

# 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:

[https://us06web.zoom.us/webinar/register/WN\\_-VAHobXjS-KmsQiGETjkWg](https://us06web.zoom.us/webinar/register/WN_-VAHobXjS-KmsQiGETjkWg)

**Tuesday, February 21, 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.

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

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

**PUBLIC INPUT:** If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

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

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

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

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

**Meeting Notice:**

The Hyattsville City Council will hold its meeting on Tuesday, February 21, 2023 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

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

**PUBLIC PARTICIPATION:**

If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

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

[https://us06web.zoom.us/webinar/register/WN\\_-VAHobXjS-KmsQiGETjkWg](https://us06web.zoom.us/webinar/register/WN_-VAHobXjS-KmsQiGETjkWg)

- 1. Call to Order and Council Roll Call**
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of Agenda**
- 4. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**
- 5. Community Notices and Meetings**
  - 5.a. Main City Calendar: February 22, 2022 - March 6, 2022** [HCC-251-FY23](#)  
N/A  
**Sponsors:** City Administrator  
**Department:** City Clerk  
**Attachments:** [City Calendar February 22, 2023 - March 6, 2023](#)
- 6. City Administrator Update (7:20 p.m. - 7:40 p.m.)**
- 7. Appointments**

**7.a. Appointment to the Hyattsville Environment Committee**[HCC-257-FY23](#)

I move that the Mayor and Council approve the appointment of Rayya Newman (Ward 1) to the Hyattsville Environment Committee for a term of two (2) years to expire on February 28, 2025.

**Sponsors:** Simasek

**Department:** City Clerk

**Attachments:** [Rayya Newman redac](#)

**7.b. Appointments to the Police and Public Safety Citizens' Advisory Committee**[HCC-258-FY23](#)

I move that the Mayor and Council approve the appointments of Robert Riddle (Ward 2) to the Police and Public Safety Citizen's Advisory Committee for a term of two (2) years to expire on February, 2025.

**Sponsors:** Schaible

**Department:** City Clerk

**Attachments:** [PPSCAC Riddle W2 Redacted](#)

**8. Consent Items (7:40 p.m. - 7:45 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.

**8.a. Memorandum of Agreement: MCIN Grant FY2023 Grant Award**[HCC-243-FY23](#)

I move that Mayor and Council authorize the City Administrator to execute a Memorandum of Agreement between the City and Prince George's County, Maryland regarding the FY2023 Grant Award in the amount of \$10,000.

**Sponsors:** City Administrator

**Department:** Police Department

**Attachments:** [MOU- Hyattsville City \(002\)](#)



**8.b. MOU with Prince George's County Board of Education: School Resource Officers** [HCC-244-FY23](#)

I move that the Mayor and Council authorize the City Administrator to approve a Memorandum of Agreement with Prince George's County Board of Education for the City to provide School Resource Officers in City schools for a term of five years commencing February 1, 2023 and ending on January 31, 2028.

**Sponsors:** City Administrator

**Department:** Police Department

**Attachments:** [MOU\\_PGCPS\\_SRO\\_Feb 1 2023 to Jan 31 2028](#)

**8.c. Teen Center Phase 2 - Landscape Design** [HCC-245-FY23](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$80,000 to the Neighborhood Design Center for the Phase 2 design of the Teen Center. Phase 2 consists of the landscaping design and will be performed under the existing contract with the City.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [20221118\\_NDC\\_Proposal\\_Hyattsville\\_Teen\\_Center\\_\(1\)](#)

**8.d. 4310 Gallatin St HVAC Control System Replacement** [HCC-246-FY23](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Moreland Controls for an authorized expenditure not to exceed \$40,000 for the replacement of the HVAC control system at 4310 Gallatin Street, pending review by the City Attorney. Moreland Controls was determined to be the most responsive and responsible proposal that provided the best value to the City.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Hyattsville\\_Municipal\\_Quote](#)  
[JCI\\_Scope\\_City\\_of\\_Hyattsville-2-3-23pdf](#)  
[4310\\_Gallatin\\_Street\\_Hyattsville\\_Municipal\\_Bldg\\_VAV\\_Controls\\_-\\_KM](#)

**8.e. Driskell Park Building Assessment**[HCC-247-FY23](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$38,000 to JMT for the inspection and assessment of the recreation building at David C. Driskell Community Park. This work will be conducted under JMT's current contract with the City.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [TO 67 Proposal Building Assessment 11.14.22](#)

**8.f. Restoration of Athletic Fields**[HCC-248-FY23](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Capitol Sports Fields for the restoration of athletic fields at Driskell Park and 38th Avenue Park. An expenditure not to exceed \$128,000 is authorized pending review by the City Attorney.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [230214 - proposal - capital sports fields - field restoration](#)

**8.g. FY23 Budget Appropriation: MNCPPC Grant for Recreation Activities**[HCC-252-FY23](#)

I move that the Mayor and Council amend the FY23 Special Revenues Funds Budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland-National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney, for legal sufficiency.

**Sponsors:** City Administrator

**Department:** Community Services

**Attachments:** [FY23 General Project Charge - Hyattsville Draft](#)

**8.h. ALPR Equipment Replacement**[\*\*HCC-253-FY23\*\*](#)

I move the Council authorize the City Administrator to execute a purchase order for the acquisition of a single (1) Automated License Plate Reader (ALPR) and associated services from Route 1 Security Corporation, dba PCS Mobile, for a total cost not to exceed \$44,949.83.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - ALPR Replacement Hardware Acquisition](#)

**8.i. Hyattsville Crossing Business Improvement District (BID) - Phase III**[\*\*HCC-256-FY23\*\*](#)

I move the Council authorize the City Administrator to execute a work order in an amount not to exceed \$90,000 with HR&A Advisors, 925 15th Street, NW, Washington, DC 20005, for the purpose of providing consulting services related to the formation of the Hyattsville Crossing Business Improvement District (BID).

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Memo - Hyattsville Crossing BID - Phase 3](#)

**8.j. 2023 Compensation Review Committee Recommendation**[\*\*HCC-267-FY23\*\*](#)

I move the Mayor and Council accept the recommendation from the 2023 Compensation Review Committee presented on February 6, 2023 to set the Mayor and Council salaries as set forth in the Committee's recommendation and the associated chart. I further move that the Council direct the City Attorney to draft an uncodified ordinance for the compensation structure for review and adoption by the City Council at a future meeting.

**Sponsors:** Croslin, Schaible and Solomon

**Department:** City Clerk

**Attachments:** [Compensation Review Committee & Recommendation Report 2023](#)  
[2022 Comp and Review Committee](#)

**8.k. Schedule ARPA Work Session of March 1, 2023**[HCC-268-FY23](#)

I move that the Mayor and Council schedule a the Council Work Session for Wednesday, March 1, 2023 at 6 PM in order for Council to review and discuss initiatives for American Rescue Plan Act (ARPA) funds.

**Sponsors:** City Administrator

**Department:** City Clerk

**8.l. Letter in Support of SB-813 Flood Management Grant Program**[HCC-270-FY23](#)

I move the Council authorize the Mayor to send to the Maryland State Senate a letter in support of SB-813 - Flood Management Program, a bill that will provide \$20 million to the State's existing Comprehensive Flood Management Program.

**Sponsors:** Croslin, Strab, Denes, Solomon, McClellan, Haba and Simasek

**Department:** City Clerk

**9. Action Items (7:45 p.m. - 8:20 p.m.)****9.a. Letter in Support of CB-007-2023 to the Prince George's County Council**[HCC-250-FY23](#)

I move that the Mayor and Council authorize the City to send a letter to the Prince George's County Council in support of CB-007-2023.

**Sponsors:** Schaible, Simasek, Solomon, McClellan and Waszczak

**Department:** City Clerk

**9.b. Library Apartments, 3325 Toledo Road Garage Redevelopment - Preliminary Plan of Subdivision (4-22004) [HCC-255-FY23](#)**

I move the City Council authorize the Mayor to send to the Maryland-National Capital Park & Planning Commission a letter in support of the Preliminary Plan of Subdivision (PPS-22004) Library Apartments, 3325 Toledo Road, Hyattsville, supporting the Preliminary Plan of Subdivision 22004 (Library Apartments, 3325 Toledo Road) subject to the following conditions:

1. At the time of Detailed Site Plan for any bicycle wayfinding signage proposed, the applicant shall utilize the City's bicycle wayfinding signage as recommended in the 2018 Hyattsville Transportation Study and included in the City's Exhibit A.
2. At time of Detailed Site Plan, the applicant shall demonstrate compliance with the 2016 Approved Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment street section for Toledo Road, as modified (if necessary) at the time of Detailed Site Plan, in accordance with Section 27-548.08(c)(3) of the Zoning Regulations or a comparable Prince George's County Department of Public Works and Transportation Urban Street Design standard.
3. At the time of Detailed Site Plan, to ensure on-site pedestrian and bicycle adequacy as required by 24-4506(c) of the Prince George's County Subdivision Regulations and to support the 20% vehicular trip reduction credits requested with the PPS, the applicant shall provide locations, limits, specifications, and details of on-site pedestrian and bicycle amenities and improvements including but not be limited to the following:
  - a. ADA-compliant pedestrian facilities provided along the full length of Democracy Avenue and to/through/across Constitution Drive at the areas conceptually shown in red on the City's Exhibit B. One option is to close to vehicular traffic the portion of Constitution Drive and Democracy Avenue shown in blue on the City's Exhibit B; another option is to include a public arcade within the structure along the southern façade. Locations of and specifications for short- and long-term on-site bicycle parking. The style, design, spacing, and location submitted by the Applicant shall be coordinated with M-NCPPC and City of Hyattsville staff;
  - b. Removal of brick paver crosswalks onsite and within the site frontage along Toledo Road, and reconstruction of crosswalks to include stamped asphalt and/or 10-foot-wide continental style, to be coordinated with the City of Hyattsville.
  - c. Removal of existing brick paver sidewalks and reconstruction of ADA-compliant sidewalk zones along the full frontage of Toledo Road.
4. If the applicant proposes development that will exceed the maximum parking ratios at time of Detailed Site Plan, the applicant shall provide a comprehensive transportation demand management strategy and program including incentives for non-automobile travel, implementation timing and phasing, and financial assurances, per Prince George's Plaza TDDP Parking and Loading Standards on page 258.
5. The applicant shall provide an easement and dedicated space for a bike share docking station (the vendor of the bike share must be approved by the Prince George's County Department of Public Works and Transportation (DPW&T)) on the subject site. The conceptual location of the station should be indicated on the preliminary plan of subdivision and the final location of this docking station will be selected by the County and the applicant, based upon the requirements of the bike sharing system, and in a highly-visible, convenient, and well-lit location that is publicly accessible. The location

requires at least four hours of solar exposure per day, year-round. The applicant shall allow DPW&T or its contractors/vendors access to the site to install, service, and maintain the bike share stations. In the event an appropriate location cannot be located on-site that meets bike share siting criteria or a vendor cannot be procured, the applicant will grant permission to the City to install bicycle racks within the easement as a permanent or interim condition.

6. At time of Detailed Site Plan, a Phase II noise report shall be submitted for any residential components on the property with noise levels in excess of 65 dBA and if unmitigated noise levels exceed 65 dBA, the report shall demonstrate that the interior of the units impacted by the same can be mitigated to 45 dBA Ldn or less, and that all outdoor activity areas with noise levels in excess of 65dBA can be mitigated to 65 dBA Ldn or less.
7. Prior to approval of building permits for a residential building located within the unmitigated 65 dBA Ldn noise contour of Toledo Road, a certification by a professional engineer with competency in acoustical analysis shall be placed on the building permits stating that the building shells of structures have been designed to reduce interior noise levels to 45 dBA Ldn or less.
8. Development of the site shall be in conformance with an approved Stormwater Management Concept Plan (24001-2022) or any subsequent revisions.
9. Prior to Planning Board approval of the Detailed Site Plan, the applicant shall provide a Letter of Intent (LOI) to the City of Hyattsville that includes, at a minimum, the following provisions:
  - a. Provision of public access easements to the City for any sidewalk along Toledo Road that is not located in the public right-of-way.
  - b. Acknowledgement of responsibility for maintenance of pedestrian light fixtures, landscaping, and sidewalks.
  - c. Restrictions related to construction staging and hours of operation, if needed.
  - d. If feasible, provision of an outdoor public art feature.

**Sponsors:** City Administrator

**Department:** Community & Economic Development

**Attachments:** [Action Memo - Library Apartments - PPS-22004 FINAL](#)  
[BPIS-PPS-4-22004](#)  
[PPS-4-22004](#)  
[TRAFFICMEMO-PPS-4-22004](#)

## 10. Discussion Items (8:20 p.m. - 10:30 p.m.)

**10.a. Introduction of the FY24 Council Budget Initiatives Discussion**[\*\*HCC-259-FY23\*\*](#)

City Administrator Tracey Douglas and City Treasurer Ron Brooks to open the FY24 Budget discussions with an overview of the process. Next steps for the FY24 budget will be reviewed at the end of the discussions.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [FY24 Council Budget Initiatives\\_FINAL for packet\\_CA Overview](#)  
[Council Budget Proposals](#)

**10.b. FY24 Council Budget Initiatives: Mayor Robert Croslin**[\*\*HCC-260-FY23\*\*](#)

For Discussion

**Sponsors:** Croslin

**Department:** City Clerk

**Attachments:** [FY24 Council Budget Initiatives\\_FINAL for packet\\_Croslin](#)  
[Forced Cleanup Tree Removal Fund Proposal\\_Croslin](#)  
[Senior Check In\\_Croslin](#)

**10.c. FY24 Council Budget Initiatives: Council President Joseph Solomon**[\*\*HCC-261-FY23\*\*](#)

For Discussion

**Sponsors:** Solomon

**Department:** City Clerk

**Attachments:** [FY24 Council Budget Initiatives\\_FINAL for packet\\_Solomon](#)  
[04-FY24-Budget-Proposals\\_Language-Classes\\_Solomon](#)  
[09-FY24-Budget-Proposals\\_Invasive\\_Species\\_Solomon](#)  
[05-FY24-Budget-Proposal\\_Mentruul Equity\\_Solomon](#)  
[03-FY24-Budget-Proposals\\_PPSCAC\\_Aware\\_Fund\\_Solomon](#)  
[02-FY24-Budget-Proposals\\_Tax Credit\\_Solomon](#)

**10.d. FY24 Council Budget Initiatives: Council Vice President Danny Schaible** [HCC-262-FY23](#)

For Discussion

**Sponsors:** Schaible**Department:** City Clerk**Attachments:** [FY24 Council Budget Initiatives FINAL for packet Schaible](#)  
[Schaible Install Level-3 EV Chargers at 3505 Hamilton Street](#)**10.e. FY24 Council Budget Initiatives: Councilmember Rommel Sandino** [HCC-263-FY23](#)

For Discussion

**Sponsors:** Sandino**Department:** City Clerk**Attachments:** [FY24 Council Budget Initiatives FINAL for packet Sandino](#)  
[Arts and Cultural Programming to Enhance Equity in Hyattsville RETF](#)  
[Motion Draft](#)**10.f. FY24 Council Budget Initiatives: Councilmember Ben Simasek** [HCC-265-FY23](#)

For Discussion

**Sponsors:** Simasek**Department:** City Clerk**Attachments:** [FY24 Council Budget Initiatives FINAL for packet Simasek](#)  
[Budget request for second chance program Simasek](#)  
[Simasek Motion - Multifamily Green Improvement program](#)  
[Budget request for reusable bags updated 2.13.23 Simasek](#)



**10.g. FY24 Council Budget Initiatives: Councilmember Emily Strab**[HCC-264-FY23](#)

For Discussion

**Sponsors:** Strab**Department:** City Clerk**Attachments:** [FY24 Council Budget Initiatives FINAL for packet Strab](#)  
[Council Motion Form crosswalks](#)  
[EAC MEMO To council](#)  
[Council Motion Form EAC Grants](#)**10.h. FY24 Council Budget Initiatives: Councilmember Joanne Waszczak**[HCC-266-FY23](#)

For Discussion

**Sponsors:** Waszczak**Department:** City Clerk**Attachments:** [FY24 Council Budget Initiatives FINAL for packet Waszczak](#)  
[Intern Motion](#)**11. Council Dialogue (10:30 p.m. - 10:40 p.m.)****12. Motion to Adjourn**



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## Agenda Item Report

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**File #:** HCC-251-FY23

2/21/2023

5.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 22, 2022 - March 6, 2022**

**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. [Black History Month: Trip to Montpelier Art Center](#)

February 22, 2023, 9:30 AM - 12:00 PM

Residents are invited to a Call-A-Bus day trip on February 22, from 9:30 a.m. to noon, to see the Montpelier Art Center's exhibition featuring stories of Black resistance in Prince George's County. Registration is required please call (301) 985-5000

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

February 22, 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.

3. [Boards of Supervisors of Elections](#)

February 22, 2023, 4:00 PM - 5:00 PM

@ 3<sup>rd</sup> Floor of the City Building

4. [Community Emergency Response Team \(CERT\) Organization Meeting](#)

February 22, 2023, 6:30 PM - 7:30 PM

@Multipurpose Room

5. [Administrative Hearing: Withdrawal of 5700 Block of 37th Ave from Residential Parking Zone Program](#)

February 23, 2023, 6:00 PM

A virtual administrative public hearing will be held on February 23, at 6 p.m., for a petition to withdraw the 5700 block of 37th Avenue from the Residential Parking Zone program.

6. [Community NARCAN Training](#)

February 23, 2023, 6:00 PM - 7:00 PM

@City Building

Learn how to recognize an opioid overdose and safely administer NARCAN, a life-saving drug used to reverse the effects of an opioid overdose, by attending a community training! Space is limited and registration is required.

7. [King Park Community Workshop](#)

February 23, 2023, 6:30 PM - 7:30 PM

Based on community member feedback, the City's Department of Public Works and the Low Impact Development Center have developed a concept plan for a re-imagined King Park! View the plan and give your input at this in-person Community Workshop.

8. [Health, Wellness, and Recreation Advisory Committee Meeting](#)

February 23, 2023, 7:00 PM

9. [Community NARCAN Training](#)

February 24, 2023, 10:00 AM - 11:00 AM

@City Building,

Multipurpose Room

10. [Parents' Night Owl Session](#)

February 24, 2023, 6:00 PM - 9:00 PM

@Driskell Park Recreation Center

Hyattsville parents and guardians, are you looking to spend a night out away from the little one(s)? Sign up for the City's new Night Owls Series for Students in grades K – 6.

11. [City Election: Candidate Information Session](#)

February 25, 2023, 10:00 AM - 12:00 PM

@City Building, 1<sup>st</sup> Floor, Multipurpose Room

12. [Fresh Produce Distribution](#)

February 25, 2023, 12:00 PM

@Driskell Park, 3911 Hamilton Street

13. [Education Advisory Committee Meeting](#)

February 27, 2023, 6:30 PM

14. [City Council Meeting: ARPA Priorities & Follow up on FY24 Council Budget Priorities](#)

February 27, 2023, 7:00 PM - 8:00 PM

15. [Business Roundtable](#)

February 28, 2023, 10:00 AM - 12:00 PM via Zoom.

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

February 28, 2023, 10:00 AM - 11:30 AM

@Driskell Park Recreation Center

17. [Knitting workshop series](#)

February 28, 2023, 10:00 AM - 11:30 AM @5307 Baltimore Ave

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! To register, call (301) 985-5000 or email seniors@hyattsville.org

18. [Mental Health 24/7: Dealing with Grief Lunch & Lecture](#)

February 28, 2023, 6:30 PM - 8:00 PM

@City Building, 4310 Gallatin Street

Join us for another installment of Hyattsville's Mental Health 24/7 Series: Dealing With Grief, on Tuesday, February 28, from 6:30 – 8 p.m., at the City Building, 4310 Gallatin Street. Register by February 20.

19. [Race and Equity Task Force Meeting](#)

February 28, 2023, 7:00 PM

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

March 1, 2023, 10:00 AM - 11:30 AM

@the first floor of the City Building

[More Details](#)

21. [Shade Tree Board Meeting](#)

March 1, 2023, 7:30 PM

22. [Gas-Powered Leaf Blower Trade-In Day!](#)

March 4, 2023, 10:00 AM - 1:00 PM

@DPW Operations Center, 4633 Arundel Place

Hyattsville is switching from gas-powered to electric leaf blowers! All gas-powered leaf blowers used in City limits must be electric-powered by August 2024. The City is holding a trade-in event on March 5, from 10 a.m. – 1 p.m., at 4633 Arundel Place, for residents and contractors to trade in their gas-powered blower for reimbursement up to 75% on the purchase cost of an electric blower! Learn more at [hyattsville.org/leafblower](https://hyattsville.org/leafblower).

23. [Glow In the Dark Parent & Child Dance Party](#)

March 4, 2023, 5:00 PM - 7:00 PM

@City Building, 4310 Gallatin Street

Save the date for our Glow in the Dark Parent & Child Dance Party on Saturday, March 4! Join us from 5 – 7 PM at the City Building. Learn more and register at [hyattsville.org/danceparty](https://hyattsville.org/danceparty).

24. [Seniors on the Go: Free Movie Mondays](#)

March 6, 2023, 12:00 PM - 3:30 PM

@ Old Greenbelt Theatre

Come along and enjoy a classic film at the Old Greenbelt Theatre the first Monday of the month! Showtime is at 1 p.m. Transportation pickup service is available from the City Building and Friendship Arms. Pre-registration and proof of vaccination is required. Call (301) 985-5000 or email [seniors@hyattsville.org](mailto:seniors@hyattsville.org) to register.



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## Agenda Item Report

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**File #:** HCC-257-FY23

2/21/2023

7.a.

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

**Item Title:**

**Appointment to the Hyattsville Environment Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointment of Rayya Newman (Ward 1) to the Hyattsville Environment Committee for a term of two (2) years to expire on February 28, 2025.

**Summary Background:**

See attached applications. Per the new Committee procedures each applicant has attended at least one (1) meeting of the Committee and a meet and greet with the Council and staff liaisons.

**Next Steps:**

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

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

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

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

**Board, Committee, and Commission Application**

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**Profile**

Rayya

First Name

Newman

Last Name

**Preferred Pronouns**

---

☒ She, her, hers

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?**

---

Hyattsville Environment Committee: For Review

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

---

☐ Yes ☒ No

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

---

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



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

☒ Ward 1

Primary Phone

Referred By:

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

I'm an architect and an environmentalist and would love to join this committee! I've been working to "green" our 1905 Folk Victorian farmhouse and am documenting the process through a blog & vlog ALL OF OUR HOMES (allofourhomes.com). There are many hurdles we've bumped into and being involved at the city level may help me smooth out that path for other homeowners and building owners to do the same. I was asked to join the code compliance committee but I think this would be a better fit and I see you have an opening for a resident in Ward 1. Thanks in advance for your consideration!

*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

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**File #:** HCC-258-FY23

2/21/2023

7.b.

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

**Item Title:**

**Appointments to the Police and Public Safety Citizens' Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointments of Robert Riddle (Ward 2) to the Police and Public Safety Citizen's Advisory Committee for a term of two (2) years to expire on February, 2025.

**Summary Background:**

See attached applications.

**Next Steps:**

Upon approval, the staff liaison will reach out to the appointee about the next scheduled meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

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

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

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

Robert

First Name

Riddle

Last Name

**Preferred Pronouns**☒ He, him, his

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

Suffix or Apt

State

Postal Code

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

Police &amp; Public Safety Citizens' Advisory Committee: On Agenda

**Do you currently serve on this committee and are applying for re-appointment?**☐ Yes ☒ No

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

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

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

☒ Ward 2

Primary Phone

Referred By:

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

---

We are living in a time when public safety is as important as ever, one with new and timely challenges that must be addressed with sensitivity. A member of a marginalized minority that until recent years was subject to policing, open hostility, and even harassment, I have some of that necessary sensitivity. Underscoring its importance, the largest portion of the City's budget is allocated to public safety. We are blessed in Hyattsville with a police department that's a model for other communities, so when I heard there is a need on the committee, I decided to serve and help carry on the good work.

*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.*

**Please indicate your age range.**

---

[REDACTED]

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

---

[REDACTED]

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

---

[REDACTED]

**Do you speak a language other than English at home?**

---

[REDACTED]

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

---

[REDACTED]

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

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[REDACTED]



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-243-FY23

2/21/2023

8.a.

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Submitted by: Allison Swift  
Submitting Department: Police Department  
Agenda Section: Consent

**Item Title:**

**Memorandum of Agreement: MCIN Grant FY2023 Grant Award**

**Suggested Action:**

I move that Mayor and Council authorize the City Administrator to execute a Memorandum of Agreement between the City and Prince George's County, Maryland regarding the FY2023 Grant Award in the amount of \$10,000.

**Summary Background:**

The Prince George's County Police Department has been awarded a FY2023 Grant Award, MCIN-2023-0016, from the Governor's Office of Crime Control and Prevention to investigate and conduct operations to combat gun trafficking, illegal gang activities, human trafficking, etc. Of the available funds, \$10,000 has been allocated to the Hyattsville Police Department for contractual overtime. The term of this agreement commences on July 1, 2022 and ends on June 30, 2023.

**Next Steps:**

Execute agreement

**Fiscal Impact:**

None

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

None

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

Complete

MEMORANDUM OF AGREEMENT  
BETWEEN  
PRINCE GEORGE’S COUNTY, MARYLAND,  
AND  
THE CITY OF HYATTSVILLE

THIS MEMORANDUM OF AGREEMENT ("Agreement") is made by and among Prince George’s County, Maryland, a body corporate and politic (hereinafter referred to as “the County”), on behalf of the Prince George’s County Police Department (hereinafter referred to as “the Department”), and the City of Hyattsville, Maryland, (the “City”) on behalf of the Hyattsville Police Department ("Policing Agency") (individually the, “Party” and collectively the “Parties”).

**RECITALS**

WHEREAS, the PGCPD has been awarded a FY2023 Grant Award from the Governor’s Office of Crime Control and Prevention, MCIN-2023-0016 (Maryland Criminal Intelligence Network) to investigate and conduct operations to combat gun trafficking, illegal gang activities, human trafficking, and firearm trafficking; and

WHEREAS, the FY2023 Grant Award identified above is to support contractual overtime agreements made with the Department and Policing Agency; and

WHEREAS, the Policing Agency has in the past performed those activities approved by previous MCIN grants and is ready, willing and able to continue to perform such activities with the Department;

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

**A. SCOPE OF SERVICES.**

The Policing Agency is authorized to receive compensation for “MCIN Allied Law Enforcement Overtime”. MCIN Allied Law Enforcement Overtime is defined as overtime that is necessary due to an arrest or investigation that requires an employee to work beyond his/her scheduled tour of duty while assigned to the MCIN grant and consistent with Attachment “A”, MCIN Allied Law Enforcement - Overtime, attached hereto and incorporated by reference.

**B. OBLIGATIONS OF THE PARTIES.**

During the term of this Agreement the Parties shall perform such obligations which are set forth in

Attachment A entitled "MCIN Allied Law Enforcement - Overtime" which is incorporated herein by reference.

**C. TERM.**

The term of this Agreement shall begin on July 1, 2022 and end on June 30, 2023, unless sooner terminated in accordance with this Agreement. The continuation of this Agreement beyond the end of the fiscal year in which it is executed, and any subsequent fiscal years during which this Agreement is in effect, shall be contingent upon the availability of funding for the applicable fiscal year.

**D. TERMINATION FOR CONVENIENCE.**

Any Party may terminate this Agreement by giving to the other party written notification thereof at least thirty (30) days prior to termination. In the event of such termination and if the City is entitled to compensation of services already rendered, the City shall be compensated upon submission of an invoice in accordance with Section E hereof. The City shall not be entitled to anticipatory profits.

**E. COMPENSATION/FUNDING.**

**1. COMPENSATION**

The total amount of compensation to the Policing Agency under this Agreement shall be Ten Thousand Dollars (\$10,000.00) apportioned and disbursed at the completion of the approved activity and with the approval of County's Project Director.

**2. Administrator**

Lieutenant Paul Aguiar, Commander, Gang Unit, shall be the County's Project Director under this Agreement and shall be the County's administrator and coordinator for this Project.

**3. Funding**

PGPD will serve as the fiscal agent and be responsible for the disbursement of all monies. The total amount of the funding to the Policing Agency shall not exceed \$10,000.00. Compensation is subject to the availability of continued funding. Upon expenditure of all funds, a final reconciliation will also be required.

**F. DOCUMENTATION AND RECORD KEEPING.**

On a quarterly basis (October 10, 2022, January 10, 2023, April 10, 2023 and the last no later than July 10, 2023) the Policing Agency shall submit to the Commander, Gang Unit appropriate paperwork, to include time sheets and overtime slips, verifying expenditures will be required before additional disbursements are made. All paperwork shall be submitted in accordance with the Notice Provisions of Section J herein.

The Policing Agency shall maintain documentation as necessary to prove that it is meeting its obligations under this Agreement and such other standards as apply. The Policing Agency shall maintain such documentation for a period of five (5) years after the termination of this Agreement.



**G. INDEMNIFICATION.**

Subject to any limitations imposed by law, the parties agree that each party shall be responsible for its own actions and omissions, pursuant to the performance of this Agreement, and no party shall hold the other liable with respect to any matter not arising from the other party's actions or omissions. Furthermore, the liability of the parties shall be governed by the terms and provisions of the applicable Local Government Tort Claims Acts, Section 5-30, et seq., of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland.

**H. RIGHT TO TERMINATION**

Failure to perform the tasks required in the Scope of Services contained herein shall result in nonpayment.

**I. INDEPENDENT CONTRACTOR**

The Policing Agency is an independent contractor and is not an agent or employee of the County. As such, the Policing Agency is not entitled to the benefits or rights of County employees as provided for under the Prince George's County Code, and any and all other benefits or rights granted to County employees.

**J. NOTICE PROVISIONS**

Notices shall be deemed sufficient when given by certified mail, return receipt requested to the following addresses, which may be revised by the parties by written notice:

For the County: Chief of Police  
8801 Police Plaza  
Upper Marlboro, MD 20772

Commander, Gang Unit  
8803 Police Plaza  
Upper Marlboro, MD 20772

With copies to: County Attorney  
Office of Law  
1301 McCormick Dr  
Largo, MD 20774

For the City of Hyattsville: City Administrator  
4310 Gallatin Street  
Hyattsville, MD 20781

**K. NON-DISCRIMINATION CLAUSE**

The Policing Agency shall not discriminate in employment against any person based on religion, race, color, sex, national origin, handicap or sexual orientation.

**L. GOVERNING LAW**

This Agreement shall be governed by the laws of the State of Maryland and Prince George's County.

**IN WITNESS, WHEREOF**, the parties hereto have caused this Agreement to be signed and executed as of the date of last signature below (“Effective Date”).

PRINCE GEORGE’S COUNTY, MARYLAND

**By:**

\_\_\_\_\_  
**Barry L. Stanton** **Date**  
**Deputy Chief Administrative Officer**  
**for Public Safety & Homeland Security**

City of Hyattsville

\_\_\_\_\_  
**Tracey Douglas** **Date**  
**City Administrator**

Review and Approval Recommended

\_\_\_\_\_  
**Malik Aziz** **Date**  
**Chief of Police**  
**Prince George’s County Police Department**

**ATTACHMENT A**

**MCIN Allied Law Enforcement – Overtime**

The Prince George’s County Police Department applied for and received grant funding from the Governor’s Office of Crime Control and Prevention, MCIN-2023-0016 (Maryland Criminal Intelligence Network) to investigate and conduct operations to combat gun trafficking, illegal gang activities, human trafficking, and firearm trafficking. Of the available funds \$10,000.00 has been set aside for contractual services related to overtime expenses associated with this effort for Hyattsville Police Department. The Hyattsville City Police will report all MCIN related efforts to the Gang Commander within a day of the overtime completion.

The Gang Commander must approve all overtime expenditures from this fund. The Gang Commander will track overtime funding and all requests will be denied after an agency uses all allocated funds.

**Overtime Funding Allocation:**

Hyattsville Police Department: \$10,000



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-244-FY23

2/21/2023

8.b.

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Submitted by: Allison Swift  
Submitting Department: Police Department  
Agenda Section: Consent

**Item Title:**

**MOU with Prince George's County Board of Education: School Resource Officers**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to approve a Memorandum of Agreement with Prince George's County Board of Education for the City to provide School Resource Officers in City schools for a term of five years commencing February 1, 2023 and ending on January 31, 2028.

**Summary Background:**

For many years the parties have entered into an MOU to advance the public interest of providing a safe learning environment for students, parents, school administrators, faculty and staff with School Resource Officers (SRO). The MOU outlines the duties and responsibilities of the SROs and policing agencies.

**Next Steps:**

Execute MOU

**Fiscal Impact:**

None.

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

None.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

Complete

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
PRINCE GEORGE'S COUNTY BOARD OF EDUCATION  
AND  
PRINCE GEORGE'S COUNTY POLICE DEPARTMENT  
AND  
HYATTSVILLE POLICE DEPARTMENT  
AND  
BOWIE POLICE DEPARTMENT  
AND  
GREENBELT POLICE DEPARTMENT  
AND  
PRINCE GEORGE'S COUNTY SHERIFF'S OFFICE**

**THIS MEMORANDUM OF UNDERSTANDING ("MOU")** is made this \_\_\_\_ day of January 2023 and is effective as of February 1, 2023, by and between the Prince George's County Police Department, the Hyattsville Police Department, Bowie Police Department, the Greenbelt Police Department, and the Prince George's County Sheriff's Office (collectively referred to as "Policing Agencies" and respectively referred to as a "Policing Agency"), and the Board of Education of Prince George's County ("Board") for the Prince George's County Public Schools ("PGCPS") (the Policing Agencies, the Board and PGCPS are collectively referred to as the "Parties" and respectively referred to as a "Party.").

**WHEREAS**, the Parties wish to enter into a memorandum of agreement to advance the public interest of providing a safe learning environment for students, parents, school administrators, faculty and staff.

**WHEREAS**, Prince George's County provides for the establishment of the POLICING AGENCIES to be responsible for the preservation of the public peace, prevention of crime, protection of the rights of persons and property and enforcement of laws and the rules and regulations made in the furtherance thereof; and

**WHEREAS**, the Parties have a common interest in the following:

- Promoting partnership and rapport with students and staff as law enforcement officials with an emphasis and a focused effort to reduce juvenile crime in the county.
- Promoting partnership and rapport with students and staff in an effort to reduce incidents of student arrests on school campuses.
- Developing positive law enforcement relationships with students and their families.

**WHEREAS**, the POLICING AGENCIES' officers are trained in current law enforcement techniques, have completed a course of training prescribed by the Maryland Police and Corrections Training Commission (MPCTC), are certified law enforcement officers under Maryland Law, and have officers specifically trained as School Resource Officers (SROs);

**NOW THEREFORE**, in consideration of the mutual promises and covenants herein contained and for other good and valuable consideration, the receipt and sufficiency of which are hereby

## **I. TERM AND BI-ANNUAL REVIEW OF MOU**

This MOU shall be effective from February 1, 2023, until January 31, 2028.

This MOU should be reviewed at least annually and amended as necessary to comply with applicable federal, state, and local law and to meet the needs and enhance the partnership of the signatory organizations. Quarterly performance-review meetings should be conducted throughout the year by the representatives between PGCPs and POLICING AGENCIES to support successful implementation of the partnership.

A Party may withdraw from this MOU by providing written notice to the other Parties within ninety (90) days of the Party's desired date of withdrawal.

## **II. ROLES AND RESPONSIBILITIES OF POLICING AGENCIES**

### **A. DELINEATION OF DUTIES**

#### **1. Roles and Responsibilities of the Board via Principals, Administrators and Teachers.**

The principal is responsible for administering and supervising the total school program, including the safety and security of students and staff and providing educational leadership for the students and staff consistent with the educational goals of the community. In the event that a student's behavior does not comply with the PGCPs Student Rights and Responsibilities Handbook, the principal or his/her designee will be the primary source of administrative disciplinary consequences and intervention pursuant to the PGCPs Student Rights and Responsibilities Handbook.

Whenever possible, Security Services, The SRO and other POLICING AGENCIES will work with the principal when responding to school-based incidents involving students and work together with PGCPs staff to de-escalate those incidents. Principals or their designees will make every effort to notify the Security Services the SRO and/or any other law enforcement officer who responds to a school-based incident if any student involved may require specific accommodations in addressing the incident because of the student's educational needs.

Moreover, Principals, Administrators and Teachers should:

- a. Provide a safe, supportive learning environment where students are encouraged to grow emotionally, socially, and intellectually.
- b. Ensure that the PGCPs Student Rights and Responsibilities Handbook is disseminated to students and parents at the start of every school year.
- c. Communicate the role and responsibilities of Security Services and the SRO to all school administration, staff, and students to include the exclusion of SROs from routine school discipline and classroom behavior management.
- d. Implement Board of Education policies and Student Code of Conduct without involving SROs.
- e. Meet routinely with Security Services and the SRO to share information and discuss any issues that have occurred.
- f. As needed, meet with the SRO Supervisor to facilitate communications between school officials and PGCPs.
- g. Provide timely feedback to the SRO Supervisor regarding the SRO's performance, including information related to demeanor, interactions with students and staff, etc. Offer input that can be used by the SRO Supervisor for the POLICING AGENCIES' performance review and annual evaluation.
- h. May request the presence of an SRO during an administrative search of a student as defined in the Annotated Code of Maryland Education Article, Section 7-308 the SRO will not engage in the physical administrative search without exigent circumstances.
- i. Provide the SRO with sufficient office space, furniture, phone, and computer, in a secure area to maintain student confidentiality.
- j. Appear in court as necessary to provide testimony relevant to a case.

## **2. Roles and Responsibilities of School Security Employees:**

**School Security Employee** means an individual, as defined in regulations adopted by the School Safety Subcabinet, who: (1) is not a school resource officer; and (2) is employed by a local school system to provide safety and security-related services at a public school.



PGCPS School Security Employees include the Safety and Security Counselor Lead (SSCL), the Safety and Security Counselor (SSC) and the Safety and Security Assistant (SSA), who are assigned to PGCPS schools to assist school administrations in maintaining a safe and secure learning atmosphere for staff and students.

**Safety and Security Counselor Lead** - is a sworn officer with arrest authority; applies specialized knowledge and abilities in the investigation and detection of criminal and quasi-criminal activity on school property; and assists school administrations in maintaining a safe and secure learning atmosphere for staff and students. A major job responsibility includes supervision and leadership of the security team. In cooperation with the principal or designee, the SSCL or designee, assists in controlling access to buildings and grounds by unauthorized persons and in assuring that students report to their assigned instructional areas.

**Safety and Security Counselor** - is a sworn officer with arrest authority; applies specialized knowledge and abilities in the investigation and detection of criminal and quasi criminal activity on school property; and assists school administrations in maintaining a safe and secure learning atmosphere for staff and students. Assists in controlling access to buildings and grounds by unauthorized persons and in assuring that students report to their assigned instructional areas.

**Safety and Security Assistant** - is responsible for maintaining a safe, professional and customer service orientated environment in greeting and receiving visitors at their designated location. Detects weaknesses in building security such as faulty locks, broken windows and inadequate lighting. Maintains a high visibility posture within the school and/or school property to discourage illegal or disruptive acts from occurring.

**Duties of PGCPS School Security Employees:**

- a. The SSCL and/or SSC will investigate incidents on school property and prepare written reports for administrative purposes.
- b. The SSCL and/or SSC will advise the principal on all school security-related matters.
- c. All security staff must maintain a high profile to discourage disruptive acts.
- d. All security staff will provide surveillance of suspected problem areas.
- e. The SSCL and/or SSC will provide day-to-day supervision and leadership of the security assistant(s) and provide guidance and assistance to them in the more difficult situations.

- f. SSCL and/or SSC will assist the administration with staff and student safety awareness programs.
- g. SSCL and/or SSC will act as a liaison between the school administration and emergency service agencies.
- h. SSCL will supervise security staff assigned feeder schools with security problems.

### 3. Roles and Responsibilities of the POLICING AGENCIES.

**School Resource Officer (SRO):** a law enforcement officer as defined under § 3-101(e) of the Public Safety Article who has been assigned to a school in accordance with a memorandum of understanding between the chief of a POLICING AGENCY as defined under § 3-101(b) of the Public Safety Article and the local education agency.

As sworn law enforcement officers, SRO's primary role in schools is as a law enforcement officer. SROs assume primary responsibility for responding to requests for assistance from administrators and coordinating the response of other law enforcement resources to the school. SROs should work with school administrators in problem solving to prevent crime and promote safety in the school environment, and reduce involvement with the criminal justice system.

Additionally, SROs should assist school administrators in developing school crisis, emergency management, and response plans. They will work with administrators in problem-solving to prevent crime and promote safety in the school environment. SROs are expected to collaborate with school administrators and other school personnel to support positive school climates that focus on resolving conflicts.

As resources permit, SROs should strive to assist with presentations for school personnel on law-related topics such as law enforcement practices, changes in relevant laws, crime trends, crime prevention, school safety strategies, and crisis response procedures. SROs may also deliver law-related education with students using lessons/curricula approved in advance by the SRO Supervisor. In all cases, responding to incidents or conducting investigations will take precedence over delivery of presentations.

Students often seek approval, direction, and guidance from adults in the school setting about various problems. Through formal and informal interaction with students, SROs serve as informal mentors and role models. SROs are expected to communicate clearly to students about acceptable and unacceptable behavior, to set a positive example in handling stressful situations and resolving conflicts, to show respect and consideration of others, and to express high expectations for student behavior. Students who

may need additional assistance shall be referred to the school's student support team, known as SST.

### **On-Site Accommodations for SROs**

The administrator at each participating school should, whenever possible and practicable, provide a private designated office or other workspace in proximity to the main office with access to a telephone. Administrators shall provide separate secure storage for SRO records and supplies.

### **Primary Duties of SROs:**

SRO duties should be carried out with the aim to contribute to school safety and security and to promote positive and supportive school climates. Primary SRO responsibilities include, but are not limited to:

- a. The SROs will assist school staff in enhancing safety inside their assigned schools and serve as a liaison between their respective POLICING AGENCY and PGCPs officials for school and police-related concerns and incidents.
- b. The SRO will present a visible presence and serve as a positive role model for students.
- c. The SRO will assist in fostering amiable working relationships between law enforcement, staff and students.
- d. The SRO will build positive relationships with students in accordance with PGCPs Administrative Procedures (AP) 4218 and 4219.
- e. The SROs will assist in calls for service at their assigned schools and be cognizant of incidents occurring around their schools. If the call is a police call for service the SRO should take the lead. If the call is from a School Security Employee then the SRO should assist.
- f. The SRO will conduct appropriate initial investigations and complete appropriate documentation of such investigations including arrest reports, citations, and court reports.
- g. The SRO will make themselves available to assist the SSCL in submission of evidentiary property, such as drug evidence submissions and weapons.
- h. Unless there are extenuating circumstances, such as rumors of a fight or

some other serious event, the SRO will patrol the school and the school grounds on a random schedule. (Personnel other than SROs should staff assignments to stationary or fixed posts on school grounds.)

- i. The SROs will act as a resource and assist with emergency preparedness, to include participating in lock-down, shelter in place, and evacuation drills, as well as safety awareness education to the high school population age groups.
- j. The SROs will serve as a point of contact to deliver law enforcement programs such as crime prevention, conflict resolution and mediation, drug and alcohol awareness, anti- bullying, violence prevention, gang awareness, and community relations and outreach.
- k. The SROs will maintain contact with beat officers who patrol the area around their schools for the purpose of sharing information and generating discussions pertaining to community concerns.
- l. SROs will assist with traffic safety and enforcement activities in and around their assigned school areas.
- m. When needed and available, the SROs will coordinate assistance at major school events such as athletic events, large dances, or other activities.
- n. SROs will coordinate familiarization training ("walkthroughs"), to include review of the schools' emergency response plan/procedures, for responding officers within their district. These walkthrough trainings will be coordinated with school administration.
- o. SROs will not be used to enforce PGCPs policies, rules, regulations, and/or procedures.
- p. SROs will ensure that visitors respect student privacy and minimize disruption to the school day and classroom instruction.
- q. Under circumstances where there are safety concerns for students, staff, or the arrestee, the SRO, or other sworn members of the police department will provide transport from the schoolhouse to the appropriate processing location.
- r. SROs will acknowledge the authority of the principal, as the administrator of the school, at all times as to matters within the scope of his/her authority.
- s. The use of force by a SRO will be done in a reasonable manner in accordance with applicable federal, state and local law, and with the

SRO's departmental Use of Force General Order. Any use of force by the SRO will be investigated by their respective department according to regulations.

- t. If an SRO has probable cause to make an arrest, the SRO has the final authority to proceed with the arrest and formal charging of the offender. If an SRO makes a formal arrest, they shall notify their immediate supervisor and the school's principal, or their designee, of the circumstances of the arrest.
- u. SROs shall attend PGCPs Security Services professional development training along with school security staff as identified and prioritized by the Department of Security Services.
- v. If requested, SROs shall assist an PGCPs in the administrative search of a student as defined in the Annotated Code of Maryland, Education Article, Section 7-308.
- w. SROs shall participate on the school threat assessment team for the regular assessment and intervention, including diversion and de-escalation, when an individual exhibits behavior that may pose a threat to school safety.
- x. SROs should be familiar with PGCPs' s Student Safety APs, which are listed below and attached to this MOU for reference:
  - i. AP 0500 - School Visitors;
  - ii. AP 2506 - [Special Safety and Security Services for Schools](#)
  - iii. AP 4170 - Discrimination and Harassment
  - iv. AP 4215 - Criminal History Checks
  - v. AP 4216.6 - Volunteers
  - vi. AP 4219 - Inappropriate Interactions Among Students and Employees, Independent Contractors and Volunteers
  - vii. AP 4221 - Employee and Adult Use of Student Restrooms, Locker Rooms and Designated Changing Areas
  - viii. AP 5142 - Gangs, Gang Activity and Similar Destructive or Illegal Behavior
  - ix. AP 5143 - Bullying, Harassment and Intimidation
  - x. AP 5144 - Cooperation with Law Enforcement
  - xi. AP 5145 - Reporting Suspected Child Abuse and Neglect
  - xii. AP 6116 - Emergency Procedures Under Conditions of Unauthorized Departure of Students from School or Facility, Child Stealing/Kidnapping/Abduction
  - xiii. AP 10101- Students' Rights and Responsibilities
  - xiv. AP 10201 - [Disruptive Acts Requiring Security Measures](#)

**Work Schedule, Uniform, Equipment and Assignments.** SRO's duty schedules should be organized to provide coverage throughout the school

day, which may vary by school. SROs provide a visible deterrent to crime and shall be visible patrolling the exterior and interior grounds.

- a. The SRO should wear the regulation uniform and operate a marked police vehicle while on duty unless otherwise authorized by the SRO's supervisor for a specific purpose.
- b. Vehicles. Police vehicles should be parked in designated spaces.
- c. Long guns. Long guns (e.g. shotgun, rifles) should not be openly displayed in the school or around the campus unless there is an emergency.
- d. Body cameras. Body camera video should not be used in the school setting unless there is a law enforcement purpose. If used, such recording(s) must be strictly controlled and protective of juvenile information per legal requirements.
- e. NARCAN. NARCAN is a nasal spray that may counteract the life-threatening effects of an opioid overdose. NARCAN may only be used by a trained SRO.
- f. School location and work assignment. The Office of Safety and Security in collaboration with the School Principal assigns the work locations. For matters of work performance (concerns or complaints), those matters may be reported to the POLICING AGENCIES respective Chain of Command.

### **III. OPERATIONAL PROCEDURES**

#### **A. Differentiating Disciplinary Misconduct from Criminal**

##### **Offenses**

School Administrators and teachers are responsible for school discipline. Although SROs are expected to be familiar with the school division code of student conduct, the rules of individual schools, and their application in day-to-day practice, SROs should not be involved with the enforcement of school rules or disciplinary infractions that are not violations of law.

Consequences of student misconduct should be effective, developmentally appropriate, and fair. Interventions and school sanctions should help students learn from their mistakes and address root causes of misconduct. School administrators will consider alternatives to suspensions.

In accordance with School Board Policy JB, any action taken in response to

disciplinary misconduct and/or criminal offense will be administered fairly and without regard to race, national origin, disability, religion, gender identity, gender expression, sexual orientation or marital or parental status.

**Critical Incidents Where the SRO Shall Take the Lead in Investigating.** The appropriate POLICING AGENCY SRO shall take the lead in investigating the following critical incidents. These are the only violations for which a physical arrest should be considered.

- Death.
- Rape and/or non-consensual sexual act or contact.
- Robbery/attempted robbery (taking the property of another from their person or in their presence by force, reasonable fear of violence, or intimidation, whether the perpetrator is armed or unarmed).
- Hate crime (committing any crime, including harassing a person or damaging property of a person, motivated by the victim's race, color, national origin, religious beliefs, sexual orientation, gender, gender identity, homelessness, or disability).
- Possession of a firearm, knowingly brought onto or brandished on school property, or knowingly brandishing or using any other dangerous or deadly weapon, including any device designed or manipulated to shoot any projectile, to cause harm.
- Gang-related incident/crime.

**Critical Incidents Where Police May Take the Lead in Investigating Depending on the Circumstances.** After reporting the following critical incidents to the appropriate POLICING AGENCY, the principal or designee shall consult with the SRO or other law enforcement officers responding to the incident to determine who should take the lead in investigating depending on the totality of the circumstances; provided, however, that the POLICING AGENCY shall take the lead in investigating, in accordance with the procedures in, any case in which: (i) there is evidence that the alleged perpetrator is not a student; and/or (ii) there is a serious and imminent threat to the safety of the school and its community. As circumstances warrant, those on the scene may consult with PGCPs staff in the Office Security Services Police Supervisors and/or the State's Attorney's office. (If the POLICING AGENCY does not take the lead in the initial investigation, that determination does not preclude subsequent law enforcement action.)

