

City of Hyattsville

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



Agenda Regular Meeting

https://us06web.zoom.us/webinar/register/WN_gDxiGfTdR829XMIP5-Z91w

Monday, December 1, 2025

7:00 PM

Virtual

CITY COUNCIL

Robert S. Croslin, Mayor

Joseph Solomon, Council President, Ward 5

Kareem Redmond, Council Vice President, Ward 3

Joanne Waszczak, Ward 1

Greg Barnes, Ward 1

Danny Schaible, Ward 2

Emily Strab, Ward 2

Gopi Dhokai, Ward 3

Edouard Haba, Ward 4

Michelle Lee, Ward 4

Kelson Nisbett, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator

Laura Reams, Deputy City Administrator

Nate Groenendyk, City Clerk, 301-985-5001, cityclerk@hyattsville.org

Welcome to the City of Hyattsville City Council Meeting!
Your participation at this public meeting is valued and appreciated.

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

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

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

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

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at <https://hyattsvillemd.portal.civicclerk.com>.

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

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

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

Meeting Notice:

The Hyattsville City Council will hold its meeting on Monday, December 1, 2025 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.

LANGUAGE TRANSLATION AND CLOSED CAPTIONING: The City of Hyattsville offers translation and closed captioning in over 50 languages for City Council Meetings via the Wordly platform. Follow the directions below to access the service:

-Go to: <https://attend.wordly.ai/join/RAVY-6886>

-Ensure the Session ID RAVY-6886 is displayed.

-Select Your Choice of Language and click on the "Attend" button.

-You can now read the captions on your device and/or listen to the translation of the City Council meeting.

If you have any questions or concerns, please contact info@hyattsville.org.

PUBLIC PARTICIPATION:

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

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

https://us06web.zoom.us/webinar/register/WN_gDxiGfTdR829XMp5-Z91w

- 1. Call to Order and Roll Call**
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of Agenda**
- 4. Public Comment (7:10 PM - 7:20 PM) Limit 2 minutes per speaker**
- 5. City Administrator Update (7:20 PM - 7:40 PM)**
- 6. Presentations (7:40 PM - 8:05 PM)**

6.a. 2026-122 Presentation: DSP-20053-02 West Hyattsville Phase 2

For presentation.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: City of Hyattsville - 11.18 Presentation_DSP_20053_02

7. Proclamations**7.a. 2026-124 Proclamation for World AIDS Day**

I move the Mayor and Council adopt the proclamation recognizing December 1, 2025 as World AIDS Day.

Sponsors: City Administrator

Department: Administration

Attachments: CM 1201 World AIDS Day Proclamation

8. Appointments**8.a. 2026-114 Appointment to the Hyattsville Environment Committee**

I move the Mayor and Council approve the appointment of Malik Ferguson (Ward 3) to the Hyattsville Environment Committee for a term of two (2) years to end on December 1, 2027.

Sponsors: Edouard Haba, Councilmember

Department: City Clerk

Attachments: M. Ferguson (W3) Redac Application

8.b. 2026-123 Appointment to the Race and Equity Task Force

I move the Mayor and Council approve the appointment of Christopher Koya (Ward 3) to the Race and Equity Task Force for a term of two (2) years, ending on December 1, 2027.

Sponsors: Michelle Lee, Councilmember

Department: City Clerk

Attachments: Koya Redac Application

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

Items listed on the Consent Agenda are considered routine in nature, and are approved in one

motion. There will be no separate discussion of these items unless the Mayor/Council request specific items be removed from the Consent agenda for separate action.

9.a. 2026-115 Approval of USPS Gallatin Street Lot Lease

I move the Mayor and Council authorize the City Administrator to renew the City's lease agreement for a 5-year term with the United States Postal Service for the Gallatin Street parking lot.

Sponsors: City Administrator

Department: Administration

Attachments: USPS Gallatin Lot Lease - Lot 3, Route 1 Public Parking_Ortho_09022025

9.b. 2026-117 FY26 Corridor Investment Program Grant Awards

I move that the Mayor and Council approve the FY26 Corridor Investment Program awards for the following entities:

- 5132 Baltimore Avenue, LLC - \$1,899
- AV Professional Tax Accounting, LLC - \$500
- Art Works Studio School Inc. d/b/a Art Works Now - \$2,500
- Green Owl Design - \$2,500
- Lipstick x Misfits - \$5,000
- Little INKPLAY Shop - \$3,500
- Naomis Flowers & Boutique - \$5,000
- Pyramid Atlantic - \$1,500
- Sangfroid Distilling, LLC - \$2,500
- Triple Line Studio - \$1,380
- Tuft'N Up Studio & Social - \$3,500."

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: Staff Memo - CIP FY26_Final

9.c. 2026-121 Hyattsville Resolution 2025-06: 2026 Council Meeting Calendar

I move the Mayor and Council adopt Hyattsville Resolution 2025-06, adopting the Mayor and Council's meeting calendar for calendar year 2026.

Sponsors: City Administrator

Department: City Clerk

Attachments: 2026 Council Meeting Calendar, Resolution 2026-06-Meeting Calendar

10. Action Items (8:10 p.m. - 8:55 p.m.)

10.a. 2026-120 Comments on Prince George's County Rent Stabilization Draft Regulations

I move the Mayor and Council authorize staff to submit comments on behalf of the City to the Prince George's County Department of Permitting, Inspections, and Enforcement on its draft regulations for the County's Rent Stabilization ordinance.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: Council Update 11 18 2025 (2), PRSA Draft Regulations - for Public Comment - 11.5-6.25

10.b. 2026-104 FY26 Budget Amendment: Change Order - Washington Woodworking Contract for Council Chambers

I move the Mayor and Council amend the FY26 Capital budget in the amount of \$50,000 and authorize the City Administrator to issue a change order to the Washington Woodworking contract dated October 10, 2025.

Sponsors: City Administrator

Department: Department of Public Works

Attachments: Washington Woodworking Contract DPW-25-100 10-08-2025, Washington Woodworking Quote 14012_REV1 10-17-2025, 250819 - Dais - Hyattsville Council Chambers_IFC SET REV 3

11. Discussion Items (8:55 p.m. - 9:20 p.m.)**11.a. 2026-119 Discussion: Charter Amendment Resolution - Filling Council Vacancies**

For Discussion.

Sponsors: City Administrator

Department: City Clerk

Attachments: Presentation_CharterAmendment_FillingVacancies, Draft BOE Suggested Changes to the Charter 10.24.25 .4 (2)

12. Council Dialogue (9:20 p.m. - 9:30 p.m.)**13. Motion to Adjourn**

City Council
December 1, 2025

Submitted by: Chloe Kauffman

Submitting Department: Community, Business, and Economic Development

Agenda Section: Presentations

Item Title:

Presentation: DSP-20053-02 West Hyattsville Phase 2

Suggested Action:

For presentation.

Legal Review Required?

N/A

Summary Background:

DSP-20053-02 commences the development review process for the final phase of the Riverfront at West Hyattsville project. It includes the construction of a multifamily development with 342 proposed dwelling units, an integrated parking structure for vehicles and bikes, and an associated compensatory storage facility. An in-depth presentation to Council will be provided to familiarize Councilmembers with the project specifics.

Next Steps:

DSP-20053-02 will return to Council for action.

Fiscal Impact:

City Administrator Comments:

For presentation.

Community Engagement:

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Riverfront at West Hyattsville Metro

Hyattsville Planning Committee

November 18, 2025



Agenda

- Development Team
 - Bobby Gilbane, Gilbane Development Company
 - Matthew Michetti, Gilbane Development Company
 - Tom Haller, Gibbs and Haller
 - Civil Engineer, Soltesz, LLC
 - Architect, Davis Carter Scott
- Project Location
- Riverfront At West Hyattsville
- Phase 2 Multifamily
- Connectivity/Access/Trails
- Stormwater Management
- Building Design

Project Location



Riverfront at West Hyattsville



Phase Two Multifamily



Phase Two Multifamily

Program

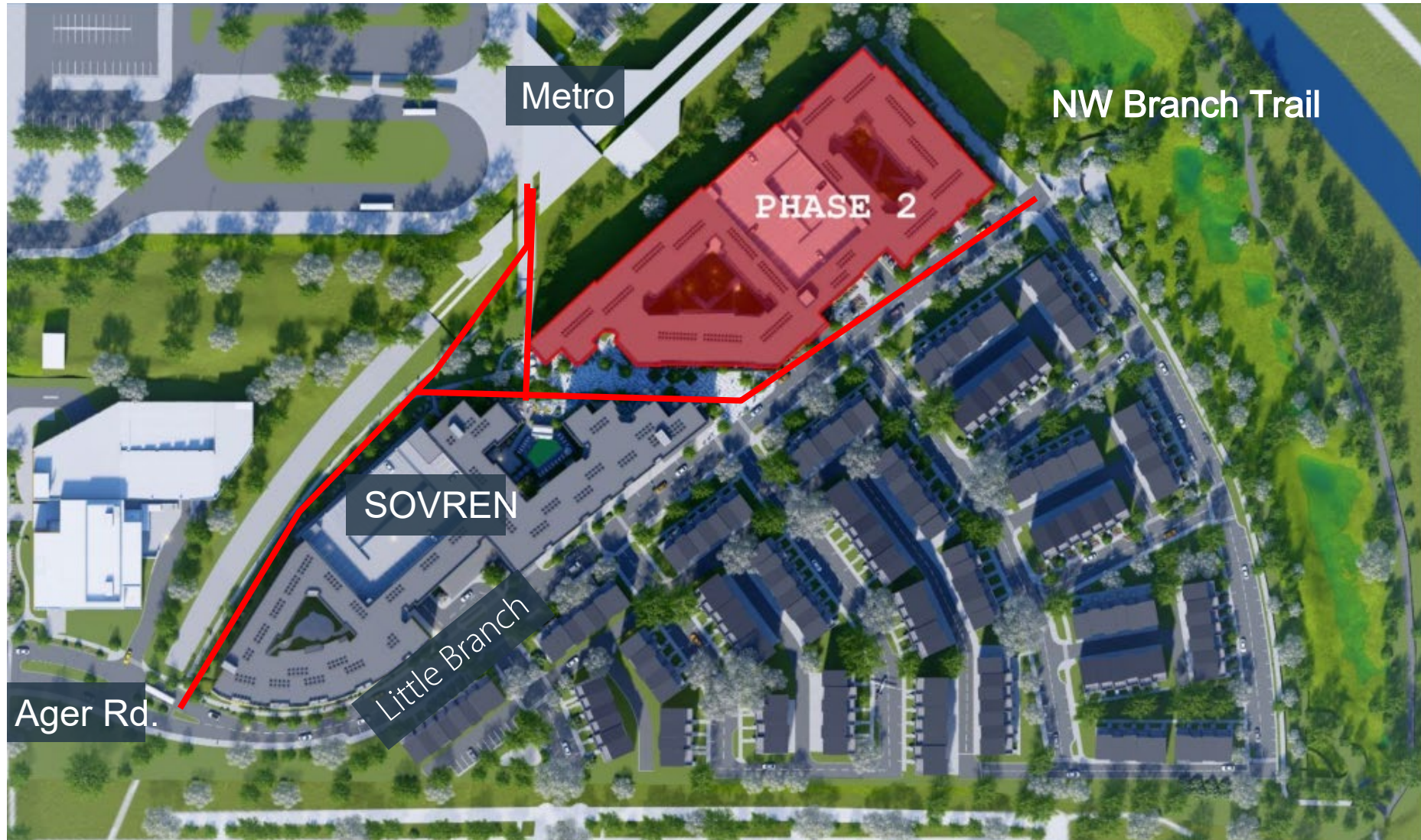
Unit Mix		
Unit Type	# Units	Average SF
Jr 1 Bed	42	563
1 Bed	131	699
1 Bed + Den	37	865
2 Bed	127	1056
3 Bed	5	1420
Total/Average	342	843

Schedule

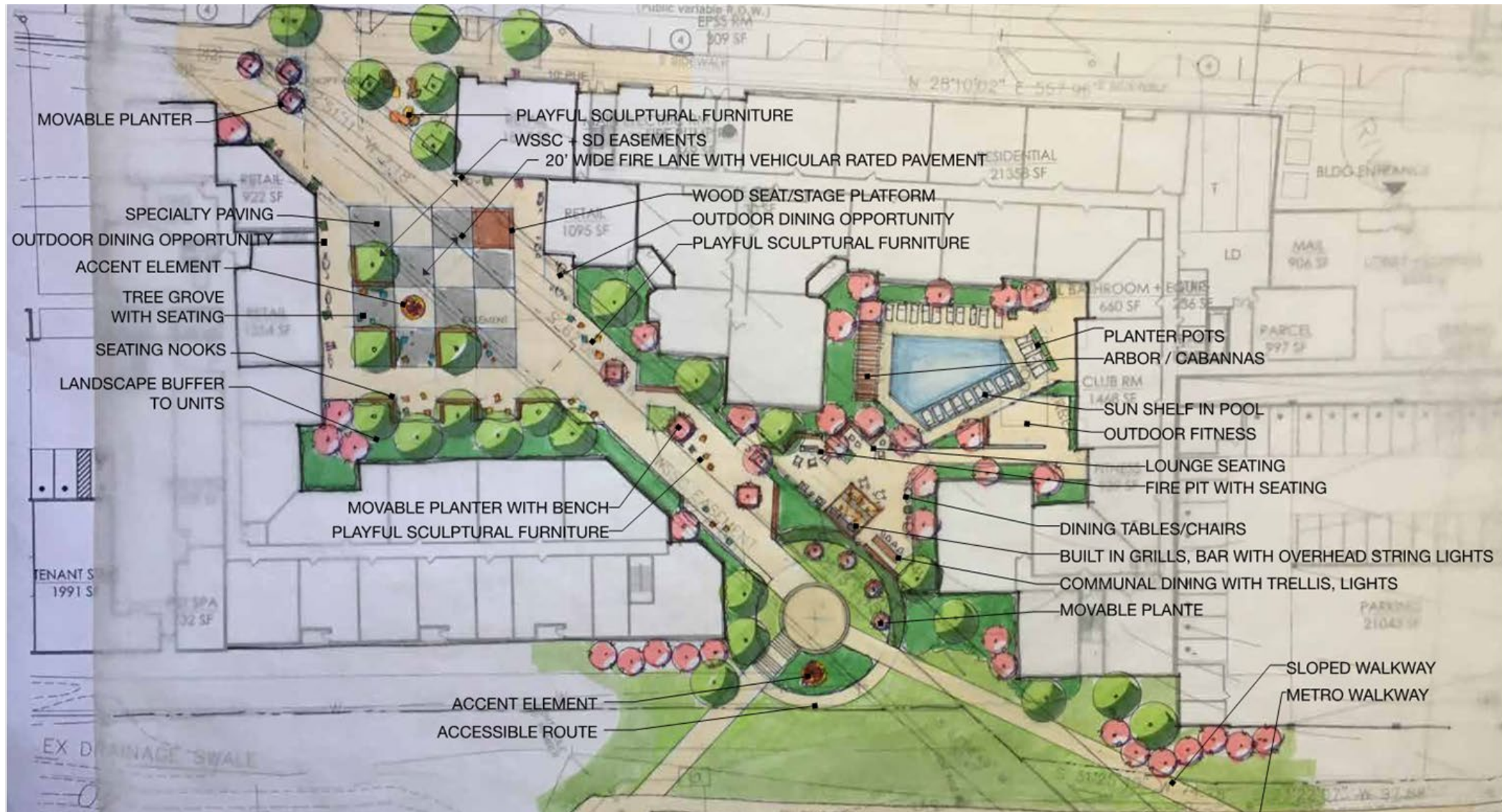
Task	Date
Detail Site Plan Board Approval	Feb-26
Building Permit	Nov-26
Construction Start	Dec-26
First Residential Occupancy	Oct-28
Stabilized Occupancy	Dec-28



Connectivity

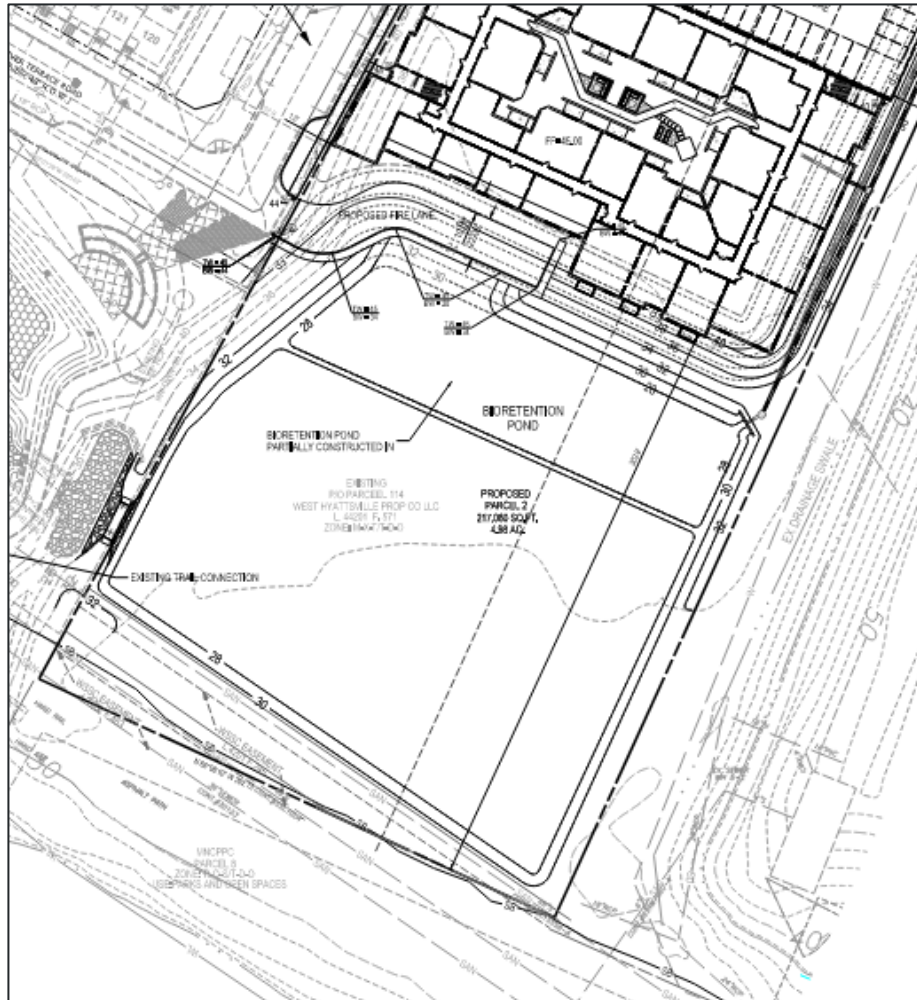


Connectivity



Stormwater Management

Phase 2 Gravel Wetlands



Building Design



Building Design



Building Design



Building Design



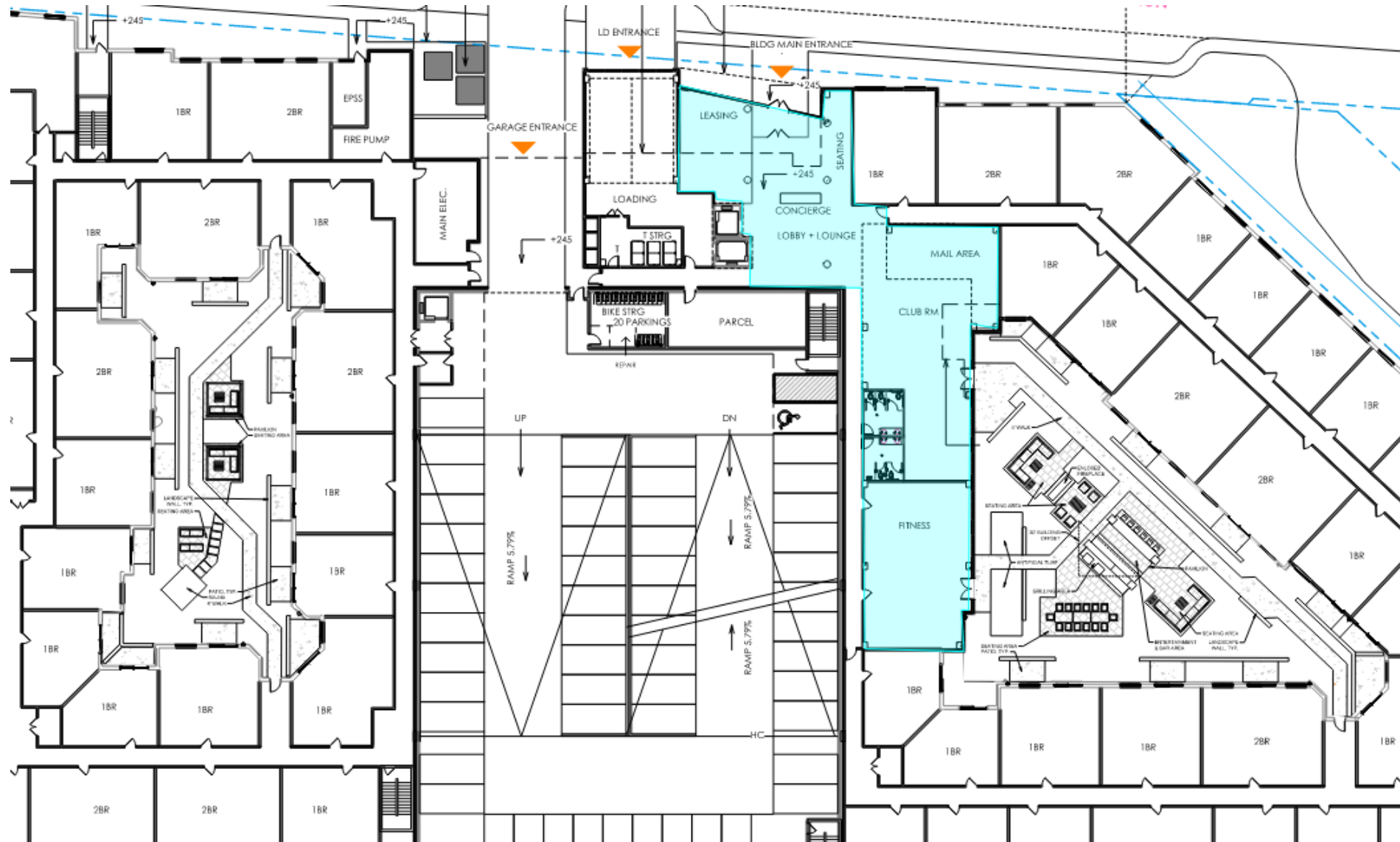
Building Design



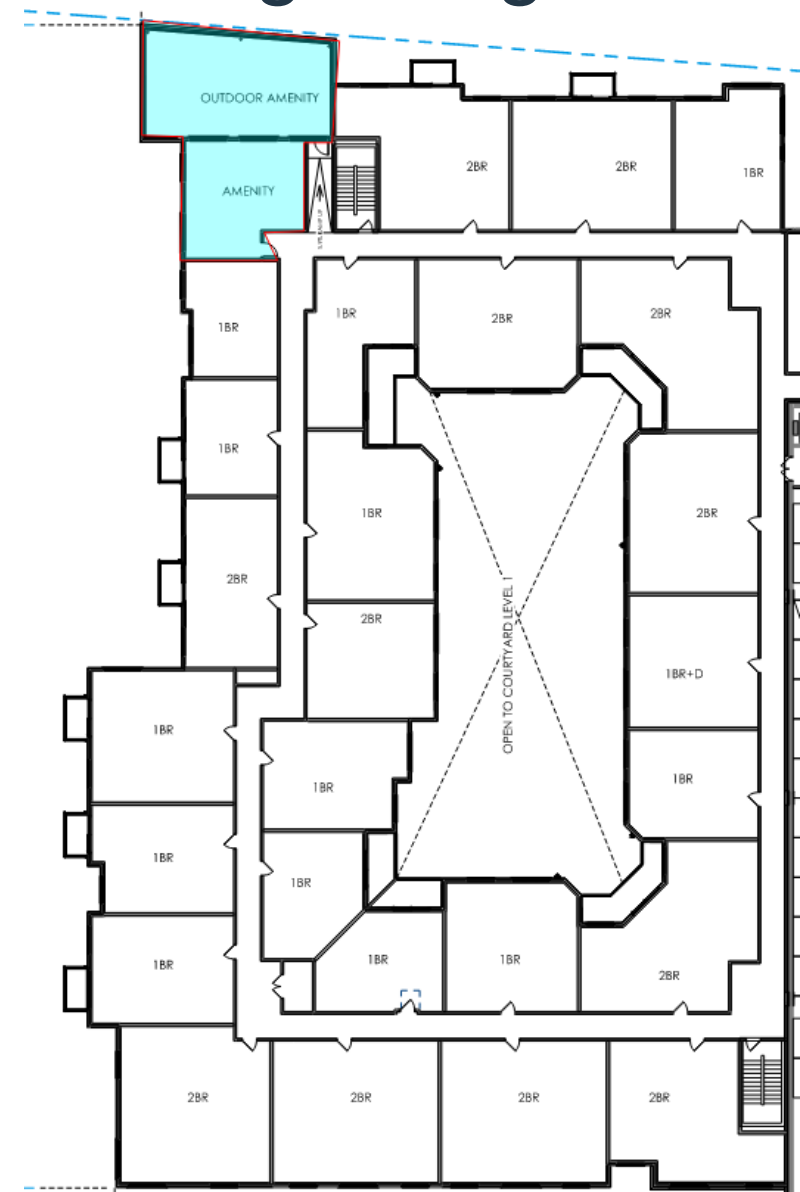
Building Design



Building Design– 1st Floor Amenities & Courtyards

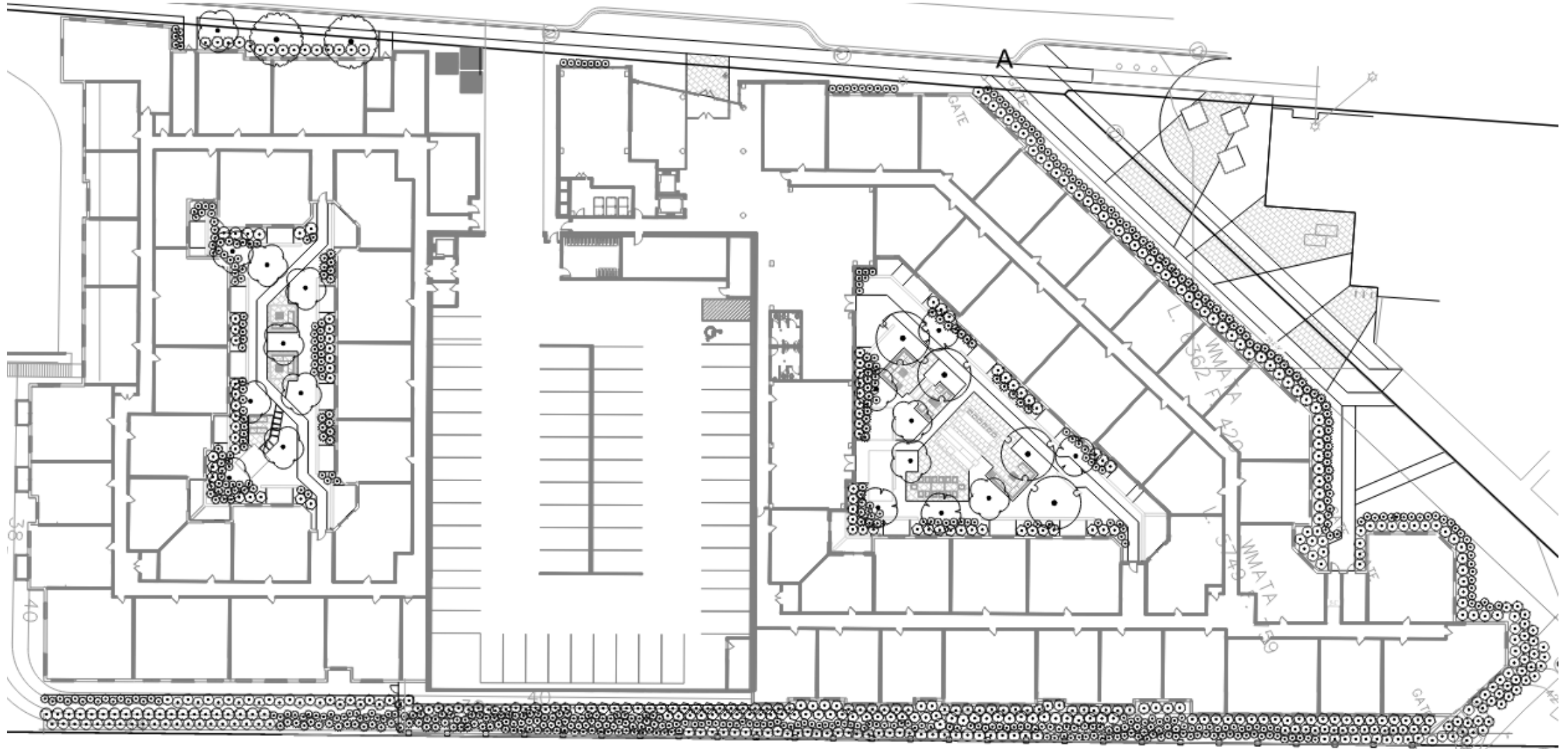


Building Design– 5th Floor Amenities



Amenity
Indoor
Fitness Center
Club Room
Lobby
5th Floor Amenity
5th Floor Terrace
Pet Spa
Bike Storage
Outdoor
Grill Stations
Trellis Structure
Bar/Entertainment area
Benches and Seating areas
Suana
Turf area
Gravel Wetlands Overlook
Fire pit (courtyard)
Fire Pit (5th Floor Terrace)
Exterior Lighting
Courtyard Lighting
Audio/Visual

Landscape Design Site Plan





Thank you



City Council
December 1, 2025

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

Item Title:
Proclamation for World AIDS Day

Suggested Action:
I move the Mayor and Council adopt the proclamation recognizing December 1, 2025 as World AIDS Day.

