilmembers Solomon and Schaible

Submitting Department: Legislative

Agenda Section: Discussion

**Item Title:**

**Rent Stabilization and Affordability Fund**

**Suggested Action:**

For Discussion Only.

I move that the Mayor and Council Authorize the City Attorney to prepare an ordinance on regulating the annual rate of increase in rental prices in the City Hyattsville.

**Summary Background:**

The ordinance shall meet the following rent stabilization goals:

**Rental Increase Allowance**

This ordinance shall:

- Authorize and require the City Administrator to set and publish a maximum allowable annual rent increase (MAARI). The MAARI shall be the maximum annual allowable percentage increase in price per unit for non-exempt rental properties within the City of Hyattsville.
- The MAARI shall be equal to the annual percentage increase in the Washington-Arlington-Alexandria, DC-VA-MD-WV Consumer Price Index for All Urban Consumers (CPI-U) , from November to November of the two most recent calendar years, rounded to the nearest whole number, and shall be effective for a twelve-month period beginning January 1.

**Exemptions**

The following classes of rental properties and rental agreements shall be exempt from the limit imposed through the MAARI.

- Rental properties less than 15 years old.
- Buildings with 2 or fewer units.
- Owner-occupied where the tenants share a kitchen or bathroom with the owner.
- Short-term leasing agreements. (Defined as leases for 30 days or less, published via short term leasing platform such as AirBnb) Extensions of leases beyond 120 days will make the unit subject to the Rent Allowance clauses prescribed.
- Federally regulated rental units for which rates are negotiated between the federal government and property owners.
- Accessory apartments and dwelling units.

**Rental Registry:**

- The City shall create and maintain a publicly accessible rental registry containing all legal rental units within the City of Hyattsville and indicate which units are subject to rent stabilization. The rental registry shall be public and posted on the City's webpage.
- All rental properties must be on the rental registry. Unregistered properties cannot legally raise the rent and are subject to municipal citations.
- At a minimum, the rental registry must include for each unit 1) the year built, 2) the number of bedrooms, 3) the address of the property, 4) the unit number, 5) the date the current lease began, 6) the rent as of January 1 for each year, 7) the name of the multifamily property; 8) the name, mailing address, phone number, and email address of each owner and manager of a registered property; 9) if the property is rent stabilized.
- Increase occupancy permit fee by \$50 per unit to assist in covering City administrative expenses associated with the rental registry and rent stabilization.
- Providing false information to the registration is illegal under this ordinance and subject to municipal citation.
- Yearly notice will be sent to the landlords of all rental properties reminding them to register their rental units and pay the rental license fee, and informing them of the allowable MAARI rate increase for rent stabilization eligible properties.

**Administrative Support:**

- The cost of implementing this ordinance shall be paid for with revenue generated from the rental registry fee. It is estimated that one full-time employee will be required to implement and administer this program, including maintaining the required registry of rental units, publishing and disseminating the MAARI, answering questions from landlords and tenants, hosting workshops for tenants and landlords, publishing annual reports on program outcomes, and enforcing the requirements imposed on landlords by the ordinance. Fluency in English and Spanish will be essential for this position.

**Civil Recourse:**

- Any landlord found guilty of a serious violation of the ordinance, shall be required to pay any tenant harmed by any such violation no less than the equivalent of three (3) months of rent, plus any attorney fees paid by the City to enforce the ordinance.
- The City may deny a rental license to, and may impose significant financial penalties on, any landlord who fails to comply with this ordinance.
- Property owners may be sanctioned under this statute if city code finds them in violation:  
[<https://law.justia.com/codes/maryland/2021/real-property/title-8/subtitle-2/section-8-211/>](https://law.justia.com/codes/maryland/2021/real-property/title-8/subtitle-2/section-8-211/)

**Staffing and Management:**

- Authorize the creation of a staff level Housing Affordability role responsible for implementing this ordinance and other housing affordability initiatives.
- Adjudicate landlord/tenant rental disputes.
- Publish the MAARI and distribute it to all property owners.
- Provide an annual report to Hyattsville City Council on the status of the Rent Stabilization Program.
- Advise Hyattsville City Council on modifications required to the rent stabilization ordinance and additional solutions/recommendations to address affordability.
- Maintain rental unit registry.

**Communications and Outreach**

The dedicated staff person hired to administer the ordinance shall:

- Conduct public outreach such as development of brochures, ad campaigns, webpage, host public workshops etc.
- Develop and distribute annual rent stabilization notification in English and Spanish. Notifications must be kept posted in the lobby, mailroom, or other public gathering space of every rent stabilization eligible property.
- Develop an online calculator to compute allowable rent increases.

**Right to a Fair Return:**

- Fair Return Rent Increase. Landlords have a right to petition for a rent increase in order to obtain a fair return. A fair return rent increase is intended to protect tenants from unwarranted rent increases, while allowing rent levels that provide landlords with a fair return.
  - Fair return is defined as base year net operating income adjusted by 70% of the percentage increase in the Consumer Price Index (CPI) from the base year until 2007, and 100% of the percentage increase in the CPI since 2007.
  - Base Year. The landlord may select any of the following as the base year when petitioning for a fair return rent increase:
    - 1979, unless the property contains four or fewer dwelling units;
    - 1987, if the property contains four or fewer rental units;
    - 1990;
    - 2000.

**Affordability Fund:**

- The council shall establish an Affordable Housing Fund overseen by the City Treasurer and Housing Affordability Manager. It shall be funded via the following revenue sources:
  - .01 per \$100 of assessed value from the city's real property tax revenue
  - A municipal recordation tax on home sales of \$100 (1%) for every \$10,000 above the median home sale price for the prior year in Hyattsville.Any surplus from rental registry fee
- The affordability fund may be used for any of the following:
  - To support the purchase, development, and renovation of properties which will be affordable for rent to households at or below 60% of area median income (no more than 30% of monthly income paid for housing) or purchase to households at or below 80% of area median income.
  - To assist with closing costs of first time homebuyers in the city of Hyattsville who have lived for at least two years in the city and whose household income is at or below 80% of the [area median household income](https://www.huduser.gov/portal/datasets/il/il2022/2022MedCalc.odn) <<https://www.huduser.gov/portal/datasets/il/il2022/2022MedCalc.odn>>.
  - To offset the cost of repairs or renovations to rent-stabilized units to improve energy efficiency, renewable energy use, hvac/electrical system, electric vehicle charging stations, etc.

**Preferential Rent Banking:**

Preferential rent is rent a landlord charges that is lower than the legal regulated rent they could lawfully charge. If a landlord uses preferential rent, once the tenancy ends the landlord may increase rent for the new tenant up to the full amount permitted by the MAARI over the full duration of the previous tenancy. This option is available only when there

is a change of tenants, and can only span the time between two tenancies (i.e. once a new lease agreement is reached, any past preferential rent usage will become fixed).

To preserve the city's affordable housing stock; to provide reasonable rent stabilization measures; to define and regulate short-term and residential leases; to provide renter protections.

**Next Steps:**

Input for Treasurer and Economic Development

**Fiscal Impact:**

TBD.

**City Administrator Comments:**

For Discussion.

**Community Engagement:**

TBD.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

Pending