- Arson (willful and maliciously set fire) or verbal or written threat of arson.
- Manufacture or possession of a destructive device (explosive,

incendiary, or toxic material combined with a delivery or detonating apparatus or modified to do so).

- Knowingly make false reports about the location or detonation of a destructive device.
- Distribution or manufacture of a controlled dangerous substance.
- In the event of a 911 call regarding a physical attack on another that requires medical attention outside of the school health room.
- Theft (any single incident or series of incidents committed by the same perpetrator where the value of the stolen property is \$1,500 or more).
- Possession of a potentially dangerous or deadly weapon on school property that is not knowingly brandished or used to cause harm.
- Possession of, and/or possession with intent to distribute, a controlled dangerous substance (whether or not law enforcement takes the lead in the investigation, PGCPS staff shall turn over to the appropriate POLICING AGENCY any substance that comes into their possession that they suspect to be a controlled substance).

#### **Arrests and Other Law Enforcement Actions**

Absent an immediate public safety need to stop illegal activity, effect an arrest, and/or seize evidence, SROs and other law enforcement officers will collaborate with the security services, the principal or their designee prior to a law enforcement action to assess the totality of the circumstances and applicable agreements/legal guidelines and address the matter in a manner that is the best interest of the student and the welfare of the school community. If circumstances do not allow for consultation prior to a law enforcement action, the parties will come together as soon as possible thereafter to address the matter. Every opportunity should be made to debrief especially critical incidents, at the appropriate time to identify lessons learned.

Circumstances to consider under the totality of circumstances regarding law enforcement action include:

- Absence or presence of perceived intent.
- Whether the matter is solely administrative in nature or involves a criminal nexus
- Input from the SAO on appropriate charges, if any, in instances of



ambiguity and/or exceptional circumstances not clearly addressed by the criminal code.

- Whether or not the offender was coerced and/or threatened to participate in the inappropriate behavior. (i.e., gang coercion, the threat of retaliation, etc.).
- Which least proposed action (counseling, mediation, suspension, or referral to the Department of Juvenile Services or the SRO - which may result in a citation, ticket, and/or physical arrest, etc.) will achieve the desired goal of correcting behavior while being accountable to all stakeholders within the school community.
- Administrative and/or delinquent history of the offender.
- The student's age.
- Cultural or linguistic factors and any student disability or other special needs may provide context for understanding student behavior.

When the SRO in consultation with the School Administrator determines that arrest is the appropriate course of action, the arrest process will consist of either a Referral for Charges or a Juvenile Arrest:

#### 1. Referral for Charges

- the
- a. The juvenile is NOT taken into physical custody or removed from school.
  - b. The criminal violation is documented and submitted to the PGPD to determine eligibility for diversion opportunities. Sanctions may include reflective essays, community service, mediation and conflict resolution, educational programs related to the offense, etc.
  - c. If the juvenile is not eligible for a diversion program, the matter may be referred to the Department of Juvenile Services.

#### 2. Juvenile Arrest

- a. A custodial arrest in which the juvenile is removed from the school. Juvenile arrests are only made in circumstances involving significant violations of the law and/or significant safety concerns.

Other mitigating circumstances.

When an arrest of a student or adult on school premises and during school hours is necessary, it shall be done in such a manner to avoid both embarrassment to the student being arrested and jeopardizing the safety and welfare of other students. In addition, school officials shall make every effort to inform the parent or guardians immediately. After an arrest of a student is made on school premises, law enforcement officers shall remove the student from school premises as soon as practical, not engage in further questioning of the student on school premises, except in circumstances that pose a severe and immediate threat to school safety.

The MOU shall operate in a manner to ensure children with disabilities receive appropriate behavioral interventions and support.

## **B. Body Cameras**

### **1. Use of Body Worn Cameras**

- a. Pursuant to paragraph 2 below, SROs shall use Body Worn Cameras<sup>1</sup> pursuant to Prince George's County Police Department General Orders Volume II, Chapter 9, Page 1, herein, in the following instances<sup>2</sup>:
  - i. While on duty and on the property of a PGCPs site<sup>3</sup> either as an SRO or in the event a police officer not assigned to a school as an SRO is called to a PGCPs site for an emergency;
  - ii. During overtime at a PGCPs site;
  - iii. During secondary employment activities at a PGCPs site or sites rented by PGCPs such as graduations, off-site school activities and athletic events.
- b. Body Worn Cameras shall be turned on at a PGCPs site upon taking any police action. For the purposes of this MOU "Police Action" includes:
  - i. initiating arrests
  - ii. conducting searches for weapons and drugs,
  - iii. investigative encounters with witnesses on the scene of a crime,
  - iv. assaults,
  - v. conducting an investigation to record witness and victim

<sup>1</sup> A "Body Worn Camera" is a camera worn on an officer's person that records the interaction, audio and video, between an officer and civilians and/or students.

<sup>2</sup> This MOU shall not supersede each respective POLICING AGENCIES' standing General Order on the use of body worn cameras.

<sup>3</sup> "PGCPs site" shall mean any school or office location in which school or school system business is conducted.

- statements on the scene of a crime,
- vi. responding to traffic stops while directing traffic at PGCPs sites or events,
- vii. conducting body or vehicle searches, and
- viii. vehicle or foot pursuits.

## **2. Procedures for the Use of Body Worn Cameras**

Upon taking Police Action, a SRO will inform civilians when they are being recorded

- a. When taking any police action on properties belonging to, rented or leased by PGCPs.
- b. Except where doing so would be unsafe or impracticable, SROs shall notify the subject(s) of the Police Action that they are being recorded.

## **3. Prohibited Use of Body Worn Cameras**

Unless taking Police Action, SROs shall not activate Body Worn Cameras in the following circumstances:

- a. Conducting regular patrolling inside PGCPs sites and on school grounds;
- b. During interactions with PGCPs staff and students in which Police Action is not being taken;
- c. During observations of administrative disciplinary action for which the SRO is not being requested to take Police Action;
- d. Providing PGCPs school staff assistance with traffic safety and enforcement activities before and after school;
- e. When taking the statement of a PGCPs staff member, student or family member who is a victim or witness who refuses to cooperate unless recording ceases and in the officer's discretion, the need for cooperation from the person outweighs the need to record the information. SROs shall document the cessation of recording pursuant to POLICING AGENCIES requirements;
- f. Inside student or staff locker room or bathroom facilities; and
- g. Inside classrooms unless police action is being taken.

## **C. PGCPs Responsibilities**

PGCPS shall be responsible for informing students, staff and stakeholder regarding the use of Body Worn Cameras by SROs by:

1. Posting signage in visible locations throughout PGCPS sites notifying the public that they may be video and audio recorded on the premises; and
2. Updating the Student Rights and Responsibilities Handbook to notify students that SROs shall have the authority to use Body Worn Cameras at PGCPS sites and consistent with the terms of this MOU.

#### **D. Record Retention and Requests**

1. Any Body Worn Camera footage recorded at a PGCPS site shall be the sole property of the POLICING AGENCIES and shall not under any circumstances be maintained by PGCPS or considered part of any student's educational records.
2. Any requests to view, obtain or copy Body Worn Camera footage shall be submitted as a Maryland Public Information Act ("MPIA") request to the POLICING AGENCIES's respective office and shall not be directed to PGCPS.
3. When a POLICING AGENCY receives an MPIA request for Body Worn Camera footage, the POLICING AGENCY shall provide immediate notice to the PGCPS CEO Communications Office and the PGCPS Office of General Counsel.

#### **E. SRO Supervisors**

1. Assign, schedule, train, supervise, and evaluate SRO performance taking into consideration input from School Administrators.
2. Ensure that each SRO completes the Maryland Safe to Learn Act mandated Basic School Resource Officer Training as prescribed by law and training as required by this MOU.
3. Implement and enforce internal PGPD policies, procedures and practices that may affect SROs in a school setting.
4. Meet with their SROs on a continual basis at their schools to observe their performance of duty.
5. Collaborate with the PGCPS Office of Safety and Security to ensure that appropriate staffing for each school is provided in the event that an assigned SRO is absent.
6. Mitigate conflicts and/or clarify expectations in situations where there

are ambiguous or overlapping policies or practices

#### **F. Information Sharing**

The release of student records is governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g. “School officials” may access and disclose student records only as authorized by FERPA.

When appropriate, and to the extent the law allows, the PGCPs should notify SROs of any special needs of a student involved in a school-based infraction that is not routine discipline, in order to assist the SRO in recognizing and accommodating behaviors that may be manifestations of the student’s disability.

1. Consent access. A law enforcement officer or SRO, may have access to a student’s education records with written consent of the student’s parent/guardian or if the student is 18 or older.
2. Health and Safety Emergency Exception. In the event of a significant and articulable threat to health or safety, school officials may disclose any information from student records to appropriate parties, including law enforcement officials, whose knowledge of the information is needed to protect the health and safety of a student or another individual.
3. Disclosure of law enforcement records. SROs or other POLICING AGENCIES officers or officials may disclose law enforcement records created and maintained by the SRO for the purpose of ensuring the physical safety and security of people and property in schools and/or enforcement of laws. In exceptional circumstances where sufficient other information may not be available to PGCPs, SROs or other POLICING AGENCIES officers or officials, with the approval of POLICING AGENCIES, may provide information gathered in the course of a police investigation to PGCPs for the purposes of a serious student disciplinary matter including, if necessary, testifying at such disciplinary proceeding. In the event POLICING AGENCIES determines that sharing such information may jeopardize an actual or reasonably probable criminal prosecution, POLICING AGENCIES may seek review of the proposed release from the Prince George’s County State’s Attorney’s Office. Because law enforcement records are not student records, they are not subject to the disclosure restrictions of FERPA. If the SRO is aware of an event in the community that could compromise the safety and security of PGCPs students and staff, he/she will notify the school administration.

#### **G. Investigation and Questioning**

SROs have the authority to question students who may have information about criminal activity (on or off school property). As sworn law enforcement officers, SROs have authority to stop, question, interview, and take law

enforcement action without prior authorization of the school administrator or contacting parents, especially when timely information will help prevent injury, death or evidence destruction. For all other non-exigent circumstances, when it becomes necessary for the SRO or law enforcement officer to interview a student on school premises, the school principal or their designee shall be contacted immediately.

Prior to any questioning of a student, the student's parents, guardian, or legal custodian shall be notified of the pending interview. The SRO/Police Officer will be responsible to verify that the student has had contact with their parent, guardian, or legal custodian. If the parent requests to be present or requests that the questioning not occur on school premises, the SRO/Police Officer should accommodate, with few exceptions. If the parent or guardian cannot be present for the interview or allows it to proceed, then the SRO may proceed with the principal or his/her designee present throughout the interview, per PGCPs Administrative Procedure. The investigation and questioning of students during school hours or at school events should be limited to situations where the investigation is related to suspected criminal activity. Investigations and questioning of students for offenses not related to the operation of or occurring at the school should take place at school only when delay might result in danger to any person, destruction of evidence, or flight from the jurisdiction by the person suspected of a crime.

The interviewing of students – whether suspects, victims, or witnesses – should be conducted privately in an office setting. SROs will take steps to ensure minimal intrusion into the educational experience of students being questioned in the school setting. No questioning of a student will take place without the presence of a school administrator(s)

Recognizing that a reasonable child subjected to police questioning will sometimes feel pressured to submit when a reasonable adult would feel free to go, as a general rule, the student should not be arrested or placed in custody during the initial interview or interrogation. While in the presence of a school administrator, the student will be informed generally of the purpose of the investigation, warned against self-incrimination in a developmentally appropriate manner, and also informed and advised that the student has the right to remain silent, that the student is free to leave an interrogation, and that the student has the right to stop the questioning and request that his or her parent(s) or guardian(s) or an attorney be present at any time during interrogation.

SROs are responsible for leading the investigation and questioning of students related to suspected violations of criminal law. SROs shall not be included in questioning students about student code of conduct violations that do not involve any criminal activity or risk of harm to self or others. School administrators are responsible for the questioning of students about violations of the code of conduct.

## **H. Searches**

All searches shall be conducted in accordance with federal and state laws, and applicable PGCPs and POLICING AGENCIES policies and guidelines, including the principles embodied in this memorandum of understanding. The below sections correspond with school board policy JFG "Search and Seizure".

1. School administrator searches. School officials may conduct searches of a student's property and person under their jurisdiction when reasonable suspicion exists that the search will reveal evidence that the student has violated or is violating either the law or the rules of the school. The standard for search by a school official is reasonable suspicion.
2. SRO searches. Any search initiated by SROs or other law enforcement officers shall be based upon probable cause and, when required, a search warrant should be obtained, unless applicable circumstances apply. All searches should be reasonable in scope and duration. All searches should occur outside the presence of students, unless there is a clear and immediate threat to physical safety. SROs shall not become involved in administrative (school related) searches unless specifically requested by school administrators and at no time shall SROs request that an administrative search be conducted for law enforcement purposes or have the administrator act as his or her agent. The role of police in administrative searches will be limited to providing security or protection, or to handle contraband or weapons found by school staff.

## **I. Arrests**

Whenever practical, arrests of a student or staff member should be accomplished outside of school hours in order to not disrupt the educational process or school setting. Arrests that must occur during school hours or on school grounds should be coordinated through the school administrator or their designee to minimize potential disruption. When circumstances do not allow for prior coordination through the school administrator, arrests will be reported to the school administrator as soon as possible. In addition to any required notification of parents and legal guardians by the SRO taking a student into custody, school administrators or their designees are also responsible for an additional notification of parents and legal guardians upon a school-based arrest of their child. If questioning or investigatory interviews must occur, the SRO must refer to the "Investigation and Questioning" section of this document.

## **J. Physical Intervention by School Resource Officers**

As sworn law enforcement officers, SROs may intervene to de-escalate situations. However, an SRO should not be involved in the physical restraint of

a student unless there is imminent danger of serious physical harm to self or others. SROs shall, when time, circumstances, and safety allow, take steps to gain compliance and de-escalate conflict without using physical force. SROs may not use force against a person unless, under the totality of the circumstances, the force is necessary and proportional to prevent an imminent threat of physical injury to a person, or to effectuate a legitimate law enforcement objective. A police officer shall cease the use of force as soon as the person on whom the force is used is under the police officer's control or no longer poses an imminent threat of physical injury or death to the police officer or to another person, or the police officer determines that force will no longer accomplish a legitimate law enforcement objective.

School staff or Student Support Teams (SST) will act to de-escalate situations that are, or have the potential to cause, disruptions to the school environment and are violations of the student code of conduct. If physical intervention is necessary, the action will be reported promptly to the school administrator and the rationale for the action must be fully documented.

Physical intervention by SROs is undertaken in accordance with policies and operational procedures of their Policing Agency. If an SRO is involved in the use of restraint or physical intervention, the action must be reported to the school principal and the SRO's supervisor and the rationale for the action must be fully documented, as above.

SROs should be aware of PGCPS's policies and guidelines on seclusion and restraint and related local school board policies, and will attend training offered by PGCPS on their use of seclusion and restraint by school employees. SROs working in a PGCPS school must provide verification that they have reviewed the PGCPS seclusion and restraint guidelines prior to the start of the school year. SROs, however, must continue to operate by their own department's policies and state law regarding physical intervention and use of force.

Additionally, the PGCPS and POLICING AGENCIES/SRO will coordinate to ensure that reasonable effort is made to inform the parents on the day of the incident, and before the end of the school day.

#### **IV. EVALUATION AND REPORTING REQUIREMENTS**

##### **A. Evaluation**

1. The performance of SRO on assignment in PGCPS will be monitored. Any incident in which an SRO makes official contact with a student(s) will be tracked and reviewed by the PGCPS Safety & Security Services.

2. For the purposes of this MOU, "contact" is defined as: 1) questioning for



law enforcement purposes; 2) detainment of a student(s); and 3) apprehension or arrest of a student(s). All contacts shall be considered reportable offenses, in addition to the reporting required by Administrative Procedure or by statutory requirement.

## **B. Reporting Requirements**

1. POLICING AGENCIES and PGCPs will collaborate to provide the following reports:
  - a. Crime Reporting by POLICING AGENCIES. POLICING AGENCIES will notify the principal, or a designee when a student in their school commits certain offenses that would be a felony if committed by an adult and the release status of the student. As a general practice, SROs should notify the principal as soon as practical of any significant law enforcement events occurring at or in association with the school (e.g., at a school bus stop or off-campus activity, during or outside school hours) whether or not the offense would be a felony if committed by an adult.
  - b. Crime Reporting by School Staff. Schools and SROs shall be encouraged to deal with school-based offenses through graduated sanctions or educational programming before a delinquency charge is filed with the juvenile court. The Principal or their designee is required to notify the parent, guardian, or legal custodian of an incident that was reported to law enforcement.
  - c. Annual Report for Discipline, Crime and Violence. PGCPs and POLICING AGENCIES will compile data on incidents of discipline, crime and violence. Such data will be used to complete federal reports required by the Gun-Free Schools Act of 1994 (GFSA) and the Individuals with Disabilities Education Act (IDEA). GFSA requires annual reporting of the number of students suspended or expelled statewide for possessing or bringing firearms on school property. IDEA contains requirements for reporting disciplinary actions involving students with disabilities. This reporting is the responsibility of the Principal or their designee. The report shall include whether or not PGCPs disciplinary action was taken against a student. Proper reporting will include whether action required a police enforcement action. Measurable objective: How many incidents are reported each

- d. school year and how many resulted in a law enforcement action? Analysis will differentiate between incidents of administrative discipline and law enforcement actions.
- e. Police statistical reports of student crime and violence (subject to privacy protections). The POLICING AGENCIES will provide statistical reporting updates quarterly to Safety & Security Services, unless otherwise requested by PGCPS. Information sharing between PGCPS and POLICING AGENCIES will be essential for providing the measurable data required for overall program evaluation. SROs and responding police officers will be required to utilize the report form located in Appendix 2 of this MOU. Such reports are required any time there is law enforcement action at a school. Law enforcement actions may include, assisting administrators as requested, investigations, referrals, arrests, and other actions. This report will be created by the responding law enforcement officer. All reports must be sent to PGCPS Safety & Security Services within 24-hours of the law enforcement action. Event type, administrative result, criminal result, parent notification, and case number information will be analyzed by Safety & Security Services and compared to measurable discipline data. Safety & Security Services will include age, race, sex, disability and other pertinent data in its analysis.
- f. School Climate Survey (high-school level only). PGCPS will complete an annual School Safety Survey in order to assess school safety conditions for audit purposes.
- g. Quarterly performance review meetings. (e.g. daily SRO attendance percentage, calls for assistance and incident reporting) PGCPS and POLICING AGENCIES will meet in August, November, February, and May of each school year to review performance and discuss reporting data. PGCPS Safety & Security Services will provide the Board with a summary of findings after each meeting.
- h. Educational activities with students. (e.g. classroom briefings, student-council briefings, etc.) PGCPS will participate in all law enforcement sponsored/related educational activities, if they are requested. School Administrators may request law enforcement participation in a school-related, educational law-enforcement briefing or seminars at any time. Briefing material and topics must be approved by school administrators. Most seminars will relate to public safety topics. Measurable objective: After-action reports will be completed by Safety & Security Services when applicable.
- i. Other data deemed to be relevant may also be used.

### **C. School Safety Audits**

School safety audits will be conducted annually to assess school safety conditions in schools. The audits are designed to identify physical security concerns, and identify and evaluate any patterns of student safety concerns.

SROs, in collaboration with school administrators, may conduct school inspection walkthroughs and shall participate in other school safety audit mandates including school crisis and emergency management, and response planning and preparation. School walkthroughs will not occur while students are present. The walkthroughs, when utilized, will allow SROs the time to advise school administrators on matters that may require the attention of school personnel. These matters should be considered administrative in nature and when addressed by school administrators, may prevent a future police action.

## **V. GENERAL PROVISIONS**

### **A. Documentation and Record Keeping**

The Parties shall maintain documentation as necessary to prove that they are meeting their respective obligations under this MOU and such other standards as apply. The Parties shall maintain such documentation for a period of three (3) years after the termination of this MOU, or in the alternative, shall submit such documentation to the Board within 30 days of the expiration date of this MOU. At any time during normal business hours, and as deemed necessary by the Board, the Parties shall make available to the Board any such documentation for inspection. Copies of any school records are the property of the Board and shall be returned by the Policing Agencies to the Board upon the termination of this MOU.

### **B. Criminal Background Check**

#### **1. Employees Having Direct Virtual or In-Person Contact with and/or Uncontrolled Access to Students:**

- a. Any and all current and future employees of the Policing Agencies who have direct contact with students must have a fingerprinting criminal background check conducted by the Maryland Criminal Justice Information System (CJIS) and the FBI, a Child Protective Services clearance conducted by the Prince George's County Department of Social Services, and complete the SafeSchools training module – *Prince George's County Child Abuse: Mandatory Reporting* and any other required training as appropriate.

- b. All background checks must be completed 15 business days prior to beginning work in and around PGCPS property or engaging in any authorized activities involving PGCPS students. The background checks must be completed by the Fingerprinting Office in the Sasscer Administration Building or by the PGCPS satellite fingerprinting offices located in Prince George's County. No person may begin working in PGCPS until 15 days after completing the background clearance process (fingerprint and CPS) and required online training through SafeSchools.

## 2. Restrictions on Employee Assignments

Policing Agencies are prohibited from assigning the following persons from working at a PGCPS location:

- a. Registered sex offenders (Maryland Code, Criminal Procedure Article Section 11-722)
- b. Individuals convicted of a crime involving third or fourth degree sexual offense under sections 3-307 or 3-308 of the Criminal Law Article; child sexual abuse under Section 3-602 of the Criminal Law Article; a crime of violence as defined in Section 14-101 of the Criminal law Article; or comparable offenses in another state. (Annotated Code of Maryland, Education Article Section 6-113)
- c. Individuals identified as an alleged abuser or neglecter following completion of a Child Protective Services investigation with a finding of "indicated" child abuse or neglect.

A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding \$5,000 or both." Md. Criminal Procedure Code Ann. § 11-722.

## C. Student's Education/Medical/Psychological Records/Consents

Prior to dissemination or review of records, Policing Agencies agree to collaborate with PGCPS and obtain any required parent/guardian or student written consent for release of information to share confidential medical, psychological and/or academic student records. Policing Agencies will comply with all federal and state laws and PGCPS policies and procedures regarding access to and maintaining the confidentiality of student records and will ensure that all employees, agents, affiliates and contractors have obtained written consent for the release of information prior to reviewing or sharing any confidential student record information.

#### **D. Confidentiality**

The Policing Agencies acknowledge their respective responsibility to ensure compliance with the confidentiality provisions of the Family Educational Records Privacy Act (34 CFR §99); The Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 CFR Part 160 and Part 164, Subparts A and E, and Code of Maryland Regulations §13A.08, with respect to school records provided by the Board, if applicable.

Any confidential information provided by PGCPS to Policing Agencies, including all copies thereof, must be used by Policing Agencies only as provided for by this Agreement and only for the purposes herein described. Such information shall not be disseminated or disclosed to any third party, not a party to this Agreement, without the expressed written consent of PGCPS, and can only be done so in accordance with applicable privacy laws. Policing Agencies agree to return to PGCPS all such information within fifteen (15) days of the expiration or termination of this Agreement; or with the express consent of PGCPS, Policing Agencies may destroy such information within fifteen (15) days of termination or expiration of this Agreement, certifying to PGCPS in writing that the information has been destroyed.

#### **Protection of Student Records**

Policing Agencies and their respective affiliates or subcontractors, at their expense, have a duty to and shall protect from disclosure any and all Student Records which they come to possess or control, wherever and however stored or maintained, in a commercially reasonable manner in conformance with current industry standards.

Policing Agencies or their respective affiliates or subcontractors shall implement and maintain a comprehensive data – security program for the protection of Student Records whether the Records are stored electronically and/or in hard copy form. The safeguards contained in such program shall be consistent with and comply with the safeguards for protection of Student Records, and information of a similar character, as set forth in all applicable federal and state law and written policy of PGCPS or the Maryland State Board of Education (“MSBE”) concerning the confidentiality of Student records. Such data-security program shall include, but not be limited to, the following:

1. A security policy for employees related to the storage, access, and transportation of data containing Student Records;
2. Reasonable restrictions on access to records containing Student Record information, including access to any locked storage where such records are kept;
3. A process for reviewing policies and security measures at least annually;

4. Creating secure access controls to Student Records, including but not limited to passwords; and
5. Encryption of Student Records that are stored on laptops, portable devices, or being transmitted electronically.

**Personally Identifiable Information (PII)** includes any information that can be associated with or traced to any individual, including an individual's name, address, telephone number, e-mail address, credit card information, social security number, or other similar specific factual information, regardless of the media on which such information is stored (e.g., on paper or electronically) and includes such information that is generated, collected, stored or obtained as part of this Agreement, including transactional and other data pertaining to users. The parties will comply with all applicable privacy and other laws and regulations relating to protection, collection, use, and distribution of PII. In no event may PII be sold or transferred to third parties, or otherwise provide third parties with access thereto. If there is a suspected or actual breach of security involving PII, the parties will notify each other within twenty-four (24) hours of a management-level employee becoming aware of such occurrence.

The Policing Agencies shall incorporate the requirements of this Section in all subcontracts requiring each of its affiliates to safeguard Student Records in the same manner as provided for in this Section. Nothing in this Section shall supersede in any manner Policing Agencies' or their respective affiliates' obligations pursuant to HIPAA, FERPA, or the provisions of this Agreement concerning the obligations of the Policing Agencies to PGCPs.

#### **E. Data Dissemination**

For purposes of publicity, advertising, or news release in any form of medium, the Parties shall confer with one another regarding the time, manner and content of appropriate data dissemination, results of studies or reports, or other materials, and consent to such dissemination, provided that such consent shall not be unreasonably withheld by either party.

#### **F. Indemnification**

The Policing Agencies shall indemnify, hold harmless and defend the Board, all administrators, employees, students, volunteers, agents, or servants of the Board, against all suits, actions, legal proceedings, claims and demands, and against all damages, loss, costs, expenses (including attorney's fees), in a manner caused by, arising from, incidental to, connected with or growing out of their performance of this MOU, to the extent that such actions are not caused by the negligence of the Board, or its employees.

This term shall survive the termination of the MOU.

## **G. Applicable Law**

This MOU shall be construed according to Maryland law and subject to the jurisdiction of its courts. Furthermore, the parties agree that any suits or actions brought by either party against the other shall be filed in a court of competent jurisdiction in Prince George's County, Maryland.

## **H. Insurance**

Policing Agencies shall maintain the following insurance coverages:

- Commercial General Liability Insurance - \$1,000,000 per occurrence limit
- Automobile Liability Insurance - \$1,000,000 per occurrence limit
- Sexual Abuse and Child Molestation - \$250,000/\$500,000
- Workers' Compensation Insurance - \$100,000/\$500,000
- Cyber Liability Insurance - \$1,000,000 per occurrence limit

Policing Agencies shall provide the PGCPs with a Certificate of Insurance evidencing said coverage prior to implementing the terms and conditions of this MOU. Policing Agencies shall name the Board of Education for Prince George's County as an additional insured on the general and auto liability policies. Policing Agencies shall ensure that all insurance policies remain active and without a lapse in coverage throughout the term of this MOU. Failure to comply with this requirement will render this MOU null and void.

## **I. Professionals**

In the event the services to be provided by the Policing Agencies must by law be provided by individuals who are licensed and/or certified, Policing Agencies shall only assign individuals to provide services under this Agreement who are licensed and/or certified in accordance with the law. Additionally, Policing Agencies shall only assign individuals who have been credentialed by the respective Policing Agency to provide the specific professional services required by this Agreement. All such individuals assigned by Policing Agencies to provide services shall maintain their license and/or certification in good standing (not under review or subject to suspension, credentials current) during the entire term of this Agreement. Policing Agencies shall, prior to providing services, submit documentation that the individuals assigned to provide services are properly credentialed and are licensed and/or certified to the Director of Purchasing, 13300 Old Marlboro Pike, Upper Marlboro, Maryland 20772.

## **J. Termination for Convenience**

Any Party may terminate this MOU by giving to the other parties written notification thereof at least ninety (90) days prior to termination.

#### **K. Entire Agreement**

This MOU, including any attachments, constitutes the entire and full understanding between the parties hereto and no Party shall be bound by any representations, statements, promises or agreements not expressly set forth herein.

#### **L. Interpretation**

The Agreement shall not be construed or interpreted for or against any party hereto because the party drafted or caused that party's legal representative to draft any of its provisions. Any heading of the paragraphs in this MOU is inserted for convenience and reference only and shall be disregarded in construing or interpreting this MOU.

#### **M. Independent Contractor**

It is expressly agreed that the Parties shall be independent contractors and that the relationship between the Parties shall not constitute a partnership, joint venture or agency. Neither Party shall have the authority to make any statements, representations or commitments of any kind, or to take any action, which shall be binding on the other Party, without the prior consent of such other Party.

#### **N. Severability**

Each provision of this MOU shall be deemed a separate, severable, and independently enforceable provision. The invalidity or breach of any provision shall not cause the invalidity or breach of the remaining provisions or of the MOU, which shall remain in full force and effect.

#### **O. Modifications and Amendments**

Any and all modifications to the terms of this MOU must be by a written Amendment, signed and approved by all parties.

#### **P. Assignment**

This MOU shall be binding upon the parties hereto and their successors and assigns, except that neither shall assign their rights, duties or responsibilities set forth in this MOU without the express written consent of the other party.

#### **Q. Counterparts**

This MOU may be executed in one or more counterparts, each of which shall be deemed an original and all of which, taken together, shall constitute one and the same instrument



#### **R. Representations**

By signing this Agreement, the Parties represent and warrant that the persons signing this Agreement have the present capacity, power, and authority to execute this Agreement, that the Parties have read and understand all the terms of this Agreement, that the Parties have been provided adequate time and opportunity to review this Agreement with their own attorneys, and that the Parties agree to be bound by all terms contained herein.

This Agreement may be executed in counterparts and via facsimile with each part being considered an original and all parts being recognized as one in the same document.

#### **S. Discrimination**

No Party shall unlawfully discriminate against any person on the basis of the person's race, color, religion, age, sex, sexual orientation, ancestry or national origin, physical or mental disability, marital status, genetic information, political affiliation, and gender identity or expression.

**IN WITNESS WHEREOF**, the undersigned agrees to be bound by the terms and conditions set forth in this Addendum to the MOU.

**For: Prince George's County Public Schools**

Monica E. Goldson      01/30/2023  
 (Signature)                      (Date)

Authorized Representative

**Monica E. Goldson, Ed.D.**  
**Chief Executive Officer**

**For: Hyattsville Police Department**

\_\_\_\_\_  
 (Signature)                      (Date)

Authorized Representative

**Jarod J. Towers**  
**Chief of Police**

**For: Greenbelt Police Department**

\_\_\_\_\_  
 (Signature)                      (Date)

Authorized Representative

**Richard Bowers**  
**Chief of Police**

**For: Prince George's County  
 Police Department**

Malik Aziz      01/31/2023  
 (Signature)                      (Date)

Authorized Representative

**Malik Aziz**  
**Chief of Police**

**For: Bowie Police Department**

\_\_\_\_\_  
 (Signature)                      (Date)

Authorized Representative

**Mark Cummings**  
**Chief of Police**

**For: Prince George's County  
 Office of the Sheriff**

\_\_\_\_\_  
 (Signature)                      (Date)

Authorized Representative

**John D. B. Carr**  
**Sheriff**

11

12

13



# 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-245-FY23

2/21/2023

8.c.

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

**Item Title:**

**Teen Center Phase 2 - Landscape Design**

**Suggested Action:**

I move that the Mayor and Council authorize an expenditure not to exceed \$80,000 to the Neighborhood Design Center for the Phase 2 design of the Teen Center. Phase 2 consists of the landscaping design and will be performed under the existing contract with the City.

**Summary Background:**

In the Spring of 2019 the City purchased 5812 40<sup>th</sup> Avenue to renovate it to be the new Teen Center. Between the Spring of 2019 and Spring 2021 City staff and consultants worked to develop interior and exterior concept plans which were used to prepare budgets, seek outside funding sources, and procure design and construction services. The renovation of the Teen Center was divided into two phases. Phase 1 was the renovation of the building, which is being performed as a Design-Build project awarded in the Spring 2021. Phase 1 is currently under construction and expected to be completed in the Fall of 2023. Phase 2 of the project is the design and renovation of the outside spaces of the Teen Center and Nicholson Park. This motion will authorize the completion and permitting of the design, and allow City staff to solicit the construction in the Summer of 2023.

**Next Steps:**

Complete the design and solicit for the construction of the exterior of the Teen Center.

**Fiscal Impact:**

NTE \$80,000

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Community meetings will be conducted during the design process.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A

To: Lesley Riddle  
Public Works Director  
Department of Public Works  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD, 20781

From: Kelly Fleming, PLA  
Program Director  
Neighborhood Design Center  
4318 Gallatin Street  
Hyattsville, MD 20781

Date: November 18, 2022

Subject: **NDC Proposal Hyattsville Teen Center Landscape Design**

Dear Lesley:

NDC is happy to submit a proposal for design development and construction documentation of the grounds of the new Teen Center at 5812 40th Avenue and adjacent Nicholson Park. The Neighborhood Design Center will team with DesignGreen for engineering support.

Our work will build upon the existing conceptual design for the exterior of the center and additional visioning focused on the teenage users of the new space. Please contact me with any questions you may have. We look forward to working with you.

Sincerely,

Kelly Fleming

# Hyattsville Teen Center and Nicholson Park

## Project Overview

The proposed project is the design and construction documentation for the park at the City of Hyattsville's new Teen Center at 40th Avenue and Nicholson Street. Existing preliminary concepts will be revised to include additional features to accommodate teenage park users. Teenage user groups will be engaged through a workshop to elicit feedback. The revised concept plan will be used to produce a set of construction documents to be used by the City for pricing, permitting and bidding the project.

## Project Team

**The Neighborhood Design Center (NDC)** - project manager, community outreach, meeting facilitation, park program, landscape design and landscape construction documents (tree preservation, planting, materials and layout).

**DesignGreen (DG)** - civil engineering and stormwater management support, supporting construction documents (grading, erosion and sediment control, stormwater management, paving and footing details) for permitting.

## Project Scope, Timeframe & Deliverables

The scope of services outlines the NDC team tasks, deliverables, timelines and fee for design refinement to accommodate additional user groups, design development and construction documentation of the proposed park. These proposed services can be adjusted as needed through discussions with City of Hyattsville staff.

NDC proposes the following tasks and deliverables to be completed within 10 months barring delays due to directives from the City or other unforeseen circumstances. Tasks have been broken out by timing.

Month(s)	Task	Deliverable
1	1	Kickoff Meeting with City of Hyattsville Alignment of Engagement with City, Confirm timeline
1-2	2	Site Visits & Documentation Precedent and Code Research
3-4	3	Engagement Planning & Workshop
4-5	4	Concept Design Revisions
5-6	5	Design Development

7-9	6	Construction Documentation (50% CD and 90% CD submissions)
10	7	Final Deliverables (100% CD for permitting and construction)

NDC requires 4 weeks' notice prior to project kick off to properly staff the project.

### **Task 1 Kickoff Meeting with City of Hyattsville**

NDC and DesignGreen will attend a project kickoff meeting with the City of Hyattsville staff to finalize the project scope, timeframe, major milestone dates and preliminary outreach strategy. Following the meeting, the team will develop a draft communications & outreach strategy to include ongoing social media, identification of existing stakeholder groups, and possible new target audiences for outreach.

**\$1,510.00**

### **Task 2 Site Visits & Documentation**

NDC will photograph existing conditions, review site orientation & context, identify existing plant species, review previous concepts and research precedents. DesignGreen will coordinate topographic, tree and sub-utility surveys, and soils investigation, review site drainage, and research code and permitting restrictions.

**\$13,700.00**

### **Task 3 Engagement Planning & Workshop**

NDC will design the engagement process in close partnership with the Client and DesignGreen. NDC will provide guidance and direction about formats best suited to reach identified groups and gather appropriate information. NDC staff will leverage our relationships in the neighborhood to help the team understand who is currently engaged and who might be absent from the conversation and decisions being made. NDC staff will attend (4) stakeholder meetings, design the workshop session structure, promote and lead the session (in conjunction with the City) with support from DesignGreen, document the process, and provide findings.

**\$12,450.00**

### **Task 4 Concept Design Revisions**

NDC will synthesize the findings from Task 3 and the existing preliminary concept design to create an updated Concept Plan. Deliverables will include rendered plan and section, precedent images and narrative.

**\$4,320.00**

### **Task 5 Design Development**

NDC and DesignGreen will develop the landscape design refined in Task 4 (to include planting, hardscape materials, site furnishings, fences and/or rails, play equipment and surfaces, grading and stormwater management ). Design development will include a level of specificity to include materials (basis of design), locations and quantities described to the level needed for preliminary pricing.

**\$6,770.00**

### **Task 6 Construction Documentation (50% CD and 90% CD submissions)**

During the Construction Documents Phase the Project will be further refined and a package of plans, sections, details, and specifications suitable for bidding or contract negotiations will be prepared. This phase will include coordination with DesignGreen. Deliverables include but are not limited to: Existing Conditions Plan, Erosion & Sediment Plan, Tree Protection Plan, Stormwater Management Plan, Grading Plan, Layout Plan, Planting Plan & Schedule, Materials Plan & Schedules and Construction Details.

**\$17,170.00**

### **Task 7 Final Deliverables**

The Construction Documents Phase includes up to three drawing package submissions including a 100% Issue For Construction set.

Preparation and coordination for additional submissions will be provided as an additional service.

Specific Exclusions to the Construction Documents:

- Any contact with or penetrations to any roofs or structures below the site
- Line voltage electrical engineering
- Structural design for retaining walls greater than 42"

**\$6,250.00**

### **Project Administration**

NDC will serve as the main point of contact between DesignGreen and the City. NDC will administer DesignGreen's subcontract and coordinate tasks between disciplines.

**\$6080**

Excluded from this proposal and fees are structural design for pergolas, green roofs, green walls, slabs and Project elements attached to roofs, structural slabs, decks, or other surfaces that may require a structural engineer; and line voltage fixtures that require an electrical engineer.



## **Fees**

NDC's fee for this project is \$68,250. The fee includes all services outlined in the scope and deliverables. NDC will invoice for work monthly. Invoices will be sent to the City of Hyattsville.

Travel expenses for meetings within Prince George's County are included in the project fee. Printing expenses for occasional documentation in 8.5x11 or 11x17 format (approximately two hundred (200) pages total) are also included in the project fee. Expenses for refreshments, high-volume or outsourced printing, space rental, or other materials that exceed \$20 are not included in the project fee and shall be submitted to the Client for approval prior to order.

## **Add Alternate - Green Roof**

If requested, DesignGreen can provide structural assessment for a Green Roof for the existing building, provide design and permitting documents and cost estimate and/or grant support for implementation.

**\$7250**

## **Translation Services**

NDC can provide Spanish-language translation of surveys and outreach materials, at an additional cost for this project. Proposal does not include this cost. Real-time Spanish interpretation at events is the responsibility of the City.

## **Qualifications And Experience**

The Neighborhood Design Center has been operating in Prince George's County since 1993 and Baltimore since 1968. NDC is a strong, mission-driven nonprofit organization that works to improve neighborhood livability, sustainability, and viability by mobilizing resources in support of community sponsored redevelopment projects.

The following NDC program staff will be assigned to the project:

**Kelly Fleming, Landscape Design Program Director:** Kelly Fleming is a landscape architect with over 20 years of academic and professional experience that spans the public and private sectors. Kelly's experience includes numerous projects focused on environmental sustainability and community engagement. She seeks to integrate thoughtful design with emerging practices grounded in research to support the ecosystems that support us and our communities.

**Laura Robinson MLA, Program Manager:** Laura is a landscape designer with experience in residential design, stormwater management, environmental education, graphic design, and business analysis. She combines her ecological and design perspectives to create comprehensive and inclusive landscape designs that benefit both people and the natural environment.

**Additional NDC Staff:** NDC may appoint additional staff to work on projects at its sole discretion to meet desired timelines and coordinate workflow with other NDC projects and programs.

**The following DesignGreen program staff will be assigned to the project:**

**Rebecca Stack, Principal, Project Executive:** Rebecca Stack is a civil engineer, educator, and principal of Designgreen. She co-authored the District of Columbia's retention standard and is an experienced designer of complex green infrastructure. She has participated at all levels of planning, design, and construction for the implementation and maintenance of a suite of innovative stormwater management approaches. Rebecca is a sought-after communicator known for an ability to translate complex compliance obligations into constructible tasks.

**Beth Wangaar PE, Engineer of Record:** is a Professional Engineer with over 16 years of development and redevelopment experience. She is a registered professional engineer in DC, MD, and VA.. Her work focuses on green infrastructure, vegetative practices, and low impact methods. Beth brings a comprehensive knowledge of regulatory requirements to her design work gained from managing and engineering over fifty (50+) projects throughout the D.C metro region, with clients spanning private and public sectors for parcel and roadway settings for compliance and Chesapeake Bay retrofit goals.

**Andrew Whaley PE, Site Engineer:** Andy Whaley is a Professional Engineer with over 10 years in civil engineering. He is a registered professional engineer in DC, MD, and VA. His work emphasizes project timeliness and constructability. Andy has ten years of US Army service as a construction manager and logistic engineer officer. In the private sector, Andy's stormwater management experiences range from H&H analysis, design of Green Infrastructure, permitting, scheduling, to oversight of construction and long-term stormwater facility maintenance. Andy leads Designgreen's site discovery work including site surveys and soils investigations.

**Additional DesignGreen Staff:** DG may appoint additional staff to work on projects at its sole discretion to meet desired timelines and coordinate workflow with other DG projects and programs.

## **Ownership of Work Products**

NDC will retain ownership of the designs created by its staff, and grants the City of Hyattsville and project specific partners a non-exclusive license to use them. Client organizations will be provided electronic files of final documentation, typically in PDF format. Future uses of any must credit NDC as the owner and creator. This includes derivatives of the design adapted by others.

## Termination

The Neighborhood Design Center or the client may terminate this contract at any time for any reason by giving at least thirty (30) days' notice in writing to the other party. If the contract is terminated by either party, NDC will establish the balance of funds owed to NDC or the client based on work completed. Balance invoices and payments are expected within 30 days of contract termination.

## Acceptance

Please acknowledge your acceptance and agreement to the proposal by signing below. This estimate is valid for 30 days.

---

Jennifer Goold, Executive Director  
the Neighborhood Design Center

Date

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Lesley Riddle, Public Works Director,  
Department of Public Works, City of Hyattsville

Date



# 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-246-FY23

2/21/2023

8.d.

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

**Item Title:**

**4310 Gallatin St HVAC Control System Replacement**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Moreland Controls for an authorized expenditure not to exceed \$40,000 for the replacement of the HVAC control system at 4310 Gallatin Street, pending review by the City Attorney. Moreland Controls was determined to be the most responsive and responsible proposal that provided the best value to the City.

**Summary Background:**

In the Spring of 2022 the City replaced the HVAC system at 4310 Gallatin Street. During installation the new HVAC system was determined to need a new control system. The new control system is needed to provide more efficient operation of the HVAC system. This will provide more accurate heating and cooling throughout the building. More efficient operations will yield cost savings over the prior fiscal years. City staff solicited 3 proposals for the replacement of the control system. The Moreland proposal was about 10% higher than the lowest proposal. City staff is recommending accepting the Moreland proposal due to the fact that a Moreland Control system is being utilized in the Public Safety Building project at 3505 Hamilton St. Utilizing different systems will require City staff to invest in separate trainings for each system. City staff will also have to procure annual inspections and maintenance services performed by different companies. Finally, utilizing 2 different manufactures will require 2 different software systems to access and control the systems. These additional costs will exceed the difference in the proposal prices as soon as the year the system is installed.

**Next Steps:**

Accept proposal, issue purchase order, and procure and install the system.

**Fiscal Impact:**

NTE \$40,000

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

N/A

**Strategic Goals:**

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

**Legal Review Required?**

Pending



## Proposal

*Totals; by Phase/Division; with Notes**Job# 22 to 22*

Item/Cost Code	Description	Amount
<b>22 Hyattsville Municipal</b>		
<b>0 - None</b>		
1	Submittals	1,521.70
2	Mobilization	2,028.93
3	Rough in CCN network on the Roof	5,067.85
4	Mount Control panel	1,924.76
5	Rough in FX-80	10,548.56
6	Point map CCN controllers	2,536.16
7	Pull in 2 RTU units CCN network	792.55
8	Build Graphics	2,536.16
9	Install Tosibox	1,313.93
10	Setup remote access	475.53
11	Commission Controls	1,268.08
12	Warranty	4,492.93
<b>Phase Total:</b>		<b>34,507.14</b>
<b>Grand Total:</b>		<b>34,507.14</b>

**Notes:**

We met with Mike Schmidl at the job site. There is an existing Carrier CCN set up going to the computer and we propose to do the following:

- 1- Supply and install a FX-80 supervisory controller with a CCN driver license
- 2- Supply and install an extension of the CCN network loop to tie in to the RTU's
- 3- Supply and install a osibox keyed VPN so remote access is granted.
- 4- Supply labor and material to point map all devices in to the FX-80
- 5- Build graphics so we can have an easy GUI for the building.
- 6- Commission all controls and confirm operations.
- 7- We will also have a 1 year service contract to assist engineer with operations

# HVAC CONTROLS PROPOSAL

February 3, 2023

To: Mike Schmidl

Project: City of Hyattsville

References: Drawings Hess Construction Engineering



1101 Hampton Park Blvd c 100, Capitol Heights, MD 20743, United States

Name: Zachary S.  
Phone: +1 3019571437

## PRICING SUMMARY

DESCRIPTION	Total Price
Base Bid - JCI Metasys System – Base Bid	\$190,300

**(QTY.) SYSTEM NAME (REFERENCE)**

## BASE PROPOSAL– JCI METASYS SYSTEM – BASE BID

### (1) Metasys Network Architecture:

- Furnish ADS server with UPS
- Furnish and install Supervisory Controller with UPS ; providing the following functions:
  - Scheduling
  - Alarming
  - Trending
  - User interface for monitoring and adjustments
  - Web browser internet access (Remote internet outside IP address required by customer)

### (2) Rooftop unit (RTU-x):

- Provide BACnet integration for factory provided controller

### 1<sup>st</sup> Floor VAV Boxes (VAV-xx): QTY-6

- Remove existing Field Controller
- Remove existing Damper Actuator Controller
- Furnish and Install new VAV Field Controller
- Demo Existing Stat Wire (QTY-3) (2) Boxes per (1) Stat
- Pull new Stat wire from VAV box to stat location
- Furnish and install new Wall Mounted Stat QTY-3
- Furnish and install new Discharge Air Temp Sensor
- Furnish and Install Current Transducer with Relay for Electric Heat Command
- Confirm Operation.

### 2<sup>nd</sup> Floor VAV Boxes (VAV-xx): QTY-18

- Remove existing Field Controller
- Remove existing Damper Actuator Controller
- Furnish and Install new VAV Field Controller
- Demo Existing Stat Wire
- Pull new Stat wire from VAV box to stat location
- Furnish and install new Wall Mounted Stat
- Furnish and install new Discharge Air Temp Sensor
- Furnish and Install Current Transducer with Relay for Electric Heat Command
- Confirm Operation.

### **3<sup>rd</sup> Floor VAV Boxes (VAV-xx): QTY-20**

- Remove existing Field Controller
- Remove existing Damper Actuator Controller
- Furnish and Install new VAV Field Controller
- Demo Existing Stat Wire
- Pull new Stat wire from VAV box to stat location
- Furnish and install new Wall Mounted Stat
- Furnish and install new Discharge Air Temp Sensor
- Furnish and Install Current Transducer with Relay for Electric Heat Command
- Confirm Operation.



## **TRAINING / WARRANTY**

- Includes (8) hours on-site owner / operator training.
- Includes warranty for (1) year from date of owner's acceptance of certificate of substantial completion.

## **CLARIFICATIONS:**

- Includes Johnson Controls Metasys® BACnet® network automation engine, field equipment controllers, and network sensors.
- Includes supply of electric control valves.
- Includes project management, engineering, and programming/commissioning.
- This proposal shall be included within any contract terms and conditions.
- Pricing based on normal working hours (Monday - Friday) No overtime work is included in above pricing.
- All wiring will be in EMT conduit for interior exposed locations and in plenum rated cable where Applicable by code

## **EXCLUSIONS:**

- Furnishing of any control damper unless noted in scope above.
- Any electric meter, water meter and gas meter.
- Furnishing, installation and wiring of VFDs.
- Furnishing, installation and wiring of smoke detectors, smoke dampers, combination fire/smoke dampers and fire dampers and associated actuators and wiring unless noted in scope above.
- Fire sequencing, smoke sequencing, etc.
- Installation of dampers, Airflow measuring stations, valves, immersion wells, pressure taps or flow meters as listed in the above scope of work.
- After hour, weekend or holiday work
- Any over 24 volts
- Third Party Commissioning.
- Test & Balance Coordination.
- Wall Heaters are Excluded as JCI assumes the Stats are Integral
- The (3) Exhaust Fans are excluded and will be Investigated when onsite to perform the work. I quote will be generated based on site Investigation.
- 1<sup>st</sup> Floor Multipurpose room Fire/Smoke Dampers are excluded. Field Investigation will be conducted to determine what is needed to Monitor or interlock the Dampers to the Equipment if required. Separate Pricing will be submitted after site investigation.

**Important:** This proposal incorporates by reference the Terms and Conditions attached

This Proposal is Valid Until for 30 days from the proposed date.

This proposal is hereby accepted, and Johnson Controls is authorized to proceed with the work, subject to credit approval by Johnson Controls, Inc. Milwaukee, WI.