Legal Review Required?
N/A

Summary Background:
World AIDS Day, designated on December 1st annually since 1988, is an international day dedicated to raising awareness of the AIDS pandemic caused by the spread of HIV infection and mourning those who have died of the disease.

Next Steps:
Adopt the proclamation.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
N/A

Strategic Goals:
Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

CITY OF HYATTSVILLE

PROCLAMATION

RECOGNIZING DECEMBER 1, 2025, AS WORLD AIDS DAY IN THE CITY OF HYATTSVILLE

This proclamation declares December 1, 2025, to be World AIDS Day in the City of Hyattsville. This annual celebration serves as a reminder of the global struggle to end HIV-related stigma, an opportunity to honor those we have lost, and a rallying cry to continue working toward a day when HIV is no longer a public health threat.

WHEREAS, the first World AIDS Day took place in 1988, providing a platform to raise awareness about HIV/AIDS and honor the lives of those affected by the epidemic; This important day will be commemorated in 2025 with the theme “Overcoming disruption, transforming the AIDS response”; and

WHEREAS, there has been significant progress in addressing HIV/AIDS thanks to advancements in medical research, increased access to treatment and prevention, and a broader understanding of the virus; and

WHEREAS, the impact of barriers to research and treatment for this public health crisis is still significant for those who are affected, considering that currently there are 8,047 people living with HIV in Prince George's County, a county which also holds the distinction of leading the State of Maryland in new HIV/AIDS cases; and

WHEREAS, we acknowledge the impact of this epidemic has been profound; affecting individuals, families, and entire communities across the globe—it is important to also remember the lives lost, which not only honors their memory but emphasizes the urgency of our commitment to end the HIV epidemic.

NOW, THEREFORE BE IT RESOLVED, that the Mayor and City Council declare December 1, 2025, as World AIDS Day, a day which reminds us to demonstrate compassion for those infected with HIV and AIDS, get tested for HIV, use protection, and encourage friends and loved ones to do the same.

Robert Croslin

Mayor, City of Hyattsville

December 1, 2025



City Council
December 1, 2025

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

Item Title:
Appointment to the Hyattsville Environment Committee

Suggested Action:
I move the Mayor and Council approve the appointment of Malik Ferguson (Ward 3) to the Hyattsville Environment Committee for a term of two (2) years to end on December 1, 2027.

Legal Review Required?
N/A

Summary Background:
See the attached application. The Committee Liaison will reach out about the next scheduled meeting.

Next Steps:
The Committee Liaison will reach out about the next scheduled meeting.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend Support.

Community Engagement:
Committee meetings are open to the public, and all are encouraged to attend. Agendas are posted to the City Website.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

08/12/2025 8:24 PM (EDT)



City of Hyattsville Board, Committee, and Commission Application

Application Date	08/12/2025
First Name	Malik
Last Name	Ferguson
Preferred Pronouns	He, him, his

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

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

Please enter your address below.

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

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

- Audit Committee (a majority of the voting committee members must be residents of the City)
- 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)

What Ward do you live in?	Ward 3
City	Hyattsville
State	Maryland

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Ethics Commission
Board/Committee of Interest - Second Choice	Hyattsville Environment Committee

[Hyattsville Environment Committee](#)

Please select your ward from the drop down list below.	Ward 3
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Referred By:	The Environment Committee during August's meeting.
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Please provide a brief background	I am deeply passionate about American government at every level, and local
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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.	government is where it all begins. This is where we can truly connect with our community, hear the public's concerns, and work diligently to resolve them. As a lifelong public servant, I am determined to make things better — not just for ourselves today, but for our children tomorrow. It will be my great honor to serve the City of Hyattsville and its residents.
What skills and experience will you bring to the Commission? Include any governmental experience, activities with civic and business organizations, accounting experience, or any other experience that would contribute to your effectiveness as a Commissioner.	I double-majored in (1) economics and (2) government and politics at the University of Maryland, College Park (UMD). I received excellent grades, including placement on the dean's list for every semester with sufficient credit-hours, and I was the runner-up for commencement speaker. In government and politics, my studies emphasized American democracy and the ways we can strengthen it. I believe this is essential to promoting transparency and integrity on the ethics committee, and tamping down on any misconduct before it can take hold. In economics, my studies emphasized environmental economics and the most empirically efficient methods to preserve our environment without hampering economic prosperity. To an environmental economist, this is not an impossible (or even difficult) tradeoff. Fundamentally, one needs the other to grow sustainably and rapidly. Since graduating, I have had the privilege of teaching high school social studies and helping my students learn to think as a political scientist and an economist. In 2023, I joined the civil service as a budget analyst for the Department of Homeland Security (DHS) with a portfolio of performance auditing. I have earned stellar performance evaluations that I would be happy to share. I am intimately familiar with measuring and estimating costs, benefits, and efficiency, and helping to implement the most-effective policy recommendations. I have also become familiar with the stringent ethics rules, regulations, and statutes that I abide by every day. I truly hope to better our community through these committees; if accepted, I will decline the stipend. Thank you for your time and consideration.
Signature Date	08/12/2025

City Council
December 1, 2025

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

Item Title:
Appointment to the Race and Equity Task Force

Suggested Action:
I move the Mayor and Council approve the appointment of Christopher Koya (Ward 3) to the Race and Equity Task Force for a term of two (2) years, ending on December 1, 2027.

Legal Review Required?
N/A

Summary Background:
See attached application. The staff liaison will reach out about the next scheduled meeting.

Next Steps:

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:

Strategic Goals:
Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community



City of Hyattsville Board, Committee, and Commission Application

Application Date	08/27/2025
First Name	Christopher
Last Name	Koya
Preferred Pronouns	He, him, his

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

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

Please enter your address below.

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

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

- Audit Committee (a majority of the voting committee members must be residents of the City)
- 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)

City	Hyattsville
State	MD
Do you currently serve on this committee and are applying for re-appointment?	No

Board/Committee of Interest - First Choice	Race and Equity Task Force
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Board/Committee of Interest - Second Choice	Health, Wellness and Recreation Advisory Committee
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[Health, Wellness and Recreation Advisory Committee](#)

[Race and Equity Task Force](#)

Please select your ward from the drop down list below.	Ward 3
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Referred By:	Tracey Douglas
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Please provide a brief background After earning my Master of Public Policy from American University in 2019 and

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.

gaining extensive legislative, research, and leadership experience in U.S. and Nigerian federal government, I am deeply committed to advancing access and opportunity in my community

Signature Date

08/27/2025

City Council
December 1, 2025

Submitted by: Reggie Bagley
Submitting Department: Administration
Agenda Section: Consent Items

Item Title:
Approval of USPS Gallatin Street Lot Lease

Suggested Action:
I move the Mayor and Council authorize the City Administrator to renew the City's lease agreement for a 5-year term with the United States Postal Service for the Gallatin Street parking lot.

Legal Review Required?

Summary Background:
This is a renewal of a 5-year lease that the City has had previously with the USPS. Lot 3 is located next to the post office, directly across from the City Building. The lot is currently used for paid public parking and some City employee parking. The annual lease expenditure is \$11,520, increasing to \$12,960/year over the five-year term. The lot generates approximately \$28,900 annually, netting approximately \$16,000 in profit for the city. The City anticipates increased revenue for this lot once HPD moves to their new building and more employee parking is available on the City Building lot, freeing additional paid parking spaces in Lot 3.

Next Steps:
Authorize the renewal of the lease.

Fiscal Impact:
\$960.00 per month - \$11,520.00 for the first year with a 3% annual increase per the terms. Cost allocated in FY-26 budget.

City Administrator Comments:
Recommend support.

Community Engagement:

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



On-Street Parking

Hours
Monday - Saturday 8:00 AM - 8:00 PM

Restricted Hours
Monday - Friday 6:00 AM - 9:00 AM ; 4:00 PM - 7:00 PM

Note: On-street and Lot parking is free on Sundays, holidays & after 8pm.
Canvas Garage Parking can be paid via Cash or Credit Card.

Lot Parking

Hours
Monday - Saturday 8:00 AM - 8:00 PM

Rates
\$0.50 per hour 4 hours max



City Council
December 1, 2025

Submitted by: Renee Harris

Submitting Department: Community, Business, and Economic Development

Agenda Section: Consent Items

Item Title:

FY26 Corridor Investment Program Grant Awards

Suggested Action:

I move that the Mayor and Council approve the FY26 Corridor Investment Program awards for the following entities:

- 5132 Baltimore Avenue, LLC - \$1,899
- AV Professional Tax Accounting, LLC - \$500
- Art Works Studio School Inc. d/b/a Art Works Now - \$2,500
- Green Owl Design - \$2,500
- Lipstick x Misfits - \$5,000
- Little INKPLAY Shop - \$3,500
- Naomis Flowers & Boutique - \$5,000
- Pyramid Atlantic - \$1,500
- Sangfroid Distilling, LLC - \$2,500
- Triple Line Studio - \$1,380
- Tuft’N Up Studio & Social - \$3,500.”

Legal Review Required?

N/A

Summary Background:

The Corridor Investment Program provides a funding opportunity for Hyattsville private and non-profit organizations with creative placemaking projects, programming initiatives, and business development strategies. Applicants are eligible to receive a grant of up to 80% of the total cost of their eligible project or program, with the applicant providing a minimum match of 20% of the overall project cost.

The City’s CIP Program has three (3) main award categories:

- Programming Grant (up to \$1,500)
- Public Placemaking Grant (up to \$2,500)
- Business Development Grant (up to \$5,000)

Please see the attached staff memo with details of the FY26 Corridor Investment Program application process and the recommended awards.

Next Steps:

Upon Council approval, staff will proceed with the distribution of awards.

Fiscal Impact:

NTE \$29,779

City Administrator Comments:

Recommend support.

Community Engagement:

The Corridor Investment Program provides grants to local businesses to engage the community through programming, art, and workshops.

Strategic Goals:

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



Memo

To: Mayor and City Council
From: Jeff Ulysse, Director, Business & Economic Development; Renee Harris, Business & Economic Development Coordinator
Date: December 1, 2025
Re: FY26 Corridor Investment Program Grant Awards Recommendations
Attachments: All Applications Received- CIP 2025

The purpose of this memorandum is to provide the Mayor and City Council with a briefing of the applicants recommended for Corridor Investment Program Grant Awards for the City's FY26 grant application cycle.

Program Summary

In September 2025, the City opened its annual application cycle for the Corridor Investment Program, which provides a funding opportunity for Hyattsville private and non-profit organizations with creative placemaking projects, programming initiatives, and business development strategies. Applicants are eligible to receive a grant of up to 80% of the total cost of their eligible project or program, with the applicant providing a minimum match of 20% of the overall project cost.

The City's CIP Program has three (3) main award categories:

Programming Grant (up to \$1,500)

- Public programming series or one-day public event.
- Programming hosted by a private business must be collaborative, open to the public, and include a minimum of three (3) partners involved.

Public Placemaking Grant (up to \$2,500)

- Exterior improvements accessible to the public, which may include street furniture, planters/flower boxes, benches, and public art/murals.

Business Development Grant (up to \$5,000)

- Business support services or consulting
- Business development workshops
- A one-time Commercial Tenant Subsidy for small businesses that are women- and/or minority-owned businesses

The program requires the applicant provide evidence of a 20% funding match. No match is required for applicants requesting the one-time Commercial Tenant Subsidy.

Corridor Investment Program Application – FY26 Cycle

In September, the application and program guidelines were posted to the City website. Announcements were also made in the Business e-newsletter, social media, and flyers distributed by hand to businesses. The City received a total of twenty-five (25) applications from small businesses and non-profit organizations.

Application Review & Analysis

The City received a total of twenty-five *(25) applications submitted by nineteen (19) different applicants. Copies of each application and evaluation materials were distributed to the evaluation team. The review panel was comprised of City staff, as follows:

- Renee M. Harris, Business & Economic Development Coordinator
- Chloe Kauffman, City Planner
- Quianna Taylor, Deputy City Clerk
- David Cristeal, Housing Manager

Review panel members were asked to review and evaluate the applications independently prior to meeting as a group. Each member of the Review Panel was asked to evaluate the applications based on the following criteria:

- Completeness of Grant Application
- Intent of project to be performed (Alignment to funding focus areas)
- 20% match amount met (where applicable)
- Diversity of applications (across funding streams, geographic location, and first-time recipients)

Applications that were not recommended for funding fall in the following categories: (3) not within the incorporated city, (1) requested funding for an ineligible activity, (4) incomplete applications, (1) prior awardee for tenant subsidy, and (5) applicants received an award for the FY25 cycle. Application evaluations were completed on November 13th, 2025. Staff discussed their assessments of each application and proposed projects.

Recommendation & Actions

A summary table outlining each application recommended for award, the amount requested, and the amount recommended by City staff can be found on the next page.

Each of the applicants has proposed utilizing the City's Corridor Investment Program Grant (CIP) along with their 20% cost match to carry out their projects.

Note:

*Two (2) applicants were disqualified due to being located outside of Hyattsville Incorporated limits

Organization Name	Lead Contact	Address	Grant Category	Scope of Work	Requested Award	Match Amount	Rec'd Award
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5132 Baltimore Avenue, LLC	Daniel Simon	5132 Baltimore Ave, Hyattsville, MD 20781	Programming	Visual art	\$1,899.00	\$379.80	\$1,899.00
AV Professional Tax Accounting, LLC	Edmund V. Vazquez	5412 Queens Chapel Rd, Hyattsville, MD, 20782	Business Development	Professional Support Services	\$5,000.00	\$100	\$500.00
Art Works Studio School Inc. — dba Art Works Now	Lisa Kiczales	4800 Rhode Island Avenue, Hyattsville, MD 20781	Placemaking	Mural	\$2,500.00	\$500.00	\$2,500.00
Green Owl Design	Erica Riggio	5303 Baltimore Ave, Hyattsville, MD, 20781	Business Development	Professional Support Services	\$5,000.00	\$500.00	\$2,500.00
Lipstick x Misfits	Teishala Harling	4808 Rhode Island Avenue, Hyattsville, MD, 20781	Business Development	Tenant Subsidy	\$5,000.00	N/A	\$5,000.00
Little INKPLAY Shop	Imani K Brown	4331 Gallatin St, Hyattsville, MD, 20781	Business Development	Workshop	\$5,000.00	\$700.00	\$3,500.00
NAOMIS FLOWERS & BOUTIQUE	Juana Morales	3410 Hamilton St, Hyattsville, MD, 20782	Business Development	Tenant Subsidy	\$5,000.00	N/A	\$5,000.00
Pyramid Atlantic	Kate Taylor Davis	4318 Gallatin St, Hyattsville, MD 20781	Programming	Black Ink Art Exhibit	\$1,500.00	\$300.00	\$1,500.00
Sangfroid Distilling, LLC	Jeffrey Harner	5130 Baltimore Ave, Hyattsville, MD, 20781	Placemaking	Mural & Planters	\$2,500.00	\$500.00	\$2,500.00
Triple Line Studio	Rayya Newman	4411 Oliver Street, Hyattsville, MD, 20781	Programming	Creative Thinking Workshop	\$1,380.00	\$276.00	\$1,380.00
Tuft'n Up Studio & Social	Dominyece Gregory	5122 Baltimore Ave Suite 205, Hyattsville, MD, 20781	Business Development	Workshop	\$5,000	\$700.00	\$3,500.00
TOTALS					\$39,779	\$3,955.80	\$29,779.00

Work on all projects is scheduled to take place immediately upon execution of a contract and issuance of Notice to Proceed. Projects shall be scheduled to be completed no later than June 19, 2026.

This item is scheduled for consideration on the December 1, 2025 Council Meeting agenda.

Staff is recommending the Council's consideration of the following motion:

"I move that the Mayor and Council approve the FY26 Corridor Investment Program awards for the following entities:

- 5132 Baltimore Avenue, LLC - \$1,899
- AV Professional Tax Accounting, LLC - \$500
- Art Works Studio School Inc. d/b/a Art Works Now - \$2,500
- Green Owl Design - \$2,500
- Lipstick x Misfits - \$5,000
- Little INKPLAY Shop - \$3,500
- Naomis Flowers & Boutique - \$5,000
- Pyramid Atlantic - \$1,500
- Sangfroid Distilling, LLC - \$2,500
- Triple Line Studio - \$1,380
- Tuft'N Up Studio & Social - \$3,500."

City Council
December 1, 2025

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

Item Title:
Hyattsville Resolution 2025-06: 2026 Council Meeting Calendar

Suggested Action:
I move the Mayor and Council adopt Hyattsville Resolution 2025-06, adopting the Mayor and Council's meeting calendar for calendar year 2026.

Legal Review Required?
Completed

Summary Background:
At their October 6, 2025 meeting, Council approved Hyattsville Charter Amendment Resolution 2025-01, requiring the Council to adopt an annual meeting calendar via resolution. The resolution and 2026 meeting calendar dates are attached.

Next Steps:
Adopt resolution.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
The 2026 meeting calendar will be posted to the City website.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance



2026

FY27 Budget Meeting Calendar

Hyattsville City Council Meeting Calendar



Council Meeting

Budget Meeting

City Offices Closed



Feb 18: Budget Work Session



Mar 18: Introduction of the FY27 Budget



Apr 8: Departmental Budget Presentations



Apr 22: Departmental Budget Presentations



May 11: Public Hearing, FY27 Budget



May 20: Council Budget Amendments



May 26: First Reading of the FY27 Budget



June 8: Adoption of the FY27 Budget

CITY OF HYATTSVILLE, MARYLAND

RESOLUTION 2025-06

A Resolution of the Mayor and City Council Adopting the Mayor and Council's Meeting Calendar for Calendar Year 2026.

WHEREAS, pursuant to Article II, § C2-3 of the City of Hyattsville Charter, the Mayor and City Council's annual calendar has been prepared for 2026; and

WHEREAS, the annual calendar sets the Mayor and Council meeting dates and times for calendar year 2026; and

WHEREAS, the Mayor and Council are mindful that they are required to meet at least once every calendar month unless a recess is declared; and

WHEREAS, in the event the Mayor and Council declare a recess by a separate resolution, that resolution shall contain the start and end dates for the recess, while noting the first meeting date and time following the conclusion of the recess.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council that the Council's annual calendar establishing the meeting dates and times for the Mayor and Council in Calendar Year 2026 is hereby adopted; and

BE IT FURTHER RESOLVED, that the Mayor and Council will stand in recess following the July 13, 2026, Council meeting until the start of the September 14, 2026, Council meeting; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed as prohibiting the Mayor and Council from convening special meetings as needed.

Introduced and adopted by the Mayor and City Council of the City of Hyattsville, Maryland, at a regular meeting on December __, 2025.

APPROVED: City of Hyattsville, Maryland

Date Robert S. Croslin, Mayor

ATTEST/WITNESS: City of Hyattsville, Maryland

Date Nate Groenendyk, City Clerk

City Council
December 1, 2025

Submitted by: Jeff Ulysse, David Cristeal

Submitting Department: Community, Business, and Economic Development

Agenda Section: Action Items

Item Title:

Comments on Prince George's County Rent Stabilization Draft Regulations

Suggested Action:

I move the Mayor and Council authorize staff to submit comments on behalf of the City to the Prince George's County Department of Permitting, Inspections, and Enforcement on its draft regulations for the County's Rent Stabilization ordinance.

Legal Review Required?

N/A

Summary Background:

On November 5th, 2025, the Prince George's County Department of Permitting, Inspections, and Enforcement released its draft regulations for its recently adopted county-wide Rent Stabilization ordinance. This release intends to collect public comment on the draft regulations for consideration by the Director of DPIE. Public comments are due by Dec. 5th 2025. Staff will provide an update with a focus on the County's draft regulations. The County's Rent Stabilization Program has been under development since its adoption in 2024. According to the adopted legislation, the County will be ready to implement the program effective February 1, 2026.

Staff Comments/Recommendations

- DPIE shall provide further guidance and clarity on the deployment of the public-facing registry and how it will be utilized to inform the general public.
- Provide an additional opportunity for public comment prior to the official publication of the Rent Stabilization policy and regulations.

Next Steps:

Staff to submit comments to DPIE.

Fiscal Impact:

N/A

City Administrator Comments:

Recommends approval.

Community Engagement:

A presentation of the draft ordinance was conducted at the November 18th planning committee and community members are free to provide comment via the county-provided email address.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Council Meeting

Prince George's County - Rent
Stabilization Regulations

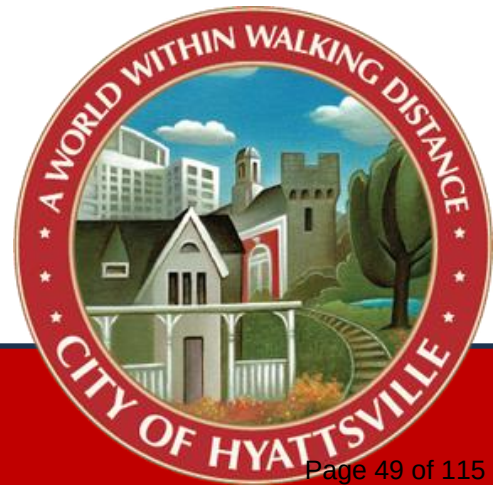
December 1st, 2025



Draft Rent Stabilization Regulations

Tonight's Discussion

- Quick review of the adopted Legislation
- Discussion of the draft Regulations
- Timeframe and Next Steps



Draft Rent Stabilization Ordinance

Summary – Prince George’s County Rent Stabilization

New Rents – 5.7% - effective now through July 1, 2026

Updated Frequently Asked Questions (FAQs) on the Department of Permits, Inspection, and Enforcement (DPIE) website

DPIE Director authorized to adopt and publish Rent Stabilization Regulations by 1/1/26 and they become effective on 2/1/26

Department of Housing and Community Development and Office of Community Relations (OCR) to assist DPIE on outreach and education efforts

DPIE provided several listening and information sessions (spring and summer of 2025)



Draft Rent Stabilization Regulations

Definitions: A list of terms that are used throughout help affected stakeholders better understand key sections and facilitate implementation. These include terms such as “apartment”, “landlord”, “rent”, and “tenant”.

Annual rent increase allowance: This allows landlords to submit rent information to the City as part of its current licensing function. Rent information contained in the Rental Registry would be available to the public.

Rent increases – and more: Covers rent increase limitations, and details and description of limits on surcharges for capital improvements.



Draft Rent Stabilization Regulations

Fair return: describes circumstances where landlords can request a rent increase above the annual allowed increase, to obtain a fair return as defined in the adopted Policies and described in the Regulations; further that DPIE shall adopt procedures describing how a “fair return” is determined/calculated.

Exempt rental units: lists the various types of licensed units that are exempt from Rent Stabilization (15 categories). Explains how 56% of licensed rental units in Hyattsville are not covered under this legislation. Notable exemption = rental units built after the year 2000, income and rent restricted affordable housing, and buildings of 5 units or less.

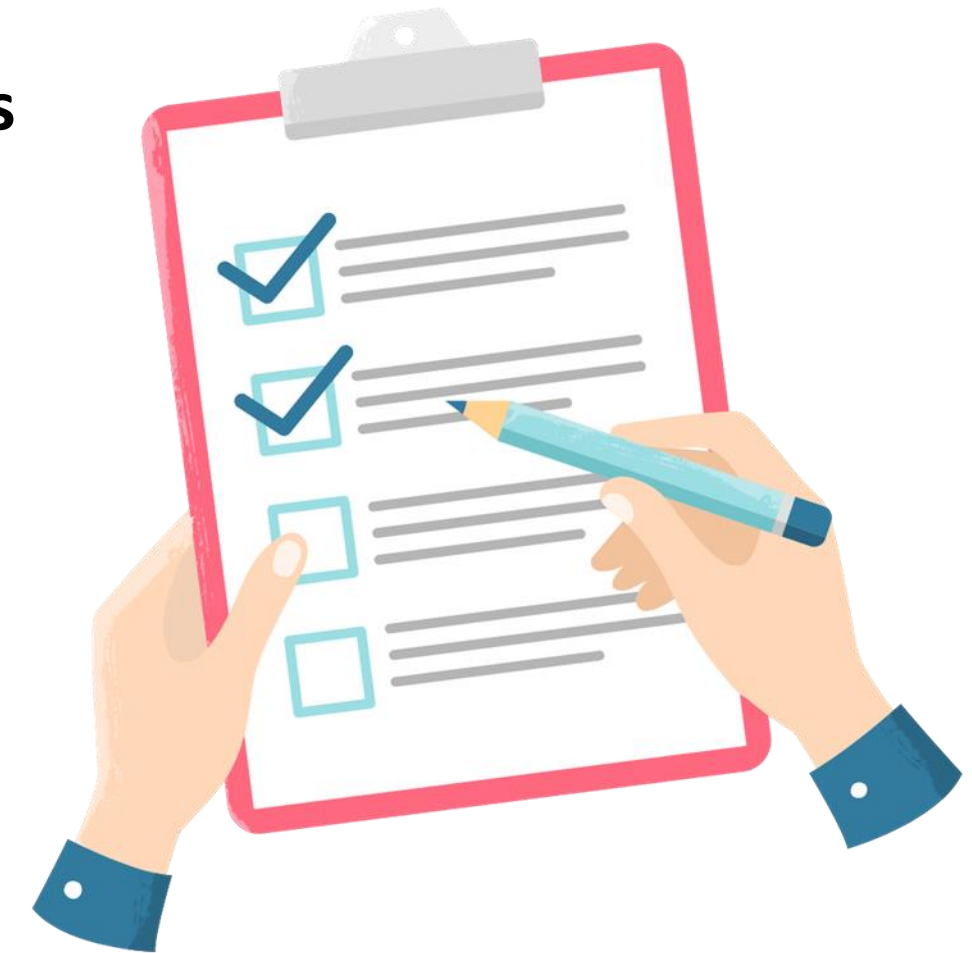
Fees: Allows DPIE to prepare a schedule of fees that limits what landlords may charge for services and amenities (such as late fees and fees for pets).



Draft Rent Stabilization Regulations

Rent stabilization data collection: Landlord must submit a report to DPIE by September 30 of each year beginning in 2026 on rents charged regulated units and their rents, and notices to tenants. Failure submit the information to DPIE may result in a suspension of the rental license.

Information and Enforcement: DPIE shall, on its website and on an ongoing basis provide the public with information on the Rent Stabilization requirements from types of units covered, types of units exempt, as well as information on how landlords can apply for exemptions (fair return, for capital improvements and substantial renovations) and other provisions. DPIE has the authority to enforce the Rent Stabilization requirements and collect fines for non-compliance (\$1,000 for a first violation and \$5,000 for a subsequent violation). Collected fees will be divided between DPIE and the County's Rental Assistance Program.