**Johnson Controls, Inc.**

Purchaser - Company Name

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

30 West Watkins Mill Road ■ Gaithersburg, MD 20878  
Office: (202) 868-2125 ■ Cell: (410) 920-5752  
www.boland.com ■ Email: kenan.megahed@boland.com

**DATE:** January 26, 2023

**PRESENTED TO:**

Mike Schmidl  
Department of Public Works  
City of Hyattsville  
4633 Arundel Place  
Hyattsville, MD 20781

**JOB LOCATION:**

City of Hyattsville Municipal Building Controls  
4310 Gallatin St  
Hyattsville, MD 20781

**SCOPE OF WORK:**

Boland is pleased to offer this proposal to supply all required material, labor and subcontractors necessary to provide the following:

1. Furnish and install (1) JENE-PC8000 with open license to integrate existing systems and equipment
  - JACE to have 18-month Software Maintenance Plan and capacity up to 50 devices.
  - Furnish and install new enclosure for panel
2. Furnish and install Carrier CCN driver for communication between new BAS and existing Carrier VAV system (Qty=43)
3. Existing RTUs (Qty=2) will communicate to JACE via BACnet MSTP link. RTUs are existing and have compatible BACnet cards.
  - New BACnet MSTP link to be run between RTUs and panel
4. Provide graphical user interface on Niagara (N4) platform – web-based building management software that gives facility managers an online view of their building and systems, from any PC or mobile device on the network.
5. Provide system engineering, site programming including point mapping, graphics, setting up schedules and alarm notification.
6. Owner supplied internet connection will be used for secure remote access to BMS.
7. Provide (4) hours of training session on the new web interface via computers, cell phones, and tablets.
8. Provide updated control as-built drawings.
9. Boland Services' standard warranty applies; please see attached the Terms and Conditions.

**CLARIFICATIONS:**

1. Labor for installation of software updates is excluded, unless noted above.
2. If owner provided internet connection, owner is responsible securing network.
3. Excludes replacement of existing sensors, valves, actuators or any controllers not specified in this proposal.
4. Excludes reworking or upgrades to any life safety system.
5. Painting and patching are excluded.

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6. Any service not listed is excluded.

**PRICE: \$31,000**

## CLIENT ACCEPTANCE

Signature:

Print Name:

Title:

PO:

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

## BOLAND CONTACT

Signature:

Print Name: Ken Megahed

Title: Controls Account Executive

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

*Proposal is valid for 30 days. The attached terms and conditions are a part of this proposal and hereby incorporated within.*

## 1. General Conditions

**1.1** Boland agrees to perform the Work specified in the Proposal (“the Work”), incorporated herein by reference.

**1.2** Customer agrees to provide reasonable and timely access to all equipment related to the Work. Unless otherwise specified in the Proposal, the Work shall be performed during normal working hours (Monday – Friday, 7:00 a.m. – 4:00 p.m.).

**1.3** For Service Contracts, Boland will provide recommended repair proposals after the first running inspection. For Full Service (Parts & Labor) Contracts, completion of these repairs is a prerequisite for coverage under the contract.

**1.4** Assignment/Transfer of Ownership.

This agreement may not be assigned in whole or in part, nor may the service(s) or equipment provided hereunder be resold, sublet, or otherwise transferred to any third party without the express, prior written consent of Boland. Customer agrees, in the event of sale or transfer of ownership or management of the premises at which the equipment is located, to remain liable for the total annual cost of the contract, unless the transferee, subject to Boland credit approval, agrees in writing to Boland to assume all Customer’s obligations under this contract.

**1.5** Choice of Law/Forum Selection.

Should any dispute arise under this agreement, it shall be interpreted pursuant to the laws of the state of Maryland. Any such dispute requiring litigation shall be decided in the state of Maryland in a court of competent jurisdiction located in Montgomery County, Maryland.

**1.6** Entire Agreement.

All prior representations or agreements not incorporated herein are superseded. This agreement, together with the Proposal and any exhibits, shall constitute the entire agreement between Boland and Customer.

**1.7** If the conditions at the Work site differ materially from expected conditions and cause an increase in Boland’s cost of, or time required for, performance of any part of the Work, Boland shall be entitled to, and Customer shall consent by Change Order to, an equitable adjustment in the Contract Price, contract time, or both.

## 2. Payment

**2.1** Unless otherwise specified in the Proposal, payment in full shall be due within 30 days of invoice. Boland reserves the right to issue progress billings at a minimum of once per month. Failure of the Customer to make timely payment shall release Boland of its obligations under this the Proposal and Agreement.

**2.2** For any accounts outstanding for more than 30 days, Boland reserves the right to add a service charge of 1.5% per month or 18% per year.

**2.3** Maintenance Agreements.

As to maintenance agreements with monthly or quarterly payment obligations, the parties agree that the payments terms of these contracts are determined by Boland based on the annual payment amount and the monthly payments are offered as a courtesy to the Customer; accordingly, upon any termination by Customer, an Amount proportional to the work performed to date will be due to Boland.

**2.4** Emergency Services.

Unless otherwise specified in the Proposal, Customer will be responsible for additional invoices for any emergency services provided by Boland. If work performed outside of the hours set forth in Section 1.2 is requested by customer or reasonably required to remediate any emergency, Boland will charge “time and a half” for work on Saturday and after normal hours Monday through Friday; Boland will charge “double time” for work on Sunday and holidays and after normal hours on Saturday.

### 3. Warranty

**3.1** Unless otherwise specified in the Proposal, Boland will complete all work in a workmanlike manner according to standard trade practices and will guarantee service for 90 days following the completion date, subject to the conditions and exclusions set forth in Section 4.

**3.2** Subject to the exclusions specified in Section 4, Boland will pass to Customer any and all manufacturer warranties that apply to any materials supplied by Boland.

THIS WARRANTY AND LIABILITY SET FORTH IN THE PRIOR PARAGRAPHS IS IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, EXPRESSED OR IMPLIED IN LAW OR FACT, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR PARTICULAR USE.

### 4. Exclusions

#### **4.1** Warranty Exclusions.

The following exclusions shall void any warranty otherwise in place:

- (a) Corrosion or other deterioration resulting from forces not within Boland's control;
- (b) Substitution of materials for any reason including, but not limited to, government regulations;
- (c) Failure to properly operate equipment according to the manufacturer's Installation, Operation, and Maintenance Manual;
- (d) Failure to supply adequate power to the equipment; and/or
- (e) Repair or any alteration made by anyone other than Boland.

**4.2** Unless otherwise specified in the Proposal, Boland does not assume responsibility for the following:

- (a) Any item set forth in Section 4.1;
- (b) Normal day-to-day operation of the equipment;
- (c) Duct work, heat exchangers, electrical disconnect switches, air filters, recording instruments, gauges or thermometers, chilled or condenser water piping;
- (d) Water treatment;
- (e) Maintenance and repair of ancillary equipment; and/or
- (f) Equipment failure, except where damages are directly due to the sole negligence of Boland.

#### **4.3** Force Majeure.

Boland shall not be responsible for any damages, including but not limited to damages for delay or inability to perform the Work owing to the following reasons:

- (a) Flood, fire, lightning, riots, civil unrest, or any other force of nature;
- (b) Strikes or labor troubles affecting Boland's employees or agents who perform the services related to the Work;
- (c) Delays in transportation that are outside of Boland's control;
- (d) Orders or regulations established by government authority;
- (e) Any utility or power service connected to the equipment involved in the Work, including any failure or disruption thereof; and/or
- (f) Any other reasonably unforeseeable cause outside of Boland's control, including but not limited to Boland's inability to obtain necessary parts despite reasonable efforts.

It is expressly agreed that any unauthorized alteration of the equipment shall further release and terminate all obligations of Boland pursuant to this agreement.

## **5. Indemnification**

**5.1** To the fullest extent permitted by law, Customer shall indemnify, defend, and hold harmless Boland from any and all claims, actions, costs, expenses, damages, and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or tangible property not caused by the sole negligence or intentional misconduct of Boland. This duty to indemnify shall continue in full force and effect, notwithstanding the expiration or early termination of this agreement.

**5.2** In addition to the indemnity provision set forth above, Customer agrees to indemnify and save Boland, its employees, and subcontractors harmless from and against any loss, injury, or liability of any nature arising out of or resulting from exposure of any person or property to hazardous conditions and/or materials at the job site.

**5.3** In no event shall Boland be liable to Customer for any special, indirect, consequential, punitive, or exemplary damages, including but not limited to business interruption or lost profits, arising out of or relating to this Agreement or the performance or breach thereof. Any liability on the part of Boland shall be limited to the purchase price for products or services agreed upon with the Customer.

## **6. Hazardous Conditions and/or Materials**

**6.1** Unless otherwise specified in the Proposal, Customer shall be responsible for proper disposition of hazardous materials including but not limited to used oil and contaminated refrigerant.

**6.2** Boland shall not be responsible for the detection, abatement, encapsulation, or removal of any hazardous conditions and/or materials, including but not limited to asbestos, lead, mold, mildew and the growth of hazardous microbic organism or mycotoxins.

If Boland encounters hazardous conditions and/or materials at the Work site Boland shall immediately stop work and notify Customer of such conditions promptly.

**6.3** If any such hazardous conditions and/or materials are discovered, Customer shall immediately endeavor to:

- (a) Abate and/or remove any such hazardous materials and/or remediate any other hazardous condition(s); and
- (b) Protect Boland, its employees, agents, and subcontractors from any such hazardous materials if Boland reasonably deems it necessary to perform the Work.

## **7. Energy Policy Act Design Allocation**

**7.1** For projects in government-owned buildings, Customer agrees that for the Work on the Project hereunder, Boland Trane Services, Inc. shall be the "designer" as that term is identified in the Energy Policy Act of 2005, and Boland Trane Services, Inc. shall have the exclusive right to report to any federal, state, or local agency, authority or other party, including without limitation under Section 179(b) of the Energy Policy Act of 2005, any tax benefit associated with the Work. Upon Final Completion, Customer agrees to execute a Written Allocation including a Declaration related to Section 179D of the Internal Revenue Code. Boland Trane Services, Inc. will prepare the Declaration and all accompanying documentation. Boland Trane Services, Inc. will be designated the Section 179D beneficiary.



# City of Hyattsville

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4310 Gallatin Street, 3rd Flr  
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## Agenda Item Report

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**File #:** HCC-247-FY23

2/21/2023

8.e.

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

**Item Title:**  
**Driskell Park Building Assessment**

**Suggested Action:**

I move that the Mayor and Council authorize an expenditure not to exceed \$38,000 to JMT for the inspection and assessment of the recreation building at David C. Driskell Community Park. This work will be conducted under JMT's current contract with the City.

**Summary Background:**

The recreation building at David C. Driskell Park is more the 40 years old and has only received minor renovations over the years. City staff is currently working on the preparation of a master plan for the renovation of the park. This master plan will address the long-term plans for the recreation building. Since the COVID-19 pandemic began in March 2020 a number of best practices have changed to protect public health. This building assessment is needed to determine short term work that should be completed to help protect public health, as well as inform the master plan process to determine the long term future of the facility.

**Next Steps:**

Issue purchase order and perform the building assessment.

**Fiscal Impact:**

NTE \$38,000

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Community engagement will occur as part of the Master Plan process but will not be a part of the building assessment.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A





November 14, 2022

Mr. Hal Metzler, Jr.  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

Re: Hyattsville Commercial Building Assessment  
DPW07132015 / JMT #16-1916-067

Dear Mr. Metzler,

JOHNSON, MIRMIRAN & THOMPSON is pleased to provide the attached price proposal to the City for a commercial building assessment located on 3911 Hamilton Street building. Currently, the commercial building consists of a recreation space and daycare facility at approximately 5200 sq.ft.

The scope of work and deliverables will include:

- Architect, MEP, structural, and civil engineer will perform a one-day site visit
- Each discipline will develop an existing conditions assessment report
- Civil Engineer will also perform the following:
  - a. Zoning – JMT will review City of Hyattsville zoning for the property including use, parking, landscaping, buffer requirements among others that apply to the site and civil evaluation area.
  - b. Parking – JMT will review City of Hyattsville requirements for the overall number and dimensions of parking spaces provided.
  - c. ADA Parking Space Review – JMT will conduct a site visit and evaluate the overall number and dimensions of the existing marked accessible parking spaces, the adjacent access aisles, the signing and marking for compliance with Federal guidelines. JMT will also evaluate the existing accessible parking spaces pavement cross slopes for compliance with Federal guidelines.
  - d. Accessible Route – JMT will evaluate the accessible route from the marked ADA parking spaces to the front door of the Hamilton Splash Park. This evaluation will include cross slopes, running slopes, pathway width, identification of any horizontal pinch points with clearances and any vertical hazards within the route. Locations of truncated domes will be evaluated if present or required.
  - e. Site Drainage – JMT will field review the site and available GIS contours to determine the potential for ponding or poor drainage.
  - f. Site Plan – JMT will develop a site plan using available GIS information to identify any environmental concerns including floodplains, wetlands, forest areas, etc. Due to the current site layout, zoning setbacks appear to exceed any requirements, therefore, zoning setbacks will not be evaluated.
  - g. Pavement – JMT will perform a visual inspection of the existing entrance road, circulation road, parking lot and sidewalk pavement and note the pavement condition. Photos of cracks or warping will be taken as needed to convey the existing pavement condition.
  - h. Site Lighting – JMT will document existing lighting within the parking lot and for the accessible routes to the building. JMT will research and document Lighting guidelines for



the existing use. This task does not include a photometric analysis to determine if the existing lighting meets footcandle requirements.

- i. Assessment Report – JMT will prepare a Civil Assessment summary of all evaluations performed, Site Plan, findings, and recommendations. The report will be QC'd by a senior Civil Engineer.
- Two deliverables:
  - a. Draft report
  - b. Final report

**Total Amount Not to Exceed**


**\$34,150.00**

**Exceptions and Assumptions:**

- Informational drawings showing the existing structural conditions will be available prior to the site visit.
- Demolition of existing systems to observe the structure is beyond this SOW.
- Materials sampling or testing is excluded.
- A Construction cost estimate has been excluded.
- Structural Analysis or design of building systems beyond the scope of work.
- Structural calculations or structural analysis is not included.
- Structural modeling is not included.
- Bidding phase services is excluded.
- Construction phase services is excluded.
- Meetings or site visits beyond quantified in Item No. 2, Description of this scope of work.
- Entry into confined spaces is not included.
- Any systems needed to observe the structure such as ladders and/or removal of existing architectural finish systems will be provided by the client.
- Removal of HAZMAT to observe the existing structure or addressing HAZMAT is beyond this Scope of Work.
- Traffic Analysis
- Existing utility service requirements/ review
- Subsurface Utility Designation can be performed for an additional fee
- Stormwater Management compliance
- Civil evaluation does not include possible expansion or redevelopment of the existing site.

Thank you for using JOHNSON, MIRMIRAN & THOMPSON to provide these services.

Very truly yours,  
JOHNSON, MIRMIRAN & THOMPSON

DocuSigned by:  
  
7EBB854D825945D...

Adam Bell, PE, CCM, LEEP AP  
Vice President

cc: Soli Guille, JMT

Johnson, Mirmiran & Thompson					
COST SUMMARY FORMAT					
PART I - GENERAL					
CLIENT: <b>City of Hyattsville - Professional Consulting &amp; Design Services</b>	<b>3911 Hamilton Street</b>	<b>DPW07132015</b>	Task Order 067		
CONSULTANT: <b>Johnson, Mirmiran &amp; Thompson</b>	<b>JMT -16-1916-067</b>	<b>PROPOSAL DATE 14-Nov-22</b>			
ADDRESS: <b>601 New Jersey Ave, Suite 210 Washington, DC 20001</b>					
COST SUMMARY					
1. DIRECT LABOR (Specify labor categories)	HOURS	HOURLY RATE	ESTIMATED COST	TOTALS	
Project Manager	20	\$125.00	\$ 2,500.00		
Senior Architect	24	\$167.00	\$ 4,008.00		
Senior MEP Engineer	45	\$187.00	\$ 8,415.00		
Senior Structural Engineer	12	\$187.00	\$ 2,244.00		
Structural Engineer	46	\$120.00	\$ 5,520.00		
Senior Civil Engineer	8	\$187.00	\$ 1,496.00		
Civil Engineer	48	\$140.00	\$ 6,720.00		
CADD Tech	16	\$82.00	\$ 1,312.00		
Admin	20	\$90.00	\$ 1,800.00		
<b>Total Hours</b>	239				
<b>DIRECT LABOR SUBTOTAL:</b>			\$ 34,015.00		
2. INDIRECT COSTS (Specify)	RATE	X DIRECT LABOR TOTAL =	ESTIMATED		
OVERHEAD AND PAYROLL BURDEN	0%		\$ -		
<b>INDIRECT COSTS SUBTOTAL</b>			\$ -		
3. TOTAL OF DIRECT LABOR & INDIRECT COSTS (Combined Sum of Items 1 & 2)				\$ 34,015.00	
4. PROFIT - (Fixed Hourly Rate)				\$ -	
5. TOTAL PROFESSIONAL FEE (Combined Sum of Items 3 & 4)				\$ 34,015.00	
6. OTHER DIRECT COSTS (refer to attached itemization)					
7. EXPENSES	QTY.	COST	ESTIMATED COST		
a. Transportation (personal car)	250	\$ 0.54	\$ 135.00		
c. Photocopies (internal)	NA	included in contract	\$ -		
d. Photocopies (Outside Copying)	0	sheets X \$0.10/sheet	\$ -		
e. Drawing Prints	0	sheets X \$1/sheet	\$ -		
f. Mylar Prints		sheets X \$25/sheet	\$ -		
			\$ -		
<b>EXPENSES SUBTOTAL</b>			\$ 135.00		
8. EQUIPMENT, MATERIALS, SUPPLIES (See attached itemization)	QTY.	COST	ESTIMATED COST		
			\$ -		
			\$ -		
<b>EQUIPMENT SUBTOTAL:</b>			\$ -		
9. SUBCONSULTANT(S)			ESTIMATED COST		
	0	\$ -	\$ -		
	0	\$ -	\$ -		
	0	\$ -	\$ -		
<b>SUBCONSULTANT(S) - SUBTOTAL:</b>			\$ -		
10. SUBCONSULTANT MARKUP			ESTIMATED COST		
a.	0	0.00	\$ -		
b.			\$ -		
c.			\$ -		
<b>SUBCONSULTANT(S) - SUBTOTAL:</b>			\$ -		
<b>OTHER SUBTOTAL</b>			\$ -		
OTHER DIRECT COSTS TOTAL: (Combined Sum of Items 7, 8, 9, 10)				\$ 135.00	
TOTAL PRICE (Combined Sum of Items 5 & 10)				\$ 34,150.00	



# City of Hyattsville

Hyattsville Municipal Bldg  
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## Agenda Item Report

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**File #:** HCC-248-FY23

2/21/2023

8.f.

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

**Item Title:**  
**Restoration of Athletic Fields**

**Suggested Action:**

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Capitol Sports Fields for the restoration of athletic fields at Driskell Park and 38<sup>th</sup> Avenue Park. An expenditure not to exceed \$128,000 is authorized pending review by the City Attorney.

**Summary Background:**

When the pandemic was declared in March 2020 the use of athletic fields was restricted and maintenance was reduced. Over the past 18 months athletic and other field use has increased. The last major renovation of the fields was more than 10 years ago. This restoration of the fields is required to provide safe athletic facilities and to prevent larger restoration projects in future years.

**Next Steps:**

Issue purchase order and schedule restorations.

**Fiscal Impact:**

NTE \$128,000

**City Administrator Comments:**

Click or tap here to enter text.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

Pending



## NATURAL & ARTIFICIAL SPORTS FIELDS MANAGEMENT

1/29/23

### **Driskell Rec Center Front Ballfield Renovation**

Capitol Sports Fields of Hyattsville MD does hereby propose to renovate and groom the field located at Driskel Recreation Center. Capitol Sports Fields will provide all material and labor to complete the job. Spoils will be dumped onsite. Directly under the surface there is lots of debris (asphalt, concrete, etc. ) so in order to create a proper slope the grass in the outfield will be to be regraded and the infield skin raised.

#### **SCOPE OF WORK**

1. Survey and create a topographic map.
2. Cut out areas of the outfield needed to be regraded.
3. Level soil in the grass pad and reshape arch on field add topsoil where needed.
4. Install and laser grade ~100 tons of baseball diamond mix infield soil. Incorporate the first load of new soil with the existing soil using a Rotodarium tiller. The first amounts of soil will be Luckstone blend of baseball diamond mix then the top will be finished with Duraedge baseball diamond mix.
5. Install and provide new base anchors for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, bases.
6. Install new pitchers rubber at determined length.
7. Install plugs in anchors and provide new bases to Hyattsville.
8. Install sod in the newly shaped outfield.
9. Initially water the sod.
10. Fertilizer sod with started fertilizer.
11. Dug out aeras will be dug out 3 inches edged with 6x8 lumber secured and filled with stone dust.
12. Top dress and drag in baseball field conditioner.

**Cost for labor and material. Less soil. \$19,740**

**Cost for soil \$9,600**

**Total Cost \$29,340.00**

Contract accepted

City of Hyattsville \_\_\_\_\_ Date \_\_\_\_\_

Capitol Sports Fields \_\_\_\_\_ Date \_\_\_\_\_



## NATURAL & ARTIFICIAL SPORTS FIELDS MANAGEMENT

1/29/23

### **Driskell Rec Center Back Field Ballfield Renovation**

Capitol Sports Fields of Hyattsville MD does hereby propose to renovate and groom the back field located at Driskell Recreation Center. Capitol Sports Fields will provide all material and labor to complete the job. Spoils will be dumped onsite.

#### **SCOPE OF WORK**

1. Survey and create a topographic map.
2. Cut out areas of the outfield needed to be regraded.
3. Level soil in the grass pad and reshape arch on field add topsoil where needed.
4. Install sod in the newly shaped outfield.
5. Initially water the sod.
6. Fertilize sod with started fertilizer.
7. Install and laser grade ~140 tons of baseball diamond mix infield soil. Incorporate the first load of new soil with the existing soil using a Rotodan tiller. The first amounts of soil will be Luckstone blend of baseball diamond mix then the top will be finished with Duraedge baseball diamond mix.
8. Dug out areas will be dug out 3 inches edged with 6x8 lumber secured with rebar and filled with stone dust.
9. Vertical poles on the 1" base line team protection fence will be replaced and concreted in.
10. Areas on back stop will be repaired.
11. Install and provide new base anchors for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, bases.
12. Install new pitchers rubber at determined length.
13. Install plugs in anchors and provide new bases to Hyattsville.
14. Top dress and drag in baseball field conditioner.
15. Pick up rocks all along the way.

**Labor and material less soil Cost \$32,600**

**Soil Cost \$13,400**

**Total Cost \$46,000**

Contract accepted

City of Hyattsville \_\_\_\_\_ Date \_\_\_\_\_

Capitol Sports Fields \_\_\_\_\_ Date \_\_\_\_\_

3421 Hamilton St. Hyattsville Md. 20782

202-680-9683

G.Gammill7@gmail.com



## NATURAL & ARTIFICIAL SPORTS FIELDS MANAGEMENT

1/29/23

### 38<sup>th</sup> Ave Neighborhood Park Ballfield Renovation

Capitol Sports Fields of Hyattsville MD does hereby propose to renovate and groom the field located at 38<sup>th</sup> Ave. Neighborhood Park. Capitol Sports Fields will provide all material and labor to complete the job. Spoils will be dumped onsite. Currently the infield is about 17k sq feet. The goal is to reduce the size of the infield to reduce maintenance and provide a proper grade.

#### SCOPE OF WORK

1. Survey and make topographic map.
2. Cut out areas of the outfield needed to be regraded.
3. Level soil in the grass pad and reshape arch on field add topsoil where needed.
4. Install and laser grade ~140 tons of baseball diamond mix infield soil. Incorporate the first load of new soil with the existing soil using a Rotodarium tiller. The first amounts of soil will be Luckstone blend of baseball diamond mix then the top will be finished with Duraedge baseball diamond mix.
5. Install sod in the newly shaped outfield.
6. Initially water the sod.
7. Fertilizer sod with started fertilizer.
8. Dug out aeras will be dug out 3 inches edged with 6x8 lumber secured and filled with stone dust.
9. Install and provide new base anchors for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup>, bases.
10. Install new pitchers rubber at determined length.
11. Install plugs in anchors and provide new bases to Hyattsville.
12. Top dress and drag in baseball field conditioner.

**Cost for labor and material. Less soil. \$21,390**

**Cost for Soil \$13,400**

**38<sup>th</sup> Ave. Total Cost \$34,940**

Contract accepted

City of Hyattsville \_\_\_\_\_ Date \_\_\_\_\_

Capitol Sports Fields \_\_\_\_\_ Date \_\_\_\_\_



# City of Hyattsville

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4310 Gallatin Street, 3rd Flr  
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## Agenda Item Report

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**File #:** HCC-252-FY23

2/21/2023

8.g.

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

**Item Title:**

**FY23 Budget Appropriation: MNCPPC Grant for Recreation Activities**

**Suggested Action:**

I move that the Mayor and Council amend the FY23 Special Revenues Funds Budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland-National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney, for legal sufficiency.

**Summary Background:**

The City receives this grant annually from the Maryland-National Capital Park and Planning Commission (MNCPPC) to support recreation programming. Please note that this item is a budget amendment and requires 8 affirmative votes for approval.

**Next Steps:**

Follow up with MNCPPC and accept funds.

**Fiscal Impact:**

\$19,000 - Budget Amendment

**City Administrator Comments:**

Recommend Support, this grant reimburses the City for recreational programs.

**Community Engagement:**

NA

**Strategic Goals:**

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

**Legal Review Required?**

Pending

**CONTRACT**  
**(Recreation Services)**

THIS CONTRACT ("Contract") made as of July 1, 2022 (the "Effective Date"), by and between The Maryland-National Capital Park and Planning Commission, 6611 Kenilworth Avenue, Riverdale, Maryland 20737, a public body corporate and agency of the State of Maryland hereinafter called the "Commission", and **City of Hyattsville ("Contractor"), a self-governing incorporated City at 4310 Gallatin Street, Hyattsville, Maryland, 20783.**

**RECITALS**

WHEREAS, pursuant to the Maryland Annotated Code, Land Use Article, the Commission has authority to initiate, conduct, direct or cause to be conducted or directed under its supervision a comprehensive program of recreation which may include physical, social, mental and creative opportunities for leisure-time participation as deemed advisable.

WHEREAS, Contractor's mission is **to provide leadership and effective services that enhance our City quality. The Contractor is organized as a self-governing city incorporated by Chapter 424 Acts of 1886 in Prince George's County, Maryland.**

WHEREAS, by action undertaken pursuant to Maryland Annotated Code, Land Use Article, the governing body of Prince George's County, Maryland, has appropriated for Contractor certain funds totaling **\$19,000** in Council Resolution **CB-55-2022**.

WHEREAS, the Commission and the Contractor desire to cooperate with each other to **provide recreational programs for residents of Hyattsville and the surrounding communities. Programs will include special events, senior programs and pre-school programs.**

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, and for other good and valuable consideration, the parties do covenant and agree as follows:

1. Scope of Work and Term. Contractor shall furnish all labor, materials and incidental supplies necessary or appropriate to perform the Scope of Services set forth in Exhibit A attached hereto and incorporated herein. The term of this Contract (the "Term") shall be July 1, 2022 through June 30, 2023, and Contractor shall substantially complete the Work no later than the last day of such Term. Any terms or conditions that are required to be completed after the expiration of this Contract shall survive the expiration of this Contract.

2. Compensation. The Commission shall pay Contractor in consideration for performing the Scope of Services a sum not to exceed **\$19,000** (the "Program Fee"). The Program Fee shall be paid to Contractor after the completion of Scope of Services rendered and the submission of proper invoice(s) to the Commission. The Contractor shall prepare the invoices to the reasonable satisfaction of the Commission's Secretary-Treasurer and shall not submit invoices more frequently than once a month. Said invoice shall include supporting documentation or financial reports for expenses and a narrative report adequately describing the



Scope of Services provided and shall contain a separate line item for each of the tasks outlined in Exhibit A. Supporting documentation shall also include Contractor's publication(s) demonstrating the required acknowledgement of the Commission as a contributor and Commission logo, as further described in paragraph 3.5 below. The Contractor shall not be entitled to any remaining portion of the Program Fee for any expenses that are incurred after **June 30, 2023**. All invoices should be submitted to the Commission's coordinator for this Contract: **(Shawna Fachet, Division Chief, M-NCPPC, 301 Watkins Park Drive, Upper Marlboro, Maryland 20774 (301) 218-6700)** ("Commission Coordinator").

3. Financial Reporting and Other Requirements.

3.1 Contractor designates **Cheri Everhart, Manager of Recreation, Programs & Events** to serve as the liaison to the Commission's Coordinator.

3.2 Contractor shall submit a current list of its Board of Directors and a copy of its current bylaws to the Commission (if applicable).

3.3 Contractor shall provide the Commission with a final program and financial report for the Term by **August 1, 2023**.

3.4 On or before **November 1, 2023**, Contractor shall provide the Commission with an audit, review or compilation, as applicable, as required by the following chart:

If Contractor's total annual support and revenue is:	Then Contractor shall provide to Commission:
>\$750,000	Audit by independent Certified Public Accountant ("CPA")
\$100,000 - \$750,000	Review by independent CPA
<\$100,000	Compilation by CPA; if not using a CPA, the compilation must be prepared by an independent qualified accountant.

3.5 Contractor shall recognize and acknowledge the Commission as a contributor in all publications that reference Contractor's programs or whenever acknowledgements are given. This acknowledgement should include the following language: "Made possible in part through funding provided by the Maryland-National Capital Park and Planning Commission, Department of Parks and Recreation, Prince George's County." In addition, this language is to be accompanied by a logo provided by the Commission's Contract Coordinator.

3.6 Contractor shall use funds as outlined in Exhibit A. Should any changes to the estimated costs of the proposed schedule of activities exceed more than 10%, Contractor shall make a written request to the Commission for permission to re-direct use of funds. Funds shall not be used for expenses related to fundraising.

**3.7 Intentionally Omitted****3.8 Intentionally Omitted**

3.9 The Contractor acknowledges and agrees that it shall retain its business records for at least three (3) years and that the Commission shall have the right to examine the Contractor's records. Upon request, the Commission's auditor may examine the Contractor's records for verification of any expenses or costs incurred by the Contractor to determine whether the Contractor is in compliance with the terms contained herein.

3.10 The Commission may withhold reimbursement for services that are publicized without the required acknowledgement. Failure to abide by any of the requirements contained in this Paragraph 3 shall be deemed a material breach of this Contract, subject this Contract to immediate termination by the Commission, and may make Contractor ineligible for future contracts with the Commission.

**4. Compliance With Laws, Rules and Regulations; No Discrimination.**

4.1 Contractor shall be bound by and comply with (at its sole cost and expense) all federal, state and local laws, ordinances and regulations (hereinafter collectively referred to as "Laws") applicable to the obligations provided under this Contract. Without limiting the generality of the foregoing, Contractor expressly covenants that it shall comply with all applicable Laws pertaining to wages, workers' compensation, equal employment opportunity, and shall not discriminate against any employee or applicant for employment because of age, sex, race, creed, color, national origin, or disability within the meaning of such Laws.

4.1.2 Also without limiting the generality of the foregoing, Contractor expressly covenants that any of its personnel provided to perform the services herein who will be in direct contact with children ages seventeen (17) and under and/or with vulnerable adults shall apply for a national and State criminal history records check according to the requirements provided under Title 5 of the Family Article of the Annotated Code of Maryland, at Subtitle 5, Part V. Any such personnel provided by Contractor shall complete and submit the application required for this purpose no later than thirty (30) days from the signing of this Contract or, for newly hired personnel, at the time personnel is hired. Further, the Contractor shall return the affidavit to the Commission, attached hereto and incorporated herein as Exhibit C, listing the names of all personnel who have applied for a criminal history records check, the dates of the applications, a warrant and representation that it shall take any appropriate action regarding the information received as a result of the criminal history record checks, and that the reports are subject to inspection by the Commission. The date of application of the criminal history records check must be within the last two (2) years unless Contractor uses Criminal Justice Information Services (CJIS) for background checks. No payments shall be released to the Contractor until the Commission is in receipt of the affidavit and failure to submit the affidavit shall be considered a material breach of this Contract.

4.2. Contractor shall be bound by and comply with the Commission's Policy Guidelines for Project Charges which are attached hereto as Exhibit D.

5. Termination. This Contract may be terminated by the Commission upon thirty (30) days written notice. In the event of such termination, Contractor shall receive compensation for

valid services rendered prior to such termination. Notwithstanding any provision in this Contract, the Commission may immediately terminate this Contract for cause for the following reasons: any non-performance; incomplete service; fraud; any fraudulent representation in any invoice or verification required to obtain payment under this Contract; any derogatory information obtained in connection with the criminal history records checks; or services performed in conflict with the terms and conditions of this Contract. The occurrence of any of these conditions shall constitute a material breach of this Contract and the Commission may terminate this Contract with written notice to Contractor effective immediately.

6. Indemnification and Hold Harmless. Subject to and without waiving common law and other governmental immunities and the provisions §5-301 et seq., Local Government Tort Claims Act, Courts and Judicial Proceedings Article, Annotated Code of Maryland, Contractor shall defend, indemnify and hold harmless the Commission, its commissioners, officers, directors, agents, servants and employees, and their respective heirs, personal and legal representatives, guardians, successors and assigns, from and against any and all claims, threats, liabilities, taxes, interest, fines, penalties, suits, actions, proceedings, demands, damages, losses, costs and expenses (including attorneys' and experts' fees and court costs) of every kind and nature arising out of, resulting from, or in connection with:

6.1. Contractor's activities pursuant to this Contract, including, without limitation, any act or omission by Contractor's employees, agents, guests and invitees;

6.2. Any misrepresentation or breach by the Contractor of any representation or warranty contained in this Contract;

6.3. Any non-performance, failure to comply or breach by Contractor of any covenant, promise or agreement of Contractor contained in this Contract, except as to any such non-performance, failure or breach approved in advance by the Commission or caused by the Commission's contributory negligence; or,

6.4. Any debts, obligations, duties and/or liabilities of Contractor not expressly assumed by the Commission pursuant to the provisions contained in this Contract.

## 7. Miscellaneous Provisions.

7.1. Notices. Except as otherwise herein expressed as to the submission of invoices and required reports, any notice, request, demand, and consent or other communications required or may be given under this Contract shall be given in the following manner:

7.1.1. If to the Commission, by First Class US mail with postage prepaid to:  
Shawna Facht, Division Chief  
Northern Recreation Leisure Services  
301 Watkins Park Drive  
Upper Marlboro, MD 20774

with copy to:

Executive Director  
The Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue, Suite 402  
Riverdale, MD 20737

General Counsel  
The Maryland-National Capital Park and Planning Commission  
6611 Kenilworth Avenue, Suite 200  
Riverdale, MD 20737

- 7.1.2 If to Contractor, by First Class US mail with postage prepaid to:  
Cheri Everhart, Manager of Recreation, Programs & Events  
City of Hyattsville  
4310 Gallatin Street  
Hyattsville, MD 20781

7.2. Severability; Incorporated Terms; and Order of Precedence. Any provision of this Contract that is held by a court or tribunal of competent jurisdiction to be prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability, without invalidating or rendering unenforceable the remaining provisions of this Contract. In the event of any conflict between the terms and conditions expressed in this Contract and those expressed in any Exhibit annexed hereto, the terms and conditions expressed herein shall be deemed to control.

7.3. Integration; Amendment; Waiver; Assignment. This instrument contains the entire and integrated Contract made by and between the parties hereto and pertaining to the subject matter hereof. The terms and conditions expressed herein shall supersede all prior negotiations, representations or agreements, either written or oral. No provision of this Contract may be amended, waived, or otherwise modified without the prior written consent of all of the parties hereto. No action taken pursuant to this Contract, including any investigation by or on behalf of any party, shall be deemed to constitute a waiver by the party taking such action of compliance with any representation, warranty, covenant or agreement herein contained. The waiver by any party hereto of a breach of any provision or condition contained in this Contract shall not operate or be construed as a waiver of any subsequent breach or of any other conditions hereof.

7.4. Section Headings. The section and other headings contained in this Contract are for reference purposes only and shall not affect the meaning or interpretation of this Contract.

7.5. Counterparts. This Contract may be executed in any number of counterparts, each of which shall be deemed to be an original and all of which together shall be deemed to be one and the same instrument.

7.6. Applicable Law; Jurisdiction and Venue; Service of Process. This Contract was made in the State of Maryland, and shall be governed by, construed, interpreted and enforced in

accordance with the laws of the State of Maryland. All suits, proceedings and other actions relating to, arising out of or in connection with this Contract shall be submitted to the *in personam* jurisdiction of the courts of the State of Maryland and venue for all such suits, proceedings and other actions shall be in Prince George's County, Maryland. The parties hereby waive any claim against or objection to *in personam* jurisdiction and venue in the courts of Prince George's County, Maryland.

7.7. Use of Genders. Whenever used in this Contract, the singular shall include the plural and vice versa, and the use of any gender shall include all genders and the neuter.

7.8. Authorization and Validity of Agreements. The signatories hereto, each and respectively, warrant that he or she has the full right, power and authority to execute, acknowledge, seal and deliver this Contract and to perform the transactions contemplated by this Contract. This Contract has been duly executed, acknowledged, sealed and delivered by the parties as their legal, valid and binding obligations, enforceable against the parties, respectively, in accordance with its terms.

7.9. No Partnership or Joint Venture. Nothing herein contained is intended or shall be construed in any way to create or establish the relationship of partners or a joint venture for any purpose whatsoever.

7.10 Electronic Signatures. The parties acknowledge and agree that this Contract may be executed by electronic signature, which shall be considered as an original signature for all purposes and shall have the same force and effect as an original signature. Without limitation, "electronic signature" shall include faxed versions of an original signature or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Contract under seal, with the intention of making it a sealed instrument, on the date first above written.

WITNESSED BY:

**CITY OF HYATTSVILLE**

\_\_\_\_\_  
Name: Jerome J. Joyner

By:\_\_\_\_\_  
Name: Tracey Douglas  
Title: City Administrator, Hyattsville

ATTEST:

**THE MARYLAND-NATIONAL CAPITAL  
PARK AND PLANNING COMMISSION**

\_\_\_\_\_  
Gavin Cohen  
Secretary Treasurer

By:\_\_\_\_\_  
Asuntha Chiang-Smith  
Executive Director

**APPROVED AS TO LEGAL SUFFICIENCY**

**M-NCPPC LEGAL DEPARTMENT**

**Exhibit A****By and Between the Maryland-National Capital Park and Planning Commission and  
City of Hyattsville**Control No. 430268DATE: **July 1, 2022 to June 30, 2023**

The scope of work (the “work”) requires the **City of Hyattsville**, Maryland (“Contractor”) to **provide recreational programs for residents of Hyattsville and the surrounding communities. Programs will include specials events, senior programs, and pre-school programs.** Programs will be sponsored by the City of Hyattsville and will be open to residents of Prince George’s County. Events will be held at various sites throughout the City of Hyattsville, including David C. Driskell Community Park, Hyatt Park, Heurich Park and the City Municipal Building. Staff and contractors will be hired and supervised by the Hyattsville Department of Community Services.

**Programs will be operated as enumerated below.** However, in no event shall the Commission pay the Contractor more the **\$19,000** of the costs. Without limiting the generality of the foregoing, Contractor shall undertake the following tasks:

**Programs and Costs:****Senior Program:**

<b>Items</b>	<b>Description</b>	<b>Estimated Cost</b>
<b>Contracted Services/Ageless Grace Program Instructor</b>	55 hours of class time at \$55/hour over the course of the year for a certified Ageless Grace instructor to teach the senior fitness course	\$3,000.00
<b>Contracted Services/Senior Art Program</b>	Contracted Art Instruction	\$3,000.00
<b>Supplies for Senior events</b>	Refreshments, decorations	\$1,000.00
<b>TOTAL</b>		<b>\$7,000.00</b>

The senior program consists of three special events (a holiday event in December, a Valentine’s Day event in February and a spring event in May for Older Americans Month). The City conducts an Ageless Grace Seated Exercise class on Wednesday mornings throughout the year, excluding holiday weeks and occasional breaks between sessions. The City provides weekly art instruction to senior residents in fall and spring using an outside contractor. All events and programs are free to attend.

**Parent and Child Creative Minds Program:**

<b>Items</b>	<b>Description</b>	<b>Estimated Cost</b>
<b>Supplies</b>	Building blocks, books, mats, art supplies	\$1,600.00
<b>Contracted Services/Program Performers</b>	Music instructor, art instructors, performers, etc.	\$3,400.00
<b>TOTAL</b>		<b>\$5,000.00</b>

The program meets Tuesday mornings during the school year, with additional special events and programs during the summer. Parents or caregivers and their pre-school children play and learn together in child-led creative projects, story time, movement and free play. The program costs \$75 per child per 8-week session.

Developmentally appropriate entertainment is brought into the program periodically.

**Special Events:**

<b>Event(s)</b>	<b>Contracted Services/Provider</b>	<b>Estimated Cost</b>
<b>Contracted Entertainment for special Events, (Egg Hunt, Parent &amp; Child Dance, Outdoor Movie Series, Cultural Events)</b>	Musical performances, DJ entertainment, outdoor movie licensing.	\$1,000.00
<b>Anniversary Celebration</b>	Contractors for a fireworks display, rental equipment for the event, and musical performances during the event	\$6,000.00
<b>TOTAL</b>		<b>\$7,000.00</b>

The City produces events throughout the year, which are held at various sites throughout the City. The City's Annual Anniversary Celebration, held in April, includes family entertainment and a fireworks display. Other events include a Summer Concert Series, which takes place four times from June through September; a Halloween-themed event for elementary school children, a late winter parent & child dance party; an outdoor movie series; and other family-friendly cultural activities throughout the year. Entertainment is contracted for each of these events.

**Total Costs:**

<b>Description</b>	<b>Estimated Cost</b>
Supplies & Materials	\$2,600.00
Contracted Services	\$16,400.00
<b>TOTAL</b>	<b>\$19,000.00</b>



**Exhibit B**

**Certificate of good standing is N/A for government and municipalities.**

**Exhibit C****By and Between The Maryland-National Capital Park and Planning Commission and  
CITY OF HYATTSVILLE, RECREATION SERVICES****AFFIDAVIT**

I, **Jerome J. Joyner**, under the penalties of perjury do solemnly swear:

1. I am the **Director of Human Resources of City of Hyattsville**
2. As the **Director of Human Resources**, I have personal knowledge of the facts contained herein and I am authorized to submit this affidavit on behalf of **City of Hyattsville**.
3. The following personnel will be providing services under the Contract with The Maryland-National Capital Park and Planning Commission ("Commission"), and said personnel, in compliance with Title 5 of the Family Article of the Annotated Code of Maryland, at Subtitle 5, Part V, have applied for a federal and state criminal history records check on the dates shown below:

Name of Personnel	Date of Application	Application Number
Sandra D. Shephard	2/20/09	095537004544
Cheryl Everhart	3/6/2007	NA
Colleen Aistis	1/31/2023	236724012696
Sean Porter	11/26/2018	186724004736
Jackeline Lizama	3/9/2016	165337008841
Dahiana Edwards	6/29/2022	226724010855
John Johnson	11/25/2019	196724006835
Quianna Taylor	1/31/2023	236724012696
Marci LeFevre	9/30/2019	196724006463
Jennie Booker	2/3/2020	206724007066

4. On behalf of **City of Hyattsville**, I warrant and represent that any new personnel hired during the term of the Contract with the Commission shall immediately file for a federal and state records check.
5. On behalf of **City of Hyattsville**, I warrant and represent that any appropriate action shall be taken regarding the information received as a result of the criminal history record checks and the reports shall be subject to inspection by the Commission upon request.
6. On behalf **City of Hyattsville**, I warrant and represent that the date of application of the criminal history records check is within the last two (2) years unless **City of Hyattsville**, uses Criminal Justice Information Services (CJIS) for background checks.

I do solemnly swear and affirm under the penalties of perjury that the information contained herein is true to the best of my knowledge, information and belief.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_

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

## Exhibit D

### POLICY GUIDELINES FOR PROJECT CHARGES

#### **Mission of the Prince George's County Department of Parks and Recreation**

All project charges and program support placed in our adopted operating budget by the Prince George's County Council shall fully meet the Department of Parks and Recreation, Prince George's County mission and core services in accordance with Maryland Annotated Code, Land Use Article. In order to receive the project charge payments, entities must enter into a contract with the Commission clearly defining the scope of the services to be provided and the reimbursement process. The services must also meet the core mission of the Commission as authorized in the Maryland Annotated Code, Land Use Article. Such determinations shall be made by the Department of Parks and Recreation, Legal, and Finance. This determination shall be made prior to a contract being transmitted to the County, municipality or organization. The Department's mission and core services are as follows:

*In partnership with County citizens, provide comprehensive park and recreation programs, facilities, and services which respond to changing needs within our communities. Strive to preserve, enhance, and protect open spaces to enrich the quality of life for the present and future generations in a safe and secure environment.*

*Develop and maintain a comprehensive park system by maintaining all parks, roads, grounds and structures, and protect patron and property safety.*

*Provide recreation programs and services by providing sports, leagues, clinics, tournaments, camps, recreation and interpretative classes, and leisure/recreation experiences.*

*Preserve the environment and open space, and conserve natural resources.*

#### **Reimbursable Expenses**

- The Prince George's County Department of Parks and Recreation shall only reimburse the County, municipalities, and organizations for expenses that are directly related to the mission and core services of the Department that are being provided by the County, municipality or organization.
- The Commission's Secretary-Treasurer shall make the final determinations as to which expenses are allowable and which are not.
- These determinations along with the complete budget and scope of services (statement of work) for the project charges and program support shall be identified in the contract between the Commission and the County, municipality or organization.
- The general types of expenses that are allowed include:
  - Direct staff costs to operate and manage the program or provide the services
  - Supplies and materials directly associated with the program or services
  - Contracted services that are directly related to operating and managing the programs or providing the services
- No overhead or pro-rated type administrative costs will be allowed.
- Payment requests must be accompanied by an invoice for actual costs incurred along with supporting documents and/or financial reports with sufficient detail to enable the Commission to

verify that the costs were incurred for the programs identified and that the Commission property taxes used as the funding source are being spent on allowable purposes.

- Advance payments are not allowable.
- For non-County government entities, if the costs are for capital improvements or for operating costs in advance of a capital improvement, a use agreement must be executed to enable the Commission to receive fair value for the funding provided.
- For salary/compensation expenses, the County, municipality or organization shall provide a payroll register or a suitable mechanism to verify payroll expenses. For supplies and materials, other services and charges including contracted services, and any capital purchases, the County, municipality or organization shall provide receipts with original signatures verifying that the goods or services were received.
- Contract should describe what documentation will be required.
- All work or services must be fully complete or provided by the end of the fiscal year (June 30) in which the funding was approved by the County Council

### **Vendor Requirements**

- Statement of Work per the above sections
- By-Laws (for Non-Profits)
- Affidavit
- Certificate of Good Standing from State of Maryland (for Non-Profits)
- Articles of Incorporation



# 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-253-FY23

2/21/2023

8.h.

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

**Item Title:**  
**ALPR Equipment Replacement**

**Suggested Action:**

I move the Council authorize the City Administrator to execute a purchase order for the acquisition of a single (1) Automated License Plate Reader (ALPR) and associated services from Route 1 Security Corporation, dba PCS Mobile, for a total cost not to exceed \$44,949.83.

**Summary Background:**

The City utilizes Automated License Plater Reader (ALPR) equipment to administer the City's parking permit and meter program. The equipment is mounted to City vehicles and reads license plates to determine whether (1) the vehicle is assigned a Residential Parking Zone Permit, (2) the vehicle is occupying a paid parking space and whether the parking session has expired and (3) whether there are other civil violations of Chapter 48 of the City Code. The equipment is leased to the City through contract lease terms through the vendor 'Route 1', a subsidiary of PCS Mobile, a vendor selected by the City through an open competitive solicitation.

The ALPR equipment mounted to one of the City's vehicles was damaged in a motor vehicle accident. The total cost for the replacement is \$44,949.83, which includes \$34,299 in hardware costs.

**Next Steps:**

No additional action is required.

**Fiscal Impact:**

The City has received a payment in the amount of \$39,454.77 from our insurer Local Government Insurance Trust (LGIT) for replacement of the equipment, minus depreciation. Funding for this acquisition is included in the City's Capital Budget and FY2023 Parking Compliance Operating Budget.

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

N/A

# Memo

To: City Council

CC: Tracey Nicholson, City Administrator  
Ron Brooks, City Treasurer  
Gary Bullis, Parking Compliance Supervisor

From: Jim Chandler, Assistant City Administrator

Date: February 14, 2023

Re: ALPR Equipment Replacement

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The purpose of this memorandum is to request City Council authorization for the purchase of equipment and services to replace an Automated License Plate Reader (ALPR) to support the City's Parking Compliance operation.

The City utilizes Automated License Plate Reader (ALPR) equipment to administer the City's parking permit and meter program. The equipment is mounted to City vehicles and reads license plates to determine whether (1) the vehicle is assigned a Residential Parking Zone Permit, (2) the vehicle is occupying a paid parking space and whether the parking session has expired and (3) whether there are other civil violations of Chapter 48 of the City Code. The equipment is leased to the City through contract lease terms through the vendor 'Route 1', a subsidiary of PCS Mobile, a vendor selected by the City through an open competitive solicitation.

The ALPR equipment mounted to one of the City's vehicles was damaged in a motor vehicle accident. The total cost for the replacement is \$44,949.83, which includes \$34,299 in hardware costs. The City has received a payment in the amount of \$39,454.77 from our insurer Local Government Insurance Trust (LGIT) for replacement of the equipment, minus depreciation. Funding for this acquisition is included in the City's Capital Budget and FY2023 Parking Compliance Operating Budget.



# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-256-FY23

2/21/2023

8.i.

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

**Item Title:**

**Hyattsville Crossing Business Improvement District (BID) - Phase III**

**Suggested Action:**

I move the Council authorize the City Administrator to execute a work order in an amount not to exceed \$90,000 with HR&A Advisors, 925 15<sup>th</sup> Street, NW, Washington, DC 20005, for the purpose of providing consulting services related to the formation of the Hyattsville Crossing Business Improvement District (BID).

**Summary Background:**

In June 2021, the City of Hyattsville commissioned HR&A Advisors, and its sub-consultant Brick & Story, to perform a feasibility assessment and provide technical consulting services for the creation of a Business Improvement District (BID) to support land areas around Hyattsville Crossing.

Information regarding the Hyattsville Crossing BID efforts is available on the City's website at:  
<https://www.hyattsville.org/1022/Business-Improvement-District-BID>

The first phase of assessment was to (1) assess market conditions, (2) perform stakeholder interviews, (3) develop boundary recommendations and (4) perform a financial analysis. HR&A Advisors briefed the City Council on the Phase I findings and are completing the Phase II findings.

The objective for the end of Phase 3 around September 2023 is to reach a draft business plan and conduct an initial poll of property owners. The scope of work will include:

- Business & Property Owner Engagement
- Formation of the Steering Committee
- BID Business Plan Support

The total cost of Phase III activities is \$90,000.

**Next Steps:**

No additional City Council action is required.

**Fiscal Impact:**

The total cost of Phase III activities is \$90,000 and is funded through the FY2023 Budget.

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**



Both Phase II and Phase III project scope includes in-person and virtual business & property owner engagement sessions.

**Strategic Goals:**

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

**Legal Review Required?**

N/A

# Memo

To: City Council

CC: Tracey Nicholson, City Administrator  
Ron Brooks, City Treasurer  
Taylor Robey, City Planner

From: Jim Chandler, Assistant City Administrator

Date: April 25, 2022

Re: Hyattsville Crossing Business Improvement District (BID) – Phase III

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The purpose of this cover memorandum is to provide the City Council with a summary of the Hyattsville Crossing Business Improvement District (BID) – Phase II Scope of Work.

In June 2021, the City of Hyattsville commissioned HR&A Advisors, and its sub-consultant Brick & Story, to perform a two-part feasibility to assess the creation of a Business Improvement District (BID) to support land areas around the newly renamed Hyattsville Crossing, formerly Prince George's Plaza.

Information regarding the Hyattsville Crossing BID efforts is available on the City's website at: <https://www.hyattsville.org/1022/Business-Improvement-District-BID>

The first phase of assessment was to (1) assess market conditions, (2) perform stakeholder interviews, (3) develop boundary recommendations and (4) perform a financial analysis. HR&A Advisors briefed the City Council on the Phase I findings and are completing the Phase II findings.

The objective for the end of Phase 3 around September 2023 is to reach a draft business plan and conduct an initial poll of property owners. The scope of work will include:

- Business & Property Owner Engagement
- Formation of the Steering Committee
- BID Business Plan Support

The total cost of Phase III activities is \$90,000. A future phase of work to support the organization through its inception will be considered in October/November 2023.





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-267-FY23

2/21/2023

8.j.

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

**Item Title:**

**2023 Compensation Review Committee Recommendation**

**Suggested Action:**

I move the Mayor and Council accept the recommendation from the 2023 Compensation Review Committee presented on February 6, 2023 to set the Mayor and Council salaries as set forth in the Committee's recommendation and the associated chart. I further move that the Council direct the City Attorney to draft an uncoded ordinance for the compensation structure for review and adoption by the City Council at a future meeting.

**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 recommendation was presented during the Council Meeting of February 6, 2023. 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. 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:**

N/A

**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

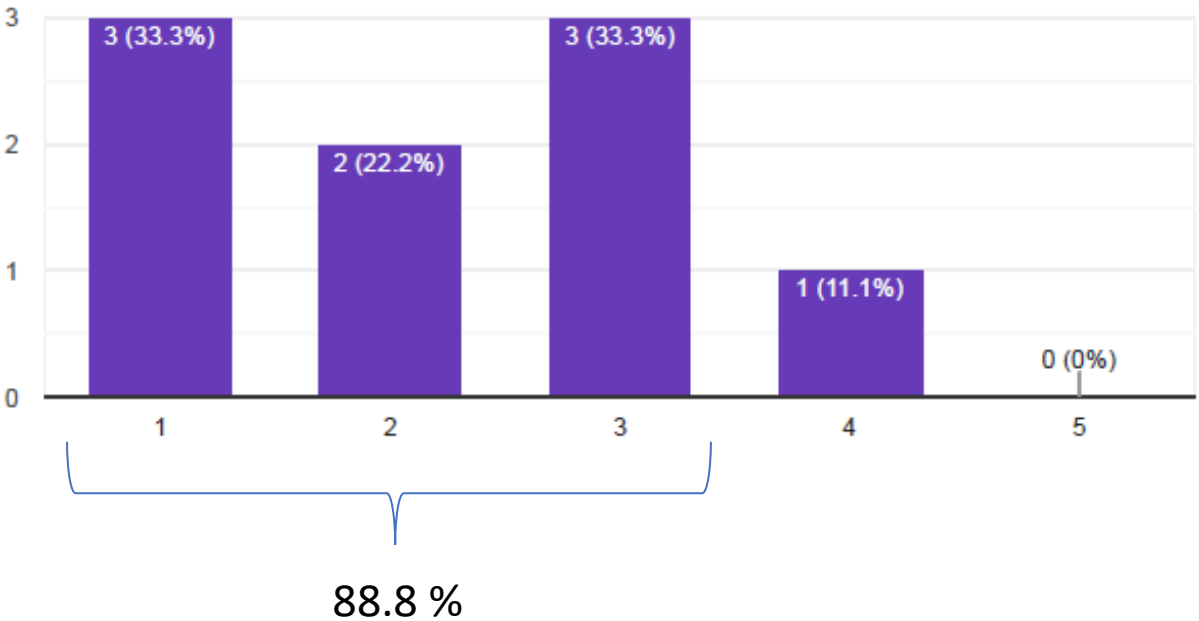
## Findings

### 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:

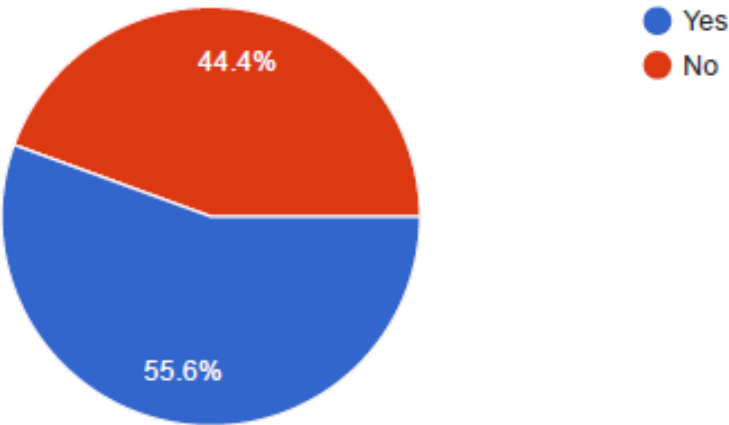
When you were considering running for city council, how much did compensation play into your decision?

9 responses



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

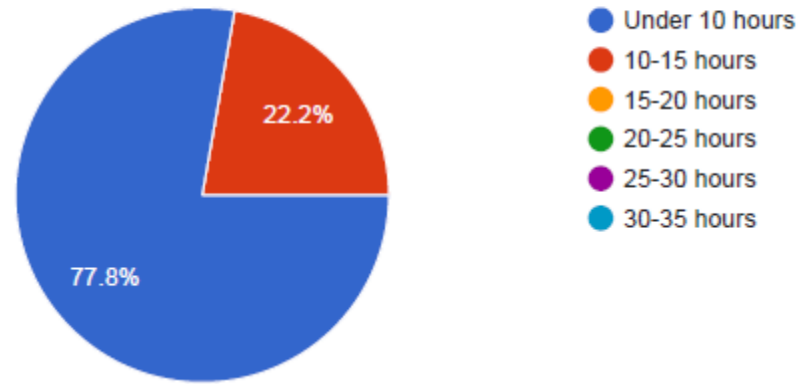
9 responses



## 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?

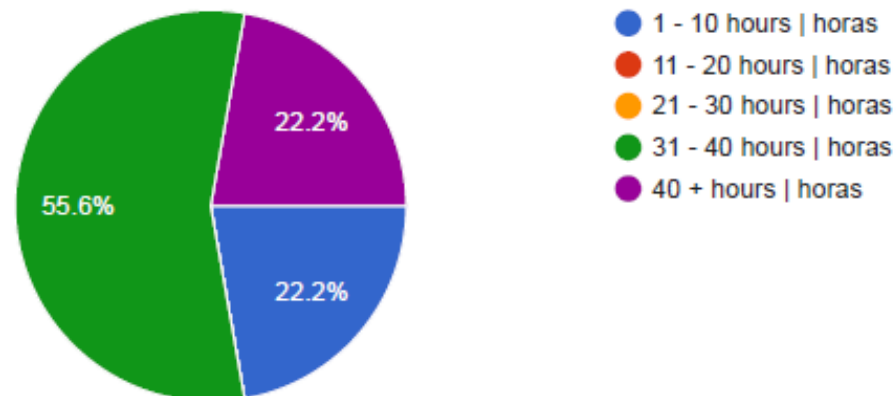
9 responses



## Results from public opinion – Time Spent

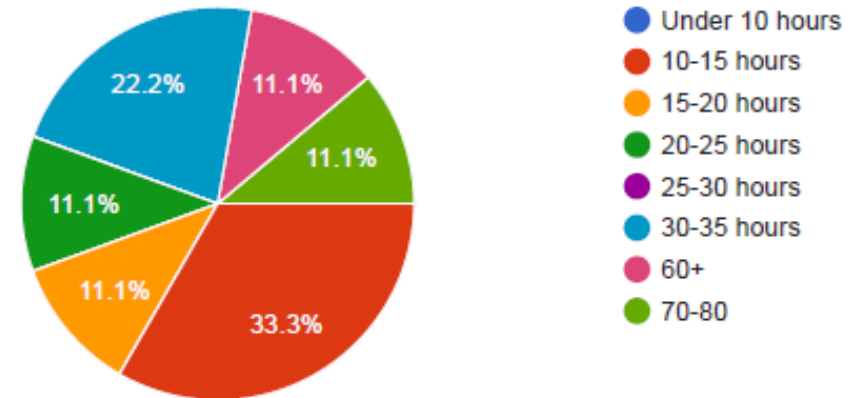
How many hours do you believe City Councilors work on a **monthly** basis? | ¿Cuántas horas cree que trabajan los concejales mensualmente?

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

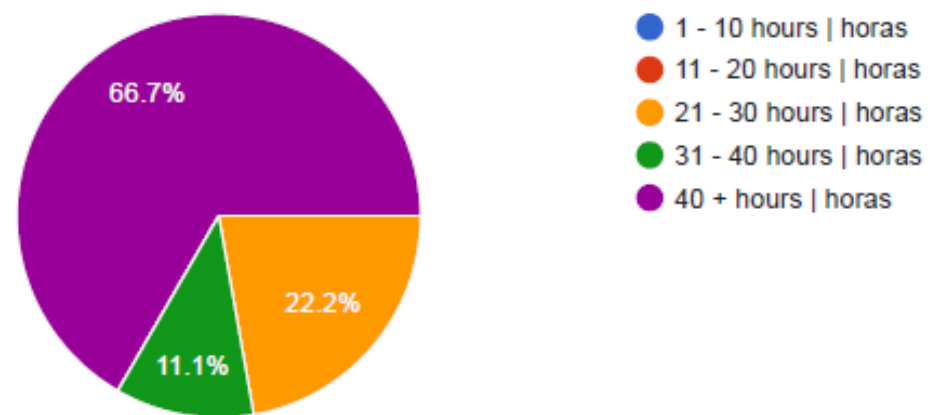
In a candid interview with former Mayor Hollingsworth, our committee gained valuable insight into the life and activities of a Mayor’s role including:

- 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

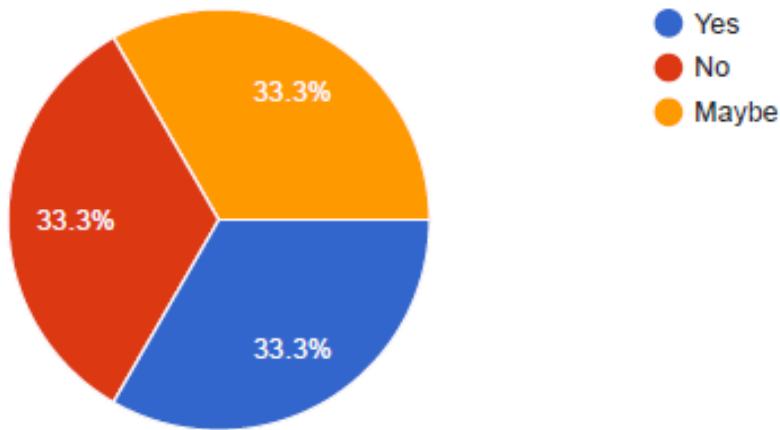
## Analysis

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?

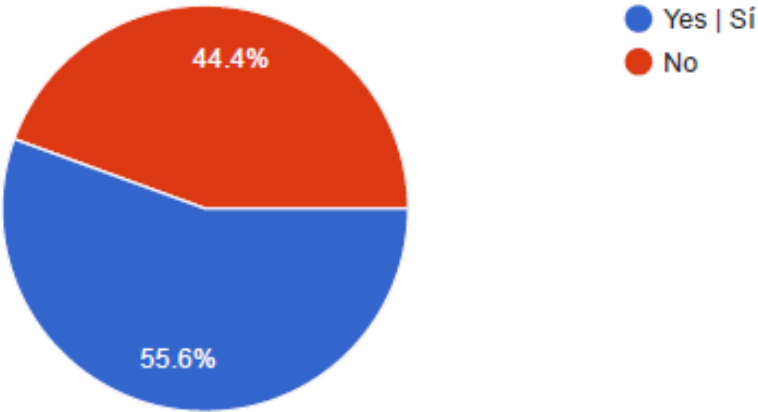
9 responses



### 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.

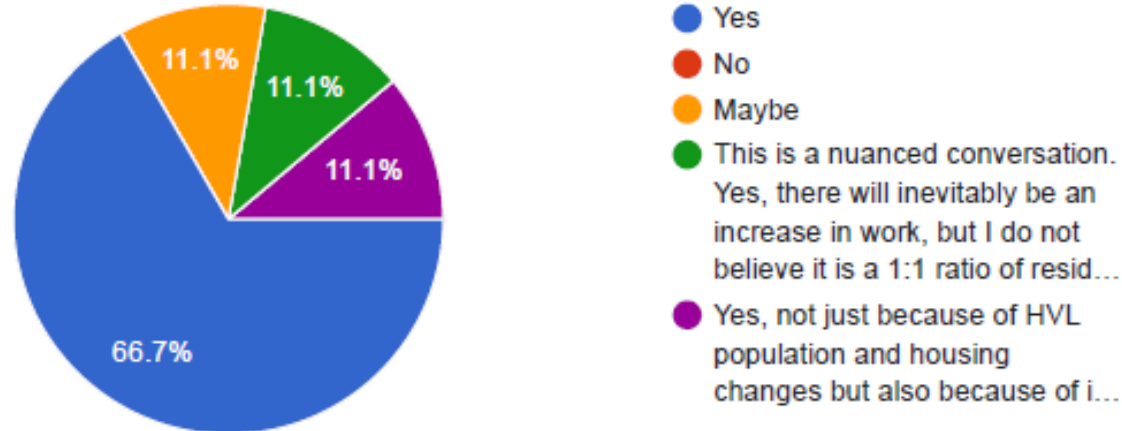
Our Committee learned for the City Treasurer that the benefit of tax revenue from this development would likely exceed the timespan of this committee's threshold.

## 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

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-268-FY23

2/21/2023

8.k.

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

**Item Title:**  
**Schedule ARPA Work Session of March 1, 2023**

**Suggested Action:**

I move that the Mayor and Council schedule a the Council Work Session for Wednesday, March 1, 2023 at 6 PM in order for Council to review and discuss initiatives for American Rescue Plan Act (ARPA) funds.

**Summary Background:**

The Council has a scheduled Budget/ARPA work session scheduled for Monday, February 27, 2023. Over 45 ARPA initiatives have been submitted for discussion and it is anticipated that additional time to review and discuss will be required.

**Next Steps:**

The City will publish notice of the meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Support.

**Community Engagement:**

Notice of the meeting will be shared on all City communication mediums.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A



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## Agenda Item Report

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**File #:** HCC-270-FY23

2/21/2023

8.I.

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

**Item Title:**

**Letter in Support of SB-813 Flood Management Grant Program**

**Suggested Action:**

I move the Council authorize the Mayor to send to the Maryland State Senate a letter in support of SB-813 - Flood Management Program, a bill that will provide \$20 million to the State's existing Comprehensive Flood Management Program.

**Summary Background:**

SB-813 provides \$20m to the 'States existing Comprehensive Flood Management Grant Program <<https://mde.maryland.gov/programs/Water/StormwaterManagementProgram/Pages/floodmgmt.aspx>> - which helps counties and municipalities fund various projects to deal with flooding. Under the program, the State may fund up to 75% of the cost of the project and the local share would be 25%.

Only County and municipal governments are eligible to receive grants from the Program. The bill also sets aside 40% of the fund for 'underserved and overburdened communities', many of which fall in District 22.

Community: Public hearings for SB-813 are scheduled to take place on February 23, 2023 at 1 PM.

**Next Steps:**

Send letter in support of SB-813.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

N/A

**Community Engagement:**

Public hearings for SB-813 are scheduled to take place on February 23, 2023 at 1 p.m.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A





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

## Agenda Item Report

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**File #:** HCC-250-FY23

2/21/2023

9.a.

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

**Item Title:**

**Letter in Support of CB-007-2023 to the Prince George's County Council**

**Suggested Action:**

I move that the Mayor and Council authorize the City to send a letter to the Prince George's County Council in support of CB-007-2023.

**Summary Background:**

CB-007-2023 will limit year-over-year rent increases in Prince George's County to 3%. This is a temporary measure which will last one year.

The Prince George's County Council is scheduled to vote on CB-007-2023 on February 28, 2023. As such, the letter must be sent with enough notice to be received and considered by the Prince George's County Council prior to February 28, 2023.

**Next Steps:**

Staff to prepare a letter of support for CB-007-2023 and mail to Prince George's County Council.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

N/A

**Community Engagement:**

N/A

**Strategic Goals:**

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

**Legal Review Required?**

N/A



## Agenda Item Report

**File #:** HCC-255-FY23

**2/21/2023**

**9.b.**

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

**Item Title:**

**Library Apartments, 3325 Toledo Road Garage Redevelopment - Preliminary Plan of Subdivision (4-22004)**

**Suggested Action:**

I move the City Council authorize the Mayor to send to the Maryland-National Capital Park & Planning Commission a letter in support of the Preliminary Plan of Subdivision (PPS-22004) Library Apartments, 3325 Toledo Road, Hyattsville, supporting the Preliminary Plan of Subdivision 22004 (Library Apartments, 3325 Toledo Road) subject to the following conditions:

1. At the time of Detailed Site Plan for any bicycle wayfinding signage proposed, the applicant shall utilize the City's bicycle wayfinding signage as recommended in the 2018 Hyattsville Transportation Study and included in the City's Exhibit A.
2. At time of Detailed Site Plan, the applicant shall demonstrate compliance with the 2016 Approved Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment street section for Toledo Road, as modified (if necessary) at the time of Detailed Site Plan, in accordance with Section 27-548.08(c)(3) of the Zoning Regulations or a comparable Prince George's County Department of Public Works and Transportation Urban Street Design standard.
3. At the time of Detailed Site Plan, to ensure on-site pedestrian and bicycle adequacy as required by 24-4506(c) of the Prince George's County Subdivision Regulations and to support the 20% vehicular trip reduction credits requested with the PPS, the applicant shall provide locations, limits, specifications, and details of on-site pedestrian and bicycle amenities and improvements including but not be limited to the following:
  - a. ADA-compliant pedestrian facilities provided along the full length of Democracy Avenue and to/through/across Constitution Drive at the areas conceptually shown in red on the City's Exhibit B. One option is to close to vehicular traffic the portion of Constitution Drive and Democracy Avenue shown in blue on the City's Exhibit B; another option is to include a public arcade within the structure along the southern façade. Locations of and specifications for short- and long-term on-site bicycle parking. The style, design, spacing, and location submitted by the Applicant shall be coordinated with M-NCPPC and City of Hyattsville staff;
  - b. Removal of brick paver crosswalks onsite and within the site frontage along Toledo Road, and reconstruction of crosswalks to include stamped asphalt and/or 10-foot-wide continental style, to be coordinated with the City of Hyattsville.
  - c. Removal of existing brick paver sidewalks and reconstruction of ADA-compliant sidewalk zones along the full frontage of Toledo Road.
4. If the applicant proposes development that will exceed the maximum parking ratios at time of Detailed Site Plan, the applicant shall provide a comprehensive transportation demand management strategy and program including incentives for non-automobile travel, implementation timing and phasing, and financial assurances, per Prince George's Plaza TDDP Parking and Loading Standards on page 258.
5. The applicant shall provide an easement and dedicated space for a bike share docking station (the vendor of the

bike share must be approved by the Prince George's County Department of Public Works and Transportation (DPW&T)) on the subject site. The conceptual location of the station should be indicated on the preliminary plan of subdivision and the final location of this docking station will be selected by the County and the applicant, based upon the requirements of the bike sharing system, and in a highly-visible, convenient, and well-lit location that is publicly accessible. The location requires at least four hours of solar exposure per day, year-round. The applicant shall allow DPW&T or its contractors/vendors access to the site to install, service, and maintain the bike share stations. In the event an appropriate location cannot be located on-site that meets bike share siting criteria or a vendor cannot be procured, the applicant will grant permission to the City to install bicycle racks within the easement as a permanent or interim condition.

6. At time of Detailed Site Plan, a Phase II noise report shall be submitted for any residential components on the property with noise levels in excess of 65 dBA and if unmitigated noise levels exceed 65 dBA, the report shall demonstrate that the interior of the units impacted by the same can be mitigated to 45 dBA Ldn or less, and that all outdoor activity areas with noise levels in excess of 65dBA can be mitigated to 65 dBA Ldn or less.
7. Prior to approval of building permits for a residential building located within the unmitigated 65 dBA Ldn noise contour of Toledo Road, a certification by a professional engineer with competency in acoustical analysis shall be placed on the building permits stating that the building shells of structures have been designed to reduce interior noise levels to 45 dBA Ldn or less.
8. Development of the site shall be in conformance with an approved Stormwater Management Concept Plan (24001-2022) or any subsequent revisions.
9. Prior to Planning Board approval of the Detailed Site Plan, the applicant shall provide a Letter of Intent (LOI) to the City of Hyattsville that includes, at a minimum, the following provisions:
  - a. Provision of public access easements to the City for any sidewalk along Toledo Road that is not located in the public right-of-way.
  - b. Acknowledgement of responsibility for maintenance of pedestrian light fixtures, landscaping, and sidewalks.
  - c. Restrictions related to construction staging and hours of operation, if needed.
  - d. If feasible, provision of an outdoor public art feature.

**Summary Background:**

The subject application proposes to subdivide 2.87 acres into one parcel to accommodate the redevelopment of the eastern half of the existing parking garage (known as Garage A) at the University Town Center into 209 multifamily residential units. The western half of the parking garage is to remain.

The subdivision does not propose to change the existing parcel's lot lines. The preliminary plan of subdivision is required due to the proposed change in use and the necessity to test for adequacy of public facilities. A Detailed Site Plan will also be required.

**Next Steps:**

No additional action is required.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval with conditions.

**Community Engagement:**

On July 19, 2022, the applicant presented to the Hyattsville Planning Committee. The Committee was generally supportive of the application and adaptive reuse of the parking garage. The Committee voted 5-1 in favor of the application.

The Planning Board hearing for this application is tentatively scheduled for March 16, 2023.

**Strategic Goals:**

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

**Legal Review Required?**

N/A



# Memo

To: Mayor and City Council

From: Holly Simmons, City Planner

Via: Jim Chandler, Assistant City Administrator and Director, Community & Economic Development

Date: February 14, 2023

Re: Library Apartments, 3325 Toledo Road Garage Redevelopment – Preliminary Plan of Subdivision (4-22004)

Attachments: PPS-4-22004

---

The purpose of this memorandum is to provide the City Council with a summary of the preliminary plan of subdivision (PPS) application for redevelopment of the structured parking garage at 3325 Toledo Road.

## Summary

- The subject application proposes to subdivide 2.87 acres into one parcel to accommodate the redevelopment of the eastern half of the existing parking garage (known as Garage A) at the University Town Center into 209 multifamily residential units. The western half of the parking garage is to remain.
- The subdivision does not propose to change the existing parcel's lot lines. The preliminary plan of subdivision is required due to the proposed change in use and the necessity to test for adequacy of public facilities. A Detailed Site Plan will also be required.
- The Planning Board hearing for this application is tentatively scheduled for March 16, 2023. The M-NCPPC staff report, which may be ready two weeks prior to the hearing, can be found here: <https://www.mncppc.org/883/Watch-Meetings>

## Project Description

The applicant requests Preliminary Plan of Subdivision (PPS) approval for redevelopment of one existing parcel containing 2.87 acres. The subject property is located on the southwest corner of Toledo Road and Constitution Drive, approximately 265 feet west of Toledo Road's intersection with Adelphi Road (Figure 1). The site is located within University Town Center. Hyattsville Branch Library is located directly to the east of the property. The site is currently developed with a five-story parking garage containing 1,455

parking spaces. The proposal is to raze the eastern half of the parking garage (adjacent to the Hyattsville Branch Library) and construct a multifamily apartment building with 209 apartments. The western half of the garage would remain intact and serve as public parking and parking for the proposed multifamily units. The PPS notes the apartment complex will be 7 stories tall (less than the maximum 10 stories dictated by the Prince George's Plaza Transit District Development Plan); however, building height is reviewed later at time of Detailed Site Plan. The Planning Board date is tentatively scheduled for February 23, 2023.

Prior to the new zoning ordinance taking effect on April 1, 2022, the subject property was zoned M-X-T (Mixed Use-Transportation Oriented) within the Transit District Overlay Zone (TDOZ) in the Downtown Core character area. The site will be reviewed under the regulations of this zone and the prior subdivision regulations, in lieu of the RTO-H-C (Regional Transit-Oriented, High-Intensity-Core) Zone which was approved on April 1, 2022, as part of the countywide comprehensive rezoning. This is allowed pursuant to Section 24-1703(a) of the 2018 Subdivision Regulations.

The site has road frontages on the south side of Toledo Road, the west side of Democracy Avenue, and the north side of Constitution Drive. Toledo Road is a City road. Democracy Avenue and Constitution Drive are private roads.

Garage access is currently provided along Toledo Road and Constitution Drive. Under the proposed development, access to the western portion of the garage will remain in its current location on Toledo Road. To accommodate the redevelopment, the eastern garage entrance on Democracy Avenue will be eliminated along with the eastern half of the garage.

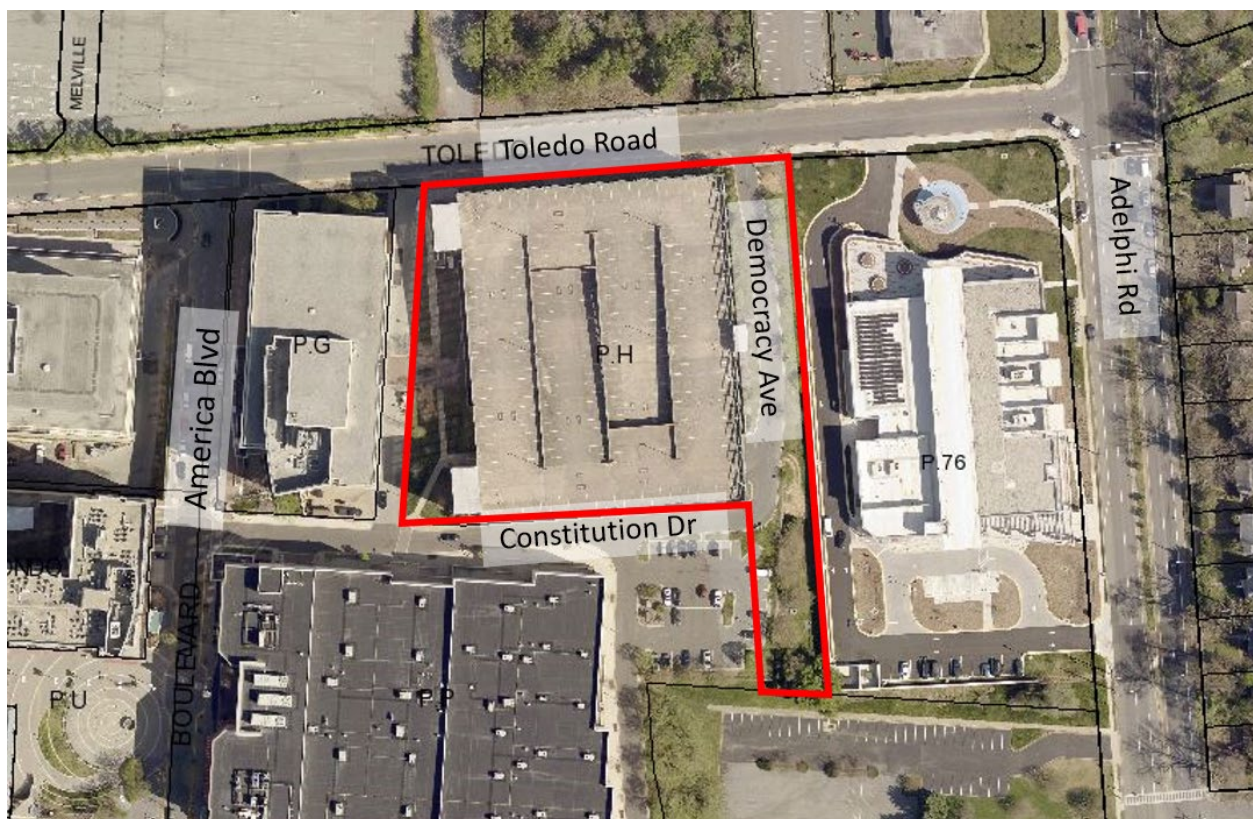


Figure 1. Subject site



## Environmental

### Natural Resources Inventory Plan (NRI-181-2022)

NRI-181-2022 was approved for the site; however, the applicant provided a different, unapproved NRI with the initial PPS submittal. The unapproved NRI submitted with the PPS application includes information that is inconsistent with the rest of the application, particularly as pertains to presence of 100-year floodplain and Primary Management Area (PMA). M-NCPPC staff has indicated the applicant will be required to include the approved NRI with the PPS application.

The approved NRI-181-2022 indicates there are no streams or wetlands onsite. NRI-181-2022 shows onsite presence of the 100-year County floodplain (0.1083 acres in area), along with the Primary Management Area (PMA) due to presence of the floodplain. The floodplain and PMA are located onsite along the frontage of Toledo Road in areas which were previously impacted by development and which are currently developed. The applicant provided a statement of justification (SOJ) requesting impacts to regulated environmental features associated with the PMA onsite. The SOJ states “The new multi-family building will not alter the PMA in any way and a delineation has been reviewed and approved by DPIE as a part of the SDCP to confirm this statement. The finished floor of the proposed residential building and the grading around the building will match the existing condition in an effort to ensure the PMA is kept consistent with how it is shown and functions in the existing condition today.”

*Staff notes that the floodplain and PMA are located in areas of the site which are entirely developed and the finished floor of the proposed residential building and the grading around the building will match the existing condition.*

*Staff anticipates that, to complete the proposed development, the applicant will be required to obtain a floodplain waiver from the County’s Department of Permitting, Inspections, and Enforcement prior to the first grading permit.*

### Stormwater Concept Plan

In accordance with Section 24-121(a)(15) of the prior County Subdivision Regulations, a site development concept plan must be approved by the Department of Permitting, Inspections, and Enforcement (DPIE) prior to approval of the preliminary plan of subdivision. SDCP 24001-2022 was submitted with the application. The SDCP calculates that the existing impervious area is 1.15 acres and the proposed impervious area is 1.03 acres. The SDCP proposes the use of two micro-bioretenment areas to treat water. The micro-bioretenment facilities are proposed in the eastern portion of the site in areas that the applicant has indicated will also serve as courtyards for the multifamily building.

*The PPS and the Type 1 Tree Conservation Plan (discussed in Woodland and Wildlife Conservation Ordinance, below) show two proposed underground detention areas, each one adjacent to one of the proposed micro-bioretenment areas. City Staff anticipates that the applicant will be required to ensure consistency between these plans and the SDCP, and recommends that development of the site be in conformance with an approved Stormwater Management Concept Plan (24001-2022) or any subsequent revisions.*

### Woodland and Wildlife Conservation Ordinance

A Type 1 Tree Conservation Plan (TCP 1) was submitted with the PPS. The TCP 1 shows 0 acres of existing woodland, and required afforestation of 15%, or 0.41 acres. The applicant proposes to meet this requirement through provision of off-site woodland conservation credits.

### Landscape Manual and Tree Canopy Coverage (TCC)

TDDP requirements for streetscape and landscaping supersede Landscape Manual requirements in case of a conflict. For development standards not covered by the TDDP, Landscape Manual requirements generally apply. Properties that are zoned M-X-T are required to provide a minimum of 10% of the gross tract area in tree canopy coverage, which would be 0.28 acres for this site. Landscaping and tree canopy coverage requirements will be reviewed at the time of DSP.

### Noise

The PPS shows a 65 dBA (adjusted decibels) noise contour line from Toledo Road, which appears to have been established with a prior subdivision (stored among the Prince George's County Land Records at Plat REP196 at 29).

*The current use is a parking structure; however, the development proposal would transition half of the structure to residential units. City staff recommends that, at the time of Detailed Site Plan, a Phase II noise report be submitted for any residential components on the property with noise levels in excess of 65 dBA. If unmitigated noise levels exceed 65 dBA, the report shall demonstrate that the interior of the units impacted by the same can be mitigated to 45 dBA Ldn or less, and that all outdoor activity areas with noise levels in excess of 65dBA can be mitigated to 65 dBA Ldn or less. Staff recommends that, prior to approval of building permits for a residential building located within the unmitigated 65 dBA Ldn noise contour of Toledo Road, a certification by a professional engineer with competency in acoustical analysis be placed on the building permits stating that the building shells of structures have been designed to reduce interior noise levels to 45 dBA Ldn or less.*

### **Adequate Public Facilities (APF)**

The applicant has chosen to be reviewed under the prior zoning and subdivision ordinance; however, a review for adequacy of public facilities (APF) is being conducted under the new subdivision ordinance as required by Section 24-4500 of the Prince George's County Subdivision Regulations. Section 24-4503(a)(2) reads, "Preliminary plans of subdivision (minor or major) proposed after April 1, 2022, shall receive approval of a certificate of adequacy or conditional certificate of adequacy for each public facility subject to this Section." For a Preliminary Plan of Subdivision to be approved, a Certificate of Adequacy must be approved or conditionally approved (Sec. 24-4502(b)(2)).

M-NCPPC staff are reviewing the project for compliance with the adequate public facilities standards. City staff anticipates findings will be made regarding the adequacy of the following facilities: transportation, pedestrian and bikeway, parks and recreation, police, fire and rescue, and schools.

### **Transportation**

Per the County's Transportation Review Guidelines, a Traffic Impact Study (TIS) is required if a proposed subdivision will generate 50 or more new trips during any peak hour. A TIS aims to assess the effects that a particular development will have on the surrounding transportation network beyond the boundaries of the subject development.

The applicant submitted a TIS dated February 23, 2022, with the application. The study area includes seven intersections in the vicinity of the development (Figure 2).





Figure 2. Intersections studied as part of Traffic Impact Study (TIS)

M-NCPPC guidelines establish standards for the evaluation of signalized and unsignalized intersections. Signalized intersections are required to operate with critical lane volumes (CLV) less than 1,600. Within the Prince George's Plaza Transit District, the standard for level of service (LOS) is LOS E for individual intersections (TDDP page 263). Unsignalized intersections are required to operate with an average of less than 50 seconds of delay per vehicle.

The TIS includes the following results:

- “All signalized intersections operate with a CLV of less than 1,600 and therefore, meet M-NCPPC adequacy requirements.
- “All unsignalized intersections operate with less that 50 seconds of delay and therefore, meet M-NCPPC adequacy requirements.”

Results for the individual intersections can be seen in Figure 3, below.


<b>Level-of-Service Results</b>				
<b>Morning Peak Hour</b>		<b>Existing CLV</b>	<b>Background CLV</b>	<b>Total CLV</b>
1. Adelphi Road at Belcrest Road	(Signalized)	A / 293	A / 407	A / 409
2. Belcrest Road at Toledo Road	(Signalized)	A / 290	A / 444	A / 476
3. Toledo Road at Service Road	(Unsignalized)			
Tier 1: HCS Delay Test		8.9 sec.	9.4 sec.	9.6 sec.
4. Toledo Road at Site Access	(Unsignalized)			
Tier 1: HCS Delay Test		10.3 sec.	11.4 sec.	13.4 sec.
5. Toledo Road at Constitution Avenue	(Unsignalized)			
Tier 1: HCS Delay Test		8.8 sec.	9.3 sec.	9.5 sec.
6. Adelphi Road at Toledo Road	(Signalized)	A / 285	A / 356	A / 379
7. MD 410 at Belcrest Road	(Signalized)	A / 573	A / 733	A / 751
<b>Evening Peak Hour</b>		<b>Existing CLV</b>	<b>Background CLV</b>	<b>Total CLV</b>
1. Adelphi Road at Belcrest Road	(Signalized)	A / 617	A / 744	A / 748
2. Belcrest Road at Toledo Road	(Signalized)	A / 703	A / 882	A / 909
3. Toledo Road at Service Road	(Unsignalized)			
Tier 1: HCS Delay Test		9.8 sec.	10.4 sec.	10.6 sec.
4. Toledo Road at Site Access	(Unsignalized)			
Tier 1: HCS Delay Test		10.3 sec.	11.2 sec.	12.5 sec.
5. Toledo Road at Constitution Avenue	(Unsignalized)			
Tier 1: HCS Delay Test		10.2 sec.	11.0 sec.	11.2 sec.
6. Adelphi Road at Toledo Road	(Signalized)	A / 470	A / 541	A / 568
7. MD 410 at Belcrest Road	(Signalized)	B / 1013	C / 1258	C / 1278
<b>NOTES:</b> 1. MNCPPC Guidelines are LOS "E" or better for signalized intersections in the Developed Tier using CLV methodology (<1,600). 2. MNCPPC has a three tier test for unsignalized intersections. a). Delay less than 50 seconds per vehicle, then passes APFO, otherwise go to step 2. b). Minor street volumes less than 100 vph, then passes APFO, otherwise go to step 3. c). CLV less than 1,150, then passes APFO. If not, then conduct signal warrant analysis or provide turn lanes to yield CLV < 1,150.				
Traffic Impact Analysis  <b>LENHART TRAFFIC CONSULTING, INC.</b> 845 BALTIMORE ANNAPOLIS ROAD, SUITE 214 NEVINNA 19386, MD 21155 www.lenharttraffic.com		<b>Results of Level-of-Service Analyses</b>		<b>Exhibit 10</b>

Figure 3. Critical lane volumes (CLV) and level of service (LOS) (from TIS)

The TIS also evaluated total trip generation rates for the proposed development (Figure 4). The TIS notes that trips associated with the existing parking garage were not removed from the network given the future garage will likely serve both residents of the new development and continue to serve users of the existing retail/commercial uses surrounding the site. Total new vehicular trips are calculated at 83 during the AM peak and 96 during the PM peak, assuming a 20% reduction in trips due to proximity to and bus service to Metro ("Transit Credit" in Figure 4).

*The development is nearby to existing transit, but residents are unlikely to use transit if they cannot access it safely and conveniently. The applicant should ensure the 20% trip reduction accounted for in the trip generation calculations are supported by robust investment in the pedestrian and bicyclist amenities and infrastructure provided with the development, in accordance with the requirements of the County's Transportation Review Guidelines, pages 45-47. In addition to the recommendations for on-site pedestrian and bicycle improvements outlined in Bicycle and Pedestrian Facilities section below, City staff recommends that the applicant provide an easement and dedicated space for a bike share docking station on the subject site. In the event an appropriate location cannot be located on-site that meets bike share siting criteria or a vendor cannot be procured, City recommends that the applicant allow the City to install bicycle racks within the easement as a permanent or interim condition.*

### Trip Generation Rates

#### Apartments (garden and mid-rise, Prince George's County Rates)

Morning Trips = 0.52 x Units  
Evening Trips = 0.60 x Units  
Daily Trips = 6.5 x Units

#### Trip Distribution (In/Out)

20/80  
65/35

### Trip Generation Totals

		AM Peak			PM Peak			Daily
		In	Out	Total	In	Out	Total	
Apartments (garden and mid-rise, Prince George's County Rates)	200 units	21	83	104	78	42	120	1300
Transit Credit: 20%		-4	-17	-21	-16	-8	-24	-260
Net Trips with Transit Credit:		17	66	83	62	34	96	1040

#### Notes:

1. Trip Generation Rates obtained from the Prince George's County Guidelines and the ITE Trip Generation Manual, 10th Edition, as necessary.

Traffic Impact Analysis

Trip Generation for  
Site

**Exhibit**

7

**LENHART TRAFFIC CONSULTING, INC.**  
645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
SEVERNA PARK, MD 21146  
www.lenharttraffic.com

Figure 4. Trip Generation Rates (from TIS)

## Bicycle and Pedestrian Facilities

### Bicycle and Pedestrian Adequacy

The site is subject to Section 24-4506, which requires adequate pedestrian and bikeway facilities in the current RTO-H-C zone. A Bicycle and Pedestrian Impact Study (BPIS) is required within a ½ mile radius of the site. Based on the number of dwelling units, the applicant must provide up to \$76,575.65 for off-site bicycle and pedestrian improvements.

To meet this requirement, the applicant initially proposed improvements including sharrows along Toledo Road; ADA-compliant upgrades to eight pedestrian ramps; upgrades to the bus stop in front of the library to include a bench and shelter; and providing two continental-style crosswalks at intersections along Adelphi. At the Subdivision and Development Review Committee (SDRC) meeting on December 22, 2022, M-NCPPC staff recommended the applicant also examine installing bicycle route signage along the site's frontage.

*City Staff initially raised concerns regarding the applicant's proposed BPIS improvements, including that the provision of sharrows along Toledo Road is inconsistent with the City's 2018 Hyattsville Transportation Study, which recommends designing and building a complete street including continuous sidewalks, bike lanes, and a two-lane street section along Toledo Road from Adelphi Road to Toledo Place (Project ID R-2). Through coordination with County reviewers, it was identified that bicycle lanes will be installed along the full length of Toledo Road as part of the off-site BPIS associated with the Residences at the Sixes (6400 America Blvd) which is currently under construction. County staff are working with the Library Apartments PPS applicant to determine alternate improvements which may meet the off-site BPIS requirements, once sharrows and other improvements which are classified as frontage improvements are removed. At the time of the Detailed Site Plan, staff anticipates that the applicant will be required to provide an off-site bicycle and pedestrian facilities plan that illustrates the location, limits, specifications and details of the pedestrian and bicycle adequacy improvements approved with PPS 4-22004.*

*Staff recommends that, at the time of Detailed Site Plan, the applicant provide locations, limits, specifications, and details of on-site pedestrian and bicycle amenities and for improvements including the following:*

- 1. Locations of and specifications for short- and long-term on-site bicycle parking. The style, design, spacing, and location submitted by the Applicant shall be coordinated with M-NCPPC and City of Hyattsville staff;*
- 2. Removal of brick paver crosswalks onsite and within the site frontage along Toledo Road, and reconstruction of crosswalks to include stamped asphalt and/or 10-foot-wide continental style, to be coordinated with the City of Hyattsville.*
- 3. Removal of existing brick paver sidewalks and reconstruction of ADA-compliant sidewalk zones along the full frontage of Toledo Road.*
- 4. ADA-compliant pedestrian facilities provided along the full length of Democracy Avenue and to/through/across Constitution Drive at the areas conceptually shown in red on the City's Exhibit B. One option is to close to vehicular traffic the portion of Constitution Drive and Democracy Avenue shown in blue on the City's Exhibit B; another option is to include a public arcade within the structure along the southern façade.*

*The applicant has stated they will not be able to provide public sidewalks to/through/across Constitution Drive (as recommended in #4) due to engineering constraints, and have instead suggested that a private access from the interior of the building routing to the west will suffice. They have also asserted that this*

*issue should be addressed at time of Detailed Site Plan. Staff disagrees. Per the TDDP, Constitution is intended to be a B Street with specific frontage requirements (as described below). Additionally, the applicant must demonstrate on-site pedestrian and bicyclist adequacy with the PPS. Further, at the Council meeting on August 1, 2022, Council expressed a desire for consideration of frontage improvements, including connection to surrounding facilities and points of interest. Staff believes it would be inappropriate to defer this important issue to DSP.*

*Within the Prince George's Plaza Transit District Development Plan, Toledo Road is classified as an A Street and Democracy Avenue and Constitution Drive are B Streets, and must meet specific standards for streets and frontages. Within the TDDP, A Streets are of highest importance and B Streets are of second-highest importance (page 207). As noted, Toledo Road is a City right-of-way, and therefore the City may determine the cross section. Staff recommends that, the applicant be required to demonstrate compliance with the 2016 Approved Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment street section for Toledo Road or a comparable Prince George's County Department of Public Works and Transportation Urban Street Design standard at time of Detailed Site Plan. This condition is consistent with a condition adopted with the Dewey Property subdivision.*

*The City's Transportation Study also recommends specific designs, location, and destinations for bicycle wayfinding signage. The applicant has agreed use the City's bicycle wayfinding signage.*

## **Parking**

The TDDP limits the maximum number of off-street parking spaces for residential development in the Downtown Core to 1.25 spaces per dwelling unit, or 261 total for the proposed development (TDDP page 259). The applicant is proposing to retain 727 parking spaces (of the existing 1,455) with this redevelopment. Application materials state that the parking will serve as parking for the residential units and as public parking.

The applicant also submitted a parking analysis with their response to SDRC comments with the intent of determining the potential parking impacts of constructing approximately 200 multi-family residential units. The parking analysis states, "with the conversion of half of the garage to approximately 200 units, that the overall UTC would have a surplus of 1,714 spaces" (page 3) and, more specifically to this particular parking garage, the existing demand for Garage A (as determined by a count conducted in February 2022) combined this with "the 262 spaces needed to accommodate the new residential units [...] would leave a surplus of 158 spaces in the garage" (page 5). The parking analysis further indicates that this assessment is conservative, as the parking counts were done at a time when "Kaiser Permanente was under a temporary contract to utilize parking spaces in Garage A while their facility was under construction at the West Hyattsville Metro Station." The analysis states, "Therefore the [...] peak parking demand is actually an inflated number due to the temporary usage of Kaiser Permanente" (Page 4).

*Parking will be reviewed at the time of the Detailed Site Plan; however, based on the number of parking spaces proposed to be retained on-site, Staff finds it important to briefly address at this time. Staff recommends that, if the applicant proposes development that will exceed the maximum parking ratios (1.25 spaces/DU) at time of Detailed Site Plan, the applicant provide a comprehensive transportation demand management strategy and program including incentives for non-automobile travel, implementation timing and phasing, and financial assurances, per Prince George's Plaza TDDP Parking and Loading Standards on page 258.*



## **Mandatory Parkland Dedication**

Section 24-134 of the prior County Subdivision Regulations requires mandatory dedication of parkland for the proposed development. This requirement may be met through land dedication, or through provision of recreational facilities or payment of a fee-in-lieu in certain circumstances. The applicant has proposed to meet the requirement with private onsite recreational facilities, including fitness center, resident lounge, bike room, pool, and pool courtyard.