Staff Recommendations

1. Provide further guidance and clarity on the deployment of the public-facing registry and how DPIE will utilize it to inform the general public.
2. Provide an additional opportunity for public comment prior to the official publication of the Rent Stabilization policy and regulations.



Draft Rent Stabilization Ordinance

Timeframe and next steps

New Rents – 5.7% - effective now through July 1, 2026

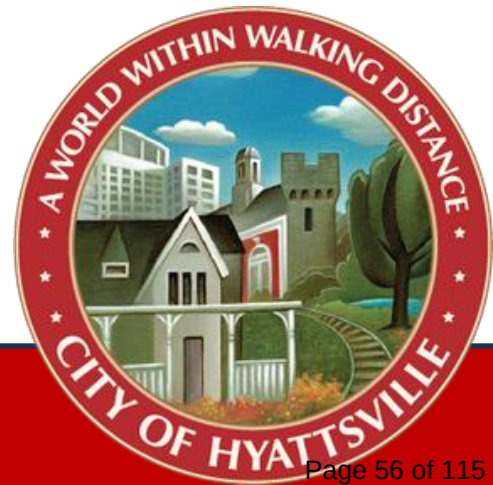
Comments to be submitted by end of Dec 5, 2025 to DPIE at: PRSAinfo@co.pg.md.us

DPIE Director authorized to adopt and publish **Rent Stabilization Regulations and completed package** by 1/1/26 and they become effective on 2/1/26



Draft Rent Stabilization Regulations

- Discussion & Questions





PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

<u>Subject</u>	<u>Number</u>
Permanent Rent Stabilization and Protection Act of 2024	Council Bill 55-2024
<u>Originating Department</u>	<u>Effective Date</u>
Department of Permitting, Inspections and Enforcement	February 1, 2026

Prince George's County Regulations: Permanent Rent Stabilization and Protection Act of 2024

Issued by: County Executive
Department of Permitting, Inspections and Enforcement

County Council Bill: 055-2024

County Code Reference: Subtitle 13. Housing and Property Standards
Sections 13-138, 13-144, 13-145, 13-146, and 13-147

Summary: For the purpose of establishing permanent protections for renters against excessive rent increases and generally stabilizing rent prices in Prince George's County, subject to certain conditions.

Comment Deadline: December 5, 2025

Effective Date: February 1, 2026

Sunset Date: None

Address: Department of Permitting, Inspections and Enforcement
9400 Peppercorn Place
Largo, Maryland 20774

Staff Contact (e-mail): PRSAInfo@co.pg.md.us



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

<u>Subject</u>	<u>Number</u>
Permanent Rent Stabilization and Protection Act of 2024	Council Bill 55-2024
<u>Originating Department</u>	<u>Effective Date</u>
Department of Permitting, Inspections and Enforcement	February 1, 2026

13.138.00 — Definitions

(a) For the purposes of this Chapter:

Affected Tenant shall mean any tenant whose health, safety, or welfare is, or reasonably may be, impaired by a defective tenancy.

Age-Restricted Senior Housing shall mean any senior facility and/or building that has an age restriction of fifty-five (55) years and older for a lease to live in the facility and/or building.

Annual Rent Increase Allowance shall mean the allowable rent increase for a regulated unit calculated in accordance with Regulation 13.144.00 and the associated administrative policies and procedures.

Banked Amount means the dollar amount of an annual rent increase allowance that a landlord did not use to increase the rent for a regulated unit.

Base Rent means rent charged for a regulated rental unit under a lease, exclusive of any rental discounts, incentives, concessions, or credits that are:

- (A) offered by the landlord;
- (B) accepted by the tenant; and
- (C) itemized in the lease separate from the rent.

Bona Fide Complaint, Response, or Effort shall mean a complaint or response or effort made in good faith regarding alleged violations of this Division.

Capital Improvements mean permanent structural alterations to a regulated unit intended to enhance the value of the unit. **Capital improvements** include replacement of major systems, or structural alterations required under federal, state, or County law. **Capital improvements** do not include ordinary repair or maintenance of existing structures.

County Code means the applicable laws referenced in Prince George's County Code of Ordinances and any relevant amendments.

CPI-U means the Consumer Price Index for All Urban Consumers for the Washington–Arlington–Alexandria Area, published by the U.S. Bureau of Labor Statistics, as adopted and published by the Director from time to time.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

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Permanent Rent Stabilization and Protection Act of 2024	Council Bill 55-2024
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Department of Permitting, Inspections and Enforcement	February 1, 2026

Common Area shall mean all areas and facilities within the facility and/or building that are not designated by landlord or Property Manager for the exclusive use of tenant or any other lessee or other occupant of the facility and/or building, to include the parking areas, access and perimeter roads, pedestrian sidewalks, landscaped areas, trash enclosures, recreation areas, and the like.

Days shall mean calendar days unless otherwise specified.

DHCD means the Prince George's County Department of Housing and Community Development.

Director shall mean the Director of the Prince George's County Department of Permitting, Inspections and Enforcement or designee.

DPIE means the Prince George's County Department of Permitting, Inspections and Enforcement.

Defective Tenancy shall mean any condition in a single-family rental facility or a multifamily rental facility or matter related to its maintenance, use, or occupancy which constitutes a violation of the terms of the lease or any provision of this Division, or constitutes a violation of any applicable Federal, State, County, or municipal law, regulation, or code reasonably related to the maintenance, use, or occupancy of the single-family rental facility or the multifamily rental facility.

Dwelling Unit shall mean one (1) or more rooms arranged for the use of one (1) or more individuals living together as a single housekeeping unit, with cooking, living, sanitary, and sleeping facilities as defined by the County Housing Code.

Exempt Unit shall mean a rental unit that is exempt from the requirements of this Chapter in accordance with Regulation 13.147.00 and the associated administrative policies and procedures. Therefore, this unit is not regulated by the provisions in the Permanent Rent Stabilization Act.

Fair Return shall mean a return on investment calculated in accordance with Regulation 13.146.00 and the associated administrative policies and procedures.

High Occupancy Dwelling Facility shall mean any apartment building or group of buildings on the same parcel, lot, tract, block of land, or group of buildings having the same name comprising more than one hundred (100) Dwelling Units that have one or more owners in common.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

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Permanent Rent Stabilization and Protection Act of 2024	Council Bill 55-2024
<u>Originating Department</u>	<u>Effective Date</u>
Department of Permitting, Inspections and Enforcement	February 1, 2026

Landlord shall mean the legal and equitable owner(s) of a property, or any portion thereof, used or to be used as a single-family rental facility or a multifamily rental facility and shall include, without limitation, a mortgagee, vendee, contract purchaser, assignee of rents, receiver, trustee, executor, personal representative, lessee, or any person, firm, or corporation who manages the multifamily rental facility by contractual agreement with the owner.

Lease shall mean any written agreement which establishes or modifies the terms, conditions, rules, regulations, or any other provisions concerning the maintenance, use, and occupancy of a rental dwelling unit.

Multifamily Dwelling means a building containing four or more dwelling units. Units may be located side by side in a horizontal configuration or stacked one above the other in a vertical configuration, sharing common vertical walls or horizontal floors and ceilings. **Multifamily dwelling** does not include single-family attached or detached houses.

Multifamily Rental Facility shall mean any building, structure, or combination of related buildings, structures, and appurtenances, operated as a single entity, housing cooperative ("COOP"), or a condominium, in which the landlord provides for a consideration three (3) or more rental dwelling units; but shall not be construed to mean any transient facilities such as boarding houses, tourist homes, inns, motels, hotels, school dormitories, hospitals or medical facilities, any other facilities operated for religious or eleemosynary purposes, continuing care facilities regulated by the State pursuant to Article 70B of the Maryland Annotated Code, and projects authorized under 10 U.S.C. 2828, which allows the U.S. Government to lease housing facilities at or near a military installation for assignment, without rental charge, as family housing for members of the Armed Forces.

Notice shall mean a written notice unless otherwise specified.

OCR means the Office of Community Relations of Prince George's County.

Property Manager shall mean an individual or company that has been retained to perform and carry out the following, including but not limited to:

- (A) property rentals by advertising and filling vacancies, negotiating and enforcing leases, and maintaining and securing premises;
- (B) establishing rental rate(s) by and calculating overhead costs, depreciation, taxes, and profit goals;
- (C) attracting tenants by advertising vacancies, obtaining referrals from current tenants, explaining advantages of location and services, and showing units;



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- (D) contracting with tenants by negotiating leases and collecting security deposit(s);
- (E) accomplishing financial objectives by collecting rents, paying bills, forecasting requirements, preparing budget(s), scheduling expenditures, analyzing variances, and initiating corrective action;
- (F) maintaining property by investigating and resolving tenant complaints, enforcing rules of occupancy, inspecting vacant units and completing repairs, planning renovations, contracting with landscaping and snow removal services;
- (G) maintaining building systems with maintenance services and supervising repairs;
- (H) securing property with security patrol service, installing and maintaining security devices, establishing and enforcing precautionary policies and procedures, and responding to emergencies; or
- (I) enforces occupancy policies and procedures.

Regulated Rental Unit or Regulated Unit means a rental unit that is not exempted under Regulation 13.147.00.

Security Measures and Security Equipment shall mean in multifamily rental housing to include, but is not limited to, the maintenance of garages and parking lots, security gates, entryway locks, lighting, security cameras, alarm systems, fencing and any measures designed to keep common areas of the leased premises under the landlord's control in operable condition.

Senior Lessee shall mean a person at least fifty-five (55) years of age at the time the lease or renewal is offered.

Single-Family Rental Facility shall mean any building, structure, or combination of related buildings, structures, and appurtenances operated as a single entity or a condominium, in which the landlord provides, for a consideration, one or more rental dwelling units not licensable under the Multifamily Rental Facility provisions; but shall not be construed to mean any transient facilities such as boarding houses, tourist homes, inns, motels, hotels, school dormitories, hospitals or medical facilities, or any other facilities operated for religious or eleemosynary purposes, and projects authorized under 10 U.S.C. 2828, which allows the U.S. Government to lease housing facilities at or near a military installation for assignment, without rental charge, as family housing for members of the Armed Forces.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

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Department of Permitting, Inspections and Enforcement	February 1, 2026

State of Emergency shall mean the definition provided in [Section 14-107](#) or [Section 14-111](#) of the Public Safety Article of the Maryland Annotated Code.

Substantial Renovation means permanent alterations to a building that:

- (A) are intended to enhance the value of the building; and
- (B) cost an amount equal to at least 40 percent of the value of the building, as assessed by the State Department of Assessments and Taxation.

Tenant shall mean any person who occupies a rental unit for living or dwelling purposes.

Tenant with Substantial Loss of Income shall mean any person who occupies:

- (A) a rental dwelling unit for living or dwelling purposes; and
- (B) tenant shall mean an existing tenant and does not include a prospective tenant; and
- (C) this new provision is provided for tenants that are able to provide proof through documentation or other objectively verifiable means, that the tenant suffered a Substantial Loss of Income and are therefore unable to make rent payments as a result of the emergency, as defined by the Governor of the State of Maryland's Executive Order Number 20-04-30-01, 20-03-30-01 and 20-05-13-01, as amended and extended by the Governor, and under Section 143A-02 of the Public Safety Article of the Maryland Code.

13.144.00 — Annual rent increase allowance

- (A) Annual rent increase allowance. In accordance with administrative policies and procedures adopted by DPIE, the Director annually shall calculate a rent increase allowance for regulated rental units applicable to rental lease renewals equal to the lesser of:
 - (1) CPI-U plus 3 percent; or
 - (2) 6 percent.
 - (3) Notwithstanding the provisions of Subsections (1) and (2) above, the rent increase allowance for a regulated unit in an age-restricted senior housing facility with a twelve (12) or twenty-four (24) month lease may not exceed the lesser of the CPI-U or 4.5 percent.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

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- (B) Duration. A rent increase allowance under Section (A) above remains in effect for a 12-month period, beginning July 1st of each year and ending on June 30th of the following year.
- (C) By May 1st of each year, DPIE shall provide notice to the public of the annual rent increase allowance under Section (A) above, in a manner as determined by the Director, that will become effective on July 1st of that year.

13.145.00 — Rent increases — in general; vacant units; limited surcharges for capital improvements

- (A) Except as provided under Section (B), below, upon a lease renewal or execution of a new lease, a landlord shall not increase the rent of a regulated rental unit to an amount greater than:
- (1) the base rent; plus
 - (2) the rent increase allowance under Regulation 13.144.00; plus
 - (3) any banked amount determined by the Director in accordance with administrative policies and procedures adopted by DPIE, which amount shall compensate the County for any costs associated with such determination; and
 - (4) does not exceed 10 percent of the base rent.
- (B) Limited surcharge for capital improvements. Subject to Section (C), below, the Director may, in accordance with administrative policies and procedures adopted by DPIE, grant a landlord's petition to add a surcharge to the amount permitted under Section (A), above.
- (1) the surcharge is limited to an amount necessary to cover the costs of capital improvements to the regulated unit, excluding the costs of ordinary repair and maintenance;
 - (2) the surcharge does not take effect until after the capital improvements are completed;
 - (3) if the capital improvements are for all rental units within the building, the surcharge:
 - (a) is divided equally among the units;
 - (b) is prorated over at least 96 months; and
 - (c) does not exceed 20 percent of the base rent;
 - (4) if the capital improvements apply only to certain regulated rental units within the building, the surcharge:
 - (a) is divided equally among the affected units;



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

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- (b) is prorated over at least 60 months; and
- (c) does not exceed 15 percent of the base rent;
- (5) the surcharge for each unit ends once the costs of the capital improvements, including any interest and service charges, have been recovered by the landlord;
- (6) the capital improvements would protect or enhance the health, safety, and security of the tenants or the habitability of the rental housing, provided that the purpose of the capital improvements cannot be to address code or other habitability violations. Notwithstanding the foregoing, a new owner may apply to the Director for a waiver to authorize the inclusion of a limited surcharge for such improvements in a format determined by the Director and in accordance with administrative policies and procedures adopted by DPIE;
- (7) if the capital improvements would result in energy cost savings:
 - (a) the savings are passed on to the tenant; and either:
 - (i) the improvements would result in net savings in the use of energy in the building; or
 - (ii) the improvements are intended to comply with applicable law;
- (8) the capital improvements are depreciable under the Federal Internal Revenue Code;
- (9) the applicant has certified to the Director the costs of the capital improvements, including any interest and service charge;
- (10) the applicant has certified to the Director that the required governmental permits and approvals have been granted; and
- (11) the applicant shall fully compensate the County for any costs the Director determines are associated with determining whether the applicant meets the requirements of this Section.

(C) Surcharge

- (1) A landlord must maintain and must make available to a tenant with an active lease for a regulated rental unit or the Director upon request, all plans, contracts, specifications, and permits related to any capital improvements for which a surcharge has been granted.
- (2) Immediately upon the completion of capital improvements, a landlord must allow the return to a regulated rental unit of any tenant with an active lease for the regulated rental unit who was displaced due to the improvements.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

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Department of Permitting, Inspections and Enforcement	February 1, 2026

13.146.00 — Fair return

- (A) Fair return rent increase. In accordance with administrative policies and procedures adopted by DPIE:
- (1) a landlord may apply to the Director to increase rent for a regulated unit in an amount that exceeds the annual rent increase allowance prescribed in Regulation 13.144.00; and
 - (2) the Director shall grant the application if the Director finds that the increase is necessary for the landlord to obtain a fair return on the regulated unit; provided that the applicant fully compensates the County for any costs the Director determines are associated with determining whether the applicant meets the requirements of this Regulation.
- (B) For purposes of this Regulation and in accordance with administrative policies and procedures adopted by DPIE, fair return means a return on investment:
- (1) sufficient to offset operating expenses; and
 - (2) commensurate with returns on investments in other enterprises having comparable risks, which is deemed commensurate if an investment's actual annual return (defined as Net Operating Income divided by Cost Basis) is at least the sum of the actual average 10-year United States Treasury Rate for the annual return period, plus 3%.
- (C) DPIE shall adopt administrative policies and procedures establishing:
- (1) a formula to determine the rent increase necessary to obtain a fair return for a regulated unit;
 - (2) application requirements, including the information an applicant must submit to demonstrate the rent necessary to obtain a fair return;
 - (3) a uniform system and procedures for processing fair return applications;
 - (4) criteria the Director must use to evaluate and to grant or deny a fair return application; and
 - (5) the duration of a rent increase approved under this Regulation.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

<u>Subject</u>	<u>Number</u>
Permanent Rent Stabilization and Protection Act of 2024	Council Bill 55-2024
<u>Originating Department</u>	<u>Effective Date</u>
Department of Permitting, Inspections and Enforcement	February 1, 2026

13.147.00 — Exempt rental units

(A) Exemptions. The requirements of this Chapter do not apply to:

- (1) Newly constructed unit whose construction was completed on or after January 1, 2000;
- (2) Unit in a licensed facility, the primary purpose of which is the diagnosis, cure, mitigation, and treatment of illnesses;
- (3) Unit in a facility owned or leased by an organization exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code if the primary purpose of the organization is to provide temporary shelter for qualified clients;
- (4) An owner-occupied group house;
- (5) A religious facility, including a church, synagogue, parsonage, rectory, convent, and parish home;
- (6) A hotel or motel only serving transient residents;
- (7) A school dormitory;
- (8) A licensed assisted living facility or nursing home;
- (9) A building originally designed and constructed to contain only 2 dwelling units, one of which the owner currently occupies as a principal residence (domicile);
- (10) An accessory dwelling unit;
- (11) A unit subject to a regulatory agreement with a governmental agency or an agreement with a third-party entity that restricts occupancy of the unit to low- and moderate-income tenants;
- (12) Subject to administrative policies and procedures adopted by DPIE, a unit located within a substantially renovated building, if:
 - (a) the substantial renovation was or is completed on or after January 1, 2000; and
 - (b) the building is not in violation of Subtitles 4 or 13 of the Prince George's County Code;
- (13) A rental unit owned by a landlord who:
 - (a) owns 5 or fewer rental units within the County; and
 - (b) is either:
 - (i) a natural person or the living trust of a natural person; or
 - (ii) the trust or estate of a decedent;



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

<u>Subject</u>	<u>Number</u>
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- (14) A condominium unit owned by one or more individuals domiciled in Prince George's County; and
 - (15) Any unit within or a part of a building cooperative.
- (B) Expiration of exemption. An exemption under Subsection (A), above, expires when the conditions entitling the unit or facility to an exemption cease or no longer exist.

13.147.01 — Fees

- (A) Fee schedule. In accordance with administrative policies and procedures adopted by DPIE, a schedule may be adopted that places limits on the fees for services and amenities that a landlord may charge a tenant occupying a regulated rental unit during the term of a lease.

13.147.02 — Rent stabilization data collection

- (A) On or before September 30th of each year beginning on September 30, 2026, a landlord shall submit to DPIE a report for the preceding 12-month period, beginning July 1st and ending on June 30th, regarding regulated rental units, rents, and notices of rent increases.
- (B) The landlord shall submit the report in the form and manner in accordance with administrative policies and procedures adopted by DPIE.
- (C) Failure to submit the report by September 30th of each year may result in the suspension of the rental license.

13.147.03 — Information and Enforcement

- (A) On an ongoing basis, DPIE shall provide information about the requirements of the Permanent Rent Stabilization Act on its websites, including, but not limited to, informing landlords, tenants, and the general public about the types of units subject to the PRSA Act and units that are exempt from some or all of its provisions, petitions for capital improvements, substantial renovations, and fair return relief.
- (B) On an annual basis, DPIE shall email and post notice of the per annum limits on rent increases prescribed in Regulation 13.144.00 within fifteen (15) days of the July 1st effective date.



PRINCE GEORGE'S COUNTY **EXECUTIVE REGULATION**

<u>Subject</u>	<u>Number</u>
Permanent Rent Stabilization and Protection Act of 2024	Council Bill 55-2024
<u>Originating Department</u>	<u>Effective Date</u>
Department of Permitting, Inspections and Enforcement	February 1, 2026

- (C) DPIE shall exercise the enforcement authority provided pursuant to Section 13-102 of Subtitle 13 of the Prince George's County Code, and Section 1-123 of Subtitle 1 of the Prince George's County Code:
- (1) This enforcement authority shall include the authority to impose fines for violations of the provisions of Subtitle 13 of the County Code and this Chapter, including:
- (a) The authority to impose a penalty in the amount of \$1,000 for the first violation of the PRSA Act; and
 - (b) The authority to impose a penalty of an amount up to \$5,000 for any subsequent violations of the PRSA Act; and
 - (c) Any penalty collected shall be evenly distributed between the Prince George's County Rental Assistance Program and DPIE.

City Council
December 1, 2025

Submitted by: Dealon Lacroix

Submitting Department: Department of Public Works

Agenda Section: Action Items

Item Title:

FY26 Budget Amendment: Change Order - Washington Woodworking Contract for Council Chambers

Suggested Action:

I move the Mayor and Council amend the FY26 Capital budget in the amount of \$50,000 and authorize the City Administrator to issue a change order to the Washington Woodworking contract dated October 10, 2025.

Legal Review Required?

Pending

Summary Background:

In August 2025, City Staff solicited proposals for fabrication and installation of the Council Chambers dais. After reviewing the three proposals received, staff selected Washington Woodworking as the best option for the City, and contract # DPW-25-100 was executed in an amount not to exceed \$48,532.00.

After review of the original contract for dais-only construction, staff evaluated the needs of the space and determined that additional furniture, including staff tables and clerk workstations, were a necessary component. For these additional woodworking elements, the City considered several options and chose Washington Woodworking in order to provide continuity in construction and appearance. This furniture is custom-built and designed to have a lifespan of 20 years or more. In line with the custom dais, the additional furniture requires custom fabrication to accommodate microphones, cabling, electrical outlets, and other AV equipment essential for the broadcast and recording of Council meetings. These technical and safety requirements significantly increase the complexity and cost of construction compared to standard commercial furniture.

Staff will present an overview of the Council Chambers project, including timeline, during the Action item at the December 1 Council meeting.

Next Steps:

Execute Change Order and Issue Purchase Order

Fiscal Impact:

NTE \$100,000

City Administrator Comments:

Recommend support.

Community Engagement:

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

CONTRACT FOR COUNCIL CHAMBERS DAIS CONSTRUCTION

WASHINGTON WOODWORKING CITY OF HYATTSVILLE, MARYLAND

THIS AGREEMENT, hereinafter referred to as “Agreement,” is made this ____ day of October 2025, by and between the **CITY OF HYATTSVILLE**, a municipal corporation of the State of Maryland, located at, 4310 Gallatin Street Hyattsville, MD 20781 hereinafter referred to as “the City,” and **WASHINGTON WOODWORKING**, a custom architectural woodworking business located at **2010 Beaver Road Landover, MD 20785**, hereinafter referred to as “Contractor,” and both collectively referred to hereinafter as “the Parties.”

RECITALS

WHEREAS, Contractor responded to the City’s request for a quote for construction of its Council Chambers Dais with Quote # 13981_REV#1 dated August 15, 2025 hereinafter referred to as the “Quote;” and

WHEREAS, the City desires to retain Contractor to assist it in constructing and installing a dais for the Council Chambers hereinafter referred to as the “Project;” and

TERMS

NOW, THEREFORE, in consideration of the mutual promises of the Parties, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the Parties agree as follows:

SECTION 1. SCOPE OF SERVICES

1.1. During the term of this Agreement, Contractor agrees that it will have the following responsibilities with respect to the Project:

1.1.1. Furnish, finish, and install mill/cabinetwork outlined in Contractor’s Quote, in accordance with the Issued for Construction drawings prepared by Design Collective, dated July 1, 2025 as outlined on sheets A401 and A471.

1.2. The Project shall also include all other work as reasonably and additionally required by the City and agreed to by Contractor. Any such work shall be reduced to written form and will require the Parties to execute a modification to this Agreement as set forth in Section 5 of this Agreement.

SECTION 2. PERIOD OF PERFORMANCE

2.1. The effective term for this Agreement is for the length of the project, commencing upon the execution of this Agreement.

2.2. Contractor agrees to perform all services required by this Agreement, including any modifications agreed to by the Parties, as expeditiously as is consistent with good professional skill and best industry practice.

2.3. Time is of the essence and a critical factor in the successful execution of the terms of this Agreement.

2.4. Contractor must not commence work under this Agreement until all conditions for commencement are met, including execution of this Agreement by the Parties, compliance with insurance requirements, and the issuance of any required notice to proceed.

SECTION 3. FEE FOR SERVICES

3.1. In exchange for these good and valuable services, Contractor will receive a fee not to exceed the amount of Forty-eight Thousand Five Hundred Thirty-Two Dollars (\$48,532.00). The Parties may agree to an equitable adjustment of this fee as set forth in Section 5 of this Agreement.

Contract Summary: Base Contract \$48,532.00

Alternates:

Add Alternate #1 (Opt 1): Quartz countertops (ST-1) in lieu of PL-2 laminate. \$5,317.00 (**Not accepted.** Countertops are PLAM)

Add Alternate #1 (Opt 2): Corian countertops (SS-1) in lieu of PL-2 laminate. \$2,427.00 (**Not accepted.** Countertops are PLAM) (Note: Only one of these options may be selected.)

Add Alternate #2: Solid wood wall cap and baseboard in lieu of veneer cap and base. \$8,966.00 (**Not accepted**)

3.2. The City agrees to pay the fee contemplated in Subsection 3.1 to Contractor in a lump sum, after receiving an invoice from Contractor, and to pay said invoice within thirty (30) days of receipt.

3.3. No payment by the City may be made, or is due, under this Agreement, unless funds for the payment have been appropriated and encumbered by the City.

SECTION 4. PRIORITY OF DOCUMENTS

4.1. The terms and conditions of this Agreement supersede any prior proposals or agreements.

4.2. The following documents are incorporated herein by reference into and made a part of this Agreement and are enumerated herein in the order of their legal precedence in the event of

a conflict in their terms: (i) Design Collective's Issued for Construction drawings A401 & A471 dated July 1, 2025; and (ii) Contractor's Quote # 13981 REV#1, dated August 15, 2025 Attached as Exhibit A. In the event of a conflict in language between this Agreement and any of said documents, the terms of this Agreement shall control.

SECTION 5. CHANGES

5.1. Within the general scope of services, the City may unilaterally change the work, materials and services to be performed. The change must be in writing and within the general scope of this Agreement. In such cases, this Agreement will be modified to reflect any time or money adjustment Contractor is entitled to receive. Contractor shall not proceed with these changes (either additions or deletions) without a change order or amendment being signed by both the City and Contractor and an order or amendment stating, as applicable, the change in the work and an estimate of the time and/or cost involved in the change.

5.2. Any claim of Contractor for an adjustment in time or money due to change must be made in writing within thirty (30) days from the date the City notified Contractor of the change, or the claim is waived. Any failure to agree upon a time or money adjustment must be resolved under Section 11 of this Agreement. Contractor must proceed with the prosecution of the work as changed, even if there is an unresolved claim. No charge for any extra work, time or material will be allowed, except as provided in this Section.

5.3. The amount of any adjustment to this Agreement under this Section shall be a negotiated cost and fee.

5.4. This Agreement may only be amended or modified by a writing signed by the Parties.

SECTION 6. NOTICES

6.1. Any required notices or other communications under this Agreement shall be in writing and personally delivered, mailed, delivered by a reputable overnight delivery service, or emailed. Notice via email may be considered official notice only if the receiving party acknowledges receipt via return email or email read receipt. Notices shall be addressed as follows:

If to Contractor: Jim Stechschulte, CEO
2010 Beaver Road
Landover, MD 20785
Telephone: 301-341-2500
E-Mail: jstechschulte@washingtonwoodworking.com

If to the City: Christi Harris, Facilities Manager
4310 Gallatin St
Hyattsville, MD 20781
Telephone: (240)682-9029
Email: charris@hyattsville.org

6.2 Either party may change the person or address for notices by written notice to the other party. Notices shall be deemed given when received or three business days after the notice is deposited, properly addressed and postage prepaid, in the United States mail or one business day after the notice is sent by a reputable overnight mail delivery service (such as, but not limited to, FedEx or UPS Next Day Delivery). For notices by email, the notice shall be deemed given on the day the recipient acknowledges receipt of the notice via return email or email read receipt. Rejection or other refusal to accept or inability to deliver because of changed address, of which no Notice has been given, shall constitute receipt of the Notice.