## **Recommendation**

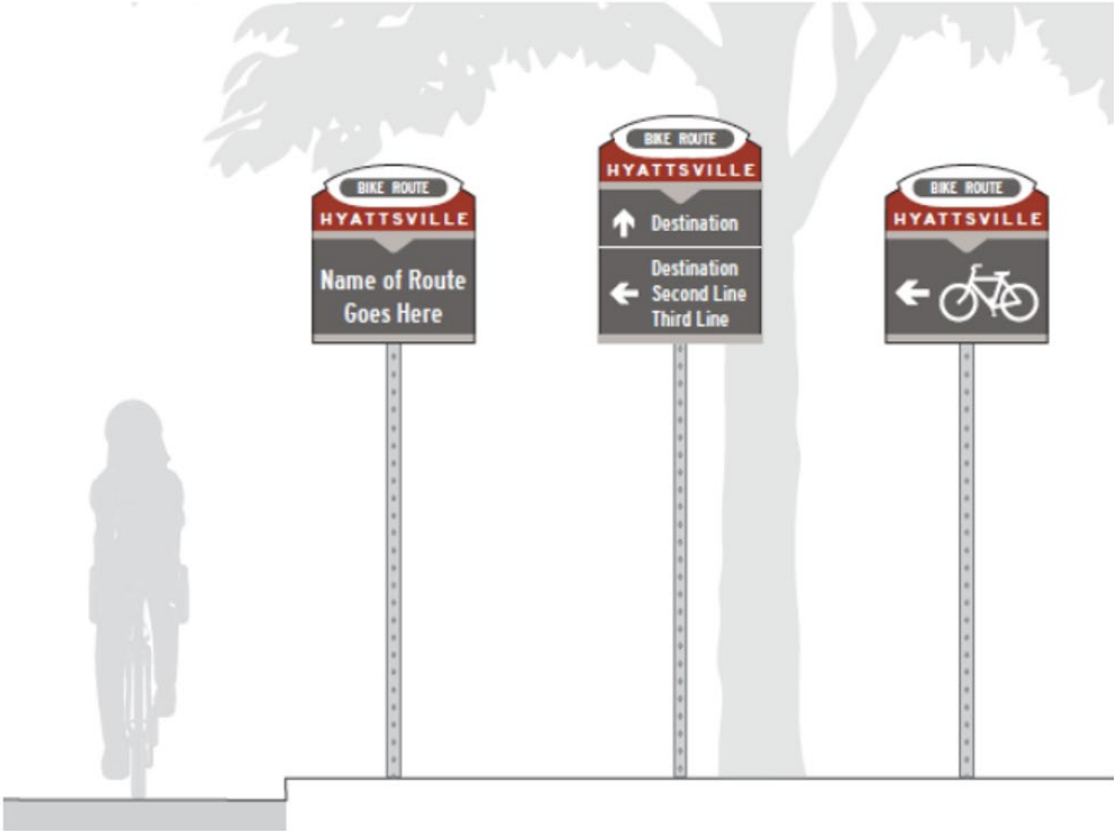
City staff recommends supporting Preliminary Plan of Subdivision 22004 (Library Apartments, 3325 Toledo Road) subject to the following:

1. At the time of Detailed Site Plan for any bicycle wayfinding signage proposed, the applicant shall utilize the City's bicycle wayfinding signage as recommended in the 2018 Hyattsville Transportation Study and included in the City's Exhibit A.
2. At time of Detailed Site Plan, the applicant shall demonstrate compliance with the 2016 *Approved Prince George's Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment* street section for Toledo Road, as modified (if necessary) at the time of Detailed Site Plan, in accordance with Section 27-548.08(c)(3) of the Zoning Regulations or a comparable Prince George's County Department of Public Works and Transportation Urban Street Design standard.
3. At the time of Detailed Site Plan, to ensure on-site pedestrian and bicycle adequacy as required by 24-4506(c) of the Prince George's County Subdivision Regulations and to support the 20% vehicular trip reduction credits requested with the PPS, the applicant shall provide locations, limits, specifications, and details of on-site pedestrian and bicycle amenities and improvements including but not be limited to the following:
  - a. ADA-compliant pedestrian facilities provided along the full length of Democracy Avenue and to/through/across Constitution Drive at the areas conceptually shown in red on the City's Exhibit B. One option is to close to vehicular traffic the portion of Constitution Drive and Democracy Avenue shown in blue on the City's Exhibit B; another option is to include a public arcade within the structure along the southern façade. Locations of and specifications for short- and long-term on-site bicycle parking. The style, design, spacing, and location submitted by the Applicant shall be coordinated with M-NCPPC and City of Hyattsville staff;
  - b. Removal of brick paver crosswalks onsite and within the site frontage along Toledo Road, and reconstruction of crosswalks to include stamped asphalt and/or 10-foot-wide continental style, to be coordinated with the City of Hyattsville.
  - c. Removal of existing brick paver sidewalks and reconstruction of ADA-compliant sidewalk zones along the full frontage of Toledo Road.
4. If the applicant proposes development that will exceed the maximum parking ratios at time of Detailed Site Plan, the applicant shall provide a comprehensive transportation demand management strategy and program including incentives for non-automobile travel, implementation timing and phasing, and financial assurances, per Prince George's Plaza TDDP Parking and Loading Standards on page 258.
5. The applicant shall provide an easement and dedicated space for a bike share docking station (the vendor of the bike share must be approved by the Prince George's County Department of Public Works and Transportation (DPW&T)) on the subject site. The conceptual location of the

station should be indicated on the preliminary plan of subdivision and the final location of this docking station will be selected by the County and the applicant, based upon the requirements of the bike sharing system, and in a highly-visible, convenient, and well-lit location that is publicly accessible. The location requires at least four hours of solar exposure per day, year-round. The applicant shall allow DPW&T or its contractors/vendors access to the site to install, service, and maintain the bike share stations. In the event an appropriate location cannot be located on-site that meets bike share siting criteria or a vendor cannot be procured, the applicant will allow the City to install bicycle racks within the easement as a permanent or interim condition.

6. At time of Detailed Site Plan, a Phase II noise report shall be submitted for any residential components on the property with noise levels in excess of 65 dBA and if unmitigated noise levels exceed 65 dBA, the report shall demonstrate that the interior of the units impacted by the same can be mitigated to 45 dBA Ldn or less, and that all outdoor activity areas with noise levels in excess of 65dBA can be mitigated to 65 dBA Ldn or less.
7. Prior to approval of building permits for a residential building located within the unmitigated 65 dBA Ldn noise contour of Toledo Road, a certification by a professional engineer with competency in acoustical analysis shall be placed on the building permits stating that the building shells of structures have been designed to reduce interior noise levels to 45 dBA Ldn or less.
8. Development of the site shall be in conformance with an approved Stormwater Management Concept Plan (24001-2022) or any subsequent revisions.
9. Prior to Planning Board approval of the Detailed Site Plan, the applicant shall provide a Letter of Intent (LOI) to the City of Hyattsville that includes, at a minimum, the following provisions:
  - a. Provision of public access easements to the City for any sidewalk along Toledo Road that is not located in the public right-of-way.
  - b. Acknowledgement of responsibility for maintenance of pedestrian light fixtures, landscaping, and sidewalks.
  - c. Restrictions related to construction staging and hours of operation, if needed.
  - d. If feasible, provision of an outdoor public art feature.

Exhibit A - City of Hyattsville Draft Conditions



*Bicycle Wayfinding Signs*



Exhibit B - City of Hyattsville Draft Conditions



ADA-compliant pedestrian facilities  
provided along the full length of  
Democracy and to/through/across  
Constitution

Option to close to vehicular traffic  
portion of Constitution Drive and  
Democracy Avenue

# BICYCLE AND PEDESTRIAN IMPACT STATEMENT

## FOR

# TOLEDO ROAD GARAGE

Prepared by:

**LENHART TRAFFIC CONSULTING, INC.**  
*TRAFFIC ENGINEERING & TRANSPORTATION PLANNING*

February 24, 2022

**Revised: January 11, 2023**



<b>Table of Contents</b>	<b>Page</b>
<b>Section 1 Bicycle Pedestrian Impact Statement .....</b>	<b>3</b>
1.1 Project Description	
1.2 On-Site Bicycle and Pedestrian Network Evaluation	
1.3 Off-Site Bicycle and Pedestrian Network Evaluation	
1.4 Cost Cap for Off-Site Improvements	
1.5 Recommended of Off-Site Improvements	
<b>Section 2 Complete Streets Review Checklist .....</b>	<b>7</b>
2.1 General Project Information	
2.2 Site Context and Opportunities	
2.3 Complete Streets Assessment – Pedestrian Facilities	
2.4 Complete Streets Assessment – Bicycle Facilities	
2.5 Complete Streets Assessment – Transit Facilities	

## Appendices

Appendix A	Evaluation of Existing Bicycle and Pedestrian Facilities
Appendix B	Proposed Improvements Using BPIS Funds
Appendix C	Supplemental Information

# Section 1      **Bicycle Pedestrian Impact Statement**

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## **1.1      Project Description**

This Bicycle Pedestrian Impact Statement (BPIS) was conducted for the Toledo Road Garage redevelopment along Toledo Road in Hyattsville, Maryland. The current plan is to redevelop the existing parking garage with 200 multifamily units and accompanying parking.

M-NCPPC Staff provided a map detailing the area to be considered in the vicinity of the site and the specific areas of interest. Based on this map and follow up correspondence, the following corridors have been identified by M-NCPPC to be analyzed in this report:

- MD 410 – within ½ mile of the site
- Adelphi Road – within ½ mile of the site
- Toledo Road – Belcrest Road to Toledo Terrace
- Belcrest Road – within ½ mile of the site

**Exhibit 1** shows the Staff provided map. The corridors identified by Staff as corridors of interest have been highlighted in orange.

## **1.2      On-Site Bicycle and Pedestrian Network Evaluation**

There will be no internal roadways on the proposed site. However, connectivity to the existing bicycle / pedestrian network along Toledo Road and Constitution Drive will be provided. Note that all connections to existing facilities will be constructed to Prince George's County standards.

## **1.3      Off-Site Bicycle and Pedestrian Network Evaluation (See Appendix A)**

MD 410 – within ½ mile of the site

**Exhibits A1a – A1f** evaluate the bicycle / pedestrian infrastructure along MD 410. Note that per the Countywide Master Plan of Transportation Bikeways and Trails, a bike lane is planned along MD 410 in this section.

As shown on the exhibits, deficiencies were identified along this segment of MD 410 including the lack of crosswalks at several locations. See Exhibits A1a – A1f for more details.

Toledo Road – full extents are within ½ mile of the site

**Exhibits A2a – A2b** evaluate the bicycle / pedestrian infrastructure along Toledo Terrace. Note that per the Countywide Master Plan of Transportation Bikeways and



# 3325 Toledo Road, Hyattsville, MD 20782



## Subject Property

- Subject Property
- Walking and Biking Distance (0.5 Mile)

## Collisions

- + Not Injured
- + Possibly Injured
- + Injured
- + Disabled
- Fatality

## Existing & Planned Trails

- Park Trail and Shared Use Path
- - - Park Trail and Shared Use Path, Planned
- Bicycle Lane
- - - Bicycle Lane, Planned
- Shared Lane
- - - Shared Lane, Planned

## Education, Recreation & Public Facilities

- Community Center
- Religious Institution
- Post Office
- Library
- School

## Transit

- Rail Transit Station
- Park and Ride
- Bus Stop

## Commerce

- Shopping Center

## Landscape

- Park
- Sidewalks



Bicycle and Pedestrian Impact Statement



Study Area Map

Provided by M-NCPPC Staff

Exhibit  
1

Trails, Toledo Road is a planned shared use roadway.

As shown on the exhibits, deficiencies were identified along Toledo Road including non-standard pedestrian ramps and bus stops without benches and/or shelters. See Exhibits A2a-A2b for more details.

Belcrest Road – within ½ mile of the site

**Exhibits A3a – A3f** evaluate the bicycle / pedestrian infrastructure along Belcrest Road in the vicinity of the site. Note that per the Countywide Master Plan of Transportation Bikeways and Trails, Belcrest Road is a planned shared use roadway in this section.

As shown on the exhibits, deficiencies were identified along Belcrest Road including missing detectable warning surface and crosswalks. See Exhibits A3a-A3f for more details.

Adelphi Road- within ½ mile of the site

**Exhibits A4a-A4c** evaluate the bicycle / pedestrian infrastructure along Adelphi Road. Note that under existing conditions, Adelphi Road is signed as a shared use roadway.

As shown on the exhibits, deficiencies were identified along this segment including missing pedestrian ramps, detectable warning surface, and crosswalks. See Exhibits A4a-A4c for more details.

## 1.4 Cost Cap for Off-Site Improvements

The site is proposed to be redeveloped with 200 apartments. The cost cap of off-site improvements was calculated based on Section 24-124.01(c) which states that, *“...the cost of additional off-site pedestrian or bikeway facilities shall not exceed thirty-five cents (\$0.35) per gross square foot of proposed retail or commercial development proposed in the application and three hundred dollars (\$300.00) per unit of residential development proposed in the application, indexed for inflation.”*

The table below details the resulting cost cap calculations for the site.

**Table 1: Calculation of Cost Cap**

Type of Development	Cost Per Unit	Number of Units	Resulting Cap
Residential	\$300	200 units	\$60,000.00
<b>Indexed for Inflation:</b>			<b>\$76,576</b>

## 1.5 Recommended Off-Site Improvements (See Appendix B)

Based on the exhibits and discussion in Section 1.3, it is recommended that the following improvements be made:

- Install sharrows along Toledo Road per the Countywide Master Plan of Transportation Bikeways and Trails. Per Section 9C.07 of the Manual on Uniform Traffic Control Devices, it is recommended that the sharrows be placed immediately after the intersections with Belcrest Road and Adelphi Road and be spaced at intervals of 250 feet.
- Upgrade six pedestrian ramps to be ADA compliant along Toledo Road.
- Upgrade the bus stop in front of the newly constructed library to include a bench and shelter.
- Install bike route (D11-1) and wayfinding signage (D1-2b) along east- and westbound Toledo Road in the vicinity of the site frontage. The signage will direct cyclists traveling in the eastbound direction to Adelphi Road and the Hyattsville Library, and cyclists traveling in the westbound direction to the Hyattsville Metro Station and the Shopping Mall. Directional arrows will be included.
- Provide a continental style crosswalk along the east leg of the intersection at Adelphi Road & Beechwood Road.
- Provide a continental style crosswalk along the east leg of the intersection at Adelphi Road & Underwood Street.
- Upgrade two pedestrian ramps to be ADA compliant along Adelphi Road.

A cost estimate for the above improvements has been included on **Exhibit B1**. The detailed locations of each of the improvements is shown on **Exhibits B2-B5**.

## Section 2 Complete Streets Review Checklist

---

### 2.1 General Project Information

- Project Name: Toledo Road Garage
- Preliminary Plan Number: TBD
- Project Area (project location, relation to transit, designated Center and/or Corridor impacted): South side of Toledo Road in Hyattsville, Maryland within the Prince George's Plaza Metro General Plan Center. The Prince George's Plaza Metro Station is located to the south along MD 410, and the site is surrounded by bus stops operated by both WMATA and UMD.
- Project Description: 200 apartment units
- Number of Lots: N/A (Apartment Buildings)
- Gross Floor Area of Retail or Commercial: N/A

### 2.2 Site Context and Opportunities

- Road classifications proposed or impacted by the project: Access to the site will be provided via Toledo Road. Toledo Road is classified as a primary roadway (P-202).
- Land Use and Character: Describe the character of the project area, including predominant land uses, densities, and any historic districts or special zoning districts present. Describe the compatibility of the proposed design with these characteristics. The area in the vicinity of the site is Mixed Use between retail (Mall at Prince George's and multiple other retail locations) and several apartment / condo buildings. The area is served by the Prince George's Plaza Metro Station. The site is proposing multifamily units and therefore is compatible with the characteristics of the area.
- Trip Generators and Attractors: List any major sites, destinations, and trip generators within one-half mile of the project area, including: transit stops with service frequency of at least 20 minutes during peak periods; public facilities (e.g. schools. Libraries, parks or post offices); recreational communities; cultural facilities; retail centers greater than 20,000 square feet GFA; employment centers greater than 40,000 square feet GFA; and existing sidewalks, paths, bike



lanes, or cycle tracks. Describe how the proposed design provides connections to these sites. Please see Exhibit 1 for a full inventory of major sites, destinations, and trip generators within one-half mile of the project area. The proposed development will provide sidewalk connectivity to the existing pedestrian facilities along Toledo Road and Constitution Drive.

- **Travel Patterns and Conditions:** Describe existing and desired future walking, bicycling, transit, motor vehicle, and freight conditions within the project area. Describe how the proposed design addresses these conditions, including volumes, safety, comfort, connectivity, and quality of the street environment. The existing walking and cycling patterns will remain unchanged with this development. It is anticipated that residents of the proposed site will walk/bike to nearby retail destinations, the Prince George's Plaza Metro Station, and the University of Maryland College Park.
- **Opportunities:** Identify opportunities to address safety, mobility, and access within the larger corridor or center (within one-half mile of the subject site). Please see Section 1.3 above.

## **2.3 Complete Streets Assessment – Pedestrian Facilities**

**The proposed design should address the following considerations:**

- Provide adequate clear sidewalk widths along street frontages? (Minimum 5 feet of clear sidewalk width required per ADA)?
- Provide recommended buffer between peds. and traffic?
- Include pedestrian facilities and designated crossings that provide direct connections to destinations identified in Question #7?
- Provide pedestrian facilities for internal site circulation (e.g., walkways along and between buildings, walkways through parking lots to buildings, designated crossings of drive aisles)?
- Provide walkway lighting and/or continuous street lighting that meets or exceeds County standards?
- Minimize vehicle intrusions into the pedestrian zone (e.g., driveways, lay-by lanes, loading zones)?
- Provides designated pedestrian crossing opportunities every 300'-500'?

- Provide ADA compliant curb ramps where required and/or appropriate?
- Provide marked crosswalks and/or other crossing improvements at appropriate locations?
- Provide the sidewalk, side path, and other streetscape improvements as recommended in the Countywide Master Plan of Transportation and applicable area or sector plan?

*It is understood that the proposed design will comply with all necessary requirements.*

## **2.4 Complete Streets Assessment – Bicycle Facilities**

**The proposed design should address the following considerations:**

- Include bicycle facilities that provide direct connections to destinations identified in Question #7?
- Include bicycle facilities identified in adopted plans?
- Does the right-of-way dedication along master plan bikeways provide sufficient space for the bicycle facilities recommended in the area plan?
- Provide adequate bicycle parking per County Code requirements?

*It is understood that the proposed design will comply with all necessary requirements.*

## **2.5 Complete Streets Assessment – Transit Facilities**

**Does the proposed design:**

- Include transit enhancements (e.g., bus shelter, bus or intermodal transfer stop, park-and-ride facility, bus stop pad or pull-out, direct cash contribution to transit service costs, other transit service or system enhancements/amenities that serve the subject property) or propose to defray the cost of transit enhancements on-site or within one-half mile of the proposed site?
  - a. If yes, are proposed transit enhancements connected to the site by adequate pedestrian facilities
  - b. If adequate pedestrian facilities are not available to the transit stop from the subject site, describe the nature of the gap or barrier in the pedestrian network:

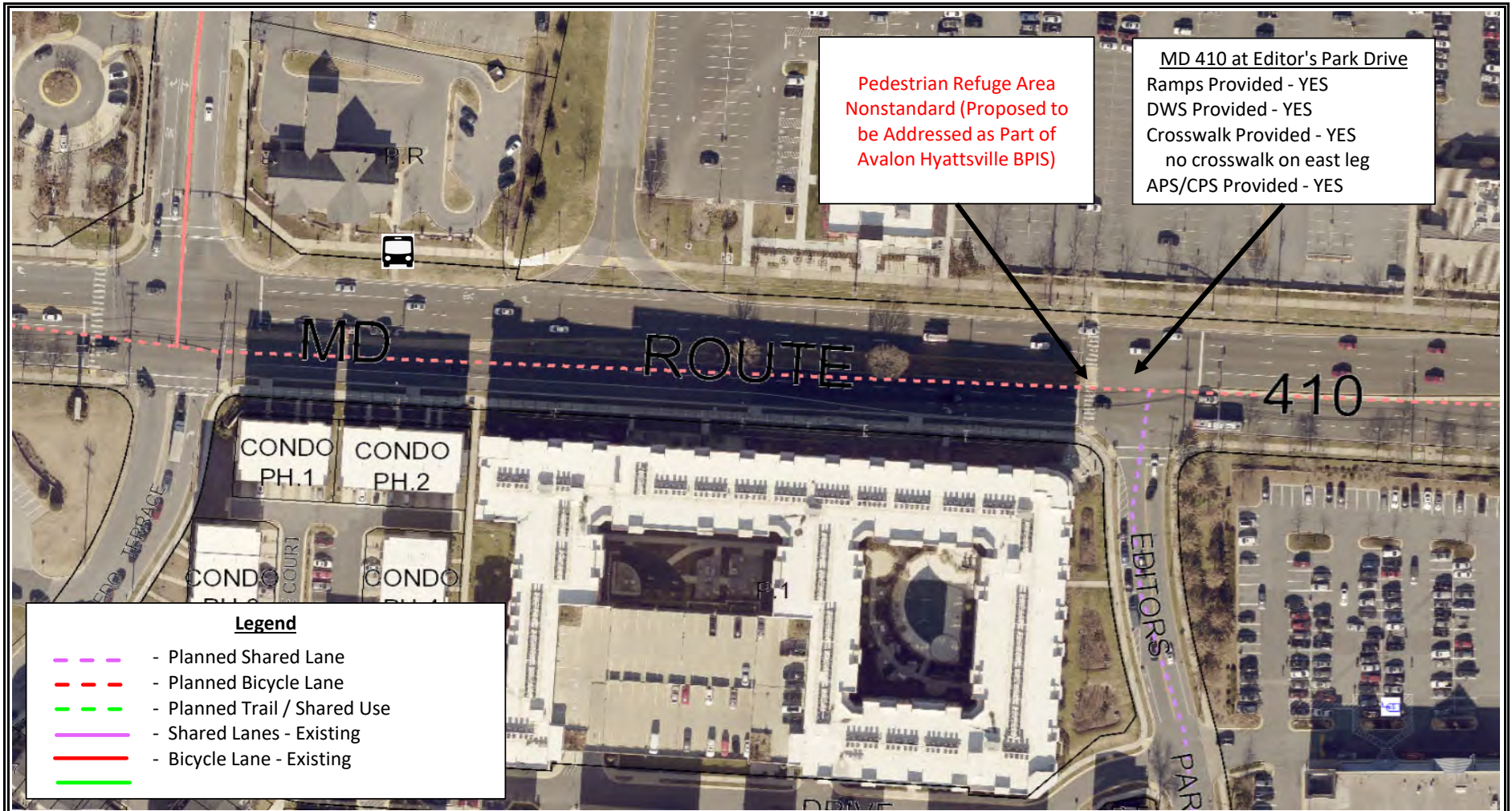
- Provide lighting at on-site transit stops that meets or exceeds County standards?
- Provide ADA compliant landing pads at on-site transit stops?
- Provide a space for passengers to wait for and board transit vehicles that are separate from the walkway at the on-site stops?

***It is understood that the proposed design will comply with all necessary requirements.***

# Appendix A

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## Evaluation of Existing Bicycle and Pedestrian Facilities



Bicycle and Pedestrian Impact Statement




**LENHART TRAFFIC CONSULTING, INC.**  
645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
SEVERNA PARK, MD 21146  
www.lenharttraffic.com

Existing Infrastructure  
along MD 410

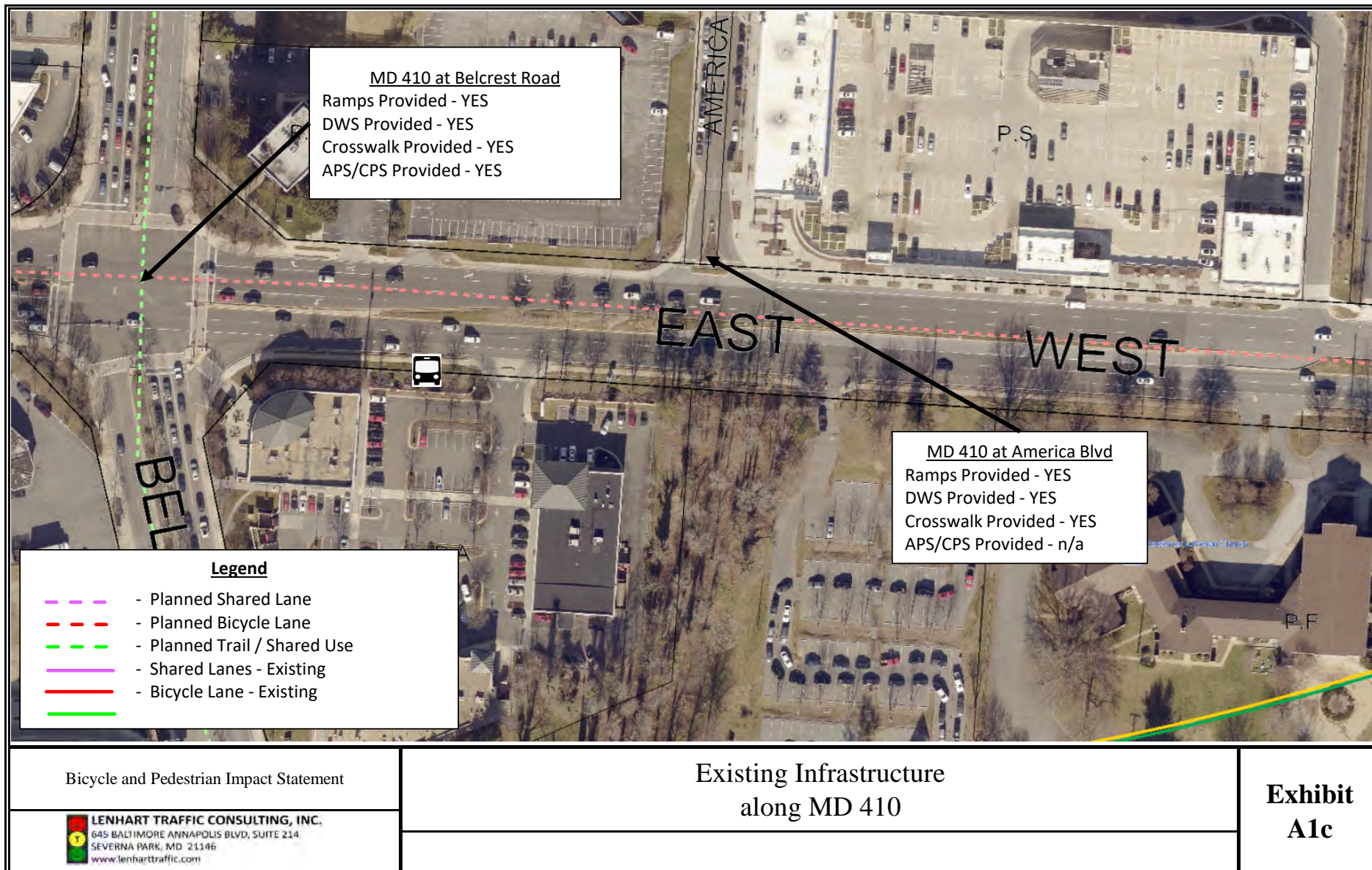
**Exhibit  
A1a**



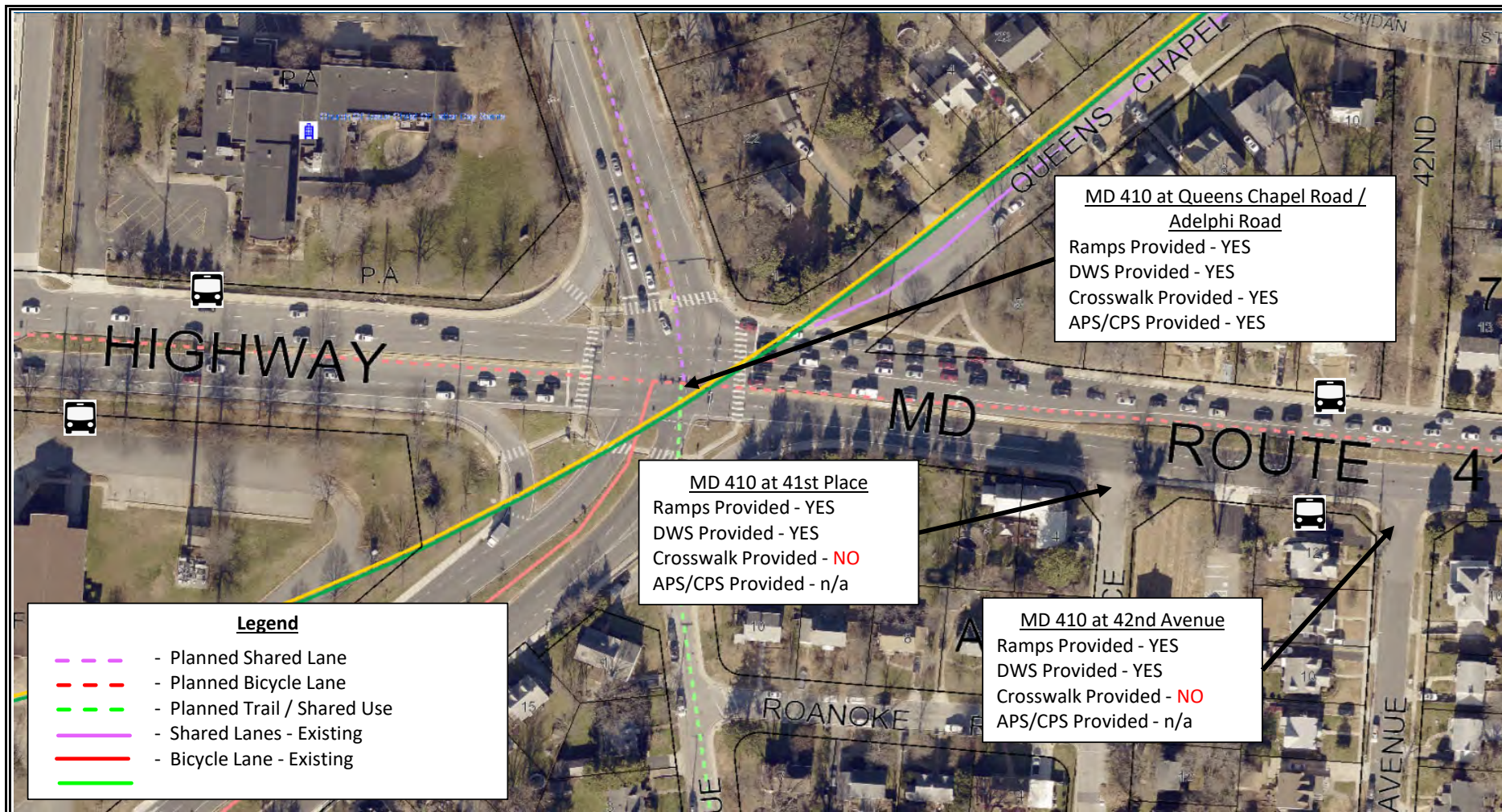


Bicycle and Pedestrian Impact Statement	Existing Infrastructure along MD 410	<b>Exhibit A1b</b>
 <b>LENHART TRAFFIC CONSULTING, INC.</b> 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214 SEVERNA PARK, MD 21146 <a href="http://www.lenharttraffic.com">www.lenharttraffic.com</a>		









Bicycle and Pedestrian Impact Statement




**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
 www.lenharttraffic.com

Existing Infrastructure  
 along MD 410

**Exhibit  
 A1d**






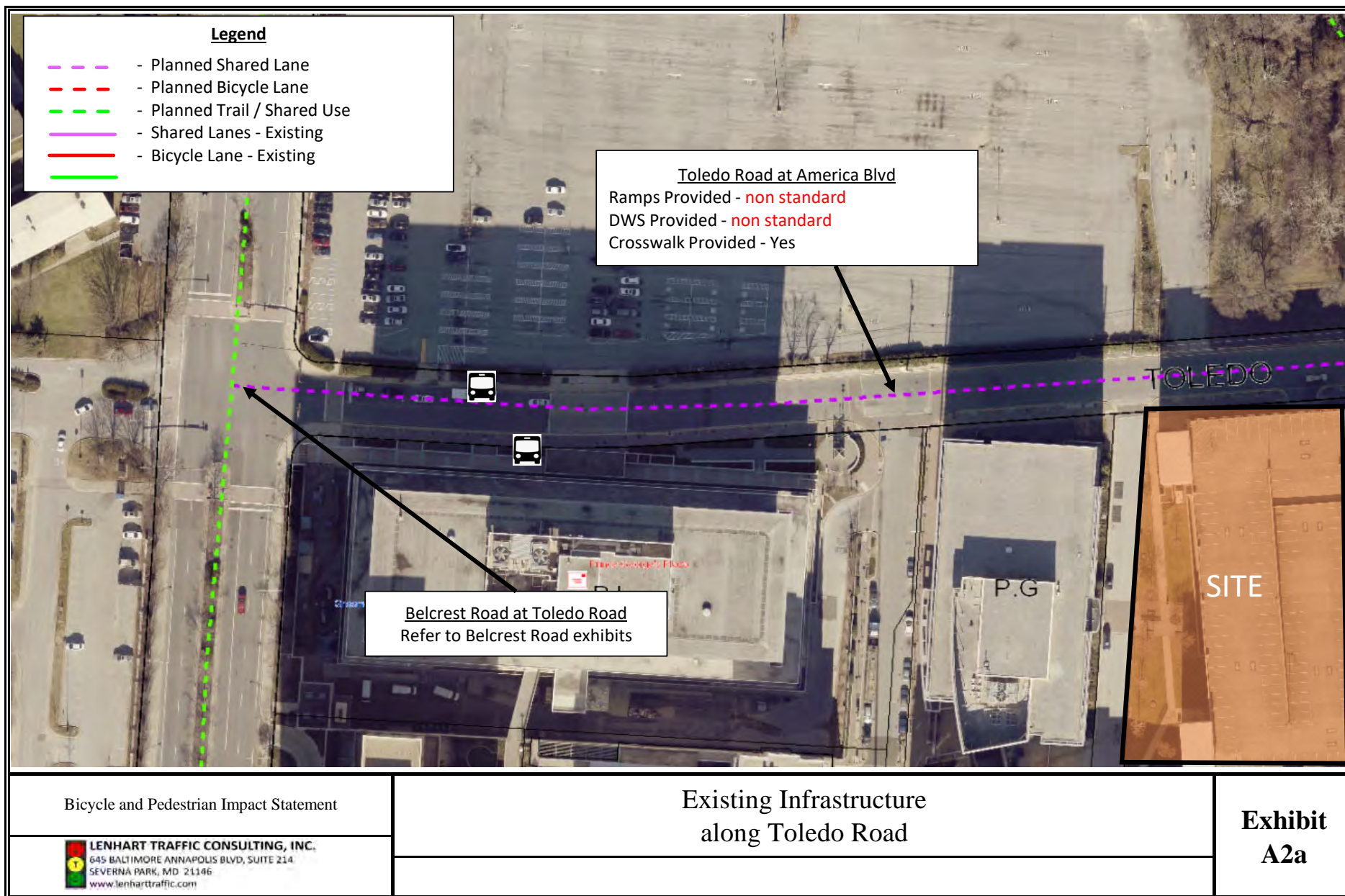
Bicycle and Pedestrian Impact Statement	Existing Infrastructure along MD 410	Exhibit A1e
 <b>LENHART TRAFFIC CONSULTING, INC.</b> 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214 SEVERNA PARK, MD 21146 <a href="http://www.lenharttraffic.com">www.lenharttraffic.com</a>		

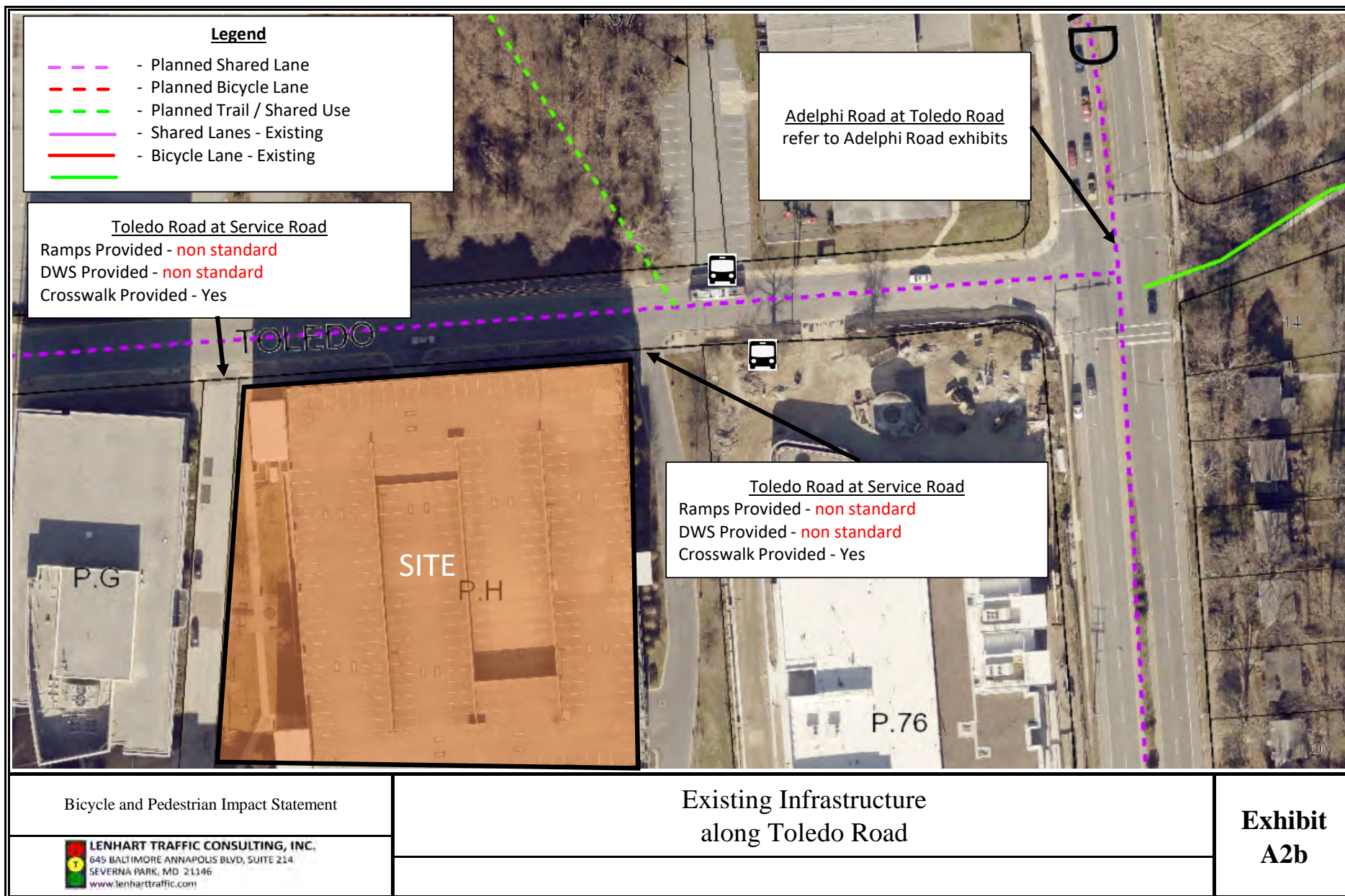




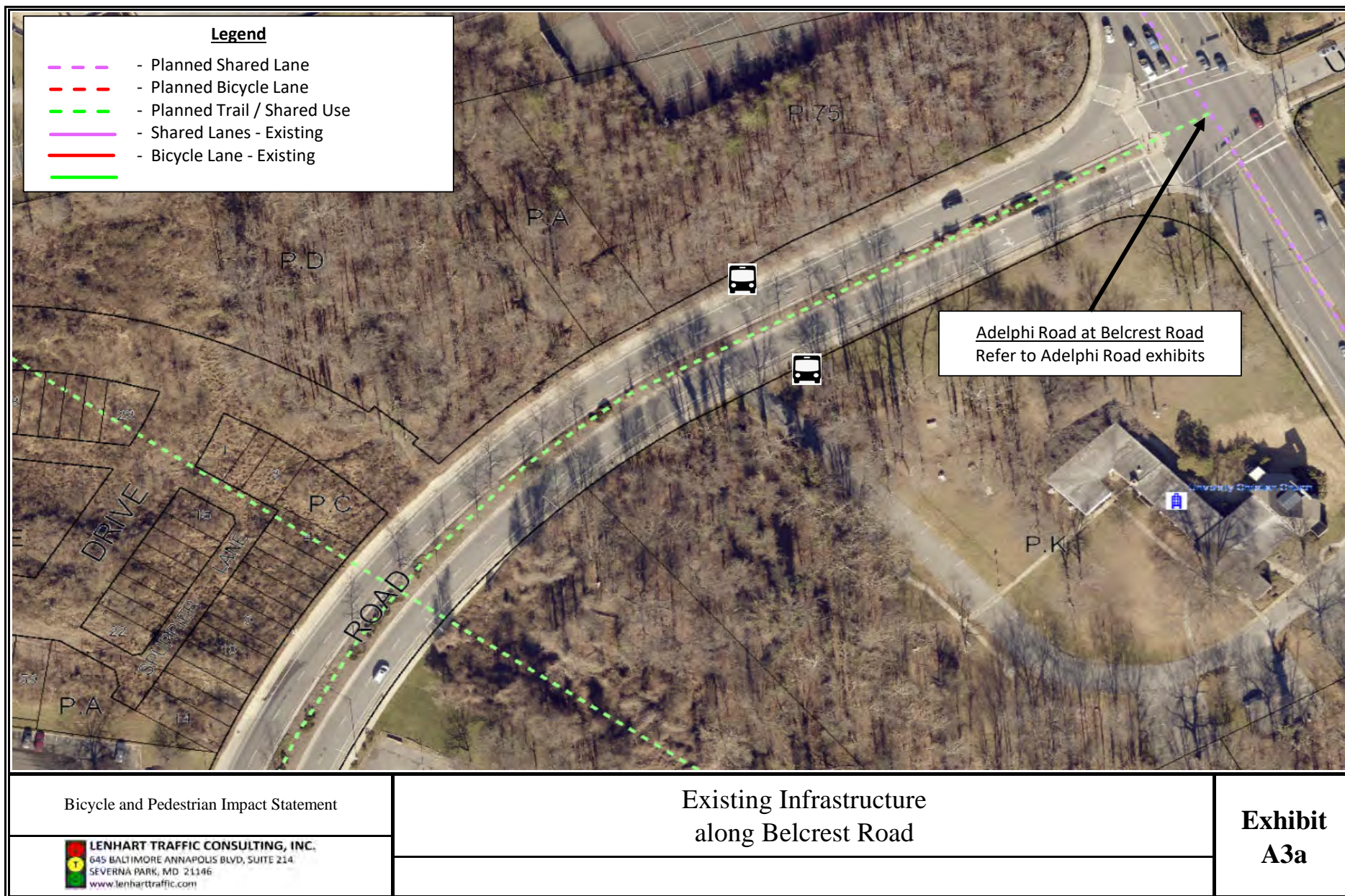
Bicycle and Pedestrian Impact Statement	Existing Infrastructure along MD 410	<b>Exhibit A1f</b>
 <b>LENHART TRAFFIC CONSULTING, INC.</b> 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214 SEVERNA PARK, MD 21146 <a href="http://www.lenharttraffic.com">www.lenharttraffic.com</a>		



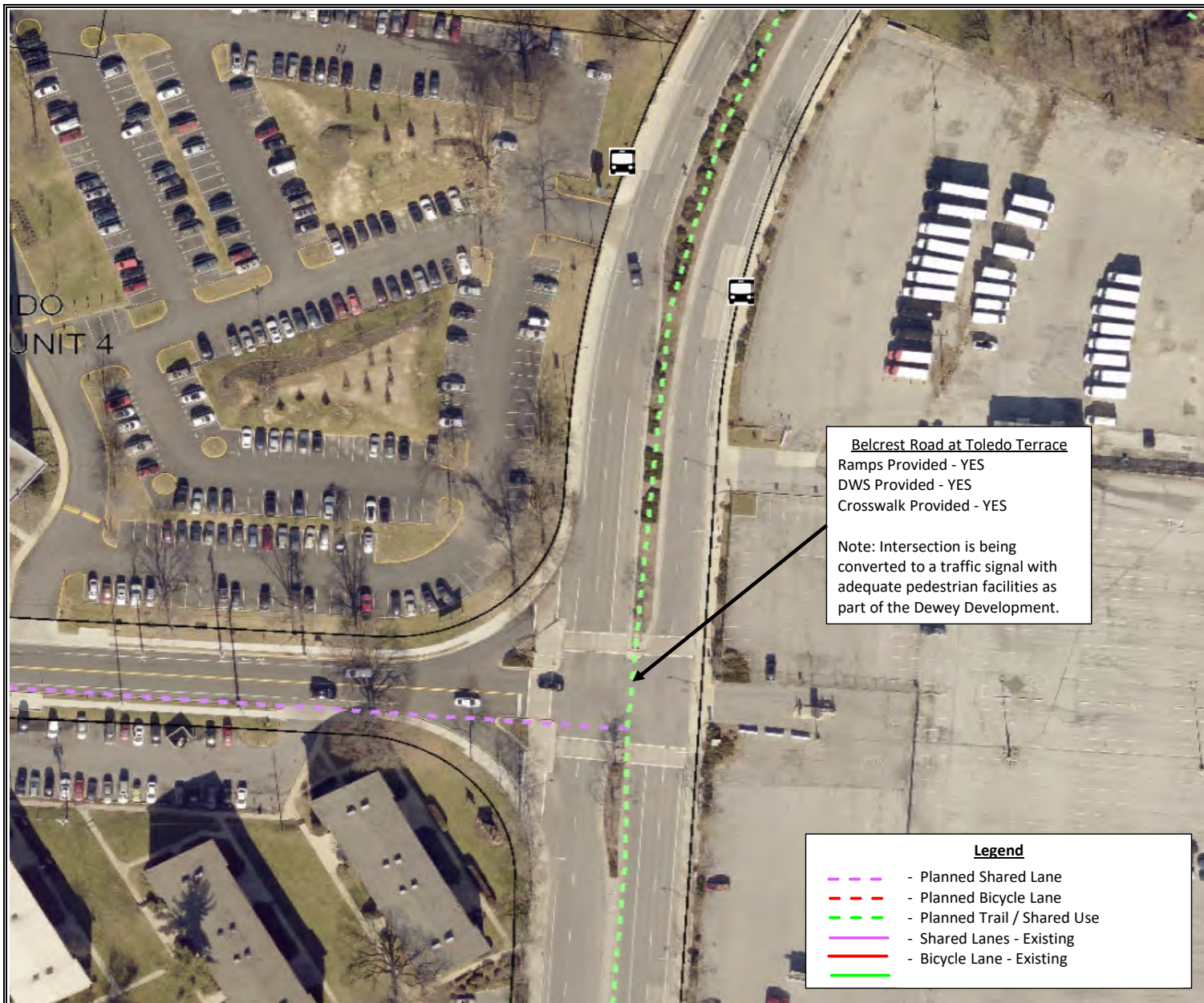










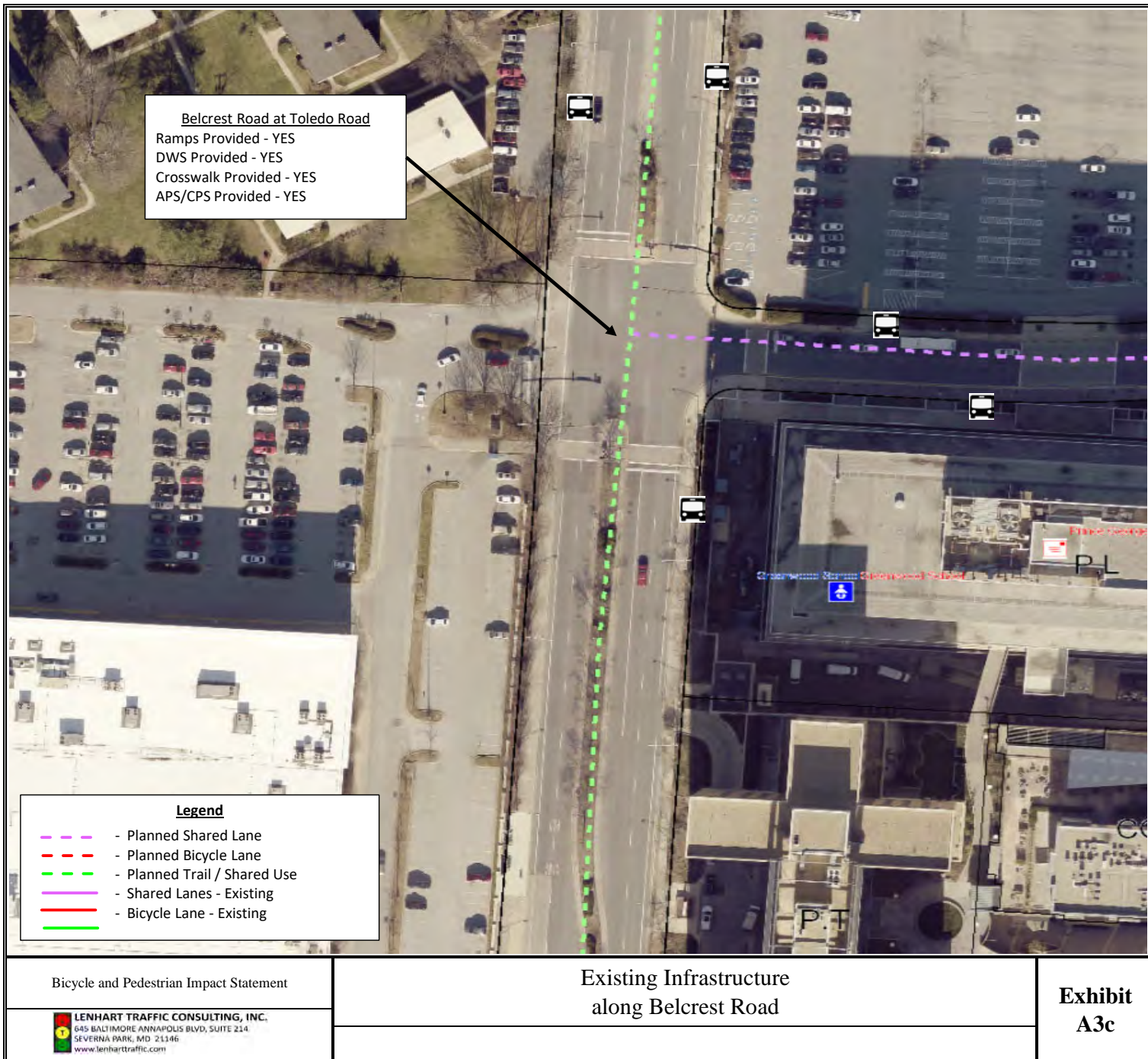


Bicycle and Pedestrian Impact Statement

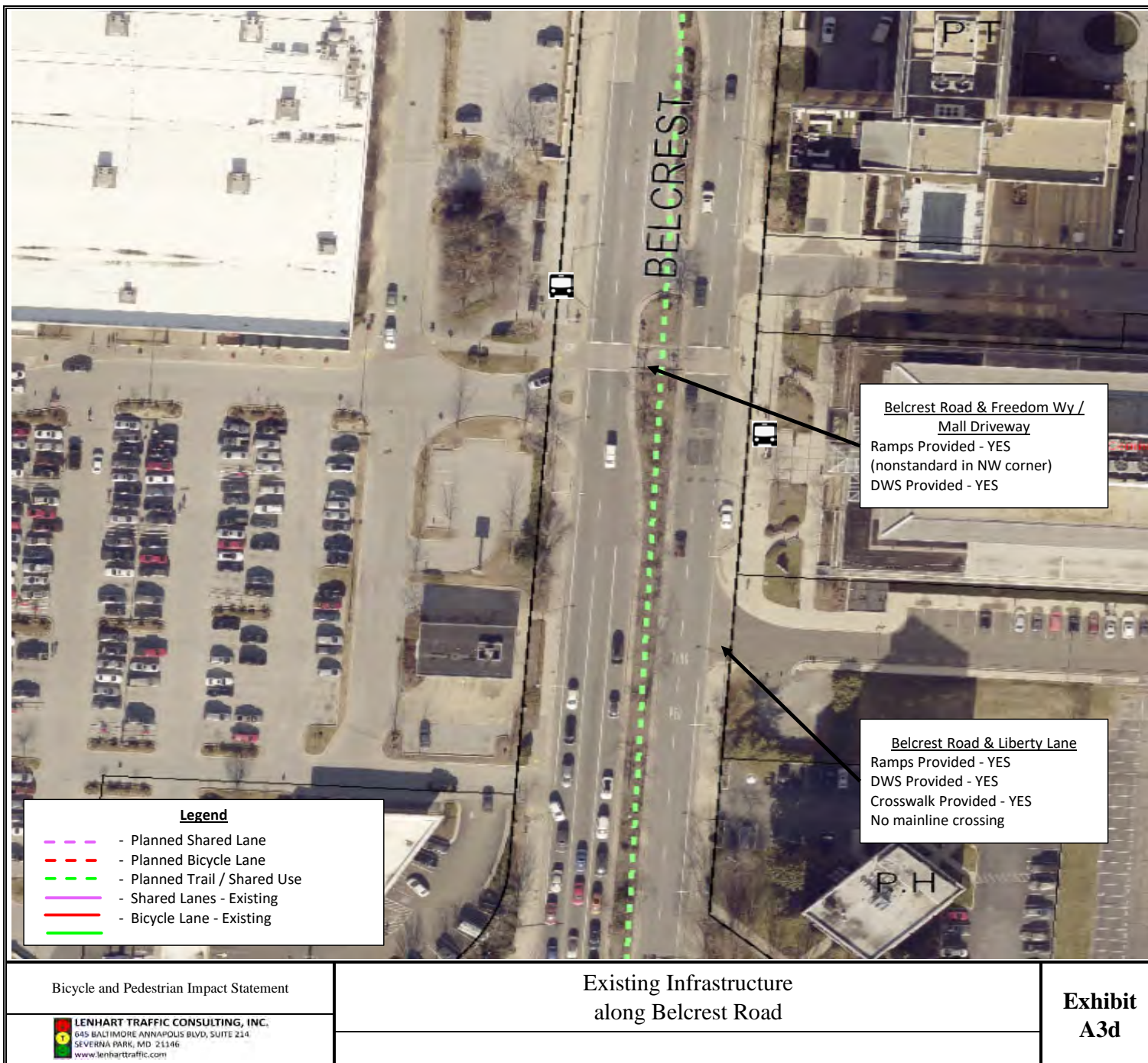
**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
[www.lenharttraffic.com](http://www.lenharttraffic.com)

Existing Infrastructure  
 along Belcrest Road

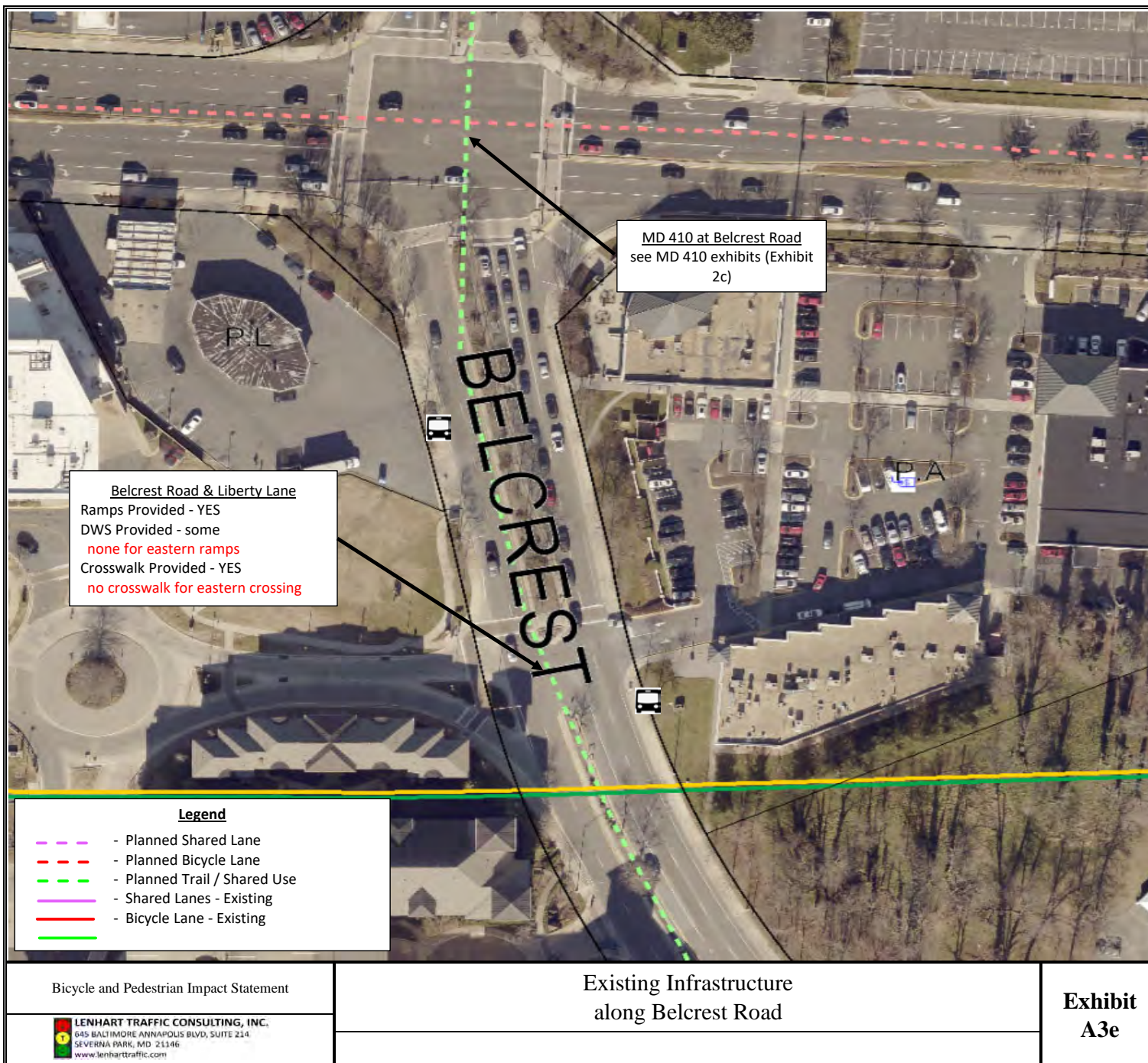
**Exhibit  
 A3b**















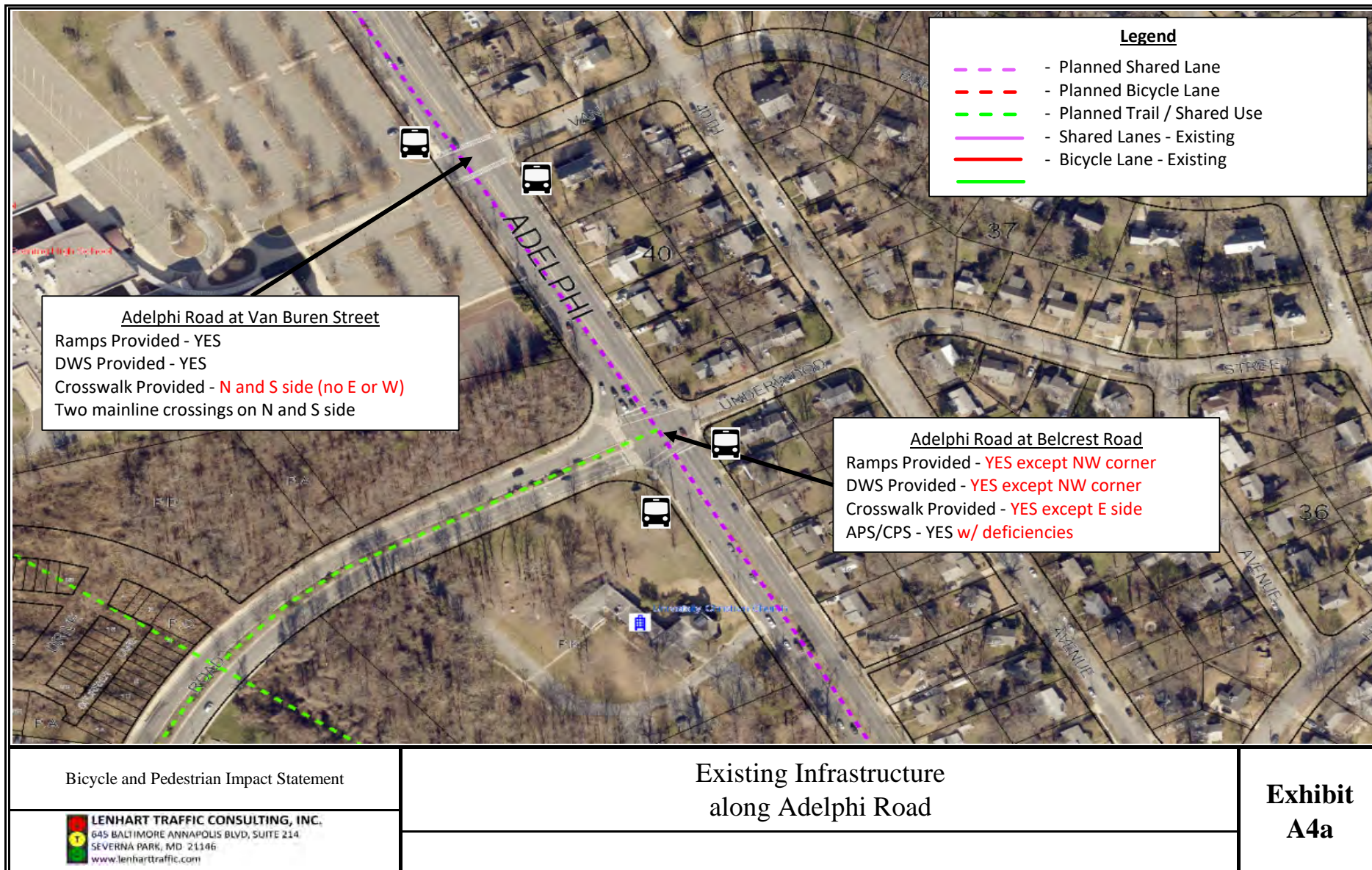
Bicycle and Pedestrian Impact Statement

**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
 www.lenharttraffic.com

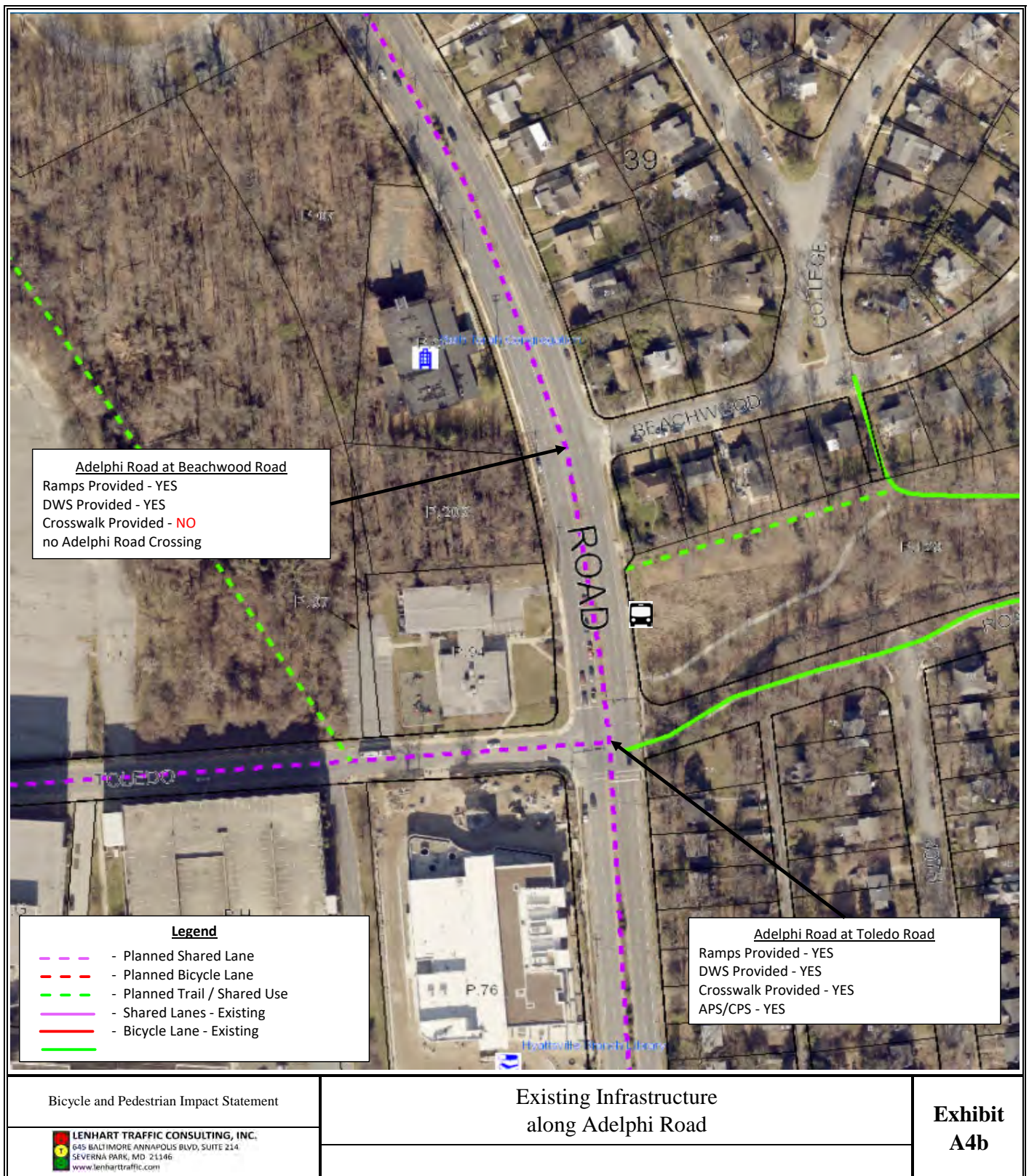
Existing Infrastructure  
 along Belcrest Road

**Exhibit  
 A3f**

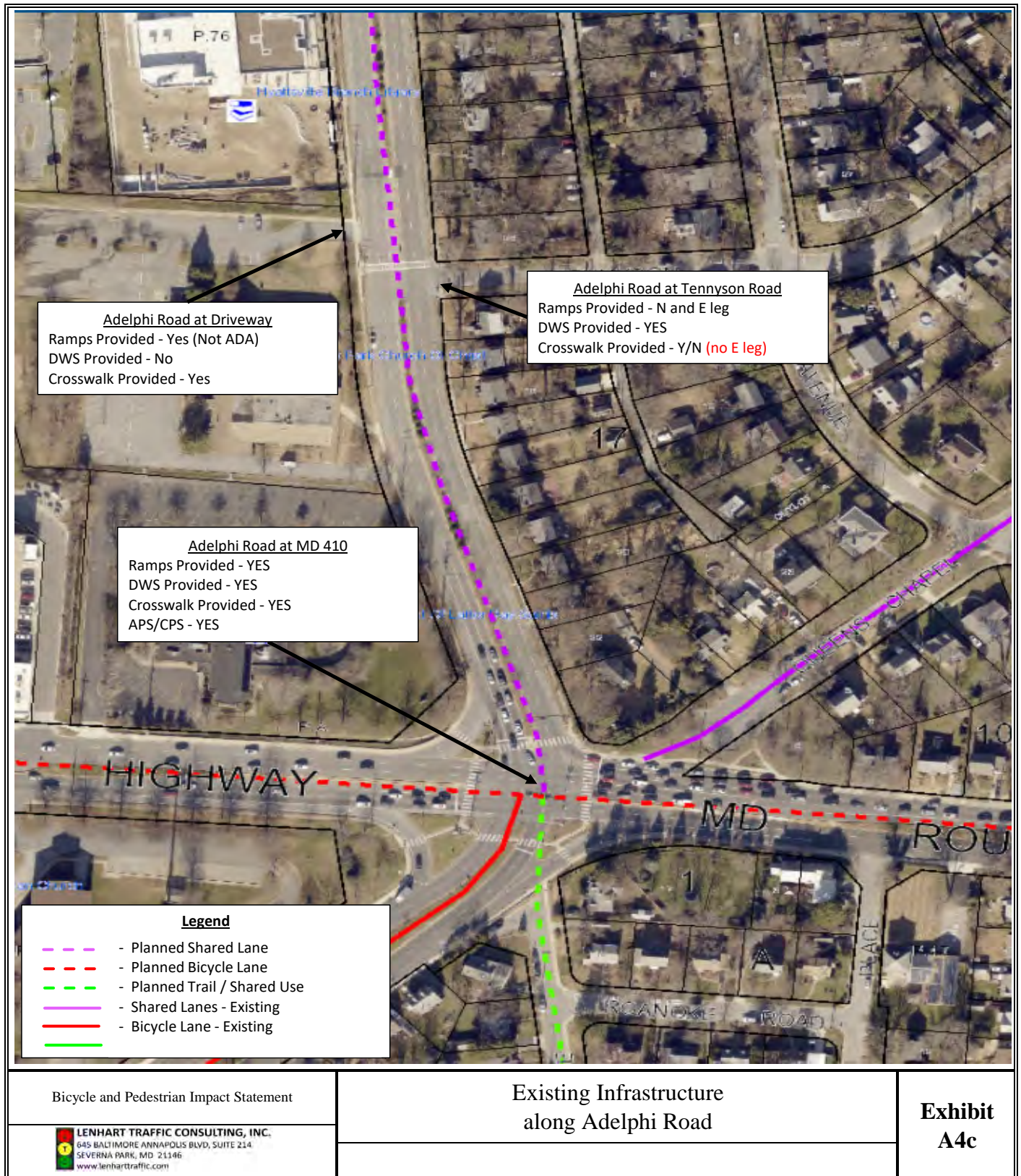












# Appendix B

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## Proposed Improvements Using BPIS Funds

**BPIS Cost Estimate for Potential Improvements**

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	COST
<b>Toledo Road Shared Lane Markings (See Exhibit B2)</b>				
10	EA	Install Sharrows along Toledo Road (Spaced 250' apart in each direction)	\$500.00	\$5,000.00
				\$5,000.00
			with 50% Contingency	\$7,500.00
<b>Toledo Road Pedestrian Ramps (See Exhibit B2)</b>				
6	EA	Upgrade to ADA Compliant Ramps	\$2,500.00	\$15,000.00
			with 50% Contingency	\$22,500.00
<b>Toledo Road Bus Shelter (See Exhibit B2)</b>				
1	UNIT	Install Bus Shelter and Bench along Toledo Road in Vicinity of Library	\$15,000.00	\$15,000.00
			with 50% Contingency	\$22,500.00
<b>Toledo Road Bike Signage (See Exhibit B2)</b>				
2	EA	Install Bike Route Signage (D11-1) and Wayfinding Signage (D1-2b) along East- and Westbound Toledo Road. The signage will direct cyclist traveling in the eastbound direction to Adelphi Road and the Hyattsville Library, and cyclist traveling in the westbound direction to the Hyattsville Crossing Metro Station and the Shopping Mall. Directional arrows will be included.	\$1,000.00	\$2,000.00
			with 50% Contingency	\$3,000.00
<b>Adelphi Road at Beechwood Road (See Exhibit B3)</b>				
110	LF	Thermoplastic Continental Crosswalk, 24 in. Provide a continental crosswalk along the east leg.	\$20.00	\$2,200.00
			with 50% Contingency	\$3,300.00
<b>Adelphi Road at Underwood Street (See Exhibit B4)</b>				
60	LF	Thermoplastic Continental Crosswalk, 24 in. Provide a continental crosswalk along the east leg.	\$20.00	\$1,200.00
			with 50% Contingency	\$1,800.00
<b>Adelphi Road Pedestrian Ramps (See Exhibit B5)</b>				
2	EA	Upgrade to ADA Compliant Ramps	\$2,500.00	\$5,000.00
			with 50% Contingency	\$7,500.00

Notes:

1. Continental sidewalk to be installed using 24" thermoplastic markings spaced 3' apart. Each thermoplastic marking will be 10 feet long.

\$68,100.00

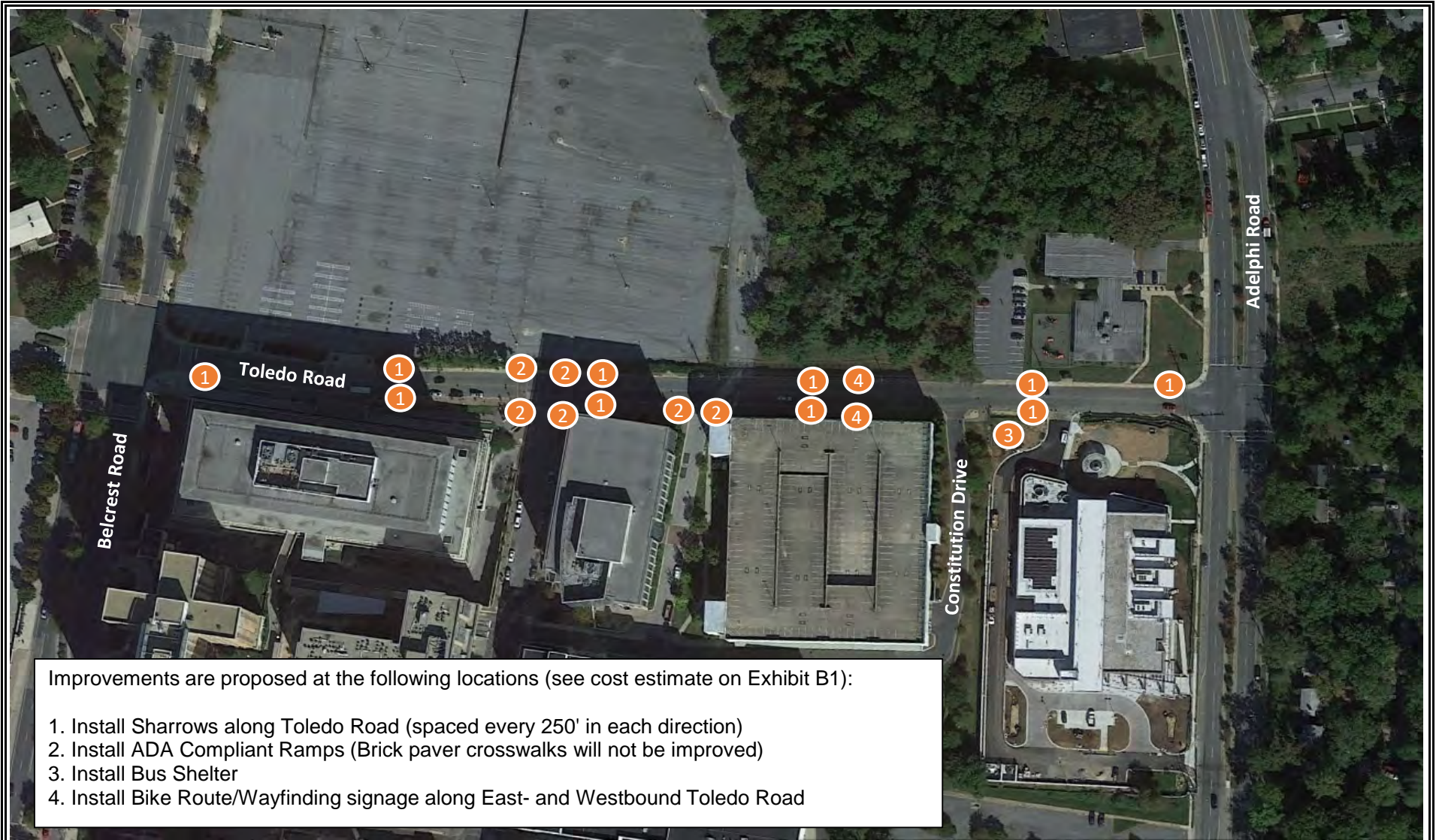
Bicycle and Pedestrian Impact  
Statement

BPIS Cost Estimate  
for Potential Improvements

**Exhibit  
B1**

 **LENHART TRAFFIC CONSULTING, INC.**  
645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
SEVERNA PARK, MD 21146  
www.lenharttraffic.com





# Bicycle Pedestrian Impact Statement

**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
[www.lenharttraffic.com](http://www.lenharttraffic.com)

## Proposed Improvements along Toledo Road

## Appendix B2





Bicycle Pedestrian Impact Statement



**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
[www.lenharttraffic.com](http://www.lenharttraffic.com)

## Proposed Improvements at Adelphi Road & Beechwood Road

**Appendix  
B3**





Improvements are proposed at the following locations (see cost estimate on Exhibit B1):

1. Install Continental Style Crosswalk (East Leg)

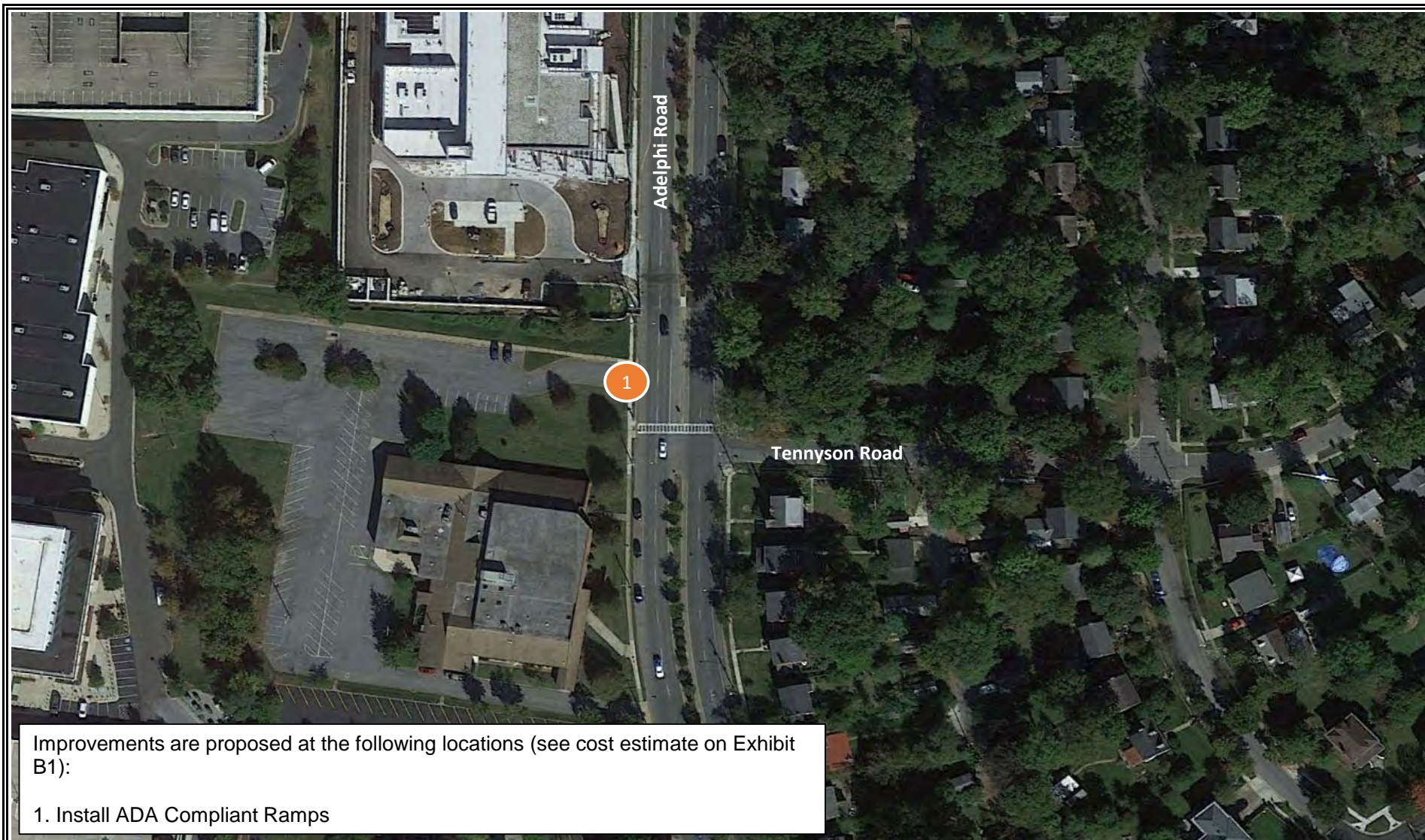
Bicycle Pedestrian Impact Statement

**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
[www.lenharttraffic.com](http://www.lenharttraffic.com)

## Proposed Improvements at Adelphi Road & Underwood Street

**Appendix  
B4**





Improvements are proposed at the following locations (see cost estimate on Exhibit B1):

1. Install ADA Compliant Ramps

Bicycle Pedestrian Impact Statement

**LENHART TRAFFIC CONSULTING, INC.**  
 645 BALTIMORE ANNAPOLIS BLVD, SUITE 214  
 SEVERNA PARK, MD 21146  
[www.lenharttraffic.com](http://www.lenharttraffic.com)

## Proposed Improvements along Adelphi Road

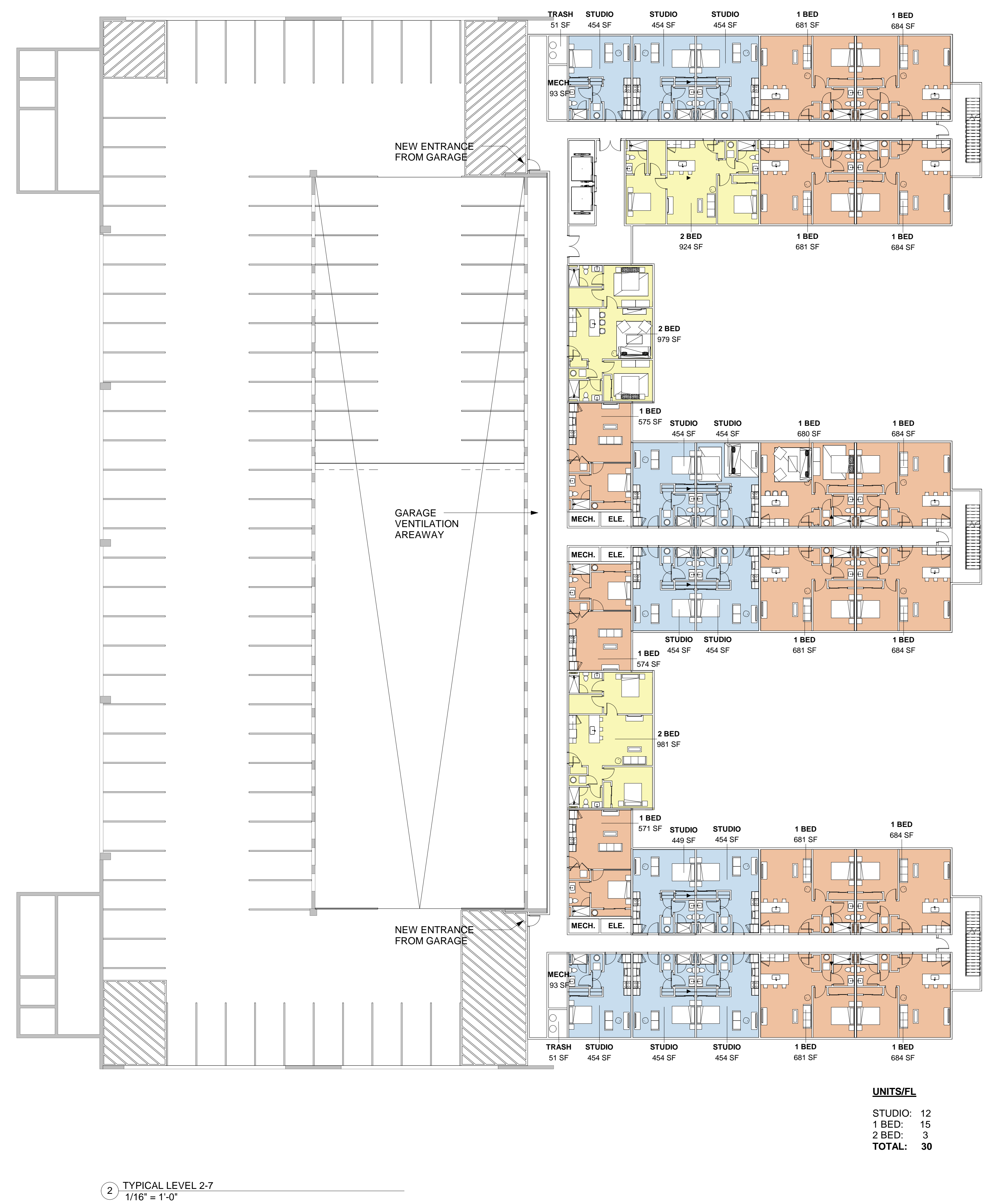
**Appendix  
B5**

# Appendix C

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## Supplemental Information





	UNITS/FL LVL 1	UNITS/FL LVL 2-7	TOTAL UNITS	UNIT MIX
STUDIO	9	12	81	40.5%
ONE BED	11	15	101	50.5%
TWO BED	0	3	18	9%
	20	30	200	

# A1

FLOOR PLANS

TOLEDO GARAGE CONCEPTUAL DESIGN

3325 TOLEDO ROAD  
HYATTSVILLE, MD

VARENHORST

05 NOVEMBER 2021



# THE MARYLAND-NATIONAL CAPITAL PARK AND PLANNING COMMISSION

14741 Governor Oden Bowie Drive  
Upper Marlboro, Maryland 20772  
TTY: (301) 952-4366  
[www.mncppc.org/pgco](http://www.mncppc.org/pgco)

## **Bicycle and Pedestrian Impact Statement (BPIS) Scoping Agreement**

This form must be completed prior to preparation of the Bicycle and Pedestrian Impact Statement (BPIS) and approved by Transportation Planning Section (TPS) staff, prior to acceptance of the Preliminary Plan of Subdivision (PPS). The completed and signed scoping agreement should be submitted to TPS by the consultant for concurrence and signature. TPS will return a signed copy, with any comments, to the consultant for inclusion in the BPIS. Failure to conduct the study in accordance with the Transportation Review Guidelines – Part 2 and the signed scoping agreement may be grounds for rejection of the study, necessitating an addendum or a new study prior to the start of staff review.

<b>Application Name:</b> Toledo Road Garage Redevelopment	<b>Preliminary Plat of Subdivision:</b> 4-
<b>Subject Property Address (or Tax Account ID #):</b> 3234804	
<b>General Plan Center of Corridor Name:</b> Prince George's Plaza Metro	<b>Zone:</b>
<b>Applicant (or consultant) Contact Information:</b> Mike Lenhart 410-216-3333 (Ext. 1)	
<b>Date of Scoping Agreement Submission:</b> 1/19/2022	

### **Project Description and Cost Cap**

<b>1. Proposed Use:</b>	Apartments
<b>2. Gross square feet of commercial or retail development (SF):</b>	
<b>3. Number of Dwelling Units (DU):</b>	200

The cost cap for required off-site pedestrian and bikeway facilities shall not exceed thirty-five cents (\$0.35) per gross square foot of commercial or retail development proposed and three hundred dollars (\$300) per unit of residential development, indexed for inflation.

<b>4. Base Cost Cap (\$0.35 per SF + \$300 per DU):</b>	200 * \$300 = \$60,000
<b>5. Cost Cap indexed for inflation, using Bureau of Labor Statistics Consumer Price Index between June 2013 and present:</b> ( <a href="https://www.bls.gov/data/inflation_calculator.htm">https://www.bls.gov/data/inflation_calculator.htm</a> )	\$71,639.54

### **BPIS Scope**

This agreement summarizes the geographic extent which is necessary to be reviewed in detail as part of the BPIS. Additional corridors or areas not listed below, but within walking or bicycling distance of the subject property, may also be included in the BPIS. The submitted BPIS must also include pedestrian and bikeway facilities necessary to contribute to meeting adequacy within the proposed subdivision (on-site).

<b>6. Date of Pre-Application Scoping meeting:</b>	TBD	
<b>7. BPIS Map included:</b>	Yes	No

<b>8. Potential pedestrian or bicycle trip generators within 1 mile of subject property (list all relevant generators):</b>	Prince George's Plaza Metro Station, Hyattsville Library, Northwestern High School, Prince George's Community College-University Town Center Campus	
<b>9. Proposed Corridors for BPIS review within the vicinity of the subject site (name of each roadway/shared-use path corridor and its extents):</b>	MD 410 – within ½ mile of the site Adelphi Road -within ½ mile of the site Toledo Road – Belcrest Rd to Toledo Terrace Belcrest Road – within ½ mile of the site	
<b>10. Master Plan Pedestrian and/or Bicycle Facility recommendations along subject property frontage or along proposed corridors (listed above):</b>	MD 410 – Planned Bike Lane Toledo Terrace – Existing Bike Lane Belcrest Road – Planned Side Path Adelphi Road – planned shared lane	
<b>11. Has any discussion with relevant permitting agencies (DPIE, SHA, Municipalities, WMATA, etc.) occurred?</b>	Yes	<b>No</b>
<b>12. If a bikeshare station is proposed for this application, has a written confirmation and approval for the Bikeshare Station from DPW&amp;T staff must been submitted?</b>  Prior to application acceptance, a written approval from DPW&T must be submitted.	Yes	<b>No</b>

**Scope Agreement and Approval**

SIGNED: \_\_\_\_\_ *Michael M. L...* \_\_\_\_\_  
Applicant Consultant

Date: 1/19/2022

APPROVED: \_\_\_\_\_ *Michael Jackson* \_\_\_\_\_  
TPS Coordinator (or Supervisor)

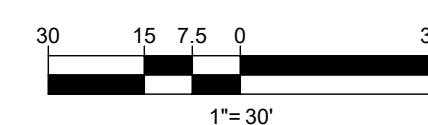
Date: 1/19/22


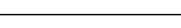




<b>For Staff Use Only</b>		
Okay to Accept Preliminary Plan of Subdivision Application?	Yes X	No
If NO, please provide the following additional information:		



\*SOILS DENOTED WITH AN ASTERISK (\*) ARE FOUND OFF-SITE WITHIN 100-FOOT OF THE PROPERTY BOUNDARY



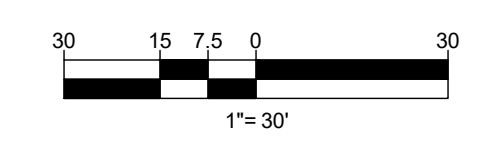


STEEP SLOPES 15 - 25%	
STEEP SLOPES > 25%	
100 YEAR FLOODPLAIN	
SAWCUT	
LOD	
PRIMARY MANAGEMENT AREA (OFFSET FROM F.P. LINE BY 1' FOR CLARITY)	

REVISION 1 - 10/13

REVISION 1 - 10/13/22





**LEGEND**



**BOHLER**

## REVISIONS



THIS DRAWING IS INTENDED FOR MUNICIPAL AND/OR AGENCY  
REVIEW AND APPROVAL. IT IS NOT INTENDED AS A CONSTRUCTION

PROJECT No.:	MB212109
DRAWN BY:	CJG
CHECKED BY:	NBS
DATE:	05/18/2022
CAD I.D.:	SITE-0

## PRELIMINARY

**PRELIMINARY  
PLAN  
4-22004**

FOR \_\_\_\_\_

LIBRARY  
APARTMENTS

LOCATION OF SITE  
3325 TOLEDO ROAD  
HYATTSVILLE, MD 20782  
PRINCE GEORGE'S COUNTY  
MAP: 42, GRID: A2, PARCEL:

BOHLER//

**16701 MELFORD BLVD , SUITE 310**  
**BOWIE, MARYLAND 20715**  
 Phone: (301) 809-4500  
 Fax: (301) 809-4501  
***MD@BohlerEng.com***

**N. B. SPEACH**  
 PROFESSIONAL ENGINEER  
 007123  
 I, NICHOLAS B. SPEACH, HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND.  
 NICHOLAS B. SPEACH, P.E.  
 10/20/2014

SHEET TITLE:

## SITE PLAN

SHEET NUMBER:

C-301

REVISION 1 - 10/13/22



# Lenhart Traffic Consulting, Inc.

Transportation Planning & Traffic Engineering

**Memorandum:**

**Date:** January 6, 2023

**TO:** Mr. Joe Galli  
The Bernstein Companies

**FROM:** Mike Lenhart

**RE:** University Town Center – Toledo Road Garage

The purpose of this memorandum is to provide a parking analysis to determine the potential parking impacts of constructing approximately 200 multi-family residential units at the Toledo Road Garage (Garage A at Metro IV). The construction of these residential units would result in the displacement of approximately half of the parking spaces in Garage A which would correlate to an approximate reduction of 728 spaces in that structure.

This parking analysis was prepared in consideration of, and as an update to the 2013 parking study that was prepared in support of the development on Parcel S (left column below), and the 2017 parking update that was conducted in support of the Parcel R conversion (right column below). A 2019 parking update was conducted to confirm that the surface parking spaces on the Dewey property are not needed to satisfy the UTC parking supply. The table below reflects the current approvals to-date in UTC.

**Office – Original (Sept. 25, 2013 Analysis)**

Metro I	330,400 SF
<b>Metro II</b>	<b>427,000 SF</b>
Metro III	494,000 SF
Metro IV	195,350 SF
America Blvd	58,886 SF
Parcel S Office	16,741 SF
<b>Total Office</b>	<b>1,522,377 SF</b>

**Office – Revised (2017 & 2019 Analysis)**

Metro I	330,400 SF
<b>Remove Metro II Office</b>	<b>0 SF</b>
Metro III	494,000 SF
Metro IV	195,350 SF
America Blvd	58,886 SF
Parcel S Office	16,741 SF
<b>Total Office</b>	<b>1,095,377 SF</b>

**Retail – Original (Sept. 25, 2013 Analysis)**

Independence One	28,000 SF
America Blvd	34,903 SF
Theater at America Blvd	93,100 SF
Parcel S Retail	68,783 SF
<b>Total Retail</b>	<b>224,786 SF</b>

**Retail – Revised (2017 & 2019 Analysis)**

Independence One	28,000 SF
America Blvd	34,903 SF
Theater at America Blvd	93,100 SF
Parcel S Retail	68,783 SF
<b>Total Retail</b>	<b>224,786 SF</b>

**Residential – Original (Sept. 25, 2013)**

Independence One	112 Units
Residential Tower	910 Units
<b>Metro II</b>	<b>0 SF</b>
<b>Total Residential</b>	<b>1022 Units</b>

**Residential – Revised (2017 & 2019 Analysis)**

Independence One	112 Units
Residential Tower	910 Units
<b>Metro II Residential</b>	<b>339 Units</b>
<b>Total Residential</b>	<b>1361 Units</b>

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### Existing Parking Spaces

The total number of existing parking spaces is calculated as follows and conforms with the prior parking calculations.

Existing surface spaces as of last submittals:	
DSP 05041, America Blvd Theater, Retail & Office	2,151 Spaces
Existing structure at Metro IV (Garage A)	+1,455 Spaces
Existing underground garage	+1,167 Spaces
Parcel S parking structure	+289 Spaces
Less surface parking removed for Parcel S	-312 Spaces
<b>Original Total (from September 25, 2013 Memo)</b>	<b>4,750 Spaces</b>
Plus Parcel R parking structure	+95 Spaces
<b>Revised Total with Parcel R</b>	<b>4,845 Spaces</b>

### Proposed Revisions

The potential re-development of the existing structure at Metro IV (Garage A) would result in a 50% reduction in parking (-728 spaces) for a total of approximately 727 spaces at this structure plus the addition of approximately 200 multi-family residential units. This would reduce the total parking supply to 4,117 spaces. The table below reflects the potential revision to Garage A.

<b>Office – 2017/2019 Analysis</b>		<b>Office – Revised (2021 Analysis)</b>	
Metro I	330,400 SF	Metro I	330,400 SF
Metro II	0 SF	Remove Metro II Office	0 SF
Metro III	494,000 SF	Metro III	494,000 SF
Metro IV	195,350 SF	Metro IV	195,350 SF
America Blvd	58,886 SF	America Blvd	58,886 SF
Parcel S Office	16,741 SF	Parcel S Office	16,741 SF
<b>Total Office</b>	<b>1,095,377 SF</b>	<b>Total Office</b>	<b>1,095,377 SF</b>
<b>Retail – 2017/2019 Analysis</b>		<b>Retail – Revised (2021 Analysis)</b>	
Independence One	28,000 SF	Independence One	28,000 SF
America Blvd	34,903 SF	America Blvd	34,903 SF
Theater at America Blvd	93,100 SF	Theater at America Blvd	93,100 SF
Parcel S Retail	68,783 SF	Parcel S Retail	68,783 SF
<b>Total Retail</b>	<b>224,786 SF</b>	<b>Total Retail</b>	<b>224,786 SF</b>
<b>Residential – 2017/2019 Analysis</b>		<b>Residential – Revised (2021 Analysis)</b>	
Independence One	112 Units	Independence One	112 Units
Residential Tower	910 Units	Residential Tower	910 Units
Metro II Residential	339 SF	Metro II Residential	339 Units
<b>Garage A</b>	<b>0 Units</b>	<b>Garage A</b>	<b>200 Units</b>
<b>Total Residential</b>	<b>1361 Units</b>	<b>Total Residential</b>	<b>1561 Units</b>

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### Revisions to Parking Spaces

The total number of existing parking spaces is calculated as follows and conforms with the prior parking calculations.

Existing surface spaces as of last submittals:	
DSP 05041, America Blvd Theater, Retail & Office	2,151 Spaces
Existing structure at Metro IV (Garage A)	+1,455 Spaces – 728 Spaces
Existing underground garage	+1,167 Spaces
Parcel S parking structure	+289 Spaces
Less surface parking removed for Parcel S	-312 Spaces
Plus Parcel R parking structure	+95 Spaces
<hr/>	
<b>Revised Total with Garage A Reduction</b>	<b>4,117 Spaces</b>

The 2019 updated shared parking analysis shown on Exhibit 1 has been conducted using parking demand models from the Institute for Transportation Engineers (ITE) Parking Generation Manual, 5th Edition (released in January of 2019) which now includes dense multi-use urban demand models to better assess parking demand in this mixed-use urban setting, particularly with the close proximity of the transit station (< ½ Mile).

Exhibit 1 is the new updated spreadsheet, and the highlights are as follows:

- The recent ITE Parking Manual added new land uses that more accurately reflect the parking requirements of the existing uses and their proximity to transit. They added “Dense Multi-Use Urban” land uses for retail, office, and residential. They also added residential uses within ½ mile of transit.
- The residential uses have been separated into residential units (# units) and the student housing towers (# beds). ITE added parking in terms of the number of beds and this would be more reasonable to evaluate the towers in terms of beds rather than units given the student housing nature of the facility.
- The maximum parking demand is 2,403 spaces based on the attached ITE analysis.
- Current spaces are 4,845 but approximately half of the Garage A spaces would be eliminated resulting in a total of approximately 4,117 spaces.
- There would be a surplus of 1,714 spaces with the proposed conversion of Garage A to eliminate half the parking spaces and develop approximately 200 multi-family residential units

The parking report above is based on the overall parking supply and demand within the entirety of UTC, and it shows that with the conversion of half of the garage to approximately 200 units, that the overall UTC would have a surplus of 1,714 spaces.

Transportation Planning Division also requested an assessment of the parking demand in Garage A to determine actual parking demands. The parking report below is a monthly parking report from Garage A depicting the actual daily parking demand for the entire month of February 2022.