SECTION 7. CONTRACT ADMINISTRATION

7.1. For Contractor. Jim Stechschulte, is Contractor's Authorized

Representative for this Agreement. Contractor's Authorized Representative shall act on behalf of Contractor on all matters pertaining to this Agreement. All matters and correspondence to Contractor pertaining to this Agreement shall be directed to the attention of Contractor's Authorized Representative. Contractor's Authorized Representative shall not be changed without prior written notice to and the agreement of the City.

7.2. For the City. Christi Harris, Facilities Manager, is the City Administrator's designee for purposes of this Agreement and shall act as the Contract Administrator in connection with this Agreement. The City's Contract Administrator may be changed at any time or from time to time by written notice to Contractor. The City's Contract Administrator is not authorized to make determinations (as opposed to recommendations) that alter, modify, terminate or cancel the contract, interpret ambiguities in the language of this Agreement, or waive any of the City's rights hereunder. The City's Contract Administrator is authorized to:

7.2.1. Serve as liaison between the City and Contractor;

7.2.2. Give direction to Contractor to ensure satisfactory and complete performance;

7.2.3. Monitor and inspect Contractor's performance to ensure acceptable timeliness and quality;

7.2.4. Serve as records custodian for this Agreement;

7.2.5. Accept or reject Contractor's performance;

7.2.6. Furnish timely written notice of Contractor's performance failures to the City Council, City Administrator, and/or City Attorney, as appropriate;

- 7.2.7. Approve or reject invoices for payment;
- 7.2.8. Recommend modifications or terminations of this Agreement; and
- 7.2.9. Issue notices to proceed and task and purchase orders.

SECTION 8. TERMINATION

8.1. This Agreement may be terminated by the City, in whole or in part, upon written notice to Contractor, when the City determines that such termination is in its best interest. A termination for convenience is effective on the date specified in the City's written notice or, if the notice does not specify an effective date, then five (5) days after notice of termination is given by the City. Termination for convenience may entitle Contractor to payment for reasonable costs allocable to this Agreement for work or costs incurred by Contractor up to the date of termination. Contractor must not be paid compensation as a result of a termination for convenience that exceeds the amount encumbered to pay for work to be performed under this Agreement.

8.2. In the event of any of the circumstances set forth below, hereinafter referred to as "Default," the City may terminate the Agreement, in whole or in part, and from time to time:

8.2.1. Any fraudulent representation in an invoice or other verification required to obtain payment under this Agreement or other dishonesty on a material matter relating to the performance of services under this Agreement; and

8.2.2. Non-performance, incomplete service or performance, failure to make satisfactory progress in the prosecution of this Agreement, failure to satisfactorily perform any part of the work required under this Agreement or to comply with any provision of this Agreement, as determined by the City's Contract Administrator in his or her sole discretion, including:

8.2.2.1. Failing to commence work when notified.

8.2.2.2. Abandoning the work. Visual inspection by the City's Contract Administrator will serve as evidence of abandonment.

8.2.2.3. Subcontracting any part of work without the City's prior approval.

8.2.2.4. Receiving two written warnings of unsatisfactory or incomplete work or any other violation of the terms of this Agreement.

8.2.2.5. Failing to adhere to the required specifications for the work required under this Agreement.

8.2.3 Contractor, or any partner, member, principal or officer of Contractor, being criminally charged with an offense involving fraud, dishonesty or moral turpitude.

8.2.4 Contractor being adjudged bankrupt or making a general assignment for the

benefit of creditor or if a receiver shall be appointed on account of Contractor's insolvency.

8.2.5 Failure to adhere to the terms of applicable city, county, state, and federal laws, ordinances, regulations, or stated public policy pertaining to the subject matter and performance of this Agreement, including but not limited to the following: the payment of all applicable taxes and withholding, compliance with equal opportunity employment and labor laws, and/or failure to obtain and/or comply with the terms and conditions of any required permits.

8.3. In the event of a Default, the City shall provide Contractor with a written notice to cure the Default. The termination for Default is effective on the date specified in the City's written notice. However, if the City determines that Default contributes to the curtailment of an essential service or poses an immediate threat to life, health, or property, the City may terminate this Agreement immediately upon issuing oral or written notice to Contractor without any prior notice or opportunity to cure. In addition to any other remedies provided by law or this Agreement, Contractor must compensate the City for additional costs that foreseeably would be incurred by the City, whether the costs are actually incurred or not, to obtain substitute performance.

8.4. Notice of any termination must be in writing, state the reason or reasons for the termination, and specify the effective date of the termination.

8.5. In the event of termination under Subsections 8.1 or 8.2, Contractor consents to the City's selection of another contractor of the City's choice to assist the City in any way in completing the Project. Contractor further agrees to cooperate and provide any information requested by the City in connection with the completion of the Project, including assignment of any contracting rights the City may require. Contractor consents to and authorizes the making of any reasonable changes to the design of the Project by the City and such other contractor as the City may desire.

8.6. Any termination of this Agreement for cause that is later deemed to be unjustified shall be deemed a termination for convenience under Subsection 8.1.

SECTION 9. CERTIFICATIONS OF CONSULTANT

9.1. Contractor, and the individual executing this Agreement on Contractor's behalf, warrants it has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for it, to solicit or secure this Agreement, and that it has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or other consideration contingent on making this Agreement.

9.2. Contractor and the City represent and warrant that: (a) they have the full right and authority to enter into, execute, and perform the obligations required under this Agreement and that no pending or threatened claim or litigation known by them would have a material adverse impact on their ability to perform as required under this Agreement; (b) they have accurately identified themselves and have not provided any inaccurate information about themselves or the Project; and (c) they are entities authorized under the laws of the State of Maryland to do business

within the State.

9.3. Contractor warrants and represents: that it is the sole entity, directly or indirectly, interested in compensation for the delivery of the services and work product awarded, and to be performed under this Agreement; that any proposal upon which this Agreement was based was made without any connection with or common interest in the profits with any undisclosed persons or entity; that this Agreement is fair and made without collusion or fraud; that no employee or official of the City is directly or indirectly interested therein; that none of its officers, directors, or partners or employees directly involved in obtaining contracts or performing any part of the work required under this Agreement has been convicted of bribery, attempted bribery, or conspiracy to bribe under any federal, state, or local law.

9.4. Contractor agrees to comply with all applicable City, county, state, and federal laws and regulations regarding employment discrimination. Contractor assures the City that it does not, and agrees that it will not, discriminate in any manner on the basis of race, color, religion, ancestry, national origin, age, sex, marital status, disability, sexual orientation, and gender identity.

9.5. Contractor certifies that all information Contractor has provided or will provide to the City is true and correct and can be relied upon by the City in awarding, modifying, making payments, or taking any other action with respect to this Agreement including resolving claims and disputes. Any false or misleading information is a ground for the City to terminate this Agreement for cause and to pursue any other appropriate remedy. Contractor certifies that Contractor's accounting system conforms with generally accepted accounting principles, is sufficient to comply with Contractor's budgetary and financial obligations and is sufficient to produce reliable financial information.

SECTION 10. INDEMNIFICATION

10.1. Contractor is responsible for any loss, personal injury, death and any other damage (including incidental and consequential) arising out of, incident to, or caused by reason of Contractor's negligence, malfeasance or failure to perform any contractual obligations. Contractor must indemnify and hold the City harmless from any loss, cost, damage, and other expenses, including attorney's fees and litigation expenses, arising out of, incident to, or caused by Contractor's negligence, malfeasance or failure to perform any of its contractual obligations. If requested by the City, Contractor must defend the City in any action or suit brought against the City arising out of Contractor's negligence, errors, acts or omissions under this Agreement. The negligence or malfeasance of any agent, subcontractor or employee of Contractor is deemed to be the negligence or malfeasance of Contractor. For the purposes of this Subsection, City includes its commissions, departments, agencies, agents, officials, and employees.

If Contractor will be preparing, displaying, publicly performing, reproducing, or otherwise using, in any manner or form, any information, document, or material that is subject to a copyright, trademark, patent, or other property or privacy right, then Contractor must: obtain all necessary licenses, authorizations, and approvals related to its use; include the City in any approval, authorization, or license related to its use; and indemnify and hold harmless the City related to Contractor's alleged infringing or otherwise improper or unauthorized use. Accordingly, Contractor must protect, indemnify, and hold harmless the City from and against all liabilities, actions,

damages, claims, demands, judgments, losses, costs, expenses, suits, or actions, and attorneys' fees and the costs of the defense of the City, in any suit, including appeals, based upon or arising out of any allegation of infringement, violation, unauthorized use, or conversion of any patent, copyright, trademark or trade name, license, proprietary right, or other related property or privacy interest in connection with, or as a result of, this Agreement or the performance by Contractor of any of its activities or obligations under this Agreement.

10.2. Contractor further agrees to notify the City in writing within ten (10) days of receipt of any claim or notice of any claim made by third parties against Contractor or any subcontractor regarding the services and work provided to the City under this Agreement. Contractor shall provide the City copies of all claims, notices of claims, and all pleadings and motions filed therein as the matter progresses. This Section 10 shall survive termination of this Agreement for a period of three (3) years and six (6) months after the termination date.

SECTION 11. DISPUTES

11.1. Any dispute arising under this Agreement which is not resolved by an agreement between the Parties shall be decided by the City Administrator, after reasonable opportunity is provided for the Parties to provide written documentation supporting their position. Pending final resolution of a dispute, except for a termination of this Agreement by the City, Contractor must proceed diligently with performance under this Agreement. A claim must be in writing, for specific relief, or for a sum certain if the claim is for money, and any requested money or other relief must be fully supported by all relevant calculations, including cost and pricing information, records, and other information.

11.2. A decision by the City Administrator or his or her designee under the dispute procedure set forth in this Section shall be a condition precedent to suit being filed by any party. For purposes of any litigation involving this Agreement, exclusive venue and jurisdiction shall be in the Circuit Court for Prince George's County, Maryland or in the District Court of Maryland sitting in Prince George's County.

SECTION 12. INSURANCE

12.1. Contractor shall obtain and maintain liability insurance coverage at Contractor's own expense. Contractor shall, within thirty (30) days of the execution of this Agreement, file with the City Administrator, the Certificate from an insurance company authorized to do business in the State of Maryland and satisfactory to the City showing issuance of liability insurance coverage as set forth more fully herein below with a deductible no greater than Ten Thousand Dollars (\$10,000.00), except as specified in Subsection 12.1.3. Contractor shall be fully and completely responsible to pay the deductible. Unless waived in writing by the City, the Certificate shall bear endorsement in words exactly as follows:

The insurance company certifies that the insurance covered by this Certificate has been endorsed as follows: "The insurance company agrees that the coverage shall not be canceled, changed, allowed to lapse, or allowed to expire until thirty (30) days after notice to: 'City Administrator, City of Hyattsville, 4310 Gallatin Street Hyattsville, MD 20781.'"

Contractor shall, throughout the term of this Agreement, maintain commercial general liability insurance, automobile liability insurance, professional liability insurance, and workers' compensation insurance in the following amounts and shall submit an insurance certificate, as set forth above, as proof of coverage prior to the final approval of this Agreement:

12.1.1. Commercial general liability insurance with a minimum combined single limit of Two Million Dollars (\$2,000,000.00) for bodily injury and property damage per occurrence including contractual liability, premises and operations, and independent contractors and products liability.

12.1.2. Automobile liability insurance with coverage for bodily injury of at least Fifteen Thousand Dollars (\$15,000.00) per person, at least Thirty Thousand Dollars (\$30,000.00) per occurrence, and coverage for property damage of at least Ten Thousand Dollars (\$10,000.00) per occurrence.

12.1.3. Workers' compensation insurance with coverage limits of at least One Hundred Thousand Dollars (\$100,000.00) per bodily injury by accident and coverage for disease of at least One Hundred Thousand Dollars (\$100,000.00) per employee and at least Five Hundred Thousand Dollars (\$500,000.00) in the aggregate.

12.2. All policies of insurances shall be underwritten by companies licensed to do business in the State of Maryland.

12.3. The City is not responsible for any damage or loss of property or materials stored on or within facilities owned by the City. Contractor shall provide necessary insurance coverage for such losses or shall assume full risk for replacement cost for its own property or materials and that owned by its subcontractors.

12.4. Contractor shall assure that all subcontractors carry identical coverage as required by this Section 12, either individually or as an additional insured on Contractor's policies. Exceptions may be made only with the written approval of the City.

SECTION 13. SET OFF

13.1. In the event that Contractor shall owe an obligation of any type whatsoever to the City at any time during the term of this Agreement, or after the termination of the relationship created hereunder, the City shall have the right to offset any amount so owed to Contractor against any compensation due to Contractor for the provision of goods and services covered by the terms of this Agreement.

SECTION 14. APPLICABLE LAW

14.1. The laws of the State of Maryland, excluding conflicts of law rules, shall govern this Agreement as if this Agreement were made and performed entirely within the State of Maryland. Any suit to enforce the terms hereof or for damages or other relief as a consequence of the breach or alleged breach hereof shall be brought exclusively in the courts of the State of Maryland in Prince George's County, and the Parties expressly consent to the jurisdiction thereof

and waive any right that they have or may have to bring such elsewhere.

SECTION 15. RECORD AND AUDIT

15.1. Contractor shall maintain books, records, documents, and other evidence directly pertinent to costs, estimates and performance under this Agreement or required under any federal, state, or local rule or regulation, in accordance with accepted professional practice, appropriate accounting procedures, and practices. The City, or any of its duly authorized representatives, shall have access to such books, records, documents, and other evidence for the purpose of inspection, audit and copying. Contractor will provide proper facilities for such access and inspection.

15.2. Records referred to under Subsection 15.1 shall be maintained and made available during performance under this Agreement and until six (6) years from the date of final completion of the Project. In addition, those records that relate to any dispute or litigation, to the settlement of claims arising out of such performance, or to costs or items to which an audit exception has been taken shall be maintained and available until six (6) years after the date upon which any such dispute, litigation, claim, or exception is resolved.

15.3. Contractor shall include the provisions of this Section 15 in every subcontract Contractor enters into relating to this Project.

15.4. All proprietary information furnished by Contractor in connection with this Agreement, but not developed as a result of work under this Agreement or under prior agreements between the City and Contractor, shall be held confidential by the City, and returned to Contractor within thirty (30) days of the completion of the services or the conclusion of litigation wherein Contractor's services were provided. All inventions, techniques, and improvements held by Contractor to be proprietary or trade secrets of Contractor prior to any use on behalf of the City, as well as all inventions, techniques, and improvements developed by Contractor, independent of the services rendered to the City under this Agreement, remain the property of Contractor.

SECTION 16. MISCELLANEOUS

16.1. The recitals above are hereby incorporated into this Agreement.

16.2. If any term or provision of this Agreement or applications thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remaining terms and provisions of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law.

16.3. This Agreement and any rights or obligations under this Agreement may not be assigned or subcontracted by Contractor without the prior written consent of the City and any attempted assignment or subcontracting without such prior written consent shall be void.

16.4. All representations, warranties, covenants, conditions, and agreements contained herein which either are expressed as surviving the expiration and termination of this Agreement or, by their nature, are to be performed or observed, in whole or in part, after the termination or

expiration of this Agreement shall survive the termination or expiration of this Agreement.

16.5. This Agreement represents the entire and integrated Agreement between the City and Contractor and supersedes all prior negotiations, representations, or agreements, either written or oral. Notwithstanding any provisions to the contrary in any contract terms or conditions unilaterally supplied by Contractor, the terms of this Agreement supersede Contractor's terms and conditions, in the event of any inconsistency.

16.6. All section and paragraph captions, marginal references, and table of contents in this Agreement are inserted only as a matter of convenience, and in no way amplify, define, limit, construe, or describe the scope or intent of this Agreement nor in any way affect this Agreement.

16.7. Neither the City nor Contractor has made any representations or promises with respect to the Project except as expressly set forth herein.

16.8. The neuter, feminine, or masculine pronoun when used herein shall each include each of the other genders and the use of the singular shall include the plural.

16.9. This Agreement shall not be construed in favor or against either party on the basis that it was drafted by the City.

16.10. The waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach. Any waiver by the City of a requirement of this Agreement, including without limitation, any requirement that a notice be made in writing or that a notice or submission be made within a certain time, shall not operate as a waiver of the same or any other requirement of this Agreement, in any other circumstance or at any other time.

16.11. This Agreement shall not confer any rights or remedies upon any person other than the Parties and their respective successors and permitted assigns.

16.12. Contractor agrees to perform its services under this Agreement in such manner and at such times that the City and/or any Contractor who has work to perform, or contracts to execute, can do so without unreasonable delay. Contractor further agrees to coordinate its work under this Agreement with any and all other contractors that may be deemed necessary by the City.

16.13. Contractor shall be considered, for all purposes relating to this Agreement, an independent Contractor. Contractor agrees that it is not an agent of the City and shall have no right or authority to enter into any agreements or otherwise bind the City or create any obligations on behalf of the City with any other parties. Nothing contained in this Agreement will be construed to create the relationship of employer and employee, principal and agent, partnership or joint venture, or any other fiduciary relationship between the City and Contractor.

16.14. This Agreement may be executed electronically and in counterparts. All such counterparts will constitute the same agreement and the signature of any party to any counterpart will be deemed a signature to, and may be appended to, any other counterpart. Executed copies hereof may be delivered by email and, upon receipt, will be deemed originals and binding upon the Parties hereto, regardless of whether originals are delivered thereafter.

[The remainder of this page is intentionally left blank—signature page follows.]

IN WITNESS WHEREOF, the City and Contractor have executed this Agreement as of the date first written above.

Witness: Washington Woodworking

By: _____ By: Jim Stechschulte
Date
2025-10-10

Witness: City of Hyattsville

By: Nate Groenendyk By: Tracey Douglas
Date
2025-10-10 2025-10-10

4888-2509-5398, v. 1



WASHINGTON WOODWORKING



Date: 8/15/25

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

Attention: Christi Harris

RE: City Council Dias, Millwork Package - Bid # 13981_REV#1

Dear Christi:

We are pleased to submit, our proposal to furnish, finish and install the mill/cabinetwork for this project in accordance with the Issued For Construction drawings dated, 7/1/25 as outlined on sheets A401 & A471 and prepared by Design Collective, but strictly limited to the following scope, for the sum of Forty Eight Thousand Five Hundred and Thirty Two Dollars (\$48,532.00), including 0.00% sales tax. Number of Addenda's - N/A.

To include:

1. Detail (2-5/A401), Room #N/A - DIAS: One PL-2 'L' shaped countertop with angled corner and four field seams. Ten WD-1 angled support legs. 43.25 LF of low wall with WD-1 finish on both sides, two camera niches and three access panels. (Solid wood edges and Solid surface countertops are excluded. (See Add Alternate #1)). (Floor plywood framing, ramp, metal studs, all electrical, TV monitors, cameras, name plates and seating furniture by others).

Alternates:

- Add Alternate #1 (Opt 1) - ST-1 Quartz countertops ILO PL-2 laminate countertops. \$5,317.00
- Add Alternate #1 (Opt 2) - SS-1 Corian countertops ILO PL-2 laminate countertops. \$2,427.00
- Note: If this alternate is accepted, alternate #1 (Opt 1) cannot be accepted
- Add Alternate #2 - Solid Wood wall cap and baseboard. \$8,966.00

Notes:

- **Bid Qualification – Material Pricing & Tariff Surcharges**

***Please note that all essential materials used in our architectural millwork projects—including wood, wood products, veneers, laminates, metals, glass, and stone—are currently subject to heightened market volatility and new tariff surcharges. Accordingly, this proposal is qualified as follows:**

1.Commodity Market Volatility

- Many suppliers are only holding base pricing for a limited window (e.g., metal quotes for five (5) calendar days from issuance).
- Pricing not contracted within each supplier's hold period is subject to adjustment to reflect current market rates at time of order.
- Any previously quoted material prices may no longer be available; final pricing will be reconfirmed at contract award.

2.Tariff Surcharges

- Laminate Manufacturers Effective April 23, 2025, will impose a tariff surcharge on various products. Washington Woodworking will pass this through as a separate "Tariff Surcharge" line item on all Quotes, Order Acknowledgements, and Invoices for shipments invoiced on or after May 1, 2025 as disclosed by the mfr.
- Other Materials: Wood, veneers, metals, glass, stone, and related components may similarly incur tariff surcharges or import fees as mandated by global trade policies.
- All tariff surcharges are non negotiable and apply uniformly to every customer and order.

- **Price increases after the proposal date are not included in the contract price and shall give rise to an equitable adjustment of the contract price.**
- **Modifications to design, specifications and/or finish material selections are subject to revised pricing.**
- **Projects with fast track schedules may require additional deposits and up-front payments for materials and will be billed in the month they are incurred.**



****PROPOSAL INCLUDES UNION SHOP AND INSTALLATION LABOR****

Standard Lead Time For Shop Drawings is (4-6) Weeks From Executed Contract
Pricing Is Valid For 30 Days (Metal Components Are Valid For 10 Days)



WASHINGTON WOODWORKING



• **We have carried the following finish selections based on Final Concept plan by JMT 8.18.22:**

- WD-1 as plain sliced white maple veneer.
- PL-1 as Formica Hardrock Maple, matte 86992-58.
- PL-2 as Formica Ebony Oxide, matte 299-58.
- ST-1 as Cambria Fieldstone 2cm polished quartz.
- SS-1 as Corian Deep Titanium.

Scope

Inclusions:

- We have included all work to be completed during normal working hours
- We have included Submittals, shop drawings, samples, mock-ups and closeout documents as specified
- We have included scaffolding, rigging, and lifts as required to complete our work
- We have included protection of our work only
- We have included millwork as AWI "premium grade"
- We have included to furnish and install substrates at all countertops in our scope
- We have included countertop cut out, grommets, wire management, etc.as specified

Scope

Exclusions:

- We have excluded AWI-QCP Quality Control Process
- We have excluded the project LEED or FSC certification requirements
- We have excluded a Payment & Performance Bond.
- We have excluded C.C.I.P. / O.C.I.P. insurance
- We have excluded applicable sales tax
- We have excluded Liquidated or Actual damages unless specifically disclosed in the bid documents
- We have excluded hoisting charges for the use of elevators, cranes, etc. and/or providing the means for hoisting.
- We have excluded overtime
- We have excluded repair, relocation, or rework of existing millwork.
- We have excluded none elevated items
- We have excluded any work not listed in the scope of work
- We have excluded rough carpentry
- We have excluded concealed blocking & grounds
- We have excluded installation of FF&E items
- We have excluded all electrical & drives. Millwork prep ONLY.
- We have excluded Solid Surface and Quartz countertops (See Add Alternate #1)

General

Exclusions:

Caulking At Dissimilar Surfaces. In-wall Blocking Or Backing. In-wall Anchorage And Supports. Mirrors/glass/ Glazing. Signage. Sinks Or Plumbing. Finish Painting. Thresholds/flooring. Elevator Cab Interiors. Caulking & Spackling Of Paint grade Trims. Doors (Except As Noted). Door Hardware. Metal Jambs. Scaffolding, Rigging Or Hoisting. Work To Existing Millwork. Field Finish Touch Ups. Overtime/off Hours Install. Lighting Or Electrical. Core Drilling Or Slab Penetrations. Rough Carpentry I.E. Blocking, Framing, Shims, Gypsum Board, Etc. Glass-fiber-reinforced Plaster Fabrication Or Installation. Demolition. Final Cleaning. Vinyl or Rubber Base Moulding. Toilet Partitions And Accessories.

Please note that this proposal is valid for a period of 30 days, pending your acceptance, and is subject to change or cancellation pending receipt of the project schedule after the bid date.

We appreciate your consideration for this project and look forward to assisting you.

Best Regards,

Paola Moreno

Estimator

E-mail address: pmoreno@washingtonwoodworking.com



****PROPOSAL INCLUDES UNION SHOP AND INSTALLATION LABOR****

Standard Lead Time For Shop Drawings is (4-6) Weeks From Executed Contract
Pricing Is Valid For 30 Days (Metal Components Are Valid For 10 Days)

CERTIFICATE of SIGNATURE

REF. NUMBER
56DCG-XSF8V-KKNFJ-ROEEC

DOCUMENT COMPLETED BY ALL PARTIES ON
10 OCT 2025 17:36:10
UTC

SIGNER	TIMESTAMP	SIGNATURE
JOE STECHSCHULTE EMAIL JSTECHSCHULTE@WASHINGTONWOODWORKING.COM	SENT 08 OCT 2025 12:33:03 VIEWED 10 OCT 2025 12:43:36 SIGNED 10 OCT 2025 13:46:59	Jim Stechschulte IP ADDRESS 50.144.129.50 LOCATION HYATTSVILLE, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
10 OCT 2025 12:43:36

TRACEY DOUGLAS EMAIL TNICHOLSONDOUGLAS@HYATTSVILLE.ORG	SENT 08 OCT 2025 12:33:03 VIEWED 10 OCT 2025 16:42:29 SIGNED 10 OCT 2025 17:12:20	Tracey Douglas IP ADDRESS 162.247.193.65 LOCATION GREENBELT, UNITED STATES
---	--	---

RECIPIENT VERIFICATION

EMAIL VERIFIED
10 OCT 2025 16:42:29



CERTIFICATE *of* SIGNATURE

REF. NUMBER
56DCG-XSF8V-KKNFJ-ROEEC

DOCUMENT COMPLETED BY ALL PARTIES ON
10 OCT 2025 17:36:10
UTC

SIGNER

NATE GROENENDYK

EMAIL
NGROENENDYK@HYATTSVILLE.ORG

TIMESTAMP

SENT
08 OCT 2025 12:33:03

VIEWED
10 OCT 2025 17:35:58

SIGNED
10 OCT 2025 17:36:10

SIGNATURE

Nate Groenendyk

IP ADDRESS
162.247.193.65

LOCATION
GREENBELT, UNITED STATES

RECIPIENT VERIFICATION

EMAIL VERIFIED
10 OCT 2025 17:35:58





WASHINGTON WOODWORKING



Date: 10/17/25

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

Attention: Christi Harris

RE: City Council Staff Tables, Millwork Package - Bid # 14012_REV#1

Dear Christi:

We are pleased to submit, our proposal to furnish, finish and install the mill/cabinetwork for this project in accordance with the Issued For Construction drawings dated, 7/1/25 as outlined on sheets G000 - A471 and prepared by Design Collective, but strictly limited to the following scope, for the sum of Forty One Thousand and Thirty Five Dollars (\$41,035.00), including 0.00% sales tax. Number of Addenda's - N/A.

To include:

1. Detail (5-7/A403), Room #N/A - Staff Desks: Three PL-2 countertops with two finished ends. 30.50 LF of low wall with WD-1 finish on both sides. Three WD-1 support legs. (Solid wood edges and Solid surface countertops are excluded). (All electrical, name plates and seating furniture by others).
2. Detail (8&9/A403), Room #N/A - Clerk Desk: One PL-2 countertop with two finished ends. 3.50 LF of low wall with WD-1 finish on both sides. One WD-1 base cabinet with three lockable drawer(s), bottom files and white melamine interiors. Two WD-1 end panels. One WD-1 support leg. (Solid wood edges and Solid surface countertops are excluded). (All electrical and seating furniture by others).

Notes:

• **Bid Qualification – Material Pricing & Tariff Surcharges**

***Please note that all essential materials used in our architectural millwork projects—including wood, wood products, veneers, laminates, metals, glass, and stone—are currently subject to heightened market volatility and new tariff surcharges. Accordingly, this proposal is qualified as follows:**

1.Commodity Market Volatility

- Many suppliers are only holding base pricing for a limited window (e.g., metal quotes for five (5) calendar days from issuance).
- Pricing not contracted within each supplier's hold period is subject to adjustment to reflect current market rates at time of order.
- Any previously quoted material prices may no longer be available; final pricing will be reconfirmed at contract award.

2.Tariff Surcharges

- Laminate Manufacturers Effective April 23, 2025, will impose a tariff surcharge on various products. Washington Woodworking will pass this through as a separate "Tariff Surcharge" line item on all Quotes, Order Acknowledgements, and Invoices for shipments invoiced on or after May 1, 2025 as disclosed by the mfr.
- Other Materials: Wood, veneers, metals, glass, stone, and related components may similarly incur tariff surcharges or import fees as mandated by global trade policies.
- All tariff surcharges are non negotiable and apply uniformly to every customer and order.

- **Price increases after the proposal date are not included in the contract price and shall give rise to an equitable adjustment of the contract price.**
- **Modifications to design, specifications and/or finish material selections are subject to revised pricing.**
- **Projects with fast track schedules may require additional deposits and up-front payments for materials and will be billed in the month they are incurred.**
- **We have carried the following finish selections based on Final Concept plan by JMT 8.18.22:**
 - WD-1 as plain sliced white maple veneer.
 - PL-2 as Formica Ebony Oxide, matte 299-58.



****PROPOSAL INCLUDES UNION SHOP AND INSTALLATION LABOR****

*Standard Lead Time For Shop Drawings is (4-6) Weeks From Executed Contract
Pricing Is Valid For 30 Days (Metal Components Are Valid For 10 Days)*



WASHINGTON WOODWORKING



Scope

Inclusions:

- We have excluded applicable sales tax
- We have included all work to be completed during normal working hours
- We have included Submittals, shop drawings, samples, mock-ups and closeout documents as specified
- We have included scaffolding, rigging, and lifts as required to complete our work
- We have included protection of our work only
- We have included millwork as AWI "premium grade"
- We have included to furnish and install substrates at all countertops in our scope
- We have included countertop cut out, grommets, wire management, etc.as specified
- We have included edge band for doors and drawer: self-edge
- We have included all semi-exposed cabinet interiors as white melamine unless noted otherwise in the scope
- We have included the casework hardware to be Washington Woodworking's standard
- We have included locks or locking hardware only where indicated in the drawings
- We have included an allowance of \$2.00 for Typ. wire pulls as no pulls were specified

Scope

Exclusions:

- We have excluded AWI-QCP Quality Control Process
- We have excluded the project LEED or FSC certification requirements
- We have excluded a Payment & Performance Bond.
- We have excluded C.C.I.P. / O.C.I.P. insurance
- We have excluded applicable sales tax
- We have excluded Liquidated or Actual damages unless specifically disclosed in the bid documents
- We have excluded hoisting charges for the use of elevators, cranes, etc. and/or providing the means for hoisting.
- We have excluded overtime
- We have excluded repair, relocation, or rework of existing millwork.
- We have excluded none elevated items
- We have excluded any work not listed in the scope of work
- We have excluded rough carpentry
- We have excluded concealed blocking & grounds
- We have excluded installation of FF&E items
- We have excluded all electrical & drives. Millwork prep ONLY.
- We have excluded Appliances, and the receiving, handling or installation of appliances
- We have excluded solid wood edges on millwork
- We have excluded Solid Surface and Quartz countertops

General

Exclusions:

Caulking At Dissimilar Surfaces. In-wall Blocking Or Backing. In-wall Anchorage And Supports. Mirrors/glass/ Glazing. Signage. Sinks Or Plumbing. Finish Painting. Thresholds/flooring. Elevator Cab Interiors. Caulking & Spackling Of Paint grade Trims. Doors (Except As Noted). Door Hardware. Metal Jambs. Scaffolding, Rigging Or Hoisting. Work To Existing Millwork. Field Finish Touch Ups. Overtime/off Hours Install. Lighting Or Electrical. Core Drilling Or Slab Penetrations. Rough Carpentry I.E. Blocking, Framing, Shims, Gypsum Board, Etc. Glass-fiber-reinforced Plaster Fabrication Or Installation. Demolition. Finial Cleaning. Vinyl or Rubber Base Moulding. Toilet Partitions And Accessories.

Please note that this proposal is valid for a period of 30 days, pending your acceptance, and is subject to change or cancellation pending receipt of the project schedule after the bid date.

We appreciate your consideration for this project and look forward to assisting you.

Best Regards,

Paola Moreno

Estimator

E-mail address: pmoreno@washingtonwoodworking.com



****PROPOSAL INCLUDES UNION SHOP AND INSTALLATION LABOR****

Standard Lead Time For Shop Drawings is (4-6) Weeks From Executed Contract
Pricing Is Valid For 30 Days (Metal Components Are Valid For 10 Days)



HYATTSVILLE COUNCIL CHAMBERS RENOVATION

4310 Gallatin Street, Hyattsville, MD 20781

Issued for Construction
April 24, 2025

CITY COUNCIL DIAS

PROJECT ADDRESS

4310 Gallatin Street, Hyattsville, MD 20781

DC Project No.

Owner Project No.

XXXXXX

24-P-0448

OWNER / DEVELOPER

CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, MD 20781

PROJECT SUBMISSION

Issued for Construction

Design Collective

ARCHITECTURE | PLANNING | INTERIORS
LANDSCAPE ARCHITECTURE | GRAPHICS

900 East Pratt Street, 6th Floor
Baltimore, Maryland 21202
P + 410-582-3625 • WWW.DESIGNCOLLECTIVE.COM

REVISION#

ISSUED FOR

DATE

CONSTRUCTION DOCS

IFC

3/17/2025

24/P-0448

XXXXXX

3/24/2025

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KEY PLAN

SEAL

AFFIRMATION

SHEET TITLE
COVER SHEET

SCALE

SHEET NUMBER

G000

PROJECT DIRECTORY

ARCHITECT
DESIGN COLLECTIVE INC.
100 East Pratt Street, 18th Floor
100 East Pratt Street
18th Floor
Baltimore, Maryland 21202
410.685.6655

LOCATION MAP

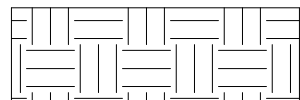
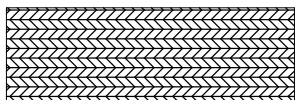
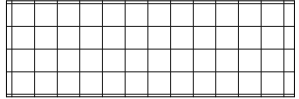
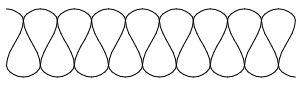
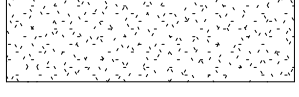
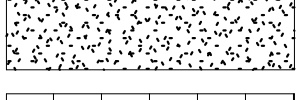
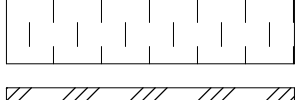


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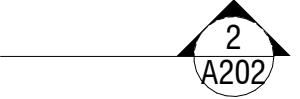
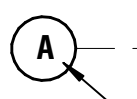
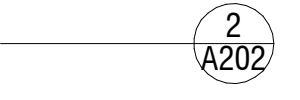
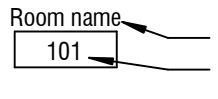
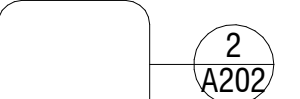
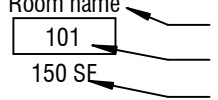
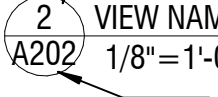
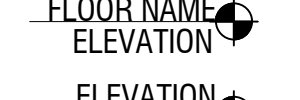
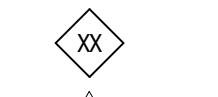
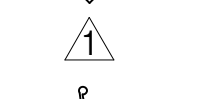
NUMBER	NAME	DATE ISSUED
A000	SYMBOLS, AND ABBREVIATIONS	03/15/25
A001A	LEGENDS & GENERAL NOTES	03/15/25
A101	FLOOR PLANS	03/15/25
A401	ENLARGED FLOOR PLANS	03/15/25
A402	ENLARGED ELEVATIONS	03/15/25
A403	ENLARGED PLANS AND ELEVATIONS	03/15/25
A471	MILLWORK & CASEWORK	03/15/25

6/5/2025 12:11:13 PM

MATERIAL INDICATIONS

	EARTH		PLYWOOD
	CONCRETE		RIGID OR SEMI-RIGID INSULATION
	BRICK		BATT INSULATION
	CONCRETE MASONRY UNIT		GYPSUM SHEATHING OR GYPSUM WALL BOARD
	CAST STONE		GRANITE
	STEEL		FIREPROOFING - SPRAYED
	ROUGH LUMBER - CONTINUOUS		ACOUSTICAL TILE
	FINISH WOOD		ALUMINUM

GRAPHIC SYMBOLS

	BUILDING CROSS / LONGITUDINAL SECTION OR WALL SECTION NO. DRAWN ON		COLUMN GRID LINE
			LETTER/NUMBER
	SECTIONAL DETAIL NO. SHEET NO. DRAWN ON		ROOM NAME ROOM NUMBER
	DETAIL TARGET, ENLARGEMENT SHEET NO. DRAWN ON		ROOM NAME ROOM NUMBER ROOM AREA
	EXTERIOR ELEVATION. SHEET NO. DRAWN ON		DRAWING NUMBER
	MULTI INTERIOR ELEVATIONS. SHEET NO. DRAWN ON		VIEW NAME SHEET NUMBER TAKEN FROM
	DATUM ELEVATION		GLAZING/LOUVER TAG
	FLOOR TO CEILING HEIGHT		REVISION NUMBER
			ADA ACCESSIBLE
			KEY NOTE

ARCHITECTURAL ABBREVIATIONS

ABV	ABOVE	CONSTR	CONSTRUCTION	MECH	MECHANICAL	PREFAB	PREFABRICATED
ACB	ACOUSTIC CEILING BAFFLE	CONT	CONTINUOUS	MED	MEDIUM	PRELIM	PRELIMINARY
ACP	ACOUSTICAL CEILING PANEL	CONTR	CONTRACT (OR)	MEMB	MEMBRANE	PSF	POUNDS PER SQUARE FOOT
ADA	AMERICANS WITH DISABILITIES ACT (ACCESSIBILITY GUIDELINES)	CORR	CORRIDOR	MEZZ	MEZZANINE	PSI	POUNDS PER SQUARE INCH
ADDL	ADDITIONAL	CSK	COUNTERSUNK	MFR	MANUFACTURER	PT	POINT, POST-TENSIONED
ADJ	ADJUSTABLE	CW	CURTAIN WALL	MH	MANHOLE	PTD	PAINTED
ADP	ACOUSTIC DIFFUSION PANEL			MIN	MINIMUM, MINUTE	PTN	PARTITION
AFF	ABOVE FINISHED FLOOR	D	DEPTH	MISC	MISCELLANEOUS	PVC	POLYVINYL CHLORIDE
AGGR	AGGREGATE	DBL	DOUBLE	MO	MASONRY OPENING		
AL / ALUM	ALUMINUM	DED	DEDICATED	MOM	MOMENT	QT	QUARRY TILE, QUART
ALT	ALTERNATE	DEMO	DEMOLITION	MS	MEDIUM STILE	QTY	QUANTITY
APC	ARCHITECTURAL PRECAST CONCRETE	DEPT	DEPARTMENT	MTD	MOUNTED		
APPROX	APPROXIMATELY	DET	DETAIL	MTL	METAL	R	RISER
ARCH	ARCHITECT(URAL)	DF	DRINKING FOUNTAIN	MTP	METAL TOILET PARTITION	RA	RETURN AIR
		DIA	DIAMETER	MUL	MULLION	RAD	RADIUS
		DIAG	DIAGONAL			RD	ROOF DRAIN
BAL	BALANCE	DIM	DIMENSION	N	NORTH	REF	REFERENCE
BD	BOARD	DN	DOWN	NA	NOT APPLICABLE	REIN	REINFORCEMENT (ING)
BITUM	BITUMINOUS	DR	DOOR	NIC	NOT IN CONTRACT	REOD	REQUIRED
BLDG	BUILDING	DS	DOWN SPOUT	NO, #	NUMBER	RESIL	RESILIENT
BLK	BLOCK	DW	DISHWASHER	NOM	NOMINAL	REV	REVISION
BLKG	BLOCKING	DWG	DRAWING	NSMF	NON STRUCTURAL METAL FRAMING	RH	RIGHT HAND
BM	BEAM	DWL	DOWELS	NTS	NOT TO SCALE	RM	ROOM
BO	BOTTOM OF					RO	ROUGH OPENING
BOT	BOTTOM	E	EAST	OA	OVERALL		
BRK	BRICK	EA	EACH	OC	ON CENTER	S	SOUTH
BUR	BUILT-UP ROOF	EC	EMPTY CONDUIT	OD	OUTSIDE DIAMETER	SC	SOLID CORE
		EE	EACH END	OFCI	OWNER FURNISHED, CONTRACTOR INSTALLED	SCHED	SCHEDULE
C	CAMBER	EF	EACH FACE	OFF	OFFICE	SCW	SOLID CORE WOOD
C&G	CURB & GUTTER	EJ	EXPANSION JOINT	OPNG	OPENING	SD	STORM DRAIN
CEM	CEMENT	EL	ELEVATION	OPP	OPPOSITE	SECT	SECTION
CER	CERAMIC	ELEC	ELECTRIC, ELECTRICAL	OSB	ORIENTED STRAND BOARD	SF	STOREFRONT
CER TILE	CERAMIC TILE	ELEV	ELEVATOR	OVHD	OVERHEAD	SHT	SHEET
CFMF	COLD FORMED METAL FRAMING	EMER	EMERGENCY POWER	OZ	OUNCE	SIM	SIMILAR
CHBD	CHALKBOARD	ENCL	ENCLOSURE			SL	SLAB
CI	CAST IRON	ENGR	ENGINEER	P	PINT	SOG	SLAB-ON-GRADE
ci	CONTINUOUS INSULATION	EP	ELECTRICAL PANEL	PC	PERSONAL COMPUTER	SP	STANDARD PIPE
CJ	CONTROL JOINT	EPDM	EHTYLENE PROPYLENE DIENE ROOFING	PERP	PERPENDICULAR	SPEC	SPECIFICATION
CL	CENTERLINE	EQ	EQUAL	PH	PHASE	SPECO	SPECIFIED
CLG	CEILING	EQUIP	EQUIPMENT	PL	PLATE, PROPERTY LINE	SQ	SQUARE
CLO	CLOSET	ES	EMERGENCY SHOWER	PLAM	PLASTIC LAMINATE	SQ FT	SQUARE FOOT
CLR	CLEAR, CENTERLINE RADIUS	EW	EACH WAY	PLAS	PLASTER	SS	SOLID SURFACE
CMU	CONCRETE MASONRY UNIT	EWC	ELECTRIC WATER COOLER	PLBG	PLUMBING	SSK	SERVICE SINK
CO	CLEAN OUT	EWB	ELECTRIC WATER HEATER	PLYWD	PLYWOOD	SST	STAINLESS STEEL
COL	COLUMN	EXH	EXHAUST	PNL	PANEL	ST	STONE
COMB	COMBINATION	EXIST	EXISTING	POT	POINT OF TANGENT	STA	STATION
CONC	CONCRETE	EXP	EXPANSION	PPT	PRESSURE PRESERVATIVE TREATMENT	STC	SOUND TRANSMISSION COEFFICIENCY
CONF	CONFERENCE	EXPJT	EXPANSION JOINT	PR	PAIR	STD	STANDARD
CONN	CONNECTION	EXT	EXTERIOR	PREF	PREFINISHED	STIFF	STIFFENER
F	FAHRENHEIT	HS	HIGH STRENGTH	STL	STEEL	W/O	WITHOUT
FACP	FIRE ALARM CONTROL PANEL	HSB	HIGH STRENGTH BOLT	STM	SOUND TRANSMISSION	WB	WIND BRACE
FB	FLAT BAR	HT	HEIGHT	STOR	STORAGE	WC	WATER CLOSET, WALL COLUMN, WALL COVERING
FCU	FAN COIL UNIT	HVAC	HEATING/VENTILATING/AIR CONDITIONING	STRUCT	STRUCTURE / STRUCTURAL	WD	WOOD
FD	FLOOR DRAIN	HWH	HOT WATER HEATER	SUSP	SUSPENDED CEILING	WDW	WINDOW
FDN	FOUNDATION	HZ	HERTZ	SW	SHORT WAY	WF	WATER FOUNTAIN
FEC	FIRE EXTINGUISHER CABINET			SYMM	SYMMETRICAL	WP	WORKING POINT
FEXT	FIRE EXTINGUISHER	ID	INSIDE DIAMETER			WT	WEIGHT
FFE	FINISHED FLOOR ELEVATION	IGU	INSULATED GLASS UNIT	T	TREAD	WTRPRF	WATERPROOFING
FHC	FIRE HOSE CABINET	IN	INCH	T&G	TONGUE & GROOVE	WW	WINDOW WALL
FIN	FINISH(ED)	INFO	INFORMATION	TA	TOILET ACCESSORY	WWF	WELDED WIRE FABRIC
FLG	FLANGE	INSUL	INSULATION	TBD	TO BE DETERMINED	WWM	WELDED WIRE MESH
FLR	FLOOR (ING)	INT	INTERIOR	TBS	TO BE SPECIFIED		
FLUOR	FLUORESCENT	INV	INVERT	TC	TOP OF CURB		
FO	FACE OF			TEL	TELEPHONE	XHP	EXTRA HEAVY PIPE
FOW	FACE OF WALL	JAN	JANITOR	TEMP	TEMPORARY		
FP	FIRE PROOFING	JB	JUNCTION BOX	TG	TRANSFER GIRDER/TRANSFER GRILLE	YD	YARD
FPM	FEET PER MINUTE	JST	JOIST	TGL	TEMPERED GLASS		
FR	FIRE RATED	JT	JOINT	THK	THICK, THICKNESS	&	AND
FRP	FIBERGLASS REINFORCED PLASTIC			THRSLD	THRESHOLD	<	ANGLE
FRT	FIRE-RATED TREATMENT	KD	KNOCKED DOWN	TKBD	TACKBOARD	@	AT, EACH
FT	FOOT, FEET	KE	KITCHEN EXHAUST	TLT	TOILET	°	DEGREE
FTG	FOOTING	KIT	KITCHEN	TO	TOP OF	Ø	ROUND, DIAMETER
FVC	FIRE VALVE CABINET	KO	KNOCKOUT	TOS	TOP OF STEEL		
		KSI	KIPS PER SQUARE INCH	TOW	TOP OF WALL		
				TP	TOP OF PAVEMENT		
GA	GAUGE			TPO	THERMOPLASTEN POLYLEFIN ROOFING		
GAL	GALLON	L	LENGTH	TS	TOP OF SLAB		
GALV	GALVANIZED	LAM	LAMINATE(E), (ION)	TYP	TYPICAL		
GC	GENERAL CONTRACTOR	LAV	LAVATORY				
GEN	GENERAL	LBS	POUNDS				
GFI	GROUNDLED FAULT INTERRUPT	LF	LINEAR FEET	UC	UNDERCUT		
GL	GLASS / GLAZING / GLAZE	LGL	LAMINATED GLASS	UL	UNDERWRITER'S LABORATORY		
GPM	GALLONS PER MINUTE	LH	LEFT HAND	UNFIN	UNFINISHED		
GR	GRADE	LLH	LONG LEG HORIZONTAL	UNO	UNLESS NOTED OTHERWISE		
GSB	GYPSUM SHEATHING	LLV	LONG LEG VERTICAL	UON	UNLESS OTHERWISE NOTED		
GWB	GYPSUM WALL BOARD	LPT	LOWPOINT	USDSL	UNDER SIDE OF EXISTING SLAB		
GYP	GYPSUM	LTR	LETTER				
		LVR	LOUVER	V	VOLTS		
HB	HOSE BIBB	LW	LONG WAY	VAT	VINYL ASBESTOS TILE		
HC	HOLLOW CORE			VB	VINYL BASE		
HCPD	HANDICAPPED	MACH	MACHINE	VCT	VINYL COMPOSITION TILE		
HDW	HARDWARE	MAINT	MAINTENANCE	VERT	VERTICAL		
HDWD	HARDWOOD	MAS	MASONRY	VEST	VESTIBULE		
HM	HOLLOW METAL	MATL	MATERIAL	VIF	VERIFY IN FIELD		
HORIZ	HORIZONTAL	MAX	MAXIMUM	VWC	VINYL WALL COVERING		
HP	HORSEPOWER, HEAVY PIPE	MC	MOMENT CONNECTION				
HPT	HIGH POINT	MD	METAL DECK	W	WEST, WIDTH, WIDE FLANGE		
HR	HOUR	MDF	MEDIUM DENSITY FIBER BOARD	W/	WITH		
		MDO	MEDIUM DENSITY OVERLAY				

CITY COUNCIL DIAS

PROJECT ADDRESS

DC Project No. 24-P-0448

Owner Project No. XXXX

OWNER / DEVELOPER

CITY OF HYATTSVILLE

4310 Gallatin Street

Hyattsville, MD 20781

PROJECT SUBMISSION

Issued for Construction

Design Collective

REVISION	ISSUED FOR	DATE
CONSTRUCTION DOCS	3/17/2025	
IFC	4/24/2025	

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CONSULTANT

KEY PLAN

SEAL

AFFIRMATION

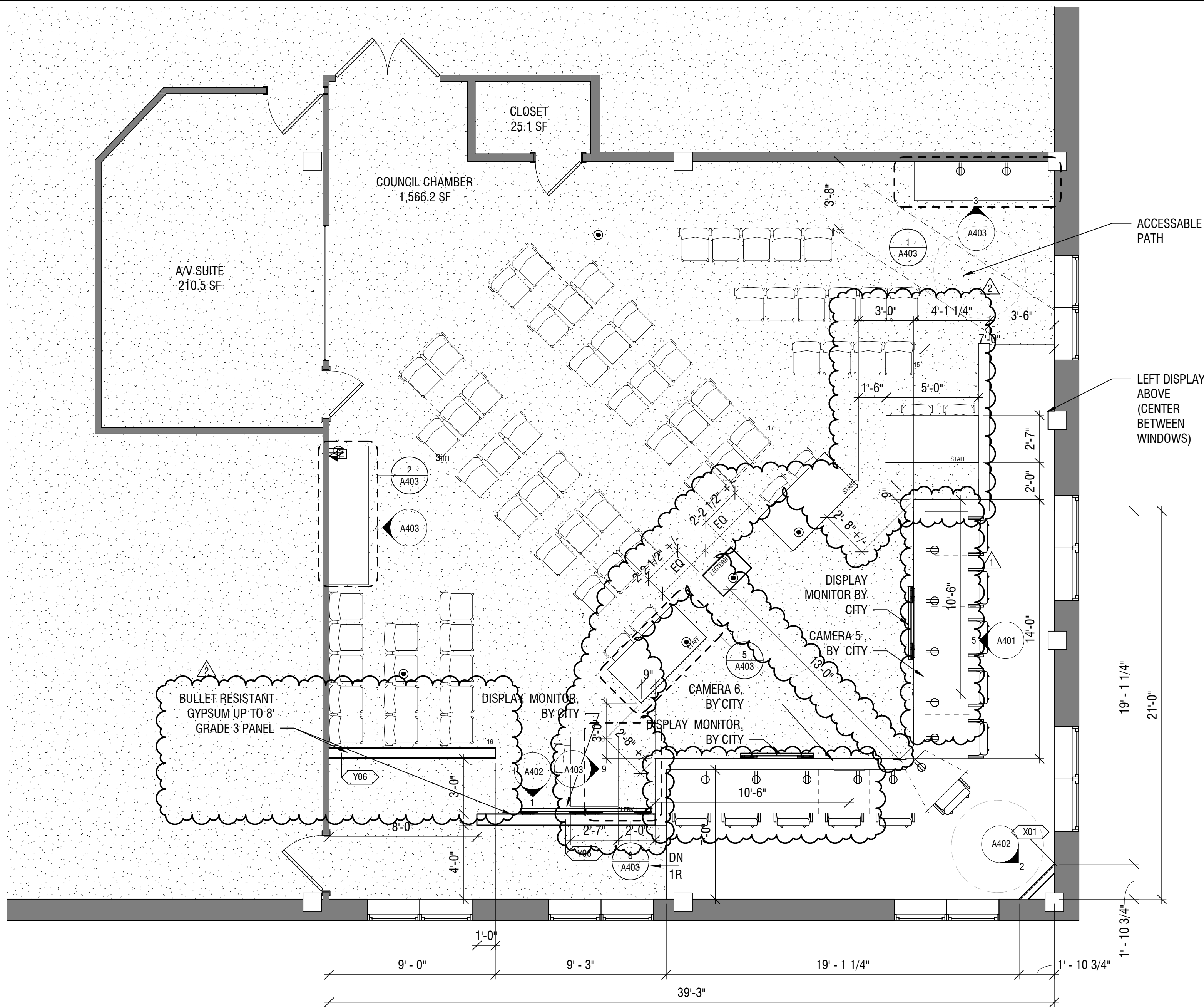
SYMBOLS, AND ABBREVIATIONS

SCALE

As indicated

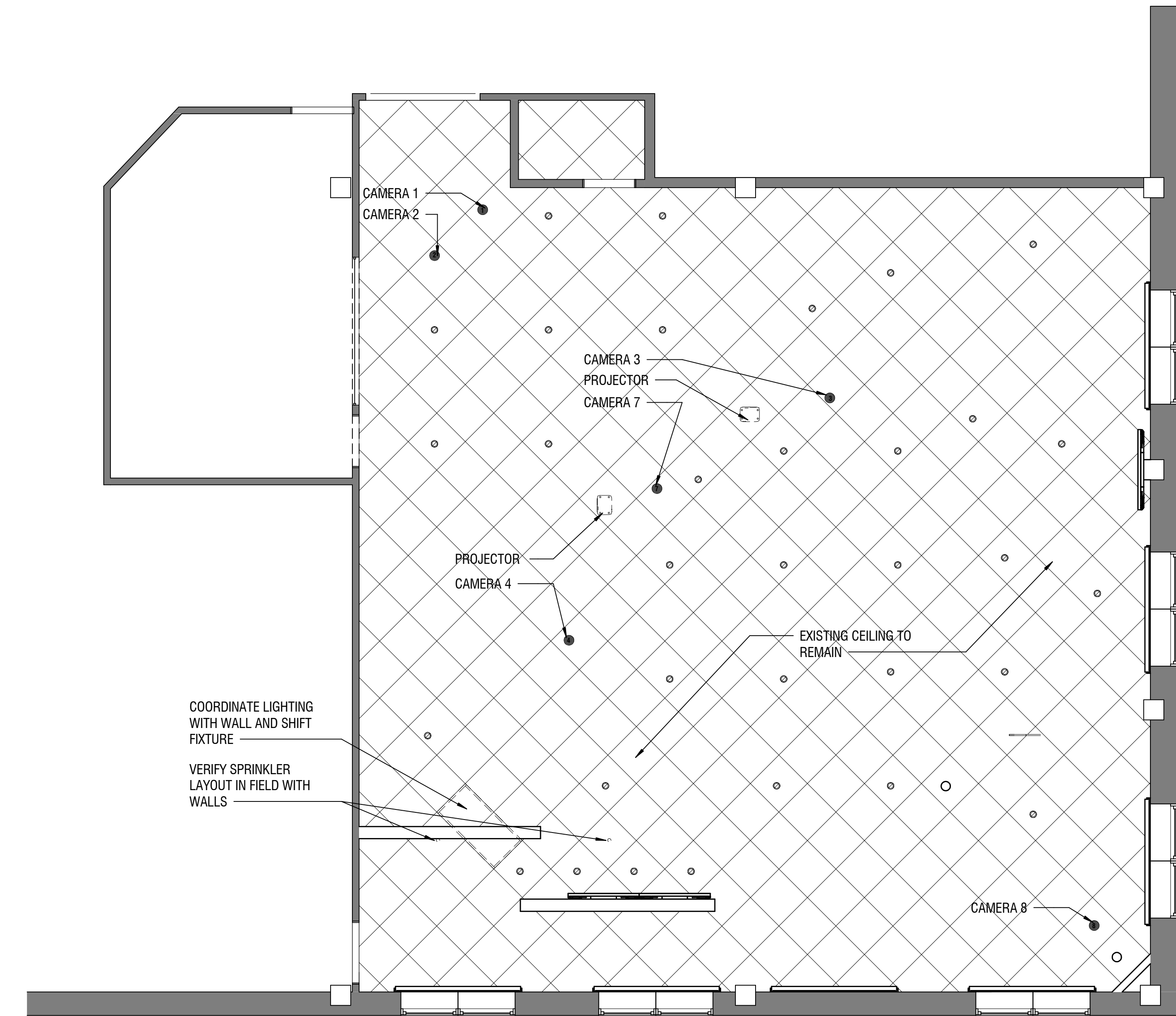
SHEET NUMBER

A000



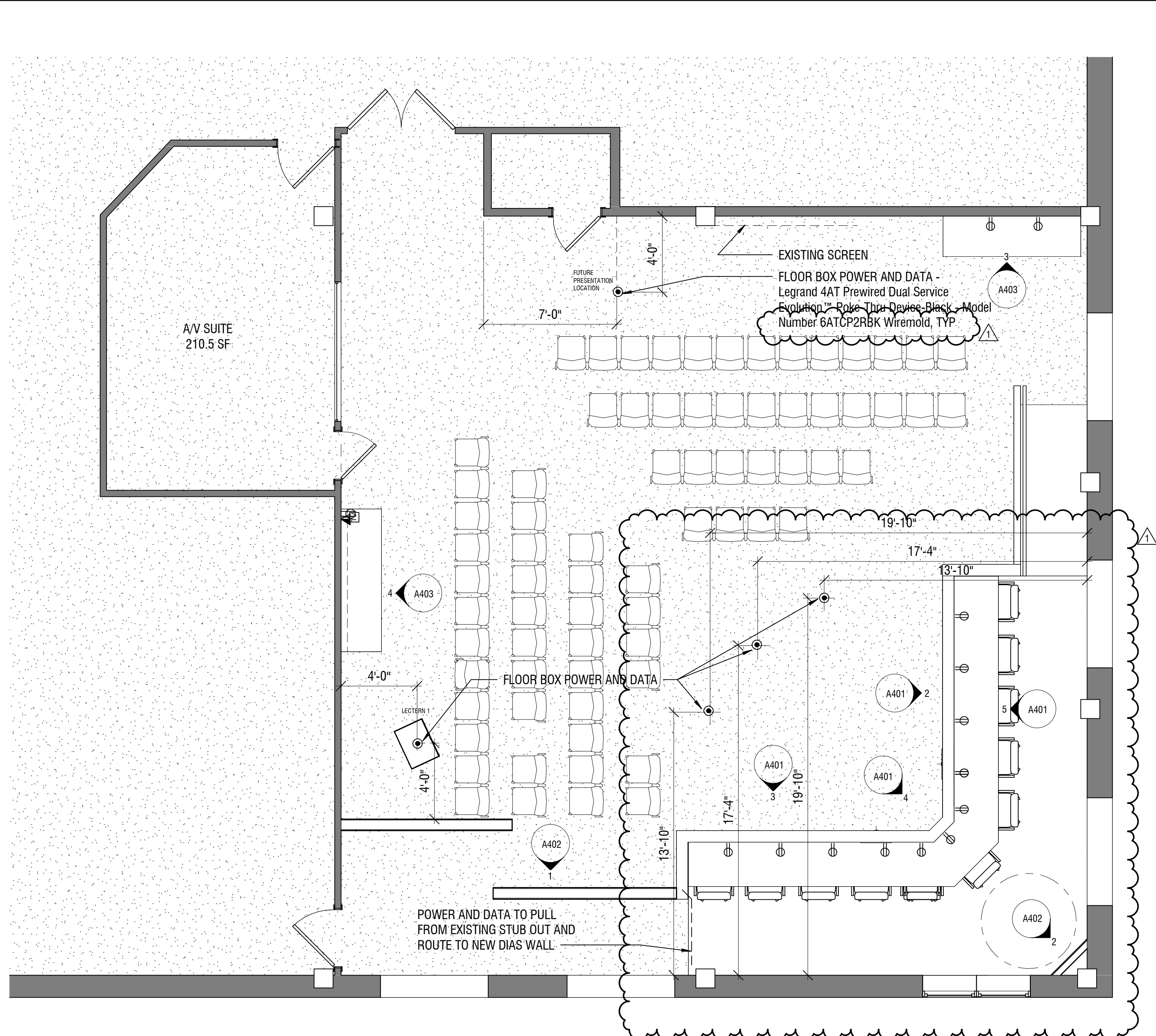
FLOORPLAN - COUNCIL CHAMBER (COUNCING HEARING LAYOUT)