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Day	Date	Tickets Issued	Cash	Counted Tickets	Spaces	Ticket Value	per Ticket Value	per Space	Total Revenue	per Space	Per Trans Park
Tue	2/1/2022	283	215	64	1,455	\$226.00	\$1.05	\$0.16	\$226.00	\$0.16	
Wed	2/2/2022	284	224	60	1,455	\$169.00	\$0.75	\$0.12	\$169.00	\$0.12	
Thu	2/3/2022	295	216	79	1,455	\$189.00	\$0.88	\$0.13	\$189.00	\$0.13	
Fri	2/4/2022	293	236	57	1,455	\$305.00	\$1.29	\$0.21	\$305.00	\$0.21	
Sat	2/5/2022	94	66	28	1,455	\$181.00	\$2.74	\$0.12	\$181.00	\$0.12	
Sun	2/6/2022	84	47	37	1,455	\$91.00	\$1.94	\$0.06	\$91.00	\$0.06	
Mon	2/7/2022	259	206	53	1,455	\$145.00	\$0.70	\$0.10	\$145.00	\$0.10	
Tue	2/8/2022	292	211	75	1,455	\$264.00	\$1.25	\$0.18	\$264.00	\$0.18	
Wed	2/9/2022	259	198	61	1,455	\$128.00	\$0.65	\$0.09	\$128.00	\$0.09	
Thu	2/10/2022	273	205	68	1,455	\$201.00	\$0.98	\$0.14	\$201.00	\$0.14	
Fri	2/11/2022	270	214	56	1,455	\$204.00	\$0.95	\$0.14	\$204.00	\$0.14	
Sat	2/12/2022	90	70	20	1,455	\$166.00	\$2.37	\$0.11	\$166.00	\$0.11	
Sun	2/13/2022	62	42	20	1,455	\$143.00	\$3.40	\$0.10	\$143.00	\$0.10	
Mon	2/14/2022	274	206	56	1,455	\$178.00	\$0.86	\$0.12	\$178.00	\$0.12	
Tue	2/15/2022	260	205	55	1,455	\$211.00	\$1.03	\$0.15	\$211.00	\$0.15	
Wed	2/16/2022	273	211	62	1,455	\$162.00	\$0.77	\$0.11	\$162.00	\$0.11	
Thu	2/17/2022	302	236	66	1,455	\$269.00	\$1.14	\$0.18	\$269.00	\$0.18	
Fri	2/18/2022	275	214	61	1,455	\$191.00	\$0.89	\$0.13	\$191.00	\$0.13	
Sat	2/19/2022	76	51	25	1,455	\$108.00	\$2.12	\$0.07	\$108.00	\$0.07	
Sun	2/20/2022	81	53	28	1,455	\$106.75	\$2.01	\$0.07	\$106.75	\$0.07	
Mon	2/21/2022	139	80	59	1,455	\$115.00	\$1.44	\$0.08	\$115.00	\$0.08	
Tue	2/22/2022	308	235	73	1,455	\$293.50	\$1.25	\$0.20	\$293.50	\$0.20	
Wed	2/23/2022	258	187	71	1,455	\$169.00	\$0.90	\$0.12	\$169.00	\$0.12	
Thu	2/24/2022	271	208	63	1,455	\$223.00	\$1.07	\$0.15	\$223.00	\$0.15	
Fri	2/25/2022	287	216	71	1,455	\$186.00	\$0.86	\$0.13	\$186.00	\$0.13	
Sat	2/26/2022	95	65	30	1,455	\$189.00	\$2.91	\$0.13	\$189.00	\$0.13	
Sun	2/27/2022	75	42	33	1,455	\$63.00	\$1.50	\$0.04	\$63.00	\$0.04	
Mon	2/28/2022	292	233	59	1,455	\$384.00	\$1.65	\$0.26	\$384.00	\$0.26	
Totals		6,104	4,592	1,490		\$5,260.25			\$5,260.25		
Averages		218	164	53	1,455	\$187.87	\$1.15	\$0.13	\$187.87	\$0.13	

This report showed that the maximum number of parking tickets for any one day was 308 tickets. This does not mean that 308 vehicles were parked at the same time. It means that throughout the day they issued 308 tickets and if the vehicles came and went at different times throughout the day (as expected) then the actual parking demand at any one time would be a maximum of 308. It should also be noted that Kaiser Permanente was under a temporary contract to utilize parking spaces in Garage A while their facility was under construction at the West Hyattsville Metro Station. Therefore the 308 peak parking demand is actually an inflated number due to the temporary usage of Kaiser Permanente.

Once half of the garage spaces are eliminated for the conversion of that portion of Garage A to residential units, that would result in 728 parking spaces remaining to serve the residential units and other users

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currently using Garage A. Based on ITE Parking Generation's peak parking demand estimates for this use, we'd need a minimum of 262 spaces to accommodate 200 units.

According to parking data from February of 2022, the peak parking demand for Garage A was 308 on any given day. The existing demand of 308 spaces plus 262 spaces needed to accommodate the new residential units would equate to a peak parking demand of 570 vehicles for the proposed use. Since there would be 728 spaces available in Garage A, that would leave a surplus of 158 spaces in the garage which would be more than adequate.

If you have any questions regarding this matter, please do not hesitate to contact me at the number below.

Thanks,  
Mike Lenhart

# EXHIBIT 1

## University Town Center (Updated October 22, 2021)

### SHARED PARKING ANALYSIS - UPDATED WEEKDAY PEAK HOURLY DEMAND

#### Land Use

	Density		
Office =	1,095,377	sq. ft.	
Residential =	451	units	PLUS 200 MF units at Toledo Garage for a total of 651 units
Residential Towers =	910	beds	
Retail =	224,786	sq. ft.	

NOTE: 4,845 Existing Spaces minus 50% (-728) Parking Spaces in the Metro IV Structure for a revised total of 4117 spaces

#### Peak Parking Demand:

Peak Parking Demand for Office (per ITE) =	$P = 1.44 \times (\text{ksf}) + 47.42 =$	1,625
Peak Parking Demand for Residential (per ITE) =	$P = 0.65 \times (\text{\#Units}) + 6.12 =$	429
Peak Parking Demand for Residential Towers (per ITE) =	$P = 0.35 \times (\text{\#Beds}) =$	319
Peak Parking Demand for Retail (per ITE) =	$\text{Ln}(P) = 0.94 \text{ Ln}(\text{ksf}) + 1.26 =$	573

#### Weekday

Time of Day	Residential %	Residential Demand	Office %	Office Demand	Retail %	Retail Demand	Residential Towers %	Residential Towers Demand	Total Demand	Supplied	Surplus
5:00 AM	100%	429	0%	0	2%	11	100%	319	440	4117	3677
6:00 AM	94%	403	10%	163	4%	23	94%	300	589	4117	3528
7:00 AM	83%	356	26%	423	5%	29	83%	265	808	4117	3309
8:00 AM	71%	305	65%	1056	15%	86	71%	226	1447	4117	2670
9:00 AM	61%	262	95%	1544	32%	183	61%	195	1989	4117	2128
10:00 AM	55%	236	100%	1625	54%	309	55%	175	2170	4117	1947
11:00 AM	54%	232	100%	1625	71%	407	54%	172	2264	4117	1853
12:00 PM	53%	227	99%	1609	99%	567	53%	169	2403	4117	1714
1:00 PM	50%	215	99%	1609	100%	573	50%	160	2397	4117	1720
2:00 PM	49%	210	97%	1576	90%	516	49%	156	2302	4117	1815
3:00 PM	49%	210	94%	1528	83%	476	49%	156	2214	4117	1903
4:00 PM	50%	215	90%	1463	81%	464	50%	160	2142	4117	1975
5:00 PM	58%	249	56%	910	84%	481	58%	185	1640	4117	2477
6:00 PM	64%	275	20%	325	86%	493	64%	204	1093	4117	3024
7:00 PM	67%	287	11%	179	80%	458	67%	214	924	4117	3193
8:00 PM	70%	300	10%	163	63%	361	70%	223	824	4117	3293
9:00 PM	76%	326	10%	163	42%	241	76%	242	730	4117	3387
10:00 PM	83%	356	5%	81	15%	86	83%	265	523	4117	3594
11:00 PM	90%	386	0%	0	10%	57	90%	287	443	4117	3674
12:00 AM	93%	399	0%	0	5%	29	93%	297	428	4117	3689

Maximum Weekday Hourly Demand = 2,403 Spaces  
Current Spaces Supplied = 4,117 Spaces  
Parking Surplus = 1,714 Spaces

- NOTE:
1. Parking Generation and Hourly diurnal time-of-day rates are obtained from the ITE Parking Generation Manual, 5th Edition (2019)
  2. ITE did not provide some hourly data. Percentages in ***bold italics*** indicate estimated values.
  3. Peak Parking for Residential based on Dense Multi-Use Peak Parking within 1/2 mile of transit.
  4. Peak Parking for retail based on Non-Friday Non-December Dense Multi-Use Urban Peak Parking Demand Formula
  5. Peak Parking for office based on Dense Multi-Use Urban Peak Parking Demand Formula

## Land Use: 221 Multifamily Housing (Mid-Rise)

### Description

Mid-rise multifamily housing includes apartments, townhouses, and condominiums located within the same building with at least three other dwelling units and with between three and 10 levels (floors) of residence. Multifamily housing (low-rise) (Land Use 220), multifamily housing (high-rise) (Land Use 222), and affordable housing (Land Use 223) are related land uses.

### Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday (one general urban/suburban study site), a Saturday (two general urban/suburban study sites), and a Sunday (one dense multi-use urban study site).

Hour Beginning	Percent of Peak Parking Demand		
	Weekday	Saturday	Sunday
12:00–4:00 a.m.	100	100	100
5:00 a.m.	94	99	—
6:00 a.m.	83	97	—
7:00 a.m.	71	95	—
8:00 a.m.	61	88	—
9:00 a.m.	55	83	—
10:00 a.m.	54	75	—
11:00 a.m.	53	71	—
12:00 p.m.	50	68	—
1:00 p.m.	49	66	33
2:00 p.m.	49	70	40
3:00 p.m.	50	69	27
4:00 p.m.	58	72	13
5:00 p.m.	64	74	33
6:00 p.m.	67	74	60
7:00 p.m.	70	73	67
8:00 p.m.	76	75	47
9:00 p.m.	83	78	53
10:00 p.m.	90	82	73
11:00 p.m.	93	88	93

### Additional Data

In prior editions of *Parking Generation*, the mid-rise multifamily housing sites were further divided into rental and condominium categories. An investigation of parking demand data found no clear differences in parking demand between the rental and condominium sites within the ITE database. As more data are compiled for future editions, this land use classification can be reinvestigated.

The average parking supply ratios for the study sites with parking supply information are shown in the table below.

Setting	Proximity to Rail Transit	Parking Supply Ratio	
		Per Dwelling Unit	Per Bedroom
Center City Core	Within ½ mile of rail transit	1.1 (15 sites)	1.0 (12 sites)
Dense Multi-Use Urban	Within ½ mile of rail transit	1.2 (39 sites)	0.9 (34 sites)
	Not within ½ mile of rail transit	1.2 (65 sites)	0.8 (56 sites)
General Urban/Suburban	Within ½ mile of rail transit	1.5 (25 sites)	0.8 (12 sites)
	Not within ½ mile of rail transit	1.7 (62 sites)	1.0 (39 sites)

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in California, Colorado, District of Columbia, Maryland, Massachusetts, New Jersey, New York, Oregon, Virginia, Washington, and Wisconsin.

*It is expected that the number of bedrooms and number of residents are likely correlated to the parking demand generated by a residential site. Parking studies of multifamily housing should attempt to obtain information on occupancy rate and on the mix of residential unit sizes (i.e., number of units by number of bedrooms at the site complex). Future parking studies should also indicate the number of levels contained in the residential building.*

### Source Numbers

21, 209, 247, 255, 277, 401, 402, 419, 505, 512, 522, 533, 535, 536, 537, 538, 545, 546, 547, 575, 576, 577, 579, 580, 581, 583, 584, 585, 587

# Multifamily Housing (Mid-Rise) (221)

## Peak Period Parking Demand vs: Dwelling Units

On a: Weekday (Monday - Friday)

Setting/Location: Dense Multi-Use Urban (< 1/2 mile to rail transit)

Peak Period of Parking Demand: 10:00 p.m. - 5:00 a.m.

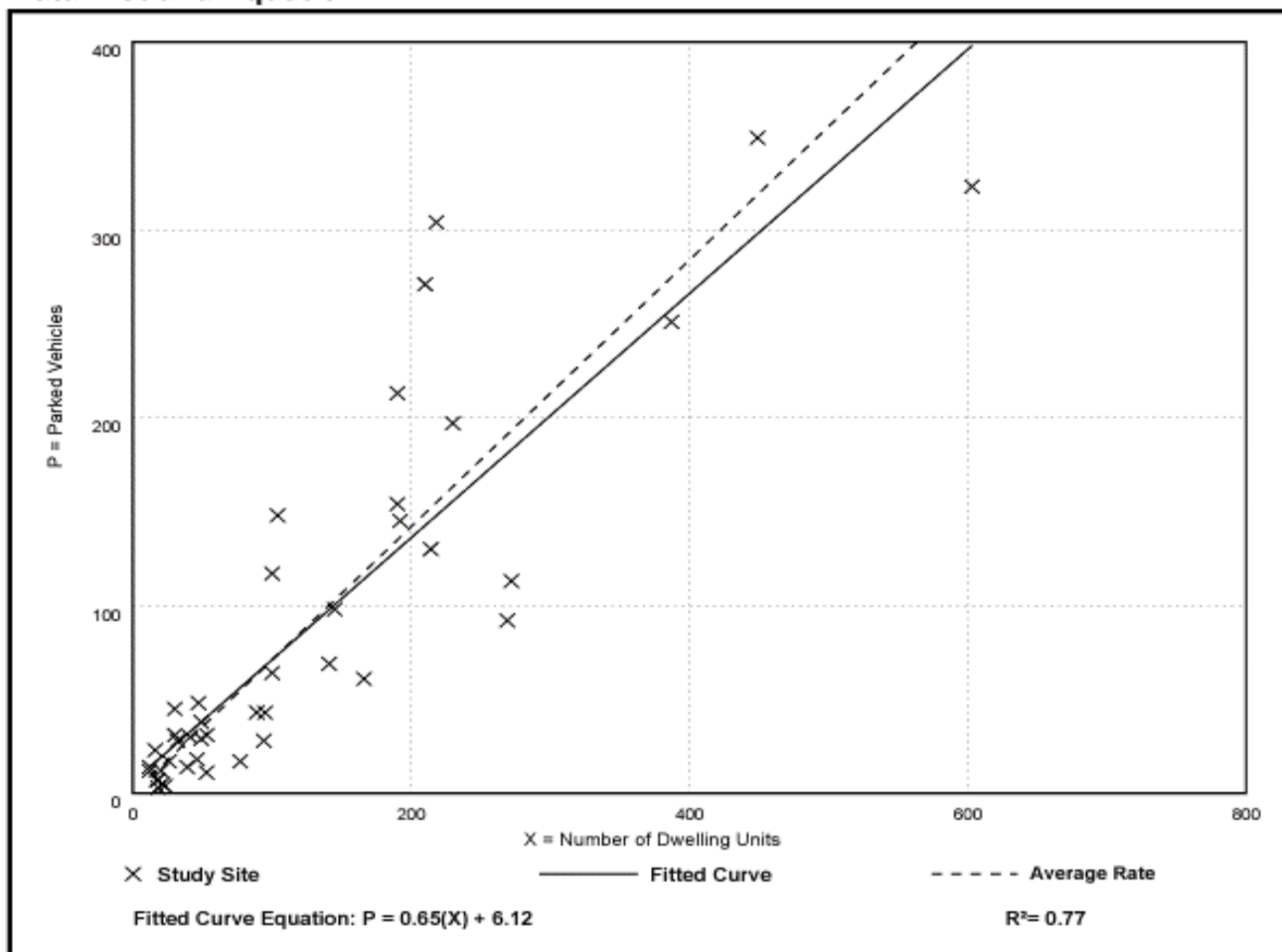
Number of Studies: 43

Avg. Num. of Dwelling Units: 121

## Peak Period Parking Demand per Dwelling Unit

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.71	0.17 - 1.50	0.47 / 1.17	0.61 - 0.81	0.32 ( 45% )

## Data Plot and Equation





## Land Use: 222 Multifamily Housing (High-Rise)

### Description

High-rise multifamily housing includes apartments and condominiums that have more than 10 levels (floors) of residence. They are likely to have one or more elevators. Multifamily housing (low-rise) (Land Use 220), multifamily housing (mid-rise) (Land Use 221), and affordable housing (Land Use 223) are related land uses.

### Additional Data

In prior editions of *Parking Generation*, the high-rise multifamily housing sites were further divided into rental and condominium categories. An investigation of parking demand data found no clear differences in parking demand patterns between the rental and condominium sites within the ITE database. As more data are compiled for future editions, this land use classification can be reinvestigated.

The average parking supply ratios for the study sites with parking supply information are shown in the table below.

Setting	Proximity to Rail Transit	Parking Supply Ratio	
		Per Dwelling Unit	Per Bedroom
Center City Core	Within ½ mile of rail transit	0.7 (14 sites)	0.6 (13 sites)
Dense Multi-Use Urban	Within ½ mile of rail transit	0.6 (6 sites)	0.5 (6 sites)
	Not within ½ mile of rail transit	0.6 (1 site)	0.3 (1 site)
General Urban/Suburban	Within ½ mile of rail transit	Not Available	Not Available
	Not within ½ mile of rail transit	1.2 (6 sites)	0.9 (1 site)

The sites were surveyed in the 1980s, the 2000s, and the 2010s in District of Columbia, Tennessee, and Virginia.

*It is expected that the number of bedrooms and number of residents are likely correlated to the parking demand generated by a residential site. Parking studies of multifamily housing should attempt to obtain information on occupancy rate and on the mix of residential unit sizes (i.e., number of units by number of bedrooms at the site complex). Future parking studies should also indicate the number of levels contained in the residential building.*

### Source Numbers

71, 402, 583

## Multifamily Housing (High Rise) (222)

### Peak Period Parking Demand vs: Dwelling Units

On a: Weekday (Monday - Friday)

Setting/Location: Dense Multi-Use Urban (< 1/2 mile to rail transit)

Peak Period of Parking Demand: 10:00 p.m. - 5:00 a.m.

Number of Studies: 3

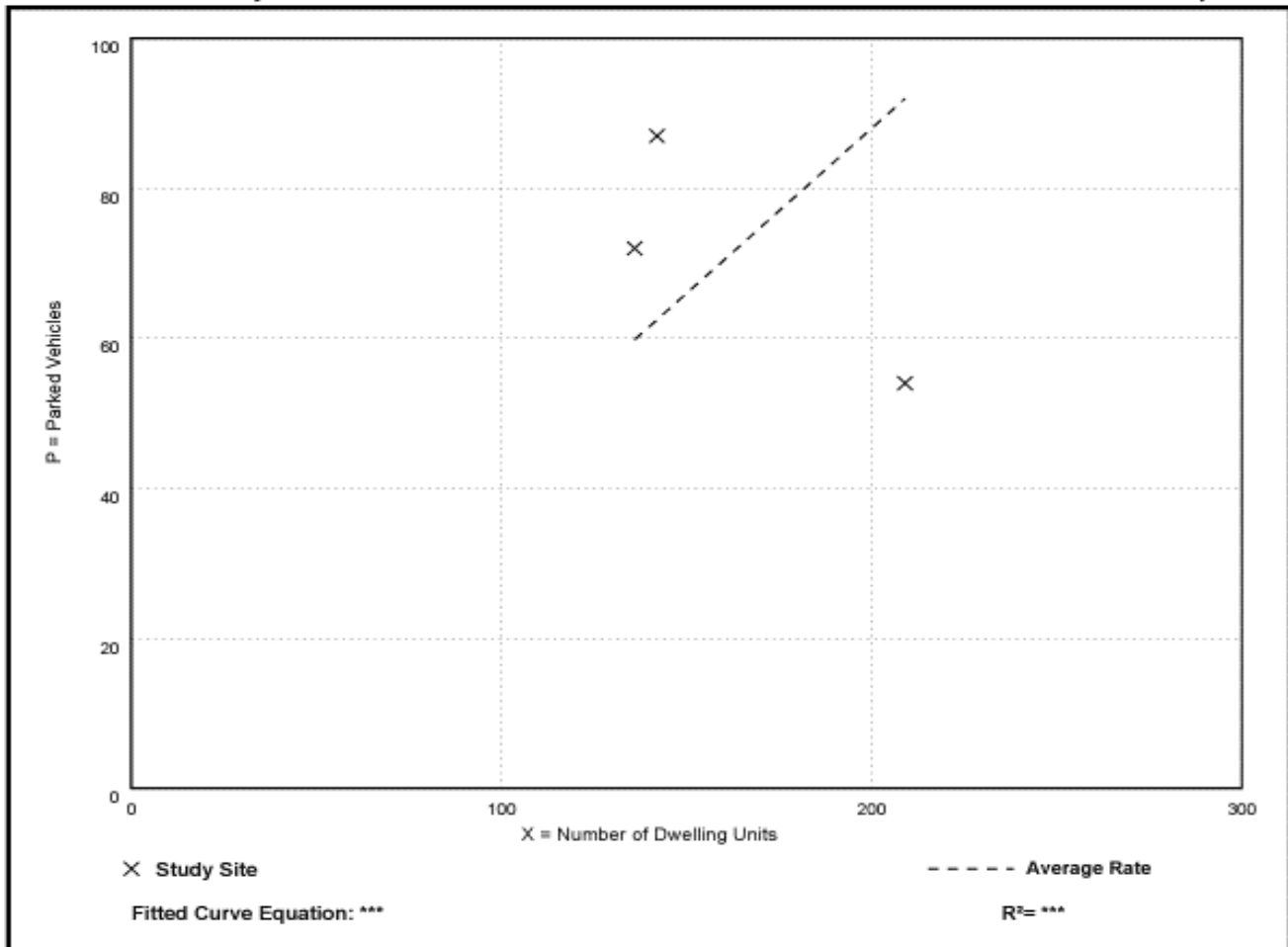
Avg. Num. of Dwelling Units: 162

### Peak Period Parking Demand per Dwelling Unit

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.44	0.26 - 0.61	0.35 / 0.61	***	0.19 ( 43% )

### Data Plot and Equation

*Caution – Small Sample Size*



## Multifamily Housing (High Rise) (222)

### Peak Period Parking Demand vs: Bedrooms

On a: Weekday (Monday - Friday)

Setting/Location: Dense Multi-Use Urban (< 1/2 mile to rail transit)

Peak Period of Parking Demand: 10:00 p.m. - 5:00 a.m.

Number of Studies: 3

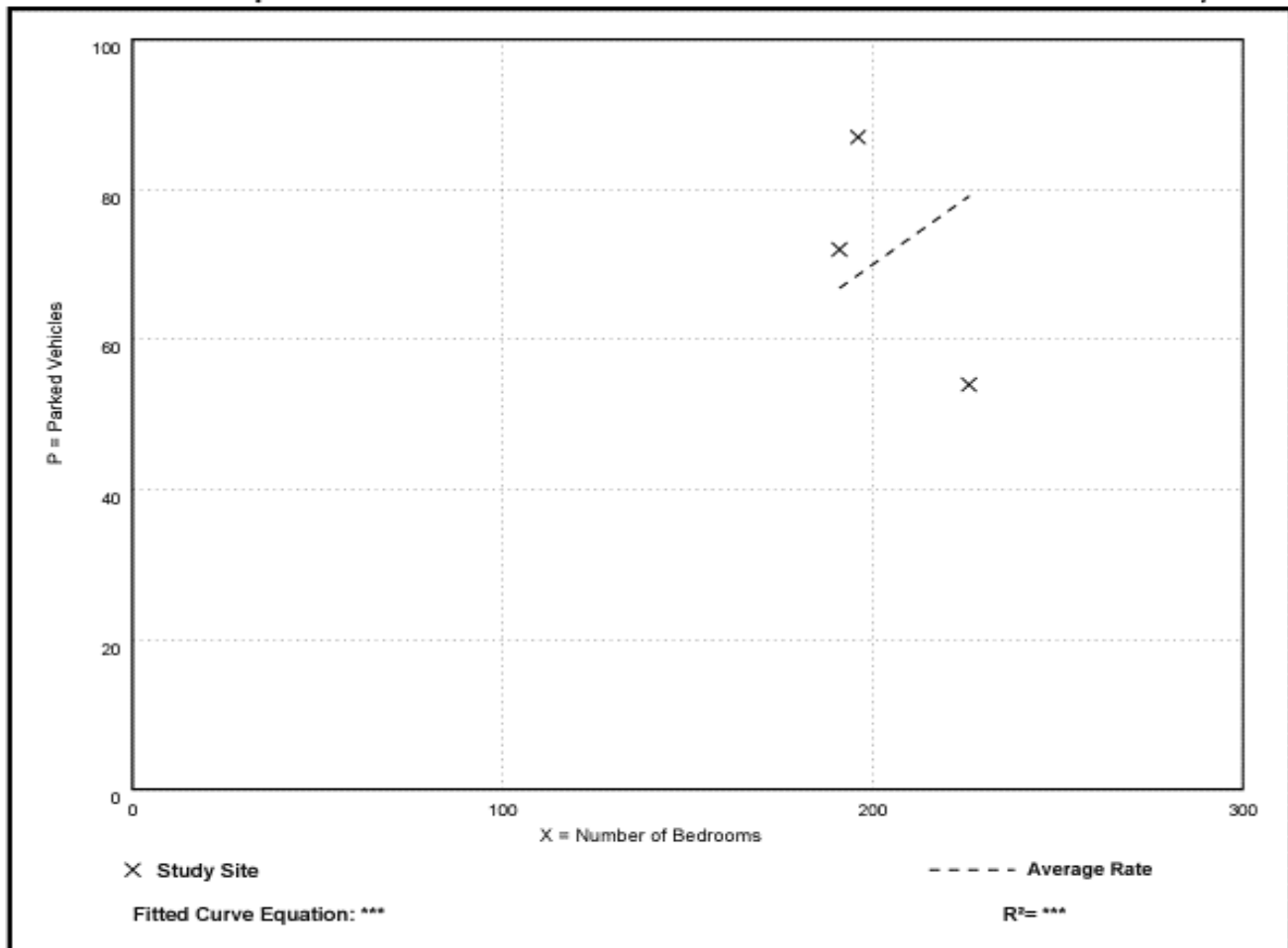
Avg. Num. of Bedrooms: 204

### Peak Period Parking Demand per Bedroom

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
0.35	0.24 - 0.44	0.28 / 0.44	***	0.11 ( 31% )

### Data Plot and Equation

*Caution – Small Sample Size*



## Land Use: 710 General Office Building

### Description

A general office building houses multiple tenants. It is a location where affairs of businesses, commercial or industrial organizations, or professional persons or firms are conducted. An office building or buildings may contain a mixture of tenants including professional services, insurance companies, investment brokers, and tenant services, such as a bank or savings and loan institution, a restaurant, or cafeteria and service retail facilities. A general office building with a gross floor area of 5,000 square feet or less is classified as a small office building (Land Use 712). Corporate headquarters building (Land Use 714), single tenant office building (Land Use 715), medical-dental office building (Land Use 720), office park (Land Use 750), and research and development center (Land Use 760) are additional related uses.

If information is known about individual buildings, it is suggested that the general office building category be used rather than office parks when estimating parking generation for one or more office buildings in a single development. The office park category is more general and should be used when a breakdown of individual or different uses is not known. If the general office building category is used and if additional buildings, such as banks, restaurants, or retail stores are included in the development, the development should be treated as a multiuse project. On the other hand, if the office park category is used, internal trips are already reflected in the data and do not need to be considered.

When the buildings are interrelated (defined by shared parking facilities or the ability to easily walk between buildings) or house one tenant, it is suggested that the total area or employment of all the buildings be used for calculating parking generation. When the individual buildings are isolated and not related to one another, it is suggested that parking generation be calculated for each building separately and then summed.

### Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand on a weekday at 30 study sites in a general urban/suburban setting and two study sites in a dense multi-use urban setting.

Hour Beginning	Percent of Weekday Peak Parking Demand	
	General Urban/Suburban	Dense Multi-Use Urban
12:00–4:00 a.m.	—	—
5:00 a.m.	—	—
6:00 a.m.	—	—
7:00 a.m.	13	26
8:00 a.m.	48	65
9:00 a.m.	88	95
10:00 a.m.	100	100
11:00 a.m.	100	100
12:00 p.m.	85	99
1:00 p.m.	84	99
2:00 p.m.	93	97
3:00 p.m.	94	94
4:00 p.m.	85	90
5:00 p.m.	56	—
6:00 p.m.	20	—
7:00 p.m.	11	—
8:00 p.m.	—	—
9:00 p.m.	—	—
10:00 p.m.	—	—
11:00 p.m.	—	—

### Additional Data

The average parking supply ratios for the study sites with parking supply information are as follows:

- 2.9 spaces per 1,000 square feet GFA in a dense multi-use urban setting that is not within ½ mile of rail transit (seven sites)
- 3.3 spaces per 1,000 square feet GFA (73 sites) and 1.2 spaces per employee (20 sites) in a general urban/suburban setting that is not within ½ mile of rail transit
- 3.0 spaces per 1,000 square feet GFA (seven sites) and 0.8 spaces per employee (two sites) in a general urban/suburban setting that is within ½ mile of rail transit

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Arizona, California, Colorado, Connecticut, Georgia, Illinois, Massachusetts, Minnesota, Montana, New Jersey, New York, Oklahoma, Oregon, Pennsylvania, Texas, Utah, and Washington.

### Source Numbers

21, 22, 47, 122, 124, 142, 172, 201, 202, 205, 211, 215, 216, 217, 227, 239, 241, 243, 276, 295, 399, 400, 425, 431, 433, 436, 438, 440, 516, 531, 540, 551, 555, 556, 557, 571, 572, 588

# General Office Building (710)

**Peak Period Parking Demand vs: 1000 Sq. Ft. GFA**

**On a: Weekday (Monday - Friday)**

**Setting/Location: Dense Multi-Use Urban**

Peak Period of Parking Demand: 9:00 a.m. - 4:00 p.m.

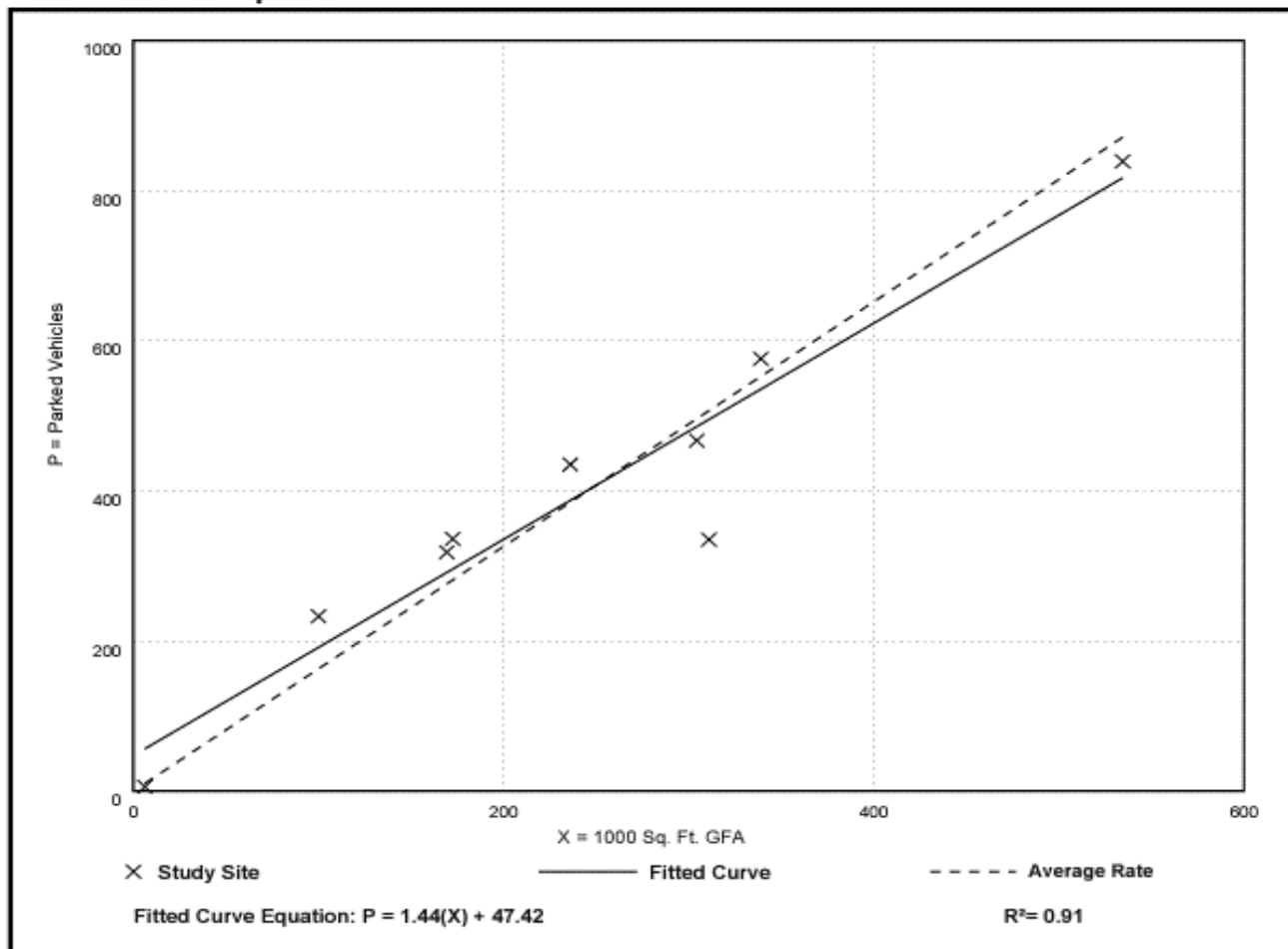
Number of Studies: 9

Avg. 1000 Sq. Ft. GFA: 241

## Peak Period Parking Demand per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
1.63	0.97 - 2.33	1.55 / 2.14	***	0.32 ( 20% )

## Data Plot and Equation





## Land Use: 820 Shopping Center

### Description

A shopping center is an integrated group of commercial establishments that is planned, developed, owned, and managed as a unit. A shopping center's composition is related to its market area in terms of size, location, and type of store. A shopping center also provides on-site parking facilities sufficient to serve its own parking demands.

### Time of Day Distribution for Parking Demand

The following table presents a time-of-day distribution of parking demand **during the month of December** on a weekday (seven study sites), a Friday (eight study sites), and a Saturday (19 study sites).

Hour Beginning	Percent of Peak Parking Demand during December		
	Weekday	Friday	Saturday
12:00–4:00 a.m.	—	—	—
5:00 a.m.	—	—	—
6:00 a.m.	—	—	—
7:00 a.m.	—	—	—
8:00 a.m.	—	—	—
9:00 a.m.	—	—	—
10:00 a.m.	—	74	—
11:00 a.m.	—	87	85
12:00 p.m.	77	97	97
1:00 p.m.	100	100	98
2:00 p.m.	98	92	100
3:00 p.m.	90	85	97
4:00 p.m.	76	84	88
5:00 p.m.	82	78	77
6:00 p.m.	89	75	64
7:00 p.m.	90	63	—
8:00 p.m.	84	—	—
9:00 p.m.	—	—	—
10:00 p.m.	—	—	—
11:00 p.m.	—	—	—

The following table presents a time-of-day distribution of parking demand **during a non-December month** on a weekday (18 study sites), a Friday (seven study sites), and a Saturday (13 study sites).

Hour Beginning	Percent of Non-December Peak Parking Demand		
	Weekday	Friday	Saturday
12:00–4:00 a.m.	—	—	—
5:00 a.m.	—	—	—
6:00 a.m.	—	—	—
7:00 a.m.	—	—	—
8:00 a.m.	15	32	27
9:00 a.m.	32	50	46
10:00 a.m.	54	67	67
11:00 a.m.	71	80	85
12:00 p.m.	99	100	95
1:00 p.m.	100	98	100
2:00 p.m.	90	90	98
3:00 p.m.	83	78	92
4:00 p.m.	81	81	86
5:00 p.m.	84	86	79
6:00 p.m.	86	84	71
7:00 p.m.	80	79	69
8:00 p.m.	63	70	60
9:00 p.m.	42	—	51
10:00 p.m.	15	—	38
11:00 p.m.	—	—	—

#### Additional Data

The parking demand database includes data from strip, neighborhood, community, town center, and regional shopping centers. Some of the centers contain non-merchandising facilities, such as office buildings, movie theaters, restaurants, post offices, banks, health clubs, and recreational facilities.

Many shopping centers, in addition to the integrated unit of shops in one building or enclosed around a mall, include outparcels (peripheral buildings or pads located on the perimeter of the center adjacent to the streets and major access points). These buildings are typically drive-in banks, retail stores, restaurants, or small offices. Although the data herein do not indicate which of the centers studied included peripheral buildings, it can be assumed that some of the data show their effect.

The parking demand data plots and analysis are based on the total gross leasable area (GLA) of the center. In cases of smaller centers without an enclosed mall or peripheral buildings, the GLA could be the same as the gross floor area (GFA) of the center.

The average parking supply ratios for the study sites with parking supply information are the following:

- 5.1 spaces per 1,000 square feet GFA (137 sites) in a general urban/suburban setting
- 4.7 spaces per 1,000 square feet GFA (five sites) in a dense multi-use urban setting

The sites were surveyed in the 1980s, the 1990s, the 2000s, and the 2010s in Alabama, Alberta (CAN), Arizona, California, Colorado, Delaware, District of Columbia, Florida, Georgia, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, North Carolina, New Jersey, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, South Carolina, South Dakota, Tennessee, Texas, Virginia, and Washington.

*Future data submissions should attempt to provide information on the composition of each study site (types and number of stores, restaurants, or other tenants within the shopping center).*

#### **Source Numbers**

3, 18, 21, 32, 39, 47, 87, 88, 89, 103, 142, 145, 152, 153, 154, 174, 175, 176, 179, 202, 203, 204, 205, 209, 215, 219, 224, 241, 265, 274, 313, 314, 315, 431, 432, 433, 436, 438, 441, 511, 525, 527, 531, 533, 542, 556, 558, 565

# Shopping Center - Non-December (820)

Peak Period Parking Demand vs: 1000 Sq. Ft. GLA

On a: Weekday (Monday - Thursday)

Setting/Location: Dense Multi-Use Urban

Peak Period of Parking Demand: 12:00 - 6:00 p.m.

Number of Studies: 5

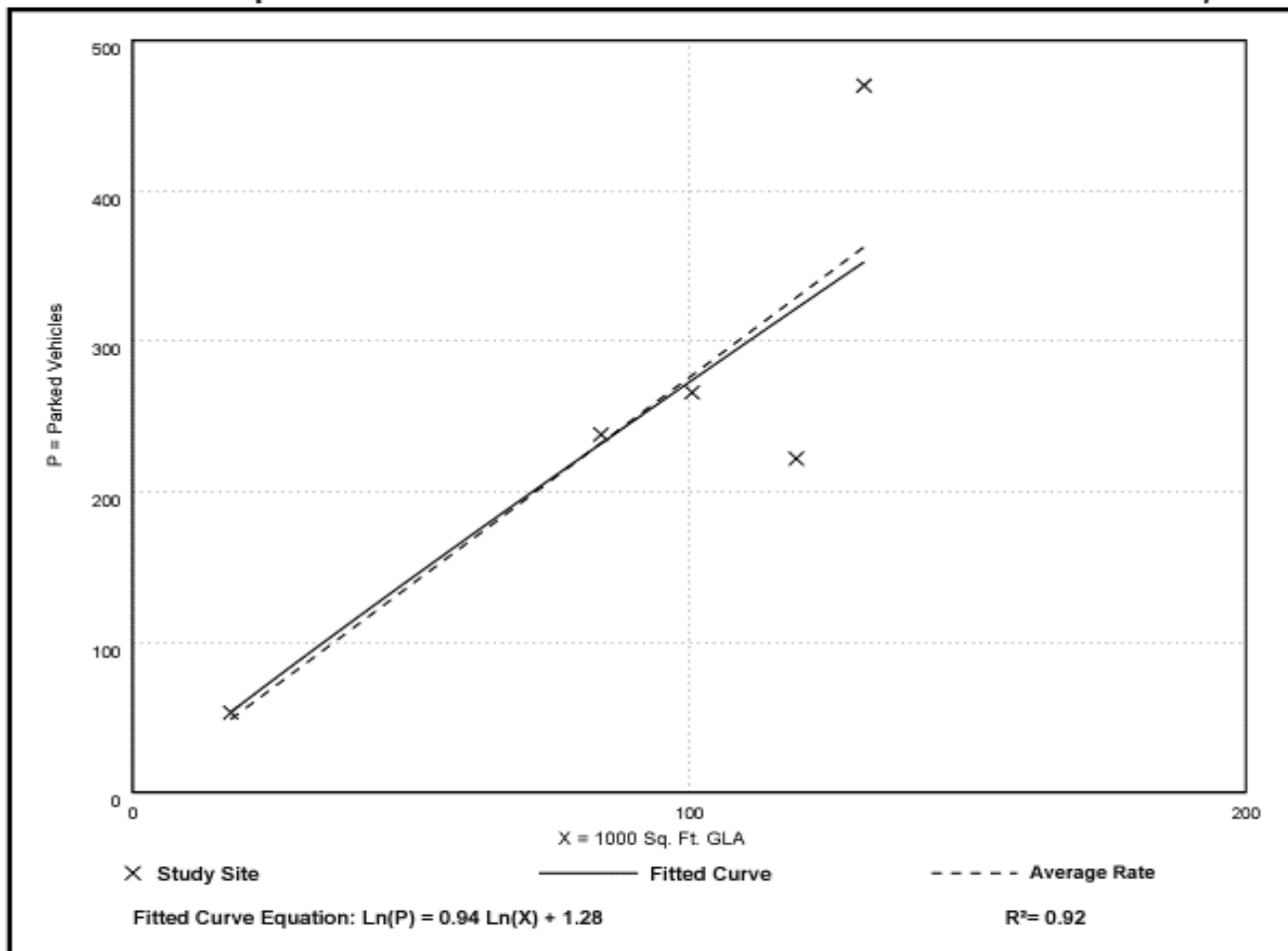
Avg. 1000 Sq. Ft. GLA: 91

## Peak Period Parking Demand per 1000 Sq. Ft. GLA

Average Rate	Range of Rates	33rd / 85th Percentile	95% Confidence Interval	Standard Deviation (Coeff. of Variation)
2.76	1.86 - 3.58	2.63 / 3.58	***	0.72 ( 26% )

## Data Plot and Equation

Caution – Small Sample Size





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-259-FY23

2/21/2023

10.a.

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

**Item Title:**

**Introduction of the FY24 Council Budget Initiatives Discussion**

**Suggested Action:**

City Administrator Tracey Douglas and City Treasurer Ron Brooks to open the FY24 Budget discussions with an overview of the process. Next steps for the FY24 budget will be reviewed at the end of the discussions.

**Summary Background:**

N/A

**Next Steps:**

Any carry over items will be discussed at the Council Work Session of February 27, 2023.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

N/A

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

**Strategic Goals:**

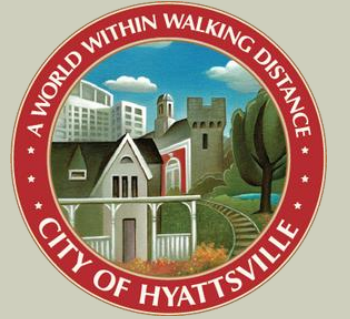
Goal 2 - Ensure the Long-Term Economic Viability of the City

**Legal Review Required?**

N/A

# FY24 Council Budget Initiatives

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## Summary

Council submitted 15 budget initiatives for consideration in the FY24 budget, totaling approximately \$642,100 - \$842,100 for initiatives with a known or estimated cost. Legacy costs for these initiatives are estimated to be between \$676,000 - \$966,000 annually.

## Process

Staff has completed an initial review of the budget initiatives and provided feedback to the motion maker. Council will present their budget initiatives during the Council Meeting on February 21. Items which have support from the majority of the body will proceed through the budget process.





# Next Steps

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There is a scheduled work session on February 27. If the Council does not hear all budget items on February 21, the remainder of the items will be discussed on February 27. Budget initiatives will be shared on Hello Hyattsville ([hellohyattsville.com](http://hellohyattsville.com)) for public input after the February 27 work session.

## FY24 Budget Timeline

- Wed, March 29: Introduction of the Draft Budget & Departmental Budget Presentations
- Mon, April 3: Budget Discussion & Review of FY24 Capital Improvement Plan and Five-Year Forecast
- Thurs, April 20: Council Deadline to Submit Budget Amendments
- Mon, May 1: Public Hearing on the Real Property Tax Rate for FY24
- Mon, May 1: Discussion on Proposed Council Budget Amendments
- Mon, May 15: Introduction of the Budget Ordinance
- Mon, June 5 (12 PM): Adoption of the Budget Ordinance

Title of Project Proposal	Budget or ARPA?	Description of Project/Summary Background	Department	FY24 Cost	Legacy Cost	Department Staff Comments/Resources Needed to Implement	Additional Possible Funding Sources	Est. Time to Complete (in months)	Submitted By
<b>Individual/forced clean up relief fund</b>	Budget	This proposal is to establish an individual relief fund for residents who are required by the City to clean up their property or to remove dead trees from their property, but who are unable to pay. The fund would be for up to \$25,000 per year for forced clean up and another \$25,000 per year for tree removal. Funds would be released upon approval of the City Administrator and Treasurer	CED	\$50,000	\$50,000	A policy needs to be developed on criteria for award, application process, whether to utilize the fund before or after a court order, etc. For tree removal, a removal process exists. Staff is developing a form for requesting grant funds from the City for tree removal.		FY24	Croslin
<b>Senior Wellness Check In Program</b>	Budget	Fund a program that allows volunteers or a third-party to give a weekly call to seniors to make sure that they're doing OK.	Community Services	\$50,000	\$50,000	The County and State have existing programs that provide this service, the City would work with volunteers and those existing agencies to promote the existing programs. If we are able to partner with outside agencies, the cost of this proposal may go down.	Department of Social Services, Department of Aging	FY24	Croslin
<b>Arts and Cultural Programming</b>	Budget	Funding in the Fiscal Year 2024 budget for the Race and Equity Task Force to co-sponsor cultural equity centered enhancements of existing arts and cultural programming in the City of Hyattsville at the committee's discretion.	Comunity Services	\$10,000	\$10,000	Approx. \$2,500 each fiscal quarter dedicated to enhancing City Programs with initiatives focused on enhancing cultural equity. Consider staff implementation time as a cost as well.		FY24	Sandino
<b>Level-3 EV Chargers at 3505 Hamilton Street</b>	Budget	The Hyattsville Police Department was an early adopter and promoter of EV technology. In 2017, Hyattsville added to its fleet a Chevrolet Bolt, considered to be the first fully marked police vehicle in the US. To further electrify our HPD fleet and be consistent with the Hyattsville Alternative Fuel Policy, Level-3 charging facilities will be at the new Hyattsville Police and Public Safety Building. A minimum of three Level-3 EV stations should be added to 3505 Hamilton Street, with at least one of them available for public use.	DPW	\$0	\$0	Staff will incorporate the upgraded Level-3 chargers into the Public Safety Headquarters project using contingency project funds. The City owns four Level-2 EV Charging Stations that will be located at 3505 Hamilton when the building is complete. No additional allocation is needed.	There may be grant funding available, we've purchased Level-2 EV Charging stations on grants	Within 6 months after Police HQ is complete	Schaible
<b>Better Choices Program</b>	Budget	\$5,000 in FY 2023 to pilot a "better choices" program, intended for young people arrested for nonviolent offenses in Hyattsville. At the discretion of the arresting officers, rather than face civil penalties, offenders 23 years of age and younger may opt for "better choices". The program will include an hour-long counseling session to discuss educational, career, and life goals and identify resources and paths towards pursuing them. In addition to the counseling, participants will participate in at least two hours of supervised, verified community service in Hyattsville. Upon completion of the counseling session and community service, participants will receive a \$50 prepaid debit card. Hyattsville call a bus service may be provided to participants within a one-mile radius of Hyattsville to provide transportation to the program.	Police	\$5,000	\$0	Need legal analysis of proposal, \$5,000 is adequate for research in FY24 into implementation possibilities in FY25+. Diversion programs for juveniles (Under 18) exist. Implementing a program like this would require additional staff capacity to develop a juvenile diversion program, with critiera for when the officer chooses the diversion program and tracking of use. Details about the existing diversion program in PG County: <a href="https://princegeorgescourts.org/455/New-Direction-Youth-Diversion-Program">https://princegeorgescourts.org/455/New-Direction-Youth-Diversion-Program</a>		FY24	Simasek

<b>Multifamily Property Improvement Green Program</b>	Budget	Create the Multifamily Property Improvement Green Grant (MPIGG) Program. The ordinance shall provide a rebate of a maximum of \$50,000 per property per year for eligible improvements that provide a documented reduction in energy usage, increases in efficiency, or installation of renewable energy sources on the property. The program will be subject to availability of funds each year, with the intent to pursue grants and partnerships so that it can be supported mostly, if not entirely through external sources.	CED	\$100,000	\$210,000-\$250000	Approx 45 properties could be eligible under the criteria established Est. 5-7 properties could take part in the program, for \$25k0-\$350k. cost. Program development, planning and exection of capital improvement will likely take longer than the ARPA timeline of spending by December 2024, so this must be considered as a budget proposal.	DHCD Weatherization program exists as an option for similar funding from the state for multifamily residential properties.	18-24 months	Simasek
<b>Hyattsville Art on Reusable Bags</b>	Budget	Expenditure of up to \$9,000 for reusable shopping bags with images designed by Hyattsville based artists. The bags shall be provided at no cost to Hyattsville residents with the intent of encouraging the community to bring their own bags when shopping locally. A portion of the cost will be allocated for design services of the images to be printed on the bags. It is recommended that \$750 be allocated for design services of each bag logo. A call to Hyattsville-based artists will solicit images reflective of the nature and character of Hyattsville.	Communications and Legislative Services	\$9,000	\$0	The motion maker worked with staff to identify an appropriate amount for the design work based on staff experience with graphic designers. Funding is sufficient to support grants for artists and the purchase of an estimated quantity of bags is 2,000, however this will depend on the type of bag selected.		FY24	Simasek
<b>Language Classes</b>	Budget	I move that the Mayor and Council authorize the expenditure of \$120,000.00 in the FY24 budget for the establishment of a Hyattsville Language Learning program. The program will authorize partnership with Berlitz Language Service in the amount \$60,000 for the purpose of offering non-english language classes to English speakers. Additionally the program would offer \$60,000 to Centro de Alfabetización en Español for the purpose of offering English classes and Spanish literacy to non-english speakers.	Community Services	\$180,000	\$180,000	A program of this magnitude will require a full-time staff member to coordinate the 12 proposed language classes, including recruiting residents, registration, outreach plan, laising with the language service contractors and instructions, and coordinating the in-person language sessions for four different languages. Staff coordinator \$50k-\$65k/yr plus benefits.		FY24	Solomon
<b>Invasive species remediation fund</b>	Budget	This is a request to establish a dedicated fund for removal of invasive species along the NWB between West Hyattsville Metro and Duck Pond. This funding will provide an initial deposit, however, the fund establishes investment in invasive species remediation as a priority for business and development interests in both corridors. The expectation is that the City can follow-up with Kaiser, UIP, Gilbane, etc. on investing in longterm care of the NWB. This also a request work with MNCPPC on the utilization of the fund.	DPW	\$20,000	\$5,000	The City has an existing Invasive Speicies program, this request could be integrated into Healthy Trees Hyattsville (HTH), which was funded in FY23 and is currently funded for FY24. Expansion of the program would require an additional \$20,000 for this purpose.	Chesapeake Bay Trust Grants	FY24	Solomon

<b>Menstrual Equity</b>	Budget	I move that the Mayor and Council authorize the expenditure of \$5000.00 in FY24 City Budget for the free distribution of feminine hygiene products if using a City restroom.	HR	\$25,000	\$15,000	We are able to install free dispensers in City bathrooms and keep them stocked. Staff estimates that installation costs would be \$10K including the cost of sustainable product dispensers. Legacy costs are estimated at \$15K/year. Staff also recommends that a campaign to get more equitable tax treatment of feminine hygiene products is evaluated and promoted.	Planned Parenthood also gives away feminine hygiene products so it might be worth a conversation about a partnership. Also, perhaps the DC diaper bank which also has a giveaway program.		Solomon
<b>PPSCAC Awareness Campaign</b>	Budget	This is a request to allow the PPSCAC to work with City staff to identify key focus areas for public safety awareness campaigns to help Hyattsville community members better understand crime trends and provide safety tips for one's well-being. The Police and Public Safety Citizens' Advisory Committee will support the campaign efforts by providing input and recommendations on campaign materials developed by staff and supporting efforts to disseminate the information to the Hyattsville community.	Police Department	\$3,000	\$3,000	Staff can add to the FY24 Budget media work plan to develop public awareness campaigns in consultation with the PPSCAC and recognize a \$3,000 budget for those activities.		FY24	Solomon
<b>Tax Credit for City Residents/Communities who do not use critical services (ie. trash collection, sidewalk repair)</b>	Budget	HOA Tax Credit for City Residents/Communities who do not use critical city services (ie. trash collection, sidewalk repair) for inclusion in the FY24 City Budget. HOAs established with the new developments in Hyattsville are responsible for roads, sidewalks, and trash. This is a duplicate fee paid by homeowners in both HOA fees and City taxes.	Finance	\$200,000 - \$450,000	\$200,000 - \$450,000	Consultant is undertaking a property tax relief study at this time for lower-income households, preliminary report likely ready in 90-120 days. This program would be considered in conjunction with other tax relief programs being considered by Council. Creates approximately \$200,000 to \$450,000 per year in reduce Property Tax Revenues which is the main source of revenues for the City.	Property Tax Revenues - would require reduction of these revenues to pay for this new program.	Time frame tied to the completion of consultant PFM review of current tax relief programs.	Solomon
<b>High Visibility Crosswalks</b>	Budget	Install lighted stop signs and crosswalk markers, as well as paint crosswalk paths to elevate driver awareness and pedestrian safety, especially in high foot-traffic areas around schools. Painted crosswalks could incorporate colorful designs to beautify as well as promote pedestrian safety.	DPW	\$28,000	\$0	RFP for Driskell Park Intersection Study in FY24 proposed budget. Each intersection would require electricity, or solar option required. Running power can cost \$20k/intersection. Updated proposal is to install lighted stop signs along the Crittenden/40th corridor, \$28k.		FY24	Strab
<b>EAC Grants Budget Increase</b>	Budget	Increase the EAC grant budget from \$10,000 to \$12,000(possibly \$15, 000)	Community Services	\$12,000	\$12,000	Presentation 2/6/23, current request from EAC is \$12k. No additional staff resources are required for this request		FY24	Strab
<b>Public Policy Internship Program</b>	Budget	Establish a Legislative Internship Program in partnership with the University of Maryland's School of Public Policy Intern Program. Each Ward and the Mayor will be provided the opportunity to acquire an intern to assist with research, motion preparation, and other legislative tasks.	Communications and Legislative Services	\$10,100	\$1,000	Partner with UMD School of PP Intern Program. 1 intern per ward + 1 for mayor. City to provide laptops, orientation, email, and tshirt. Fiscal Impact: \$10,100 (laptops, materials, orientation/closing program).	Interns receive a stipend through the UMD program	FY24	Waszczak
<b>Total:</b>				<b>\$642,100-\$892,100</b>	<b>\$676,000-\$966,000</b>				



# City of Hyattsville

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4310 Gallatin Street, 3rd Flr  
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## Agenda Item Report

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**File #:** HCC-260-FY23

2/21/2023

10.b.