1
A101
1/4" = 1'-0"



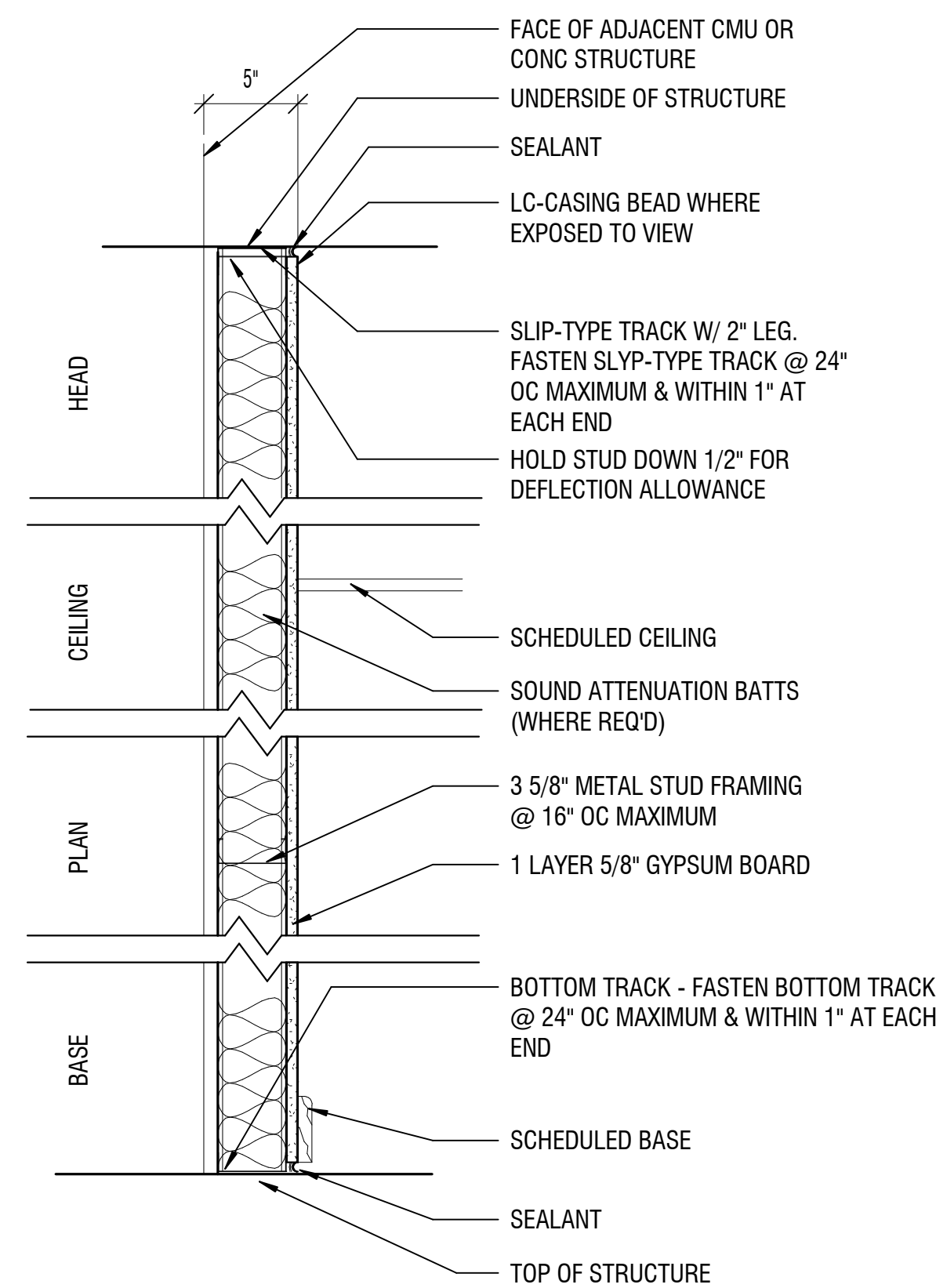
REFLECTED CEILING PLAN - COUNCIL CHAMBER

2
A101
1/4" = 1'-0"



FLOORPLAN - COUNCIL CHAMBER (SPEAKER LAYOUT)

5
A101
1/4" = 1'-0"

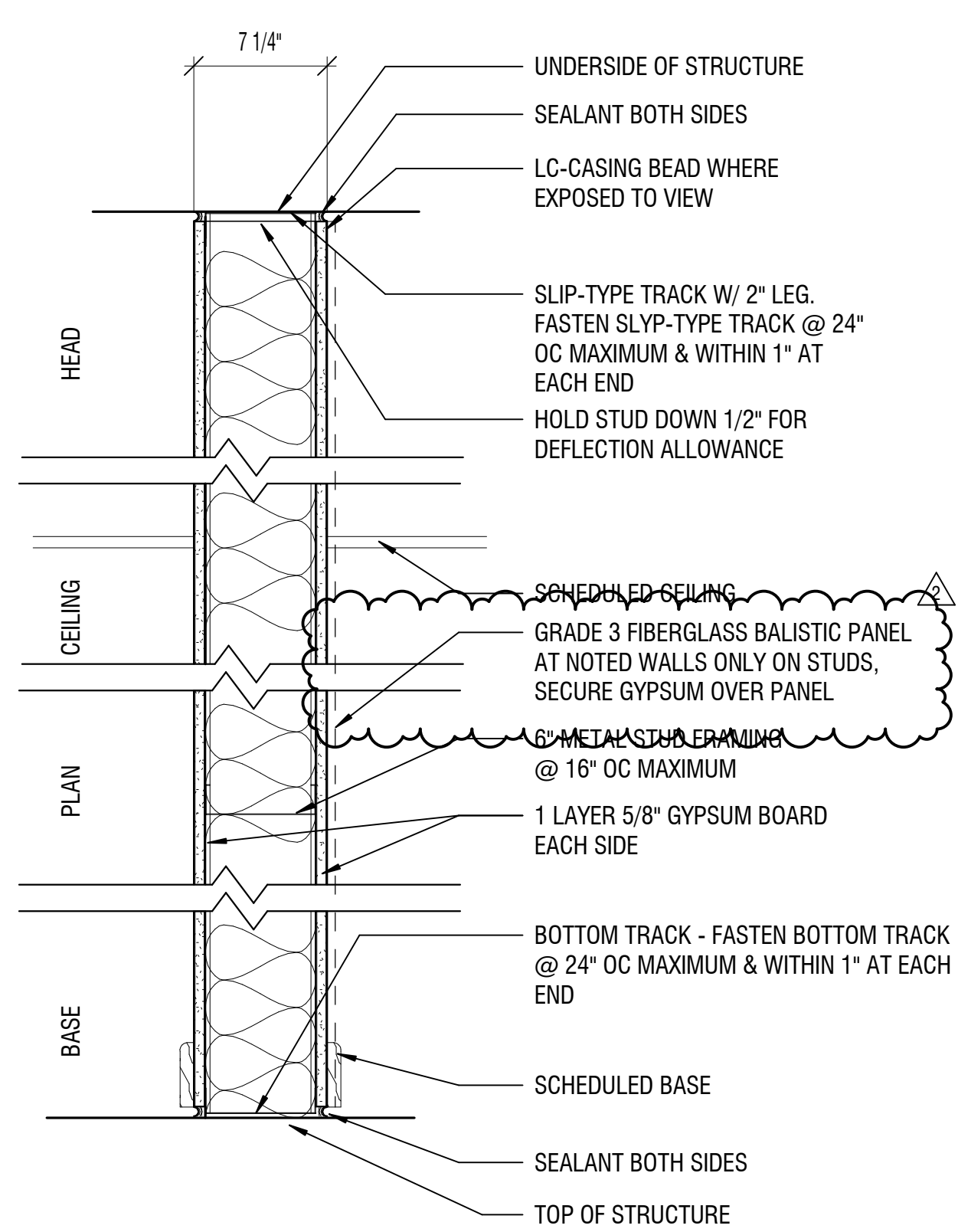


3 5/8" METAL STUD / FINISH ONE SIDE

NON LOAD BEARING
NO FIRE RESISTANCE RATING

PARTITION TYPE X01

3
A101
1 1/2" = 1'-0"



6" METAL STUD / FINISH BOTH SIDES

NON LOAD BEARING
NO FIRE RESISTANCE RATING
ACOUSTIC RATING-STC 48

PARTITION TYPE Y06

4
A101
1 1/2" = 1'-0"

PROJECT NAME
CITY COUNCIL DIAS

PROJECT ADDRESS

DC Project No. 24-P-0448
Owner Project No. XXXX

OWNER / DEVELOPER

CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, MD 20781

PROJECT SUBMISSION

Issued for Construction

Design
Collective

REVISION	ISSUED FOR CONSTRUCTION DOCS	DATE
1	AV REV 1	4/24/2025
2	LAYOUT DIM	5/13/2025
		6/5/2025

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CONSULTANT

KEY PLAN

SEAL

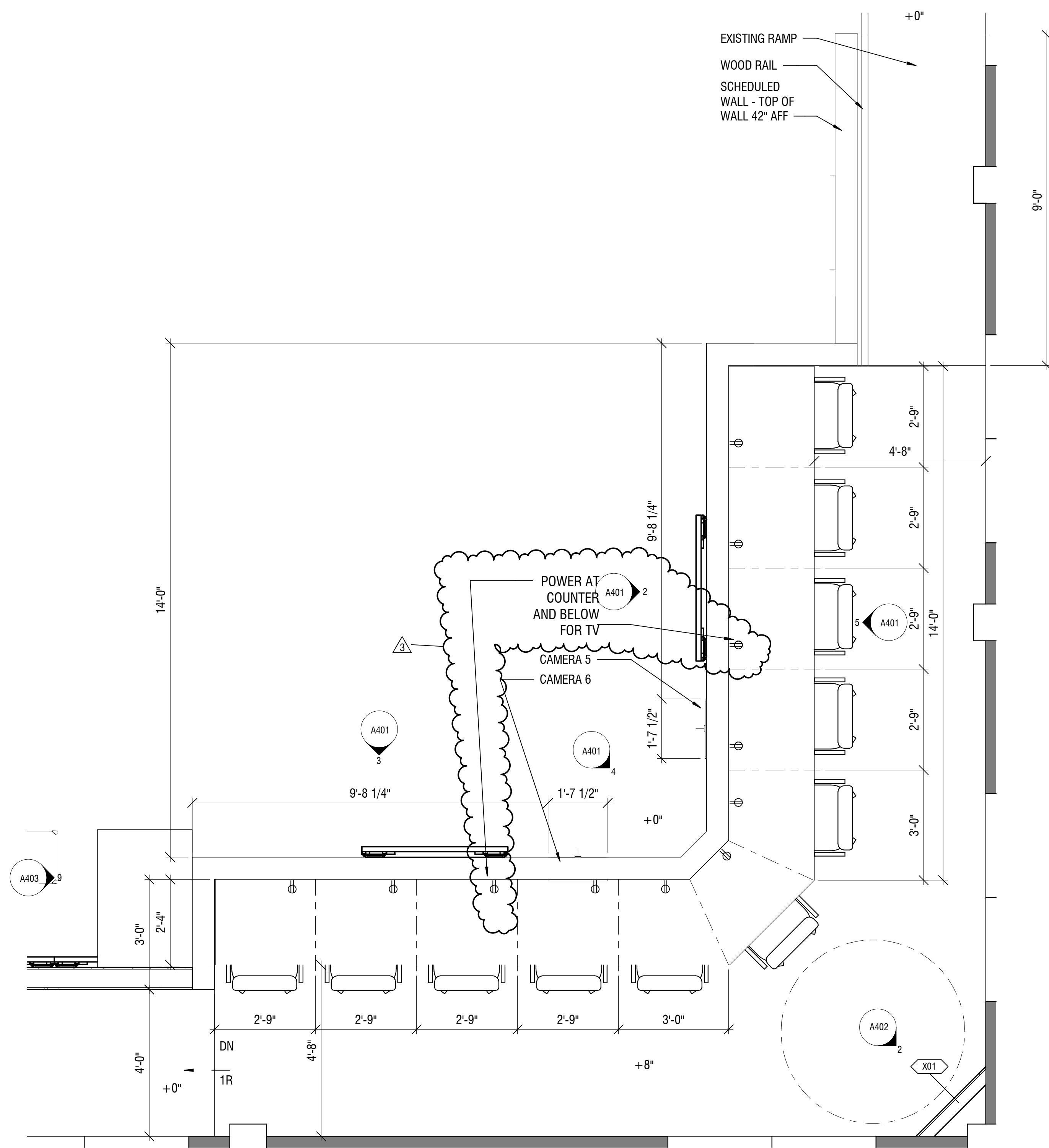
AFFIRMATION

SHEET TITLE
FLOOR PLANS

SCALE
As indicated
SHEET NUMBER

A101

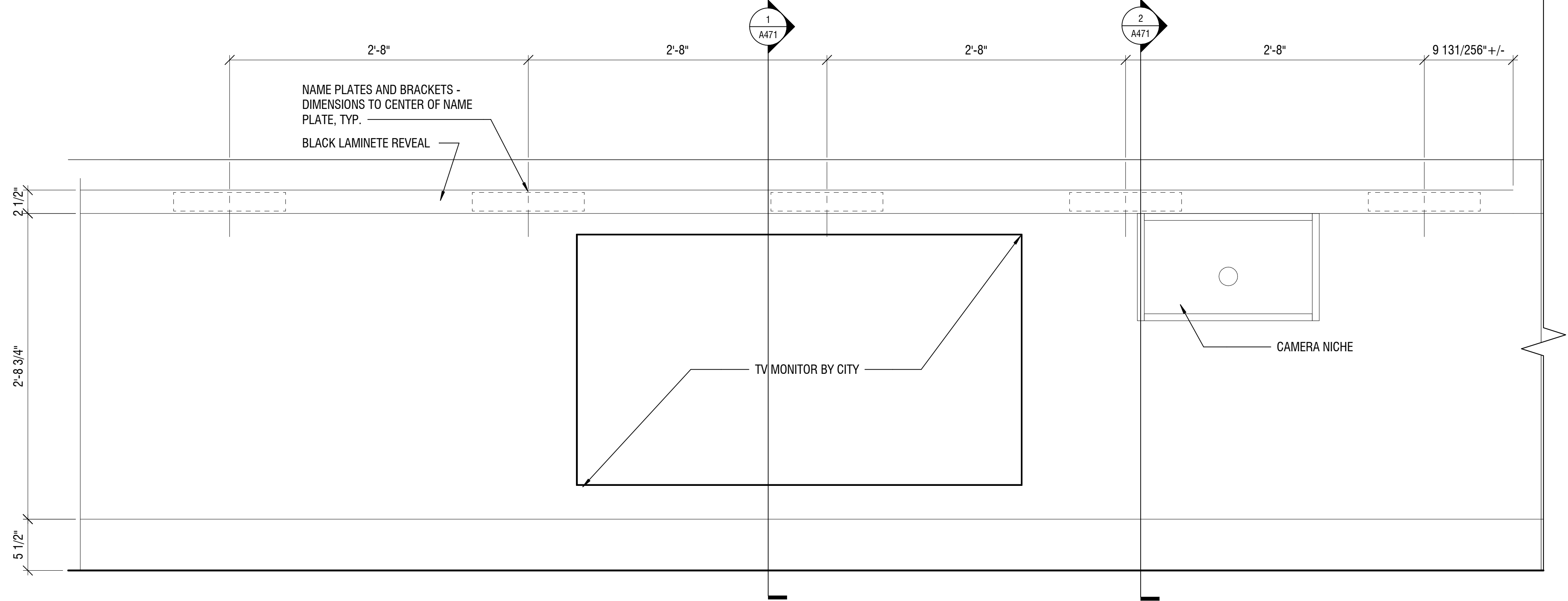
REVISION#	ISSUED FOR	DATE
	CONSTRUCTION DOCS	3/17/2025
	IFC	4/24/2025
1	AV REV 1	5/13/2025
2	LAYOUT DIM	6/5/2025
3	POWER REV	7/1/2025



1
A401

ENLARGED PLAN - DIAS

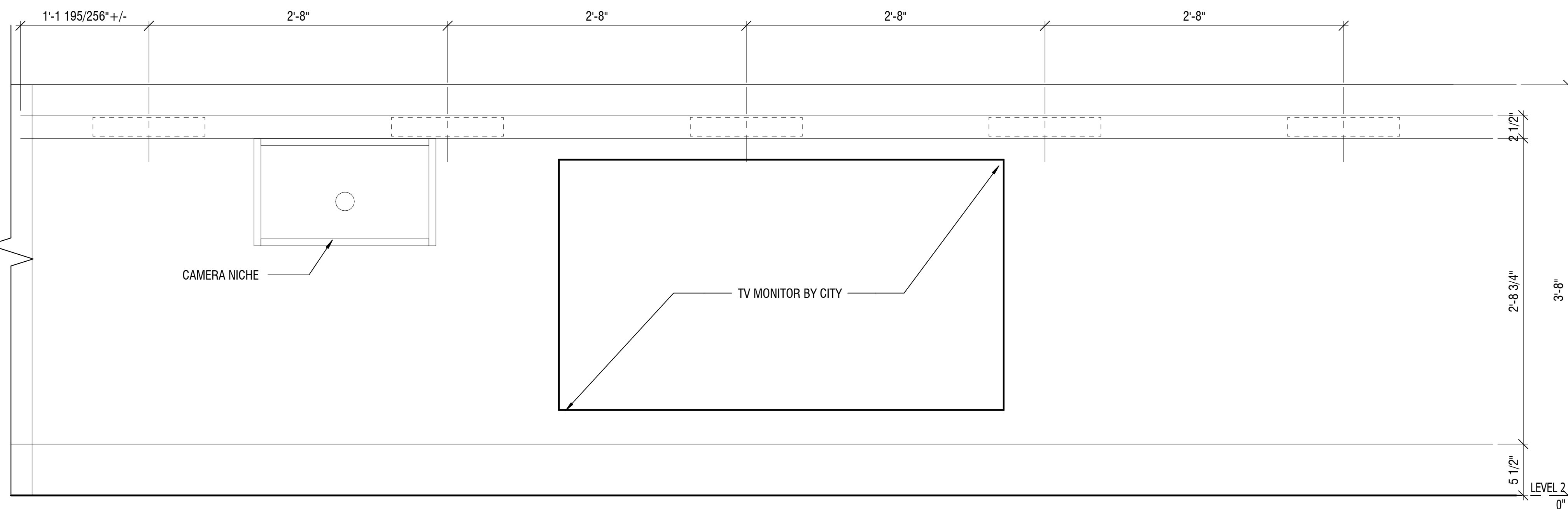
$1/2" = 1'-0"$



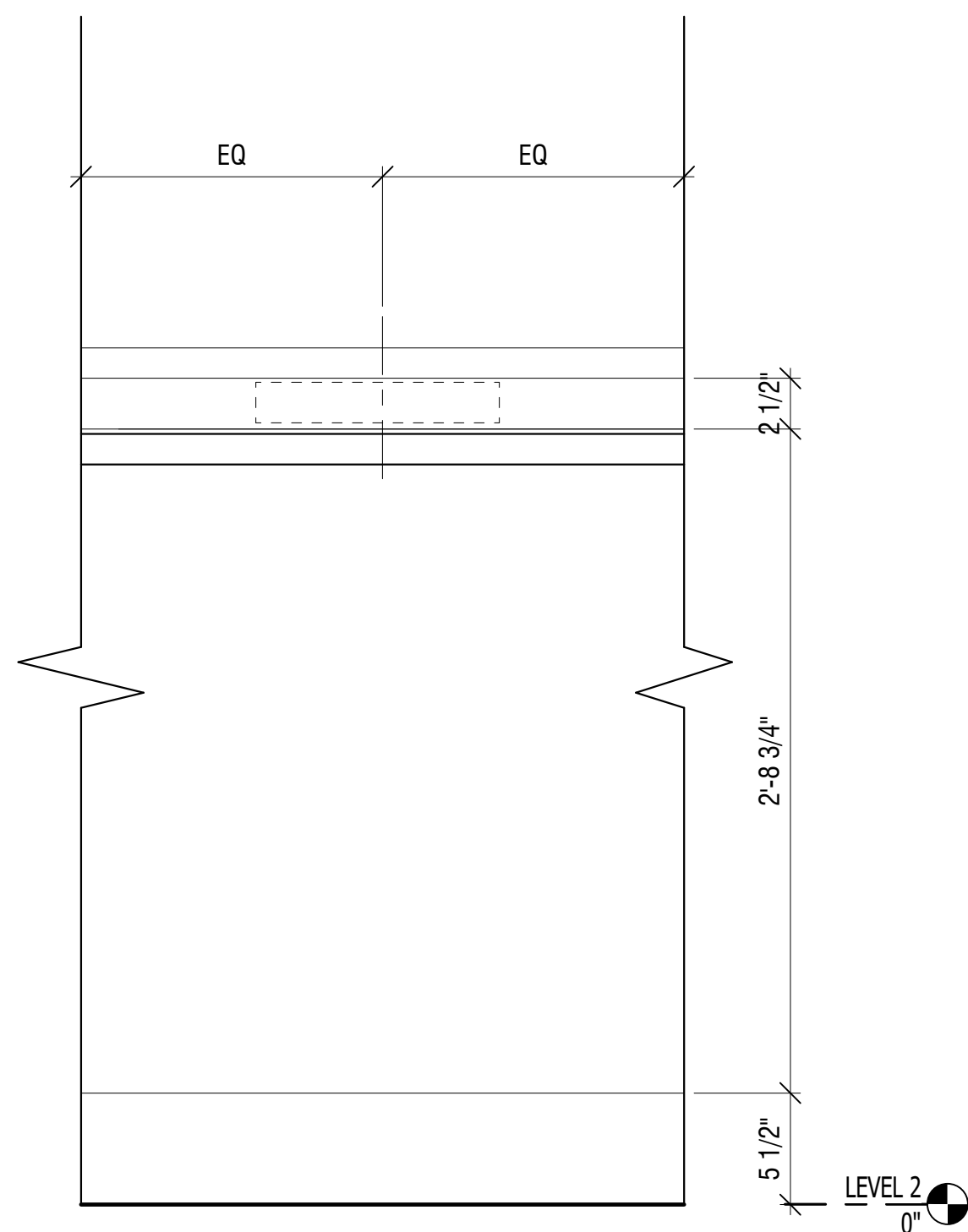
2
A401

INTERIOR ELEVATION - DIAS

1 1/2" = 1'-0"



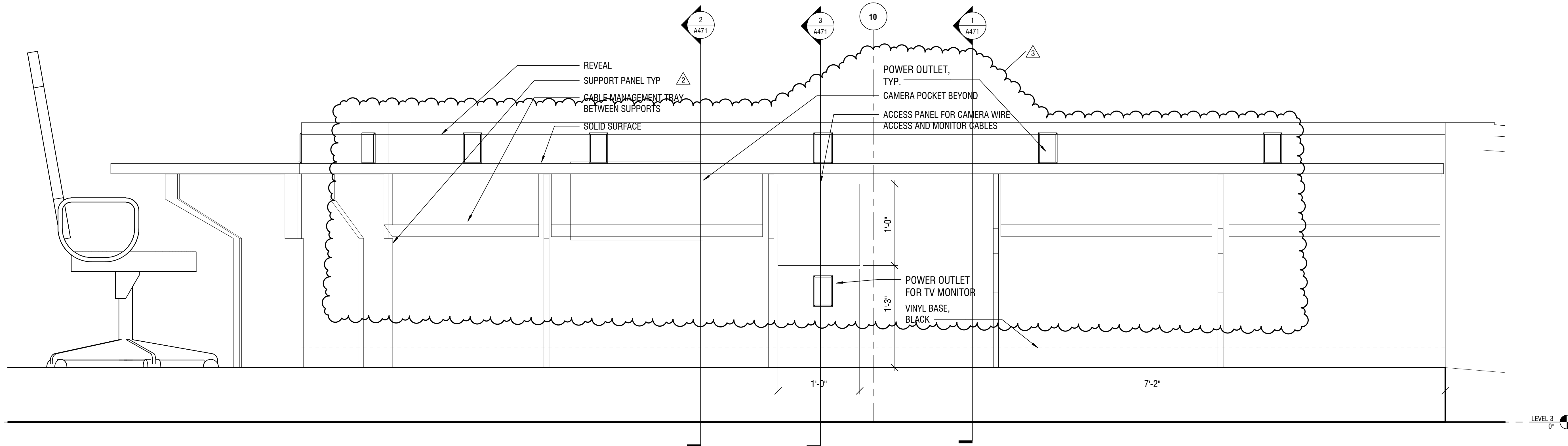
3 INTERIOR ELEVATION - DIAS
A401 1 1/2" = 1'-0"



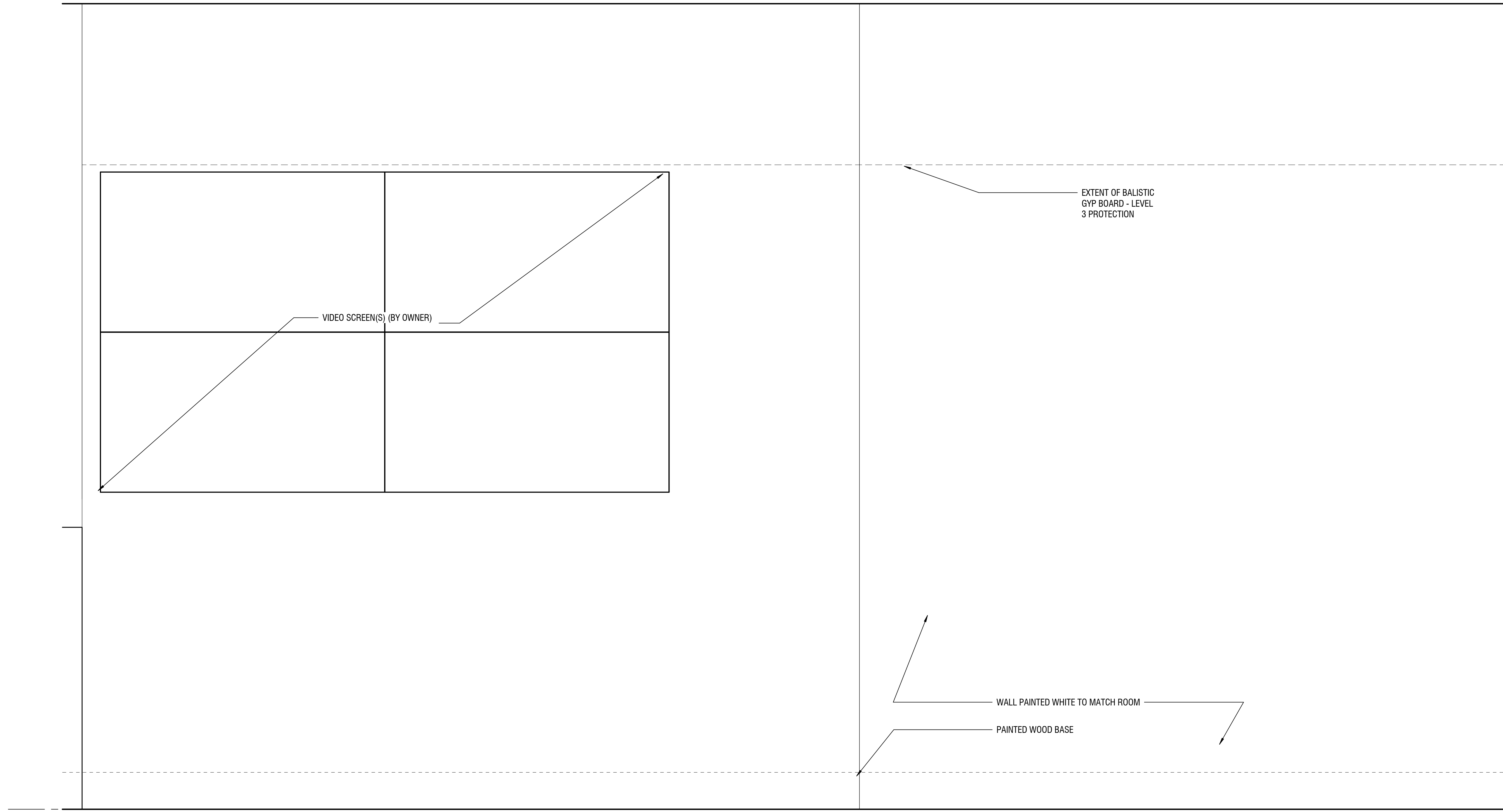
4
A401

INTERIOR ELEVATION - DIAS

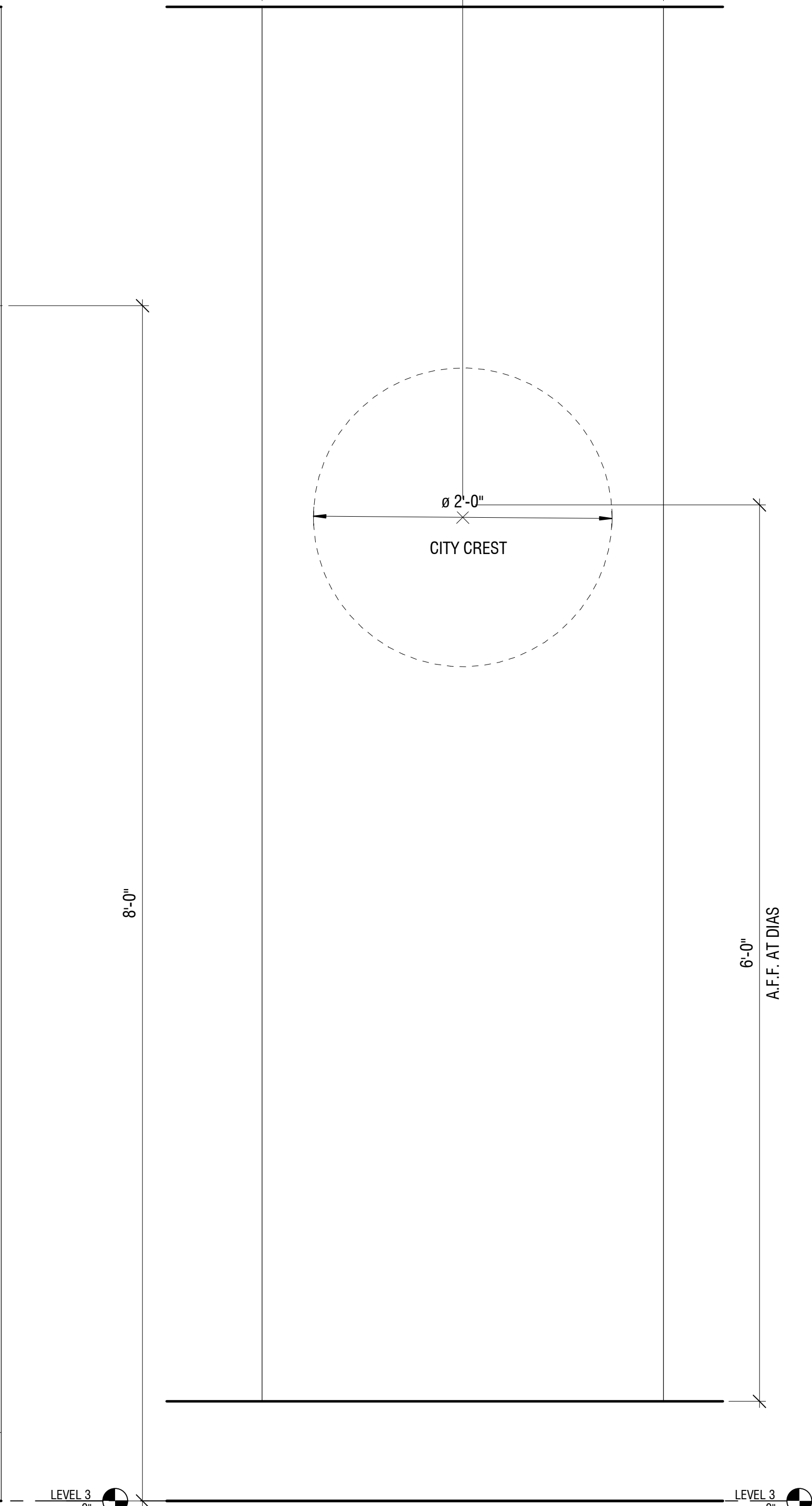
1 1/2" = 1'-0"



5 DIAS REAR ELEVATION
A401 1 1/2" = 1'-0"



1
A402 1 1/2" = 1'-0"



2 INTERIOR ELEVATION
A402 1 1/2" = 1'-0"

PROJECT NAME
CITY COUNCIL DIAS

PROJECT ADDRESS
4310 Gallatin Street, Hyattsville, MD 20781

DC Project No.	24-P-0448
----------------	-----------

Owner Project No. XXXX

CITY OF HYATTSVILLE

PROJECT SUBMISSION

Issued for Construction

[illegible]

Design
Collective

601 East Pratt Street, Suite 300
Baltimore, Maryland 21202
P 410 685 16655 | www.designcollective.com

ARCHITECTURE PLANNING INTERIORS
LANDSCAPE ARCHITECTURE GRAPHICS

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CONSULTANT

KEY PLAN

SEA

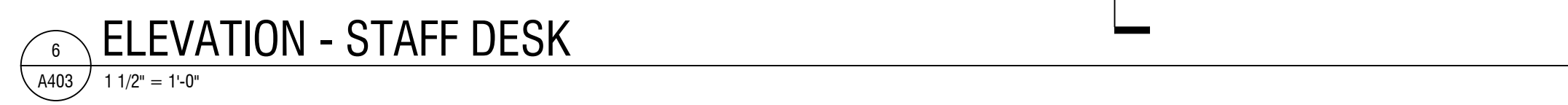
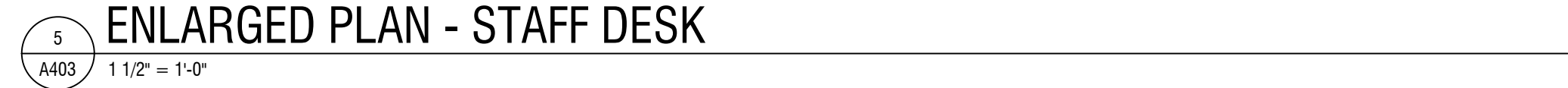
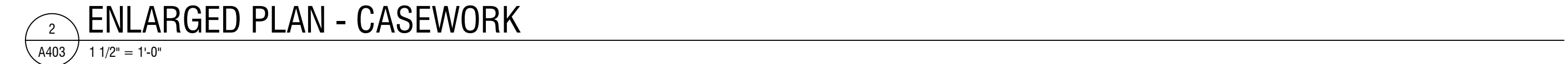
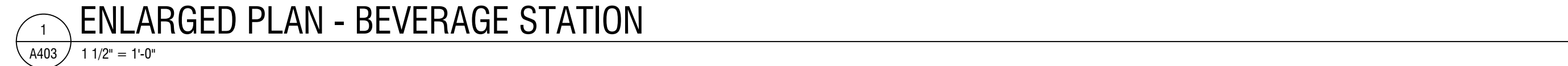
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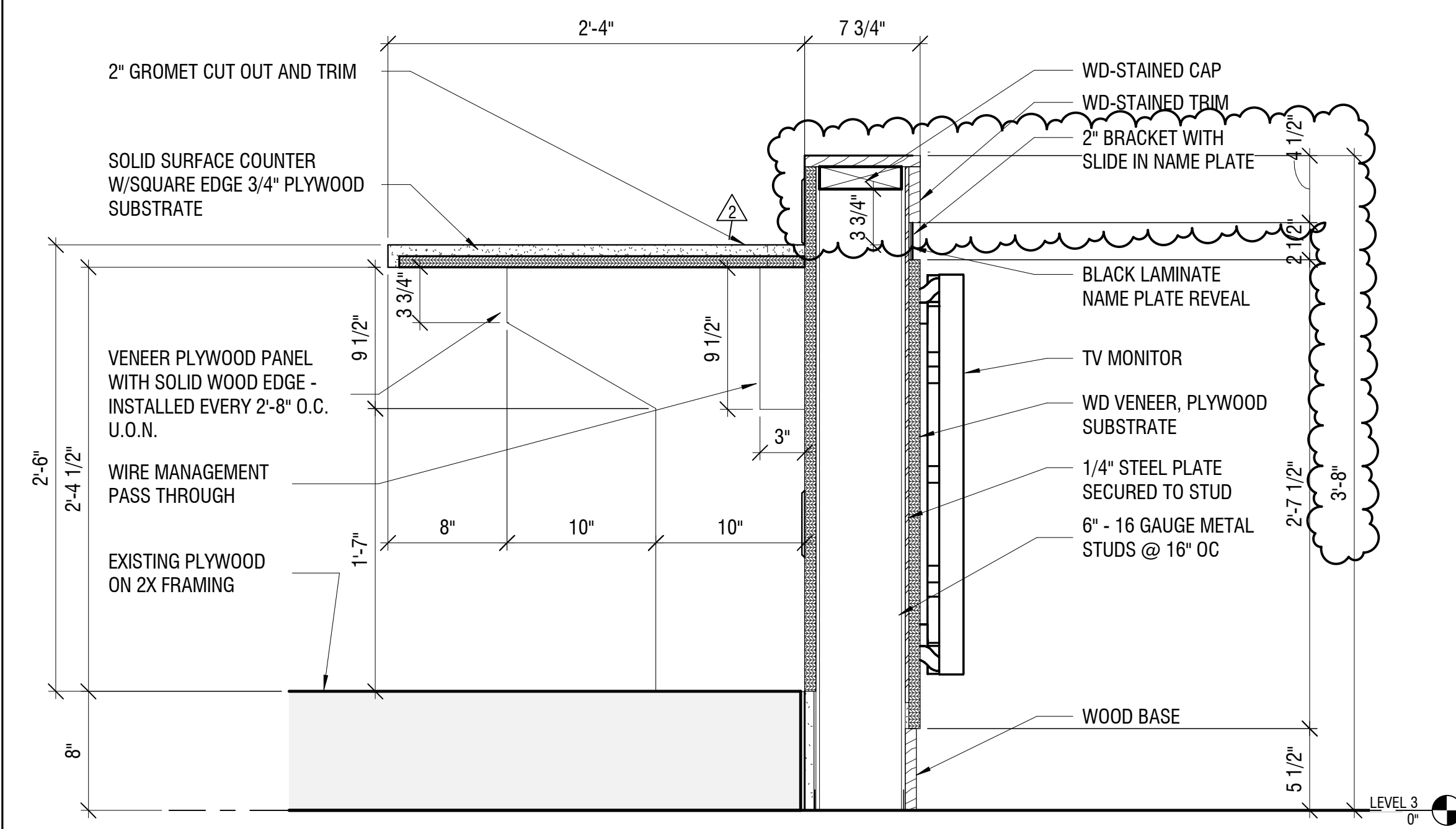
SHEET TITLE
ENLARGED
ELEVATIONS

SCALE
1 1/2" = 1'-0"

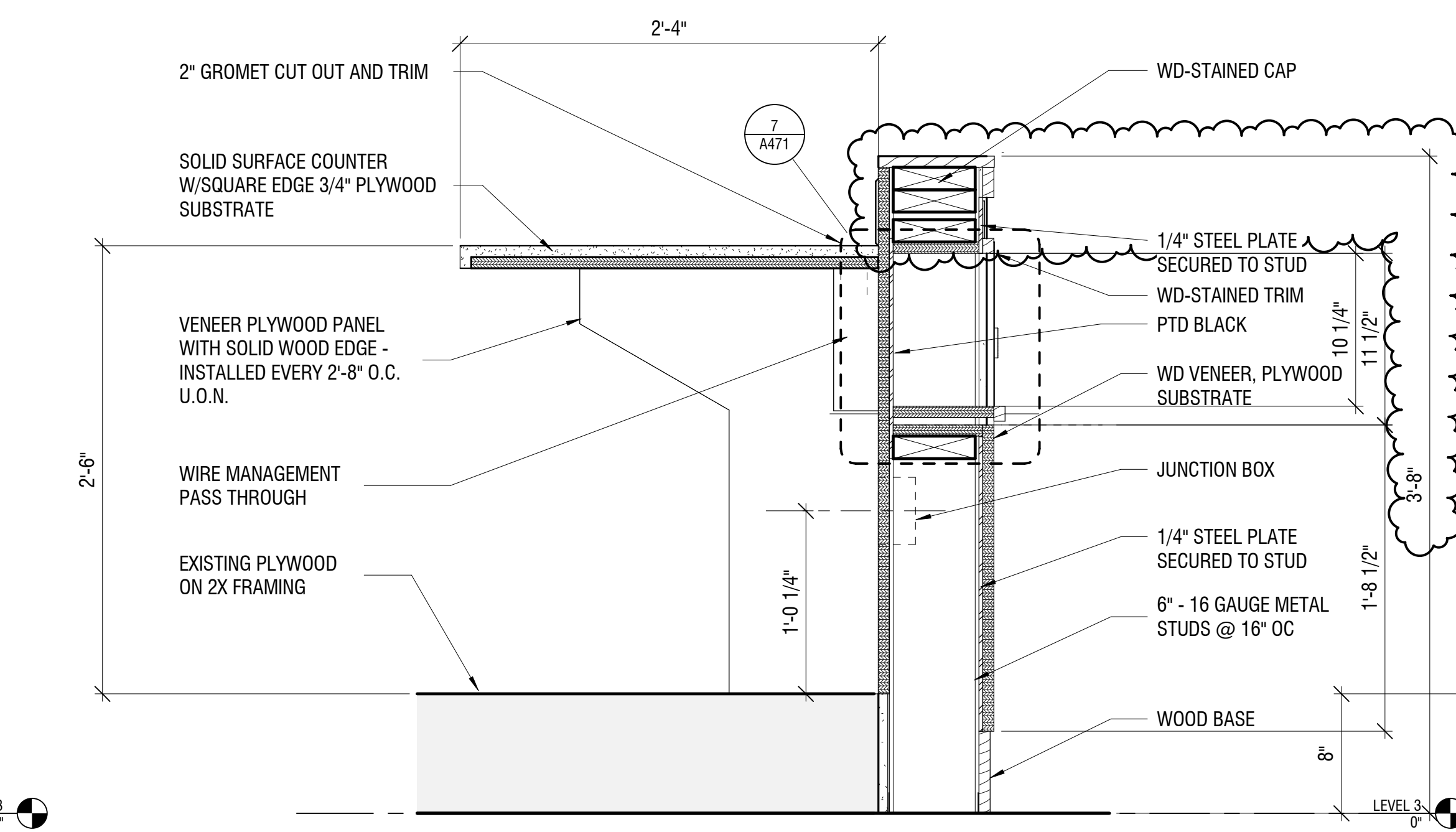
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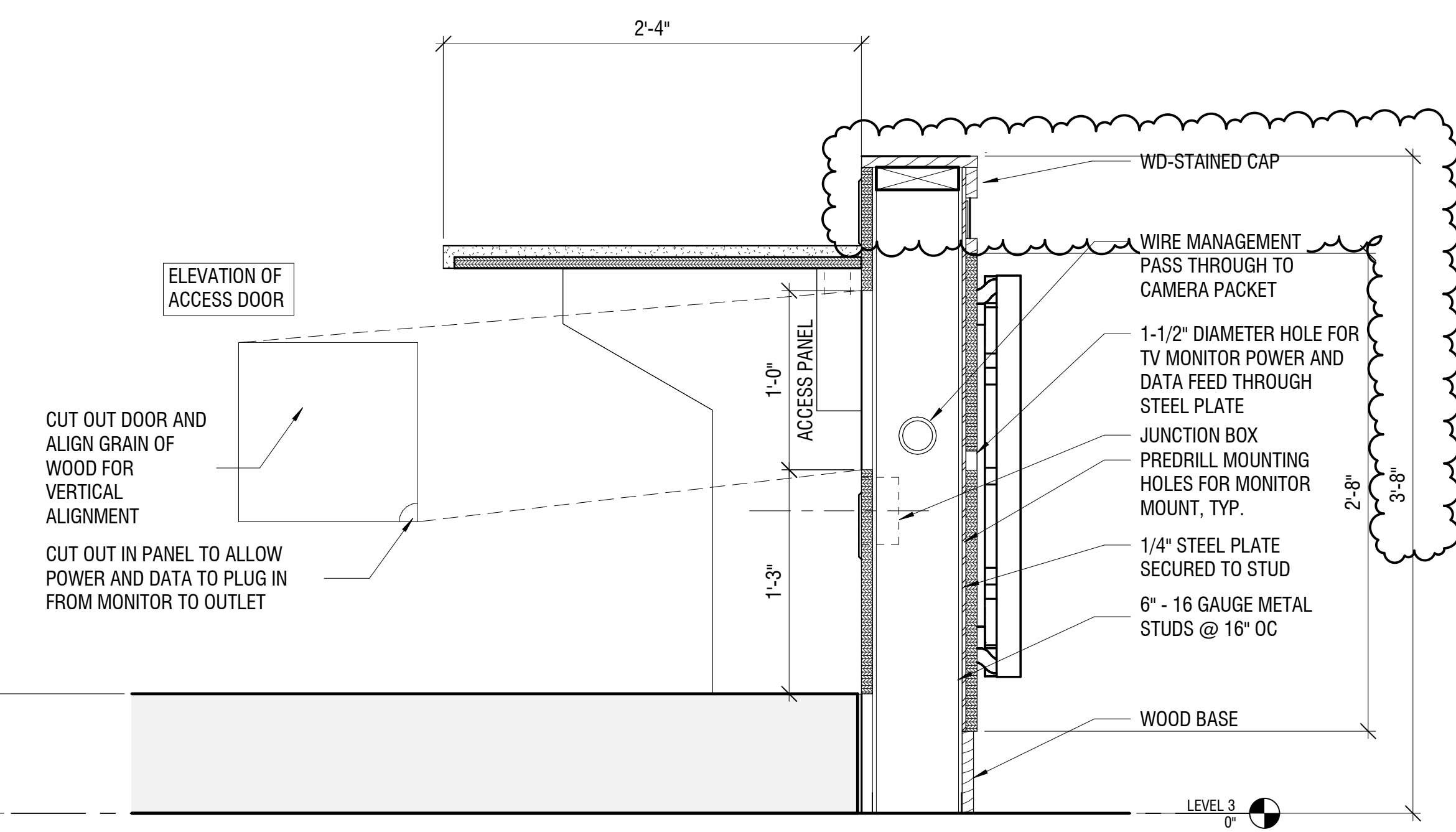




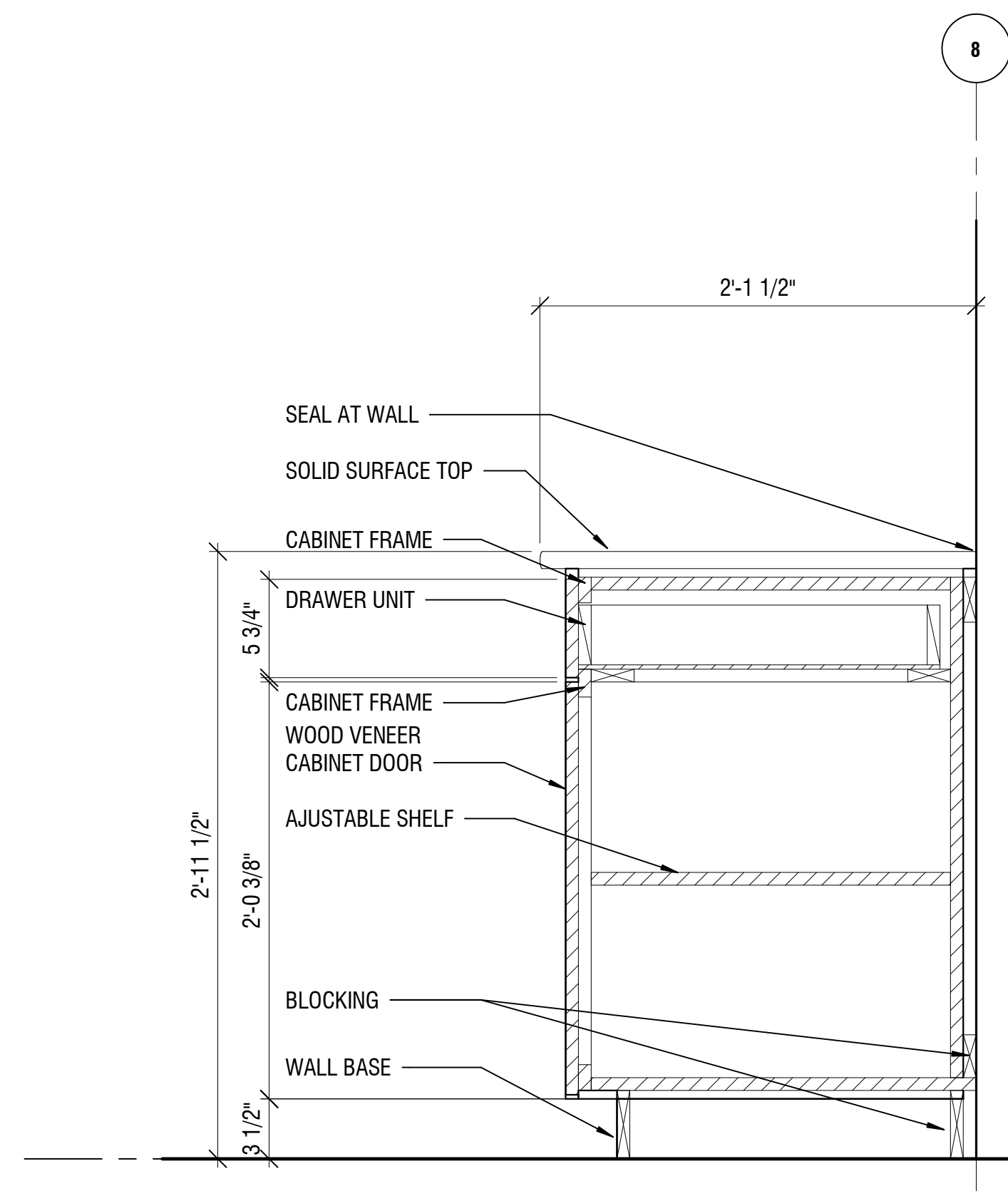
SECTION AT DIAS



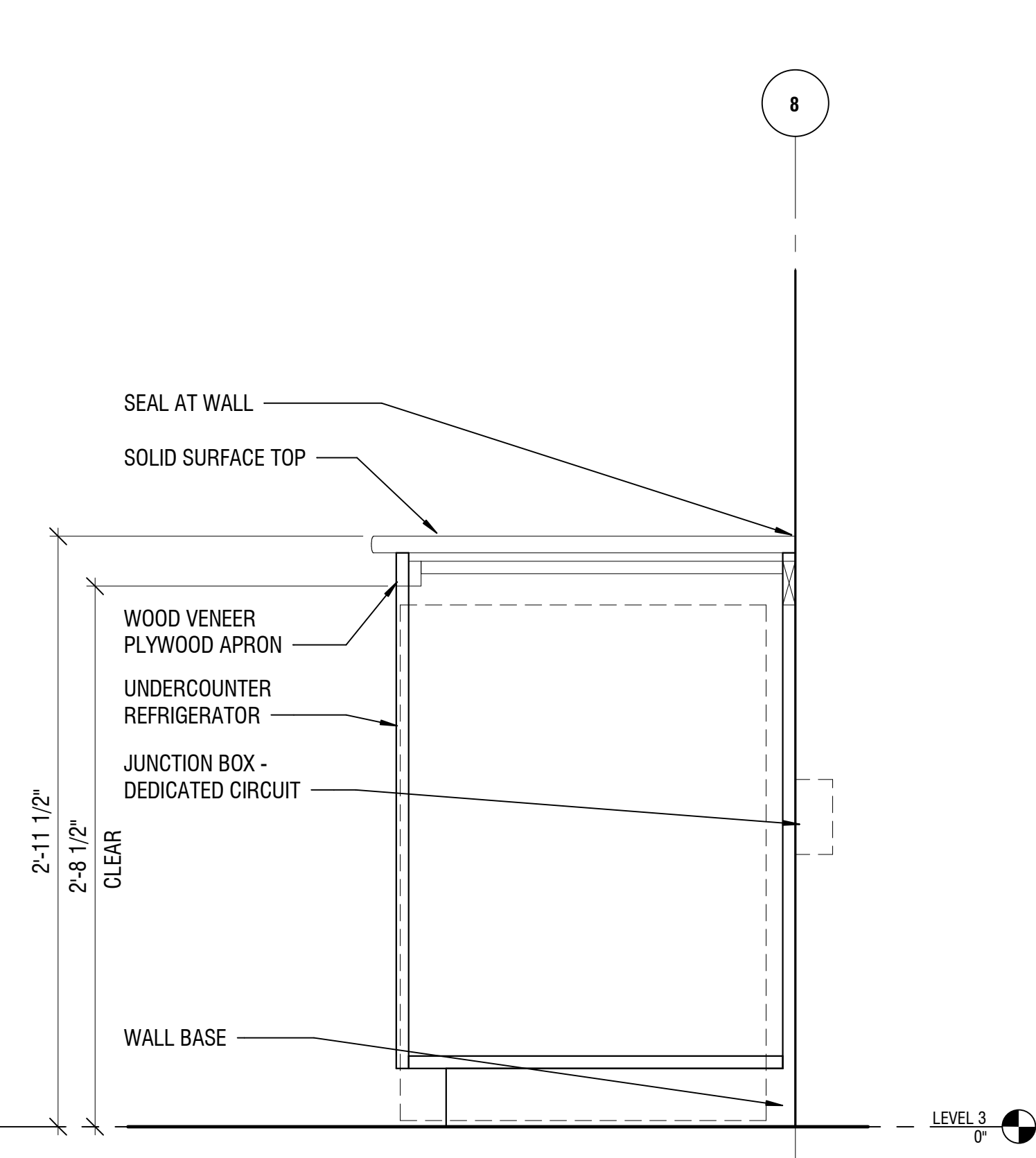
2 SECTION AT DIAS CAMERA POCKET
A471 1 1/2" = 1'-0"