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

**Item Title:**

**FY24 Council Budget Initiatives: Mayor Robert Croslin**

**Suggested Action:**

For Discussion

**Summary Background:**

Mayor Croslin will present on the following budget items. Supplementary materials are attached.

- Individual Forced Clean Up, Tree Removal Relief Fund
- Senior Wellness Check In Program

**Next Steps:**

Council discussion.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

See spreadsheet.

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

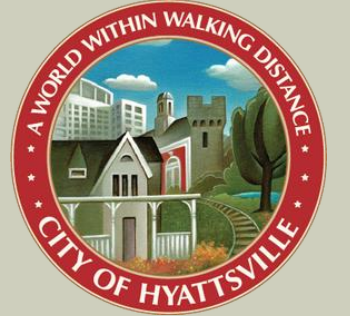
**Strategic Goals:**

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

**Legal Review Required?**

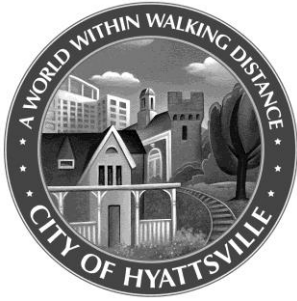
N/A

# Mayor Croslin



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
Individual/forced clean up relief fund	Funding to support individuals with demonstrated financial need with costs for forced clean ups or tree removal. Proposed funding of up to \$25,000 per year for forced clean up and another \$25,000 per year for tree removal.	CED	\$50,000	\$50,000
Senior Wellness Check In Program	Develop and implement senior wellness check in program with weekly calls to seniors.	Community Services	\$50,000	\$50,000





## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b> <b>LEAVE BLANK</b>	
<b>SUBMITTED BY:</b> Croslin		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

<b>TITLE OF MOTION:</b> Forced Cleanup/Tree Removal Fund
<b>RECOMMENDATION:</b> I move that the Mayor and Council establish an individual relief fund of \$50,000, with \$25,000 dedicated to supporting individuals with forced cleanup requirements they are unable to pay for, and \$25,000 dedicated to tree removal relief for residents who are required to remove trees and cannot afford the cost.
<b>SUMMARY BACKGROUND:</b> This proposal is to establish an individual relief fund for residents who are required by the City to clean up their property or to remove dead trees from their property, but who are unable to pay. The fund would be for up to \$25,000 per year for forced clean up and another \$25,000 per year for tree removal. Funds would be released upon approval of the City Administrator and Treasurer
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b>  A policy needs to be developed on criteria for award, application process, whether to utilize the fund before or after a court order, etc. For tree removal, a removal process exists. Staff is developing a form for requesting grant funds from the City for tree removal.
<b>NEXT STEPS:</b>  A policy needs to be developed on criteria for award, application process, whether to utilize the fund before or after a court order, etc. For tree removal, a removal process exists. Staff is developing a form for requesting grant funds from the City for tree removal.
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b>
<b>SUPPORTING DOCUMENTATION:</b>
<b>FISCAL IMPACT:</b> \$50,000
<b>COMMUNITY ENGAGEMENT:</b>

<b>STRATEGIC GOALS AND ACTIONS:</b>
<b>LEGAL REVIEW REQUIRED?:</b>

DRAFT



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b> LEAVE BLANK	
<b>SUBMITTED BY:</b> Mayor Robert Croslin		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

<b>TITLE OF MOTION:</b> Funding Senior Check-In program
<b>RECOMMENDATION:</b> Fund a program that allows volunteers or a third-party to give a weekly call to seniors to make sure that they're doing OK.
<b>SUMMARY BACKGROUND:</b> Senior check in is a program that allows the City to learn about the well-being of isolated seniors in the city. Older adults who join will receive a weekly phone call from a volunteer to make sure they are OK. The program offers relatives who live out of the area some peace of mind, and lets seniors know someone cares. To qualify for the program, the senior must be 60 years or older, live alone (not in a nursing home or assisted living facility), and not have family to check on them. Hours should only be from M-F. 8:30 AM and 4 PM.
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> ½ FTE to coordinate volunteers or work with contractor to maintain list of participants and follow up on referrals. Could be filled by case worker anticipated in Community Services Department through ARPA funds.
<b>NEXT STEPS:</b> Evaluate program requirements and staffing requirements to estimate cost.
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b> The state of Maryland offers a program like this. It is a free opt-in program for residents 65 and older. 1-866-50-CHECK is the number the state currently uses through the Department of Aging. Prince George's County also has the Telephone Reassurance Program for seniors 60 and older. This program would likely be a duplication of services.
<b>SUPPORTING DOCUMENTATION:</b> <a href="https://www.princegeorgescountymd.gov/1731/Volunteer-Services">https://www.princegeorgescountymd.gov/1731/Volunteer-Services</a> <a href="https://aging.maryland.gov/Pages/senior-call-check.aspx">https://aging.maryland.gov/Pages/senior-call-check.aspx</a>
<b>FISCAL IMPACT:</b>
<b>COMMUNITY ENGAGEMENT:</b> Upon program establishment, a communications strategy will be developed for outreach to neighborhoods and identifying seniors in need.

<b>STRATEGIC GOALS AND ACTIONS:</b> <b>Maintain a safe and secure community</b>
<b>LEGAL REVIEW REQUIRED?:</b>

DRAFT



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## Agenda Item Report

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**File #:** HCC-261-FY23

2/21/2023

10.c.

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

**Item Title:**

**FY24 Council Budget Initiatives: Council President Joseph Solomon**

**Suggested Action:**

For Discussion

**Summary Background:**

Council President Solomon will present on the following budget items. Supplementary materials are attached.

- Language Classes
- Invasive Species Remediation Fund
- Menstrual Equity
- PPSCAC Awareness Campaign
- Tax Credit for City Residents/Communities Who Do Not Use Critical Services

**Next Steps:**

Council discussion.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

See spreadsheet.

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

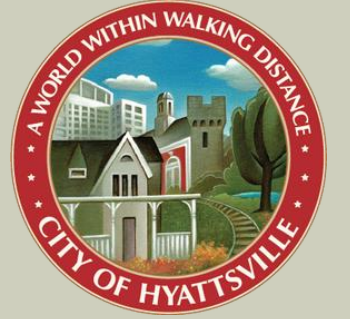
**Strategic Goals:**

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

**Legal Review Required?**

N/A

# Council President Solomon



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
<b>Language Classes</b>	Establish Hyattsville Language Learning Program offering non-English language classes for English speakers and offering English classes and Spanish literacy to non-English speakers.	Community Services	\$180,000	\$180,000
<b>Invasive species remediation fund</b>	Establish a dedicated fund for removal of invasive species along the NWB between West Hyattsville Metro and Duck Pond. This funding will provide an initial deposit, however, the fund establishes investment in invasive species remediation as a priority for business and development interests in both corridors.	DPW	\$20,000	\$5,000
<b>Menstrual Equity</b>	Funding to support distribution of feminine hygiene products at no cost in City restroom facilities. Cost estimate include dispensers and products.	DPW	\$25,000	\$15,000



# Council President Solomon



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
PPSCAC Awareness Campaign	Funds to support development of public safety awareness campaigns. PPSCAC will support the campaign efforts by providing input and recommendations on campaign materials developed by staff and supporting efforts to disseminate the information to the Hyattsville community.	Police Department	\$3,000	\$3,000
Tax Credit for City Residents/Communities who do not use critical services (ie. trash collection, sidewalk repair)	Provide tax credit for residents/communities not using City services such as trash collection or sidewalk repair because those services are provided via an HOA.	Finance	\$200,000 - \$450,000	\$200,000 - \$450,000



## Council Agenda Form

<b>MOTION #</b>	<b>DRAFT # 1</b>
<b>DATE SUBMITTED: 01/31/2022</b>	<b>DATE TO GO BEFORE COUNCIL:</b>
<b>SUBMITTED BY: Solomon</b>	
<b>CO-SPONSORS: Sandino</b>	
<b>DEPARTMENT: Legislative</b>	
<b>TITLE: FY24 Budget Initiative - Language Partnership</b>	

### RECOMMENDATION:

I move that the Mayor and Council authorize the expenditure of \$120,000.00 in the FY24 budget for the establishment of a Hyattsville Language Learning program. The program will authorize partnership with Berlitz Language Service in the amount \$60,000 for the purpose of offering non-english language classes to English speakers. Additionally the program would offer \$60,000 to Centro de Alfabetización en Español for the purpose of offering English classes and Spanish literacy to non-english speakers.

### SUMMARY BACKGROUND:

The City of Hyattsville is a diverse and growing community. That diversity includes the languages we speak.

Based on a quote obtained from the Berlitz Language Service. This program will be virtual, and students will meet twice per week for 1 hour for a duration of 8-10 months. They are very open to creating a schedule based on our needs. The total cost is based on \$4,627, which includes material for 10 participants who want to learn Spanish. Another aspect of the program can be included, such as a practice language meeting day once per month with participants so they can put into practice what they learned.

This proposal accounts for 3 languages, with 2 classes of 10 students per year for each language. This would provide a cost of \$60K

<https://www.cenaes.org/testimonies>

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

TBD

NEXT STEPS:

Input from Community Services.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:

N/A

SUPPORTING DOCUMENTATION:

FISCAL IMPACT:

N/A

COMMUNITY ENGAGEMENT:

N/A

STRATEGIC GOALS AND ACTIONS:

Goal 3 - Promote a Safe and Vibrant Community

LEGAL REVIEW REQUIRED?

N/A



## Council Agenda Form

<b>MOTION #</b>	<b>DRAFT # 1</b>
<b>DATE SUBMITTED: 01/31/2022</b>	<b>DATE TO GO BEFORE COUNCIL:</b>
<b>SUBMITTED BY: Solomon</b>	
<b>CO-SPONSORS:</b>	
<b>DEPARTMENT: Legislative</b>	
<b>TITLE: FY24 Budget Initiative - Invasive Species</b>	

<b>RECOMMENDATION:</b>  I move that the Mayor and Council authorize the expenditure of \$30,000 in the FY24 budget for the establishment of an invasive species remediation fund.
<b>SUMMARY BACKGROUND:</b> This is a request to establish a dedicated fund for removal of invasive species along the NWB between West Hyattsville Metro and the Duck Pond. This funding will provide an initial deposit, however, the fund establishes investment in invasive species remediation as a priority for business and development interests in both corridors. The expectation is that the City can follow-up with Kaiser, UIP, Gilbane, etc. on investing in the long term care of the NWB. This also is a request to collaborate with MNCPPC on the disbursement and utilization of the fund.
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> TBD
<b>NEXT STEPS:</b> Input from DPW, Economic Development and Treasurer.
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b> N/A
<b>SUPPORTING DOCUMENTATION:</b>

**FISCAL IMPACT:**

N/A

**COMMUNITY ENGAGEMENT:**

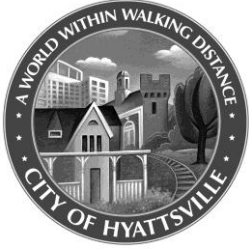
N/A

**STRATEGIC GOALS AND ACTIONS:**

Goal 3 - Promote a Safe and Vibrant Community

**LEGAL REVIEW REQUIRED?**

N/A



## Council Agenda Form

<b>MOTION #</b>	<b>DRAFT # 1</b>
<b>DATE SUBMITTED: 01/31/2022</b>	<b>DATE TO GO BEFORE COUNCIL:</b>
<b>SUBMITTED BY: Solomon</b>	
<b>CO-SPONSORS:</b>	
<b>DEPARTMENT: Legislative</b>	
<b>TITLE: FY24 Budget Initiatives - Menstrual Equity</b>	

**RECOMMENDATION:**

I move that the Mayor and Council authorize the expenditure of \$5000.00 in FY24 City Budget for the reimbursement of feminine hygiene products for city employees and the free distribution of feminine hygiene products if using a City restroom.

**SUMMARY BACKGROUND:**

Period Equity - <https://www.health.harvard.edu/blog/period-equity-what-is-it-why-does-it-matter-202106012473>

Menstrual Equity - Eliminating the menstrual tax - <https://womensvoices.org/2022/05/02/sixty-two-menstrual-equity-laws-passed-in-the-united-states/>

The City has identified dispensers for public facilities. The approximate cost for those and a supply of products is About \$3000.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

TBD

**NEXT STEPS:**

Input from HR and Treasure.



<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b> N/A
<b>SUPPORTING DOCUMENTATION:</b>
<b>FISCAL IMPACT:</b> N/A
<b>COMMUNITY ENGAGEMENT:</b>  N/A
<b>STRATEGIC GOALS AND ACTIONS:</b>  Goal 3 - Promote a Safe and Vibrant Community
<b>LEGAL REVIEW REQUIRED?</b> N/A



## Council Agenda Form

<b>MOTION #</b>	<b>DRAFT # 1</b>
<b>DATE SUBMITTED: 01/31/2022</b>	<b>DATE TO GO BEFORE COUNCIL:</b>
<b>SUBMITTED BY: Solomon</b>	
<b>CO-SPONSORS:</b>	
<b>DEPARTMENT: Legislative</b>	
<b>TITLE: ARPA/FY24 Budget Initiative - PPSCAC Awareness Campaign</b>	

**RECOMMENDATION:**

I move that the Mayor and Council authorize the allocation of \$3,000.00 to the Hyattsville Police and Public Safety Citizens' Advisory Committee to help support public awareness campaigns on crime trends and safety advice.

**SUMMARY BACKGROUND:**

This is a request to allow the PPSCAC to work with City staff to identify key focus areas for public safety awareness campaigns to help Hyattsville community members better understand crime trends and provide safety tips for one's well-being. The awareness campaign and promotional materials will be generated in collaboration with members of the HCPD, the City's communications team, and the City Council's final approval. The Police and Public Safety Citizens' Advisory Committee will support the campaign efforts by providing input and recommendations on campaign materials developed by staff and supporting efforts to disseminate the information to the Hyattsville community.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

TBD

**NEXT STEPS:**

Input from Treasurer, HCPD, and PPSCAC.

**CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:**

N/A

SUPPORTING DOCUMENTATION:
FISCAL IMPACT: N/A
COMMUNITY ENGAGEMENT: N/A
STRATEGIC GOALS AND ACTIONS:  Goal 3 - Promote a Safe and Vibrant Community
LEGAL REVIEW REQUIRED? N/A



## Council Agenda Form

<b>MOTION #</b>	<b>DRAFT # 1</b>
<b>DATE SUBMITTED: 01/31/2022</b>	<b>DATE TO GO BEFORE COUNCIL:</b>
<b>SUBMITTED BY: Solomon</b>	
<b>CO-SPONSORS:</b>	
<b>DEPARTMENT: Legislative</b>	
<b>TITLE: ARPA/FY24 Budget Initiative - Tax Credit</b>	

<b>RECOMMENDATION:</b>  I move that the Mayor and Council authorize an HOA Tax Credit for City Residents/Communities who do not use critical city services (ie. trash collection, sidewalk repair) for inclusion in the FY24 City Budget.
<b>SUMMARY BACKGROUND:</b> HOAs established with the new developments in Hyattsville are responsible for roads, sidewalks, and trash. This is a duplicate fee paid by homeowners in both HOA fees and City taxes.
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> TBD
<b>NEXT STEPS:</b> Input from Treasurer.
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b> N/A
<b>SUPPORTING DOCUMENTATION:</b>
<b>FISCAL IMPACT:</b> N/A

COMMUNITY ENGAGEMENT:

N/A

STRATEGIC GOALS AND ACTIONS:

Goal 3 - Promote a Safe and Vibrant Community

LEGAL REVIEW REQUIRED?

N/A



# 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-262-FY23

2/21/2023

10.d.

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

**Item Title:**

**FY24 Council Budget Initiatives: Council Vice President Danny Schaible**

**Suggested Action:**

For Discussion

**Summary Background:**

Council Vice President Schaible will present on the following budget item. Supplementary materials are attached.

-Level-3 EV Chargers at 3505 Hamilton Street (Police & Public Safety Building)

**Next Steps:**

Council discussion.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

See spreadsheet.

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

**Strategic Goals:**

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

**Legal Review Required?**

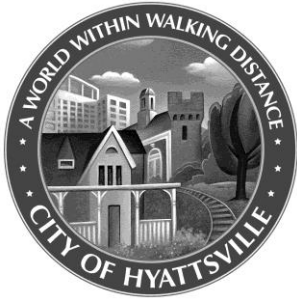
N/A



# Council Vice President Schaible



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
Level-3 EV Chargers at 3505 Hamilton Street	Install a minimum of three Level-3 EV stations should be added to 3505 Hamilton Street, with at least one of them available for public use.	DPW	\$0	\$0



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT # 1</b>
<b>DATE SUBMITTED:</b> 1/16/2023	<b>DATE TO GO BEFORE COUNCIL:</b> LEAVE BLANK	
<b>SUBMITTED BY:</b> D Schaible		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

<b>TITLE OF MOTION:</b> Install Level-3 EV Chargers at 3505 Hamilton Street
<b>RECOMMENDATION:</b> I move that the Mayor and Council authorize a modification to the renovation of 3505 Hamilton Street to include Level-3 Electric Vehicle charging stations, in a quantity great enough to support the electrification of the HPD fleet.
<b>SUMMARY BACKGROUND:</b>  The Hyattsville Police Department was an early adopter and promoter of EV technology. In 2017, Hyattsville added to its fleet a Chevrolet Bolt, considered to be the first fully marked police vehicle in the US.  To further electrify our HPD fleet and be consistent with the Hyattsville Alternative Fuel Policy, Level-3 charging facilities will be at the new Hyattsville Police and Public Safety Building.  A minimum of three Level-3 EV stations should be added to 3505 Hamilton Street, with at least one of them available for public use.
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> Staff support will be needed to modify the current construction contract to include the installation of EV charging stations.
<b>NEXT STEPS:</b>
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b>
<b>SUPPORTING DOCUMENTATION:</b> <a href="#">Neighborhood Access and Equity Grant Program</a> <a href="#">National Electric Vehicle Infrastructure Set-Aside Discretionary Grants, Charging and Fueling Infrastructure Grants Program</a>
<b>FISCAL IMPACT:</b> Based on web research, the cost to purchase and install 3 Level-3 charging stations should cost between \$120,000-\$180,000. This cost may be offset by Federal grants.
<b>COMMUNITY ENGAGEMENT:</b>
<b>STRATEGIC GOALS AND ACTIONS:</b>

Promote a Safe and Vibrant Community
<b>LEGAL REVIEW REQUIRED?:</b>

DRAFT



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## Agenda Item Report

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**File #:** HCC-263-FY23

2/21/2023

10.e.

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

**Item Title:**

**FY24 Council Budget Initiatives: Councilmember Rommel Sandino**

**Suggested Action:**

For Discussion

**Summary Background:**

Councilmember Sandino will present on the following budget item. Supplementary materials are attached.

-Arts and Cultural Programming

**Next Steps:**

Council discussion.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

See spreadsheet.

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

**Strategic Goals:**

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

**Legal Review Required?**

N/A

# Councilmember Sandino

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Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
Arts and Cultural Programming	Support quarterly equity centered arts and cultural programming in the City of Hyattsville co-sponsored by the Race & Equity Task Force.	Comunity Services	\$10,000	\$10,000



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b> <b>LEAVE BLANK</b>	
<b>SUBMITTED BY: Rommel Sandino, Ward 5 Council Member, RETF Council Liaison</b>		
<b>CO-SPONSORS: Race and Equity Task Force (RETF)</b>		
<b>DEPARTMENT: Legislative</b>		

### **TITLE OF MOTION: Arts and Cultural Programming to Enhance Equity in Hyattsville**

#### **RECOMMENDATION:**

I move that the Mayor and Council funding in the Fiscal Year 2024 budget for the Race and Equity Task Force to sponsor bi-annual equity centered arts and cultural programming in the City of Hyattsville.

#### **SUMMARY BACKGROUND:**

According to the American Council on the Arts, '*cultural equity*' embodies the values, policies, and practices that ensure that all people—including but not limited to those who have been historically underrepresented based on race/ethnicity, age, disability, sexual orientation, gender, gender identity, socioeconomic status, geography, citizenship status, or religion—are represented in the development of arts policy and programming; the support of artists; the nurturing of accessible, thriving venues for expression; and the fair distribution of programmatic, financial, and informational resources.' The motion to support *Arts and Cultural Programming to Enhance Equity in Hyattsville* is one way the City of Hyattsville can address gaps in cultural equity as well as reduce the gap between availability of arts programming and the participation of underserved groups.

This budget initiative aligns with the values of *Diversity, Inclusion, Belonging, Mutual respect, Compassion and Evidence* identified in the 2018 Race and Equity Task Force (RETF) Draft Plan, which drive the continued work of the task force.

By investing in equity focused arts programming the RETF hopes to:

- Address gaps in community engagement identified in the 2018 draft plan through 'Artivism' (the intersection of Arts and Activism)
  - According to the Race and Equity Task Force online survey of 101 resident respondents, when asked what the City could do to increase inclusivity in programming, respondents mentioned the following: 1. More outreach outside of the historic district, especially in West Hyattsville, and 2. Holding events for different neighborhoods in the city to showcase their communities;
  - The 2018 RETF draft plan identified that in comparison to the size of Hyattsville's Latine/x community, there is low civic participation by this demographic in City Council, Advisory Committees and Task Forces. Because the Arts can serve as a bridge bringing people together, these bi-annual programs or events are an opportunity to broaden the base of outreach for other city initiatives.
- Engage Communities and recreational/ gathering spaces in West Hyattsville and other areas outside of the Historic Arts District.
  - Although The Gateway Arts District is an officially designated hub of Artistic expression, the City's identity as an Artistic haven extends beyond the official Route 1 boundaries. This programming is an opportunity to showcase the diversity of art and culture throughout the city.
- Support local artist of color and other marginalized identities by identifying, Reducing and/ or eliminating barriers to exposure by providing opportunities targeted to these groups.



**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

- Equity Officer and RETF Staff Liaison, Shakira Louimarre will manage the RETF in the logistical planning of these events
- Assistance and guidance from HVL's Community Services department in planning
- Depending on the scope of the event potentially HVL's MPD and/or DPW will assist with providing traffic calming interventions and event set up/ clean up
- HVL's Communications Department assistance with promotion, outreach, translation, and interpretation services

**NEXT STEPS:**

- Community outreach to determine nature and scope of programming
- Program planning by RETF

**CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:****SUPPORTING DOCUMENTATION:**

- [Americans for the Arts Statement on Cultural Equity](#)
- [Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)
- [US Department of Arts and Culture](#)
- [RETF 2018 Draft Plan](#)

**FISCAL IMPACT:**

- \$10,000 Total Budget
  - \$5,000 dedicated to each biannual program/ community event
  - This includes the potential costs of venue, catering, promotional materials, commissioning Artists and miscellaneous costs

**COMMUNITY ENGAGEMENT:**

- Collaboration with Council members at Ward Check-ins to conduct visioning sessions and/or surveying to provide communities with the type of programming reflects their vision for cultural and artistic programming
- Community 'meet and greets' built into the programs and events which will give residents and neighbors and opportunity for deeper interaction and an enhanced sense of belonging.

**STRATEGIC GOALS AND ACTIONS:**

- Goal 5 – Strengthen the City's identity as a diverse, creative, and welcoming community
- 2017-2021 Strategic Plan, Community Theme, *Build Upon Cultural Diversity thought, Programming and Art*

**LEGAL REVIEW REQUIRED?:** No



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## Agenda Item Report

---

**File #:** HCC-265-FY23

2/21/2023

10.f.

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

**Item Title:**

**FY24 Council Budget Initiatives: Councilmember Ben Simasek**

**Suggested Action:**

For Discussion

**Summary Background:**

Councilmember Simasek will present on the following budget items. Supplementary materials are attached.

- Better Choices Program
- Multifamily Property Improvement Green Program
- Hyattsville Art on Reusable Bags

**Next Steps:**

Council discussion.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

See spreadsheet.

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

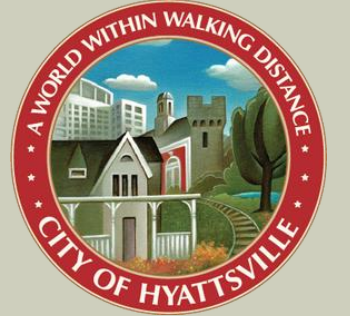
**Strategic Goals:**

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

**Legal Review Required?**

N/A

# Councilmember Simasek



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
<b>Better Choices Program</b>	Pilot "Better Choices" program for individuals ages 23 and under arrested for nonviolent offenses. The program will include an required counseling and community service. Upon completion of the program, participants will receive a \$50 prepaid debit card.	Police	\$5,000	\$0
<b>Multifamily Property Improvement Green Program</b>	Program to provide a rebate of a maximum of \$50,000 per property per year for eligible improvements that provide a documented reduction in energy usage, increases in efficiency, or installation of renewable energy sources on the property. Program will be subject to availability of annual funding and grants/partnerships should be pursued to offset costs.	CED	\$100,000	\$210,000-\$250000

# Councilmember Simasek

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Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
Hyattsville Art on Reusable Bags	Purchase and distribut resusable shopping bags with images designed by Hyattsville based artists. Proposal includes funding for graphic design services and purchase of up to 2,000 bags for distribution at no cost to Hyattsville residents to encourage residents to bring their own bags when shopping.	Communications and Legislative Services	\$9,000	\$0



## Council Agenda Form

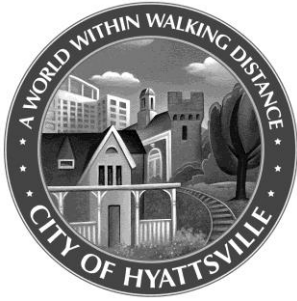
<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b> <b>LEAVE BLANK</b>	
<b>SUBMITTED BY:</b> Simasek		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

<b>TITLE OF MOTION:</b> Better choices program
<p><b>RECOMMENDATION:</b></p> <p>I move that the Mayor and Council authorize an expenditure not to exceed \$5,000 in FY 2023 to pilot a “better choices” program, intended for young people arrested for nonviolent offenses in Hyattsville. At the discretion of the arresting officers, rather than face civil penalties, offenders 23 years of age and younger may opt for “better choices”.</p> <p>The program will include an hour-long counseling session to discuss educational, career, and life goals and identify resources and paths towards pursuing them. In addition to the counseling, participants will participate in at least two hours of supervised, verified community service in Hyattsville. Upon completion of the counseling session and community service, participants will receive a \$50 prepaid debit card. Hyattsville call a bus service may be provided to participants within a one-mile radius of Hyattsville to provide transportation to the program.</p>
<p><b>SUMMARY BACKGROUND:</b></p> <p>All of us make choices we regret when we are young, but when we deserve the chance to redeem ourselves and pursue better choices. Sometimes, property crimes like theft are rooted in poverty. Sometimes young people who commit these crimes have limited opportunities for counseling and coaching. An important part of restorative justice programs is providing mentoring and support for employment, education to offenders.</p> <p>The intent of this program is to mainly support young Hyattsville residents and those living in immediately adjacent areas in finding better choices and positive paths. The \$50 gift cards are intended as an incentive for committing to make better choices, not as a reward for a prior poor choice.</p> <p>The counseling sessions may be one-on-one or in small groups. Counseling 1awill be scheduled immediately before or after pre-scheduled community service events, possibly including invasive plant removals, food distributions, and litter cleanups. The verification form for community service will be discreet to protect the participants’ privacy.</p>
<p><b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b></p> <p>The adult counselor may be a police officer, city staff member, or contracted third party.</p>
<b>NEXT STEPS:</b>

<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b>
<b>SUPPORTING DOCUMENTATION:</b> <a href="#">Restorative Justice: An Overview   Office of Justice Programs (ojp.gov)</a>
<b>FISCAL IMPACT:</b> 6,000 in FY
<b>COMMUNITY ENGAGEMENT:</b>
<b>STRATEGIC GOALS AND ACTIONS:</b> <b>Goal 3 – Enhance a safe and pleasant community</b> Action 3.2 – Provide effective, data-driven public safety and property standards services
<b>LEGAL REVIEW REQUIRED?:</b>

DRAFT





## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b> <b>LEAVE BLANK</b>	
<b>SUBMITTED BY:</b> Simasek		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

### **TITLE OF MOTION: Multifamily Property Improvement Green Grant Program**

**RECOMMENDATION:** I move that the Mayor and Council authorize the city Administrator and the City Attorney draft an ordinance to create the Multifamily Property Improvement Green Grant (MPIGG) Program. The ordinance shall provide a rebate of a maximum of \$70,000 per property per year for eligible improvements that provide a documented reduction in energy usage, increases in efficiency, or installation or renewable energy sources on the property. To be eligible, properties must be at least 15 years old. Properties with at least 20% of units designated “affordable” (meaning a household making 80% or less of Area Median Income would spend no more than 30% of their monthly income on rent) shall be prioritized.

Energy savings from the funded upgrades shall be documented through a pre-project energy audit and post-project estimate or audit conducted by a third party and shall be used as evaluation criteria in awarding grants. Cost savings proportional to the grants’ percentage of the total project cost shall be passed on to tenants through reductions in utility bills or combined rent.

Eligible improvements may include:

- Upgrades to heating, ventilation, and cooling systems
- Upgrades to electrical systems
- Improvements to insulation, windows, and doors
- Solar panels or other renewable energy installation on the property

### **Background:**

Former Mayor Candace Hollingsworth introduced a [similar motion in March of 2020](#). The staff memo provided to the City Council in response in October 2020 cited several constraints around implementation. At the time, budgetary uncertainty due to the relatively new COVID-19 pandemic was a major concern. The limited availability of external funding sources and insufficient staff capacity to support the program were also cited. The city may be in a better position to address these factors in 2023.

With a dual focus on climate change mitigation and public health, and an intent to improve quality of life for historically disadvantaged and low-income residents, the MPIGG Program may be eligible for federal funding that has become available since 2020.

Tenants of older multifamily properties with heating, ventilation and cooling systems in poor condition tend to fall on the lower end of the household income scale. The disproportionate public health impacts of poor HVAC systems are well documented. The economic burden of higher energy bills in older, less energy-efficient buildings disproportionately impacts poorer tenants. Therefore,

short-term funding for such a program may be eligible under the American Rescue Plan Act Objective 4: *Address systemic public health and economic challenges that have contributed to the inequal impact of the pandemic.*

Additionally, the Inflation Reduction Act of 2022 (IRA) may provide additional funding opportunities. Financed through the IRA, the Environmental Protection Agency's [Greenhouse Gas Reduction Fund](#) Provides: \$27 billion for expenditure until September 30, 2024. This includes:

- \$7 billion for competitive grants to enable low-income and disadvantaged communities to deploy or benefit from zero-emission technologies, including distributed technologies on residential rooftops;
- Nearly \$12 billion for competitive grants to eligible entities to provide financial and technical assistance to projects that reduce or avoid greenhouse gas emissions; and
- \$8 billion for competitive grants to eligible entities to provide financial and technical assistance to projects that reduce or avoid greenhouse gas emissions in low-income and disadvantaged communities.
- \$30 million for administrative costs of the program through 2031.

The IRA also earmarked \$200 million through 2031 for the US Department of Energy to provide state energy offices with grants for the training of contractors to carry out energy efficiency upgrades. Administered through the Maryland Energy Administration, this should increase capacity and availability of contractors in the state to perform work that could be funded through this program.

Additional funding from the state level may come from Maryland Department of Housing and Community Development's [Multifamily Energy Efficiency and Housing Affordability Program](#). The city could apply for funding through this program or support property owners to apply in combination with their application for MPIGG funds.

These funding sources may be combined with PEPCO's [EmPOWER Maryland multifamily property incentives](#) to offset costs to property owners.

As the city proceeds towards implementation of the adopted goals of the Affordable Housing Action Plan, it is timely to revisit this proposal. The MPIGG Program would directly support the Action Plan's objectives of maintaining existing affordable housing in Hyattsville and improving health and safety for residents of these properties. The Affordable Housing Action Plan will likely require at least one new full-time staff position to manage its various programs.

As noted in the staff memo regarding Mayor Hollingsworth's 2020 proposal, *there will need to be contractual mechanism developed to ensure savings are realized by tenants as well as the inclusion of language to restrict the owner from making improvements solely for the purpose of selling the improved property. Additionally, the 'policy tool' being developed through this ordinance should be considered as part of and/or aligned with the development City's commissioned Affordable Housing Strategy.*

#### **ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:**

Researching, pursuing, and managing funding opportunities for this new city program will require significant staff time and expertise. As noted above, the city would need to include the design and management of this program in the scope of work for a full-time staff position under the Affordable Housing Action Plan.

**NEXT STEPS:**

**CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:**

**SUPPORTING DOCUMENTATION:**

[City of Hyattsville - File #: HCC-174-FY21 \(legistar.com\)](#)

[Multifamily Energy Efficiency and Housing Affordability Program \(maryland.gov\)](#)

[Inflation Reduction Act Summary: Energy and Climate Provisions | Bipartisan Policy Center](#)

[Greenhouse Gas Reduction Fund | US EPA](#)

**FISCAL IMPACT:**

\$XXX,XXX for staff salary, future year grant program funds would depend on availability of funding sources and annual fiscal outlook.

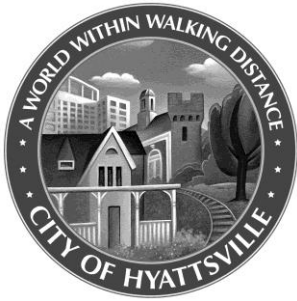
**COMMUNITY ENGAGEMENT:**

**STRATEGIC GOALS AND ACTIONS:**

Goal 3 – Enhance a Safe and Pleasant Community

Action 3.2 – Provide effective, data-driven public safety and property standards services

**LEGAL REVIEW REQUIRED?**



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b> <b>LEAVE BLANK</b>	
<b>SUBMITTED BY:</b> Simasek		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

**TITLE OF MOTION: Hyattsville Art on Reusable Bags****RECOMMENDATION:**

I move that the Mayor and Council authorize the expenditure of up to \$9,000 for reusable shopping bags with images designed by Hyattsville artists. The bags shall be provided at no cost to Hyattsville residents with the intent of encouraging the community to bring their own bags when shopping locally.

A portion of the cost will be allocated for design services of the images to be printed on the bags. It is recommended that \$750 be allocated for design services of each bag logo. A call to Hyattsville-based artists will solicit images reflective of the nature and character of Hyattsville.

**SUMMARY BACKGROUND:**

The intent of this motion is twofold: to showcase the talents of Hyattsville artists and to support the proposed Bring Your Own Bags Ordinance, which aims to reduce waste by encouraging Hyattsville shoppers to bring reusable bags.

Each bag will be printed with the art image and one or both of the following slogans:

- Shop Local HVL/Hyattsville
- Bring Your Own Bags HVL/Hyattsville

The artist submissions will be evaluated based on aesthetic appeal, recognizability of elements or images unique to Hyattsville and potential to be rendered clearly on a bag.

Quality customizable reusable bags made from eco-friendly materials including jute, cotton, bamboo cost between \$1.50 and \$4 per bag for bulk orders. Selection criteria for the bags will include eco-friendliness and durability as well as cost.

**ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:** Staff time to solicit artist proposals, procurement of bags.

**NEXT STEPS:** Staff will put out the call for artist submissions. Selected artists may submit up to 3 images and the public can vote on their favorites for each artist. The bags will be printed and distributed at events like summer jam and made available for pickup at the municipal building.

<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b>
<b>SUPPORTING DOCUMENTATION:</b>
<b>FISCAL IMPACT:</b> 9,000 in FY 24
<b>COMMUNITY ENGAGEMENT:</b> This is part of the community engagement strategy for the Bring Your Own Bags ordinance.
<b>STRATEGIC GOALS AND ACTIONS:</b> Action 5.2 – Encourage volunteerism and resident creativity in support of the City’s goals and approved program activities
<b>LEGAL REVIEW REQUIRED?:</b>

DRAFT



# 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-264-FY23

2/21/2023

10.g.

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

**Item Title:**

**FY24 Council Budget Initiatives: Councilmember Emily Strab**

**Suggested Action:**

For Discussion

**Summary Background:**

Councilmember Strab will present on the following budget items. Supplementary materials are attached.

- High Visibility Crosswalks
- EAC Grants Budget Increase

**Next Steps:**

Council discussion.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

See spreadsheet.

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

**Strategic Goals:**

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

**Legal Review Required?**

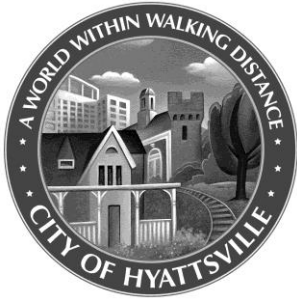
N/A



# Councilmember Strab



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
High Visibility Crosswalks	Install lighted stop signs, crosswalk markers, and painted crosswalk paths to elevate driver awareness and pedestrian safety, especially in high foot-traffic areas around schools.	DPW	\$28,000	\$0
EAC Grants Budget Increase	Increase funding for Educational Assistance Grants from \$10K to \$12K.	Community Services	\$12,000	\$12,000



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b>	
<b>SUBMITTED BY: Emily Strab, Councilmember Ward 2</b>		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT: Legislative</b>		

<b>TITLE OF MOTION: High Visibility Crosswalks</b>
<b>RECOMMENDATION:</b> Install lighted stop signs and crosswalk markers, as well as paint crosswalk paths to elevate driver awareness and pedestrian safety, especially in high foot-traffic areas around schools. Painted crosswalks could incorporate colorful designs to beautify as well as promote pedestrian safety.
<b>SUMMARY BACKGROUND:</b> Several intersections used by pedestrians, especially schoolchildren during high-traffic times need higher visibility and safety features installed. Residents have complained about safety walking across Jefferson St near Hyattsville Elementary, across 42 <sup>nd</sup> Ave near Hyattsville Middle, Near the entrance to Driskell Park, and on 40 <sup>th</sup> Pl near Route 1. The lighted crosswalk feature on Hamilton St near, but not adjacent, to the park entrance, seems underutilized, as more people tend to cross Hamilton St across from the park entrance. Similar cross walks could be beneficial near schools or places of low visibility, as on 40 <sup>th</sup> Pl.
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> DPW to paint crosswalks
<b>NEXT STEPS:</b> Evaluate/identify crosswalks for paint or lighted features.
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b>
<b>SUPPORTING DOCUMENTATION:</b> <a href="https://usa.streetsblog.org/2023/01/11/want-drivers-to-stop-at-crosswalks-slow-them-down-first/">https://usa.streetsblog.org/2023/01/11/want-drivers-to-stop-at-crosswalks-slow-them-down-first/</a> , <a href="https://hubss.com/projects/tag/high-visibility-crosswalk/page/2/">https://hubss.com/projects/tag/high-visibility-crosswalk/page/2/</a> , <a href="https://www.washingtonpost.com/lifestyle/2022/06/08/crosswalk-art-safety-bloomberg/">https://www.washingtonpost.com/lifestyle/2022/06/08/crosswalk-art-safety-bloomberg/</a>
<b>FISCAL IMPACT:</b> \$1000-\$3000 per crosswalk, depending on paint/ lighted features installed
<b>COMMUNITY ENGAGEMENT:</b> Ask for community input on identifying crosswalks in need of paint, signs, or lights on Hello Hyattsville and social media
<b>STRATEGIC GOALS AND ACTIONS:</b> Maintain a safe and secure community

**LEGAL REVIEW REQUIRED?:**

DRAFT

## **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



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT #</b>
<b>DATE SUBMITTED:</b>	<b>DATE TO GO BEFORE COUNCIL:</b>	
<b>SUBMITTED BY:</b> Emily Strab, Councilmember Ward 2		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

<b>TITLE OF MOTION:</b> High Visibility Crosswalks
<b>RECOMMENDATION:</b> Increase the EAC grant budget from \$10,000 to \$12,000(possibly \$15, 000)
<b>SUMMARY BACKGROUND:</b> The Education Advisory Committee sent a memo to council asking to increase their grant budget and increase the maximum award to \$750 because many teachers submitted multiple grants to cover project costs. We are seeing the cost of projects increase due to inflation. Every year, the committee awards all of the grants money and expects to be able to do so to support Hyattsville's neediest students.
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> city clerk
<b>NEXT STEPS:</b> evaluate the program and take into account memo sent by EAC
<b>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</b>
<b>SUPPORTING DOCUMENTATION:</b> memo from EAC
<b>FISCAL IMPACT:</b> \$12,000/ year
<b>COMMUNITY ENGAGEMENT:</b> Continue outreach efforts in local schools so teachers know of the grant opportunity
<b>STRATEGIC GOALS AND ACTIONS:</b>
<b>LEGAL REVIEW REQUIRED?:</b>





# City of Hyattsville

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4310 Gallatin Street, 3rd Flr  
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## Agenda Item Report

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**File #:** HCC-266-FY23

2/21/2023

10.h.

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

**Item Title:**

**FY24 Council Budget Initiatives: Councilmember Joanne Waszczak**

**Suggested Action:**

For Discussion

**Summary Background:**

Councilmember Waszczak will present on the following budget item. Supplementary materials are attached.

-Public Policy Internship Program

**Next Steps:**

Council discussion.

**Fiscal Impact:**

See spreadsheet.

**City Administrator Comments:**

[Click or tap here to enter text.](#)

**Community Engagement:**

Budget initiatives will be posted on Hello Hyattsville for public input at the conclusion of the Council budget discussions.

**Strategic Goals:**

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

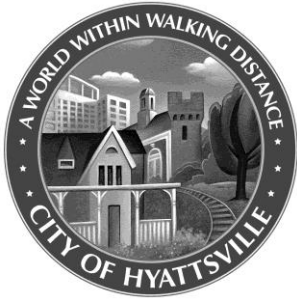
**Legal Review Required?**

N/A

# Councilmember Waszczak



Title of Project Proposal:	Summary:	Department:	FY24 Cost:	Legacy Cost:
Public Policy Internship Program	Establish a Legislative Internship Program in partnership with the University of Maryland’s School of Public Policy Intern Program. Each Ward and the Mayor will be provided the opportunity to aquire an intern to assist with research, motion preparation, and other legislative tasks.	Communications and Legislative Services	\$10,100	\$1,000



## Council Agenda Form

<b>MOTION #</b>		<b>DRAFT # 1</b>
<b>DATE SUBMITTED:</b> 1-31-23	<b>DATE TO GO BEFORE COUNCIL:</b> <b>LEAVE BLANK</b>	
<b>SUBMITTED BY:</b> Councilmember Joanne Waszczak		
<b>CO-SPONSORS:</b>		
<b>DEPARTMENT:</b> Legislative		

<b>TITLE OF MOTION:</b> Budget Initiative: Establish a Legislative Public Policy Internship Program
<b>RECOMMENDATION:</b> I move that the Mayor and Council establish a Legislative Public Policy Internship Program, in partnership with the University of Maryland's School of Public Policy Intern Program.
<b>SUMMARY BACKGROUND:</b> <p>The City of Hyattsville has a small but mighty City Clerk team that supports a Mayor and a Council comprised of 10 members. The Mayor and Councilmembers are prolific legislators and dedicated public servants who keep busy calendars, even though most of them have a primary source of employment outside their Council roles. These circumstances make it challenging for Councilmembers and the Mayor to complete the pre-work required to be fully prepared for Council Meetings, submit well-researched motions, and serve their constituents/residents at the desired level.</p> <p>This motion proposes that the City coordinate a process by which Councilmembers and the Mayor can apply for an intern through the University of Maryland's School of Public Policy Intern Program. This program currently matches undergraduate and graduate public policy students with semester-long internships <u>and</u> provides a stipend of \$1,000 for undergraduate interns and \$2,500 for graduate interns for 11-20 hours/week.</p> <p>The City's Public Policy Internship Program would provide the opportunity for each Ward (one or both Councilmembers) and the Mayor to recruit one intern per semester, for a maximum of six interns per semester. The City would provide an orientation to City government and the City's strategic goals, as well as temporary use of a City laptop with a City email address and access to MTeams for filesharing and virtual meetings, weekly in-person meeting space for the intern and Councilmember(s)/Mayor, and a City internship t-shirt or polo.</p> <p>The Councilmembers and Mayor would be responsible for applying for and interviewing potential interns, supervising the intern's work, and coaching/mentoring the intern throughout the duration of the semester.</p> <p>If the University of Maryland's School of Public Policy Intern Program is not available or oversubscribed, other area institutions with public policy programs could be considered.</p>
<b>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</b> -Coordinate with the University of Maryland School of Public Policy (SPP) Career Services Office, specifically the Director and Coordinator of the SPP Internship Program. See screenshot below for program description. Additional info available at <a href="https://spp.umd.edu/career-connections">https://spp.umd.edu/career-connections</a> -Provide Welcome/Orientation Session and Closing Program for all interns

## SPP Internship Program

As a current student, this program provides you financial support for unpaid internships in nonprofit, community and governmental organizations. You can spend up to one semester working part-time, or one summer working full-time, on projects that allow you to apply policy-relevant classroom skills to work situations. The SPP Internship Program is competitive and available year-round.

### NEXT STEPS:

City staff to coordinate with the SPP Internship Program at UMD for Fall of 2023 Semester.

### CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:

### SUPPORTING DOCUMENTATION

Councilmember Waszczak pilot tested this program in Fall 2022 by recruiting, onboarding, supervising, coaching, and mentoring a graduate student intern. He added value in managing constituent services requests, preparing for Council and Committee meetings, researching benchmarks and context for motions, and more. The intern had previously worked for Prince George's County Office of the Chief Financial Officer, and went on to be offered a full-time job by the Amtrak Office of the Inspector General.

### FISCAL IMPACT:

Six laptops: \$9,000

Fifty t-shirts: \$600

Orientation/Closing Events: \$500

### COMMUNITY ENGAGEMENT:

This internship program is intended to support quality community engagement. For example, interns might help Councilmembers and the Mayor:

- Communicate proactively with residents
- Provide timely, complete responses to residents who ask questions and submit requests, and
- Provide feedback to residents after outreach has been conducted.

### STRATEGIC GOALS AND ACTIONS:

Excellence in City Operations

**LEGAL REVIEW REQUIRED?:**

DRAFT