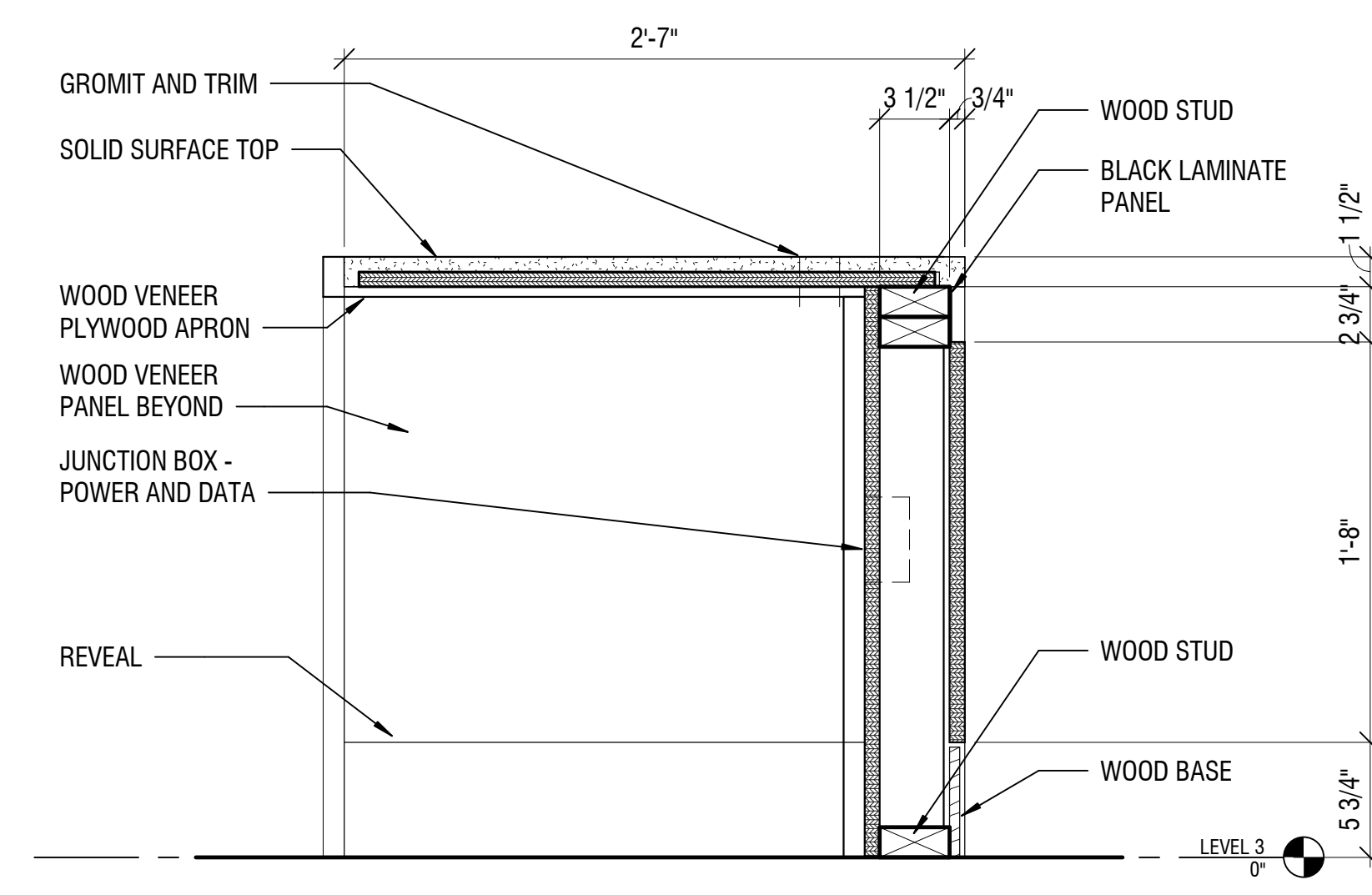
SECTION AT ACCESS PANEL



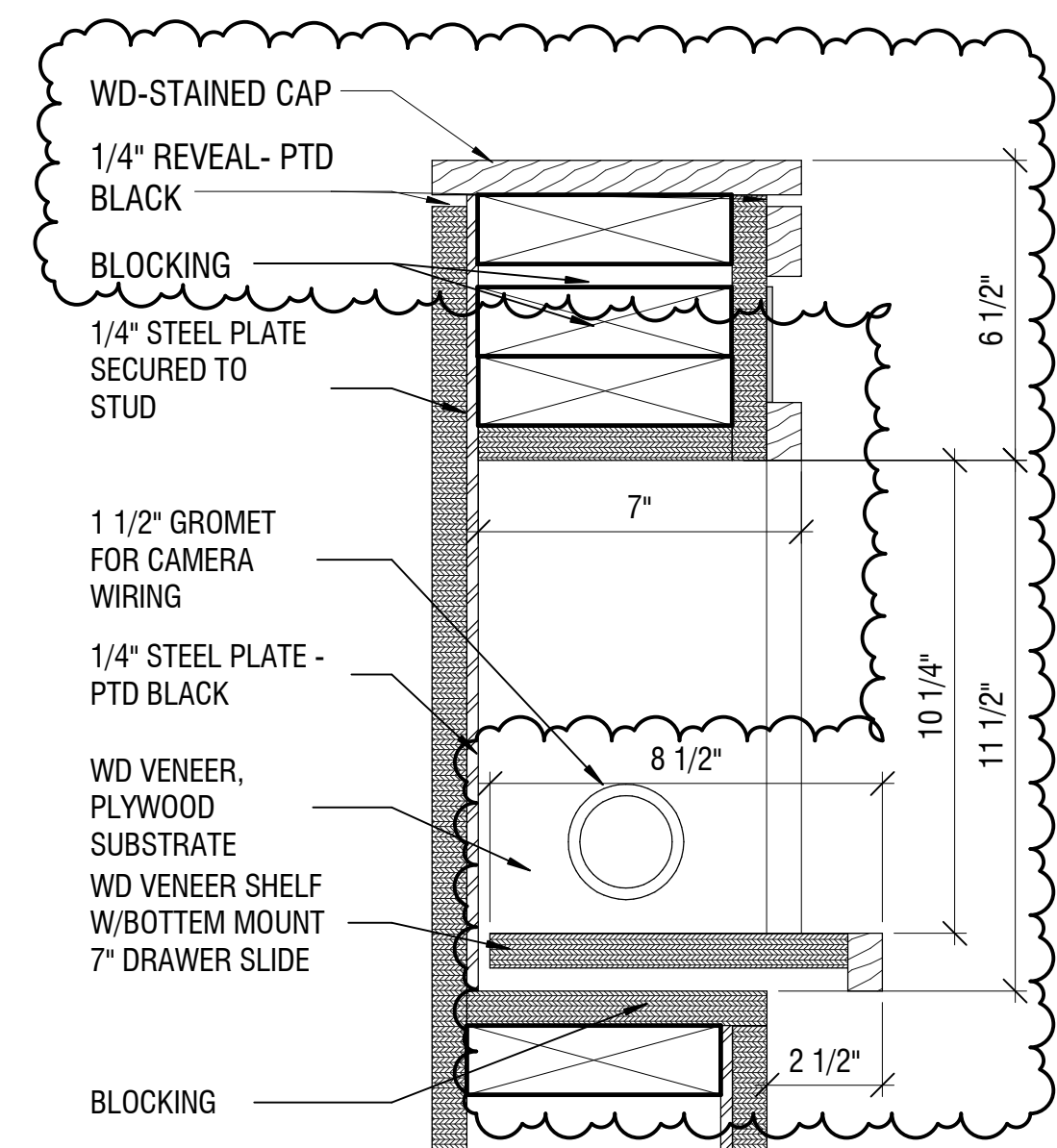
SECTION THRU BASE CABINET



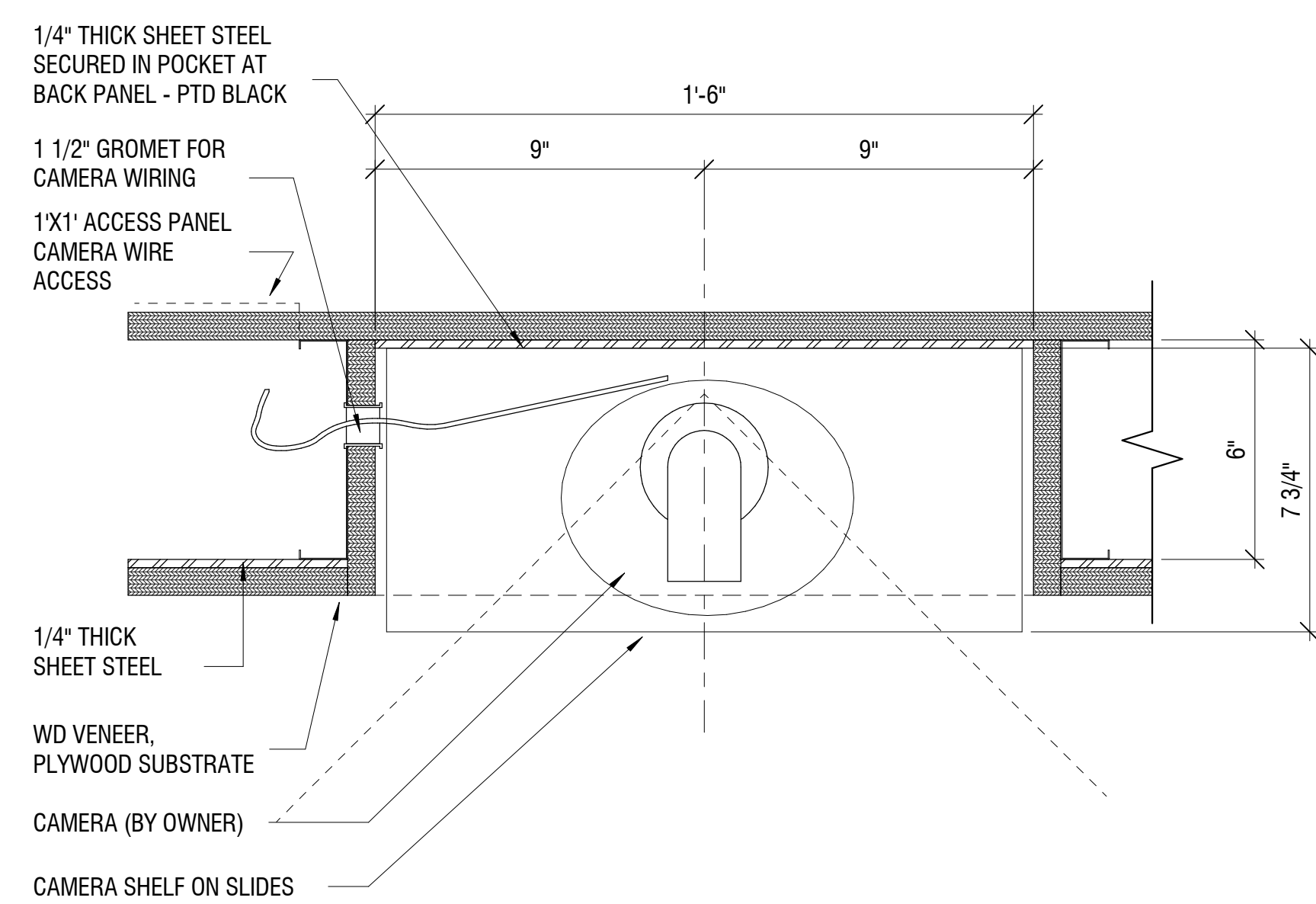
5 SECTION THRU APPLIANCE POCKET
A471 1 1/2" = 1'-0"



6 STAFF DESK SECTION
A471 1 1/2" = 1'-0"



7 SECTION DETAIL - CAMERA POCKET
A471 3" = 1'-0"



8 PLAN DETAIL - CAMERA POCKET
A471 3" = 1'-0"

City Council
December 1, 2025

Submitted by: Nate Groenendyk
Submitting Department: City Clerk
Agenda Section: Discussion Items

Item Title:

Discussion: Charter Amendment Resolution - Filling Council Vacancies

Suggested Action:

For Discussion.

Legal Review Required?

Completed

Summary Background:

From 2021 to 2023, the City of Hyattsville conducted two regularly scheduled elections and three special elections for a total of five elections in a two-year span. The number of elections in this short period of time was costly to the City in terms of funds and staff time needed to conduct the elections. Additionally, the Board of Supervisors of Elections (BOSE) and Ethics Commission were significantly burdened by the string of elections. Upon the completion of the 2023 Hyattsville election, the BOSE began research and discussions about potential changes to how the City fills vacancies with the goal of reducing the frequency of special elections. The BOSE and Clerk's Office gathered information from other municipalities, consulted with the City Attorney, analyzed City election data, and met with individual Councilmembers to review the various options and assess the pros and cons of each.

As a result of this research and analysis, the BOSE recommends the following Charter changes.

- Councilmembers must resign their seat on Council if they choose to run for Mayor.
- Extend the time period to 365 days for which a vacancy can be filled by the next regularly scheduled election.

These proposed changes were presented to the City Council on January 21, 2025. Subsequently, the City Attorney drafted the attached Charter Amendment Resolution to be discussed by the City Council.

Next Steps:

Upon feedback from Council, schedule a public hearing for the proposed Charter Amendment.

Fiscal Impact:

N/A

City Administrator Comments:

For Council discussion.

Community Engagement:

Residents are encouraged to attend and provide feedback at the public hearing.

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

CITY OF HYATTSVILLE

Charter Amendment-Filling Vacancies
December 01, 2025



Context

- Since the 2023 Biennial Election, the Board of Supervisors of Elections has discussed potential changes to the Hyattsville Charter & Code that would reduce the likelihood of special elections while preserving representation and residents' voices.
- Members of the Council, City Staff, and the City Attorney have been engaged and consulted throughout this process, allowing the Board to formulate clear proposals for this body.
- Following a presentation of the Board's proposals to Council on January 21, 2025, the City Attorney drafted the Charter Amendment Resolution to be discussed by the City Council.



History of Special Elections in Hyattsville

Between 2021 – 2023, the City held five (5) elections

- Three (3) of which were special elections
- Two (2) of these were triggered by an off-cycle Councilmember running for and winning the mayoral seat

From 2001– present, the City held eight (8) mayoral elections

- Five (5) of these resulted in special elections due to election created vacancies



Impact of Special Elections

Cost

- Special elections significantly impact the City's budget.
- Fiscal Year 2022: \$114,145, which includes:
 - 1 special election to back-fill Ward 1 vacancy due to CM winning mayor (*Sept 2021*)
 - 1 special election to fill mayoral vacancy (*June 2022*)
- Fiscal Year 2023: \$27,759:
 - 1 special election to back-fill Ward 2 vacancy due to CM winning mayor (*Oct 2022*)

Capacity

- Every election calendar is long and intensive.
- Opportunity costs incurred when City Staff devote months to a special election.
- Board of Supervisors of Elections and Ethics Commission expend additional effort.



Cause of Special Elections

Vacancies

- Off-cycle Councilmembers are not required to resign their seat to run for higher office
- More than half of mayoral elections in the last 20+ years have created vacancies

Timeframes

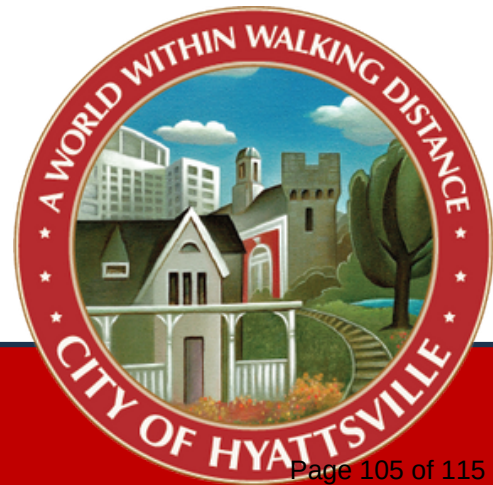
- If vacancies occur more than 150 days before a scheduled election, a special election is triggered to fill vacant seat(s), according to the current Charter.
- The special election must be held within 140 days of the vacancy.



Pathways for Filling Vacancies

The Board has discussed and researched many avenues for filling vacancies:

1. Appointments
2. Expanded vacancy timeframes
3. Resignation of posts
4. A combination of options



Mayoral Election-Created Vacancies

RECOMMENDATION: Off-cycle Councilmembers must resign their seat to run for Mayor, and will serve in their seat as a Councilmember through the swearing-in of the new Council.

Impact on Elections:

- Resignations ensure that the vacated Council seat can be filled in the same election
- Two separate candidate registration periods will be required
- If no residents register to run for such a vacancy, the current City Code states that someone will be appointed by the Council

Impact on Council Equity:

- Resignations of off-cycle Council seats would, in theory, create equity in running for higher office in staggered elections
- On-cycle Councilmembers may not run for their incumbent seat AND Mayor, effectively requiring “resignation” of a chance to keep the seat on Council
- Off-cycle Councilmembers may run for Mayor, without any implications on their current seat on Council



Sporadic Vacancies (Mayor)

RECOMMENDATION: Increase the allowable timeframe for vacancies to remain vacant before the next scheduled election.

CURRENT: No election required if vacancy occurs within 150 days of a regularly scheduled election

PROPOSED: 365 days

MAYORAL ELECTIONS: In the case of a Mayoral vacancy, if a vacancy occurs within 365 days of the next scheduled election, the Council President will serve as interim Mayor until the next scheduled election.

- The Mayoral vacancy would not be filled until the next regularly scheduled election.

If a sporadic vacancy occurs more than 365 days before the next scheduled election, the vacancy will trigger a special election.



Sporadic Vacancies (Council)

RECOMMENDATION: Increase the allowable timeframe for vacancies to remain vacant before the next scheduled election.

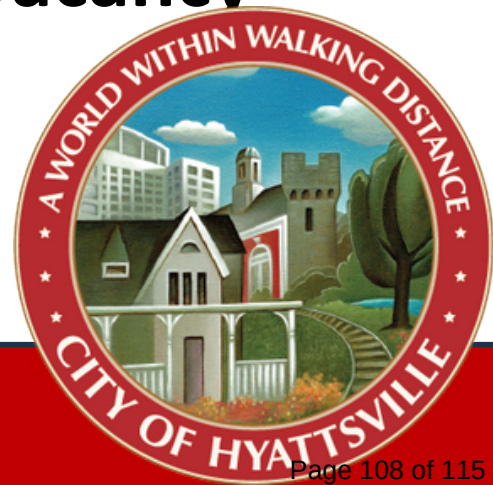
CURRENT: No election required if vacancy occurs within 150 days of a regularly scheduled election

PROPOSED: 365 days

COUNCIL VACANCY: In the case of a Council vacancy, if the vacancy occurs within 365 days of the next scheduled election and the other Councilmember in that Ward is still serving, the vacancy will remain vacant and will be filled at the next election.

- Special circumstances would trigger a special election within 140 days:
 - Both Councilmember seats in a single ward are vacated
 - If four or more seats on Council are vacated

If a sporadic vacancy occurs more than 365 days before the next scheduled election, the vacancy will trigger a special election.



Results & Benefits

Results:

- No special elections will be triggered by vacancies created by Councilmembers running for Mayor
- Fewer special elections will be triggered by sporadic vacancies in either Councilmember or Mayoral seats

Benefits:

- Reduced voter fatigue and burden
- Reduced candidate fatigue and burden
- Reduced needs for expanding and exceeding the election budget
- City Staff, Board, and Commission time and capacity returned to an appropriate distribution of election work and regular business



Potential Impacts on Council

- Resignations may result in reduction of “veteran” Councilmembers within a ward if Council Members resign to run for Mayor and both seats are filled within the same election.
 - NOTE: if an off-cycle Councilmember wins Mayor, even with special elections, that ward may be represented by two (2) new Council Members.
- The period of time in which a ward has only one Councilmember may be extended.



Discussion



CITY OF HYATTSVILLE, MARYLAND

CHARTER AMENDMENT RESOLUTION No. 2025 - XX

**A Resolution Amending the Charter to Modify the
Requirements for Holding Special Elections and Prohibiting
Running for Mayor and Council in the Same Election.**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF
HYATTSVILLE, MARYLAND**, adopted pursuant to the authority of Article XI-E of the
Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated
Code of Maryland (as amended), to amend the Charter of the said City, said Charter being a part
of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole
or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council
seek to amend the City Charter to modify aspects of the election process for the Mayor and
Council.

WHEREAS, the Mayor and City Council; and

WHEREAS, the Mayor and City Council; and

WHEREAS, the City Council gave at least twenty-one (21) days advance notice of the
public hearing held regarding adoption of this Resolution and the amendment to the Charter
contained herein.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of the City
of Hyattsville, Maryland, in regular session assembled:

Section 1: That Article II City Council, § C2-3 of the Charter of the City of Hyattsville,
Maryland, be amended as follows:

§ C2-3. Organization; vacancies; powers and duties of Mayor; meetings; quorum.

A. The Council shall meet on the first Monday in June of each election year herein
provided for, when those members just elected shall qualify by taking the oath required by the
provisions of § C12-1 of this Charter, and the Council shall proceed to organize by electing two
(2) of their number President and Vice President of the Council at the next regularly scheduled
meeting after the first Monday in June.

B. If a vacancy is created in the office of Mayor or any Councilmember by reason of
death, refusal or inability to act, disqualification, resignation or removal beyond the corporate
limits of the City, and said vacancy occurs more than three hundred sixty-five (365) days prior to
the next regularly scheduled election, then the remaining Councilmembers shall notify the Board
of Supervisors of Elections to proceed to fill such vacancy by special election which must be held
within one hundred forty (140) days of the date the vacancy is created, for the balance of the term
of the Mayor or that of a Councilmember.

1 1. If the vacancy consists of both seats in one ward or four or more seats on
2 Council regardless of the ward composition and occurs within three hundred sixty-five (365) of a
3 regularly scheduled election, a special election shall be conducted unless the vacancies occur
4 within 150 days of a regularly scheduled election.

5 2. If a sitting Councilmember runs for mayoral office in the City, the
6 Councilmember's seat shall be vacant and filled in the same election.

7 i. No individual may be certified as a candidate for more than one
8 elected office in the same election.

9 ii. There shall be two candidate registration periods in each election.
10 Mayoral candidate registration shall open and close first. After
11 mayoral candidate registration closes, candidate registration for
12 open Council seats shall commence.

13 C. A special election shall not be required, and the vacancy shall remain, if the election
14 is to occur within three hundred sixty-five (365) ~~one hundred fifty (150)~~ days of any regularly
15 scheduled election.

16 D. In the event that the special election is scheduled for a date when voting machines
17 or other equipment necessary to conduct the election are not available the election may be
18 postponed for no more than thirty (30) days.

19 E. In the event of a vacancy in the Mayor's position, the President of the Council shall
20 serve as Mayor until such time as a new Mayor is elected.

21 F. The Mayor shall preside at all meetings of the Council and shall have all the
22 privileges of a Councilmember in debate and vote. The President of the Council shall, in the
23 absence of the Mayor, preside at all meetings. The Vice President shall, in the absence of the
24 Mayor and President, preside at all meetings.

25 G. The City Council shall hold two (2) regular monthly meetings on the first and third
26 Mondays of each month at 8:00 p.m.; except during the months of June and August, when there
27 shall be one (1) meeting on the first Monday of the month, and the months of July and September,
28 when there shall be one (1) meeting on the third Monday of the month, unless any of said days is
29 a legal holiday or a quorum should not be present. In such an event, the regular meetings shall be
30 held on the next business day when a quorum can be obtained or at such time as the Mayor may
31 designate, not more than one (1) week from the date that said meeting should have been held.

32 H. The regular meetings shall be open for the transaction of any business that may
33 come before the City Council for action, subject to such rules and regulations as the City Council
34 may determine.

35 I. Special meetings of the City Council may be convened by the Mayor or at the
36 request of five (5) members of the Council. Special meetings shall be confined to the business set

1 out in the call for such meetings unless there is unanimous consent of all Councilmembers present
2 to the consideration of other matters.

3 J. The Mayor shall be the executive officer of the City with all the power necessary
4 to secure the enforcement of all City ordinances, resolutions and laws under this Charter.

5 K. Except as provided in Subsection B, at all meetings of the City Council the Mayor
6 and five (5) Councilmembers or, in the absence of the Mayor, six (6) Councilmembers present
7 shall constitute a quorum for the transaction of business. At least six (6) affirmative votes shall be
8 necessary for the passage of all ordinances, resolutions or laws; and they shall take effect from the
9 date of their passage unless otherwise provided therein.

10 * * *

11 **Section 2:** That the date of the adoption of this Resolution is [REDACTED], 2025, and that
12 the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall
13 become effective on [REDACTED], 2025 (50 days after its passage), unless a proper petition for a
14 referendum hereon shall be filed by [REDACTED], 2025(40 days after passage) and that an exact copy
15 of this Resolution shall be posted at the main municipal building and a fair summary of the
16 Amendment shall be published in a newspaper having general circulation in the City of Hyattsville
17 not less than four (4) times at weekly intervals within forty (40) days after passage of this Charter
18 Amendment Resolution.

19 **Section 3:** That as soon as the Charter Amendment hereby enacted becomes effective,
20 either as herein provided or following a referendum, the Clerk shall send separately to the
21 Department of Legislative Services, the following information concerning the Charter
22 Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,
23 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor
24 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the
25 Charter Amendment.

26 **Section 4:** That the Clerk be, and is specifically enjoined and instructed to carry out the
27 provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause
28 to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the
29 newspaper in which the fair summary of the Amendment shall have been published; and (2)
30 records of mailing referred to in Section 3, and shall further complete and execute a Certificate of
31 Compliance.

32 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
33 Regular Meeting on [REDACTED], 2025, at which meeting copies were available to the public for
34 inspection, and at which time a public hearing took place.

35 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
36 Regular Meeting on [REDACTED], 2025, at which meeting copies were available to the public for
37 inspection.

APPROVED:

City of Hyattsville, Maryland:

Date

Robert S. Croslin, Mayor

ATTEST/WITNESS:

City of Hyattsville, Maryland:

Date

Nate Groenedyk
City Clerk

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{-} indicate deletions

Underline// indicate additions/amendments to additions

4861-9849-5944, v. 4