

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_9kUTIH6rTKmRR6fYY9S3Dw

Tuesday, January 27, 2026

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 Tuesday, January 27, 2026 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_9kUTIH6rTKmRR6fYY9S3Dw

- 1. Call to Order and Roll Call**
- 2. Moment of Silence**
- 3. Pledge of Allegiance to the Flag**
- 4. Approval of Agenda**
- 5. Approval of Minutes**
 - 5.a. 2026-144 Approval of Minutes**

I move that the Mayor and Council approve the Council Meeting Minutes of the following

meetings:

- December 1, 2025
- December 15, 2025

Sponsors: City Administrator

Department: City Clerk

Attachments: Minutes_Dec 1 2025, Minutes_Dec 15 2025

6. Public Comment (7:10 PM - 7:20 PM) Limit 2 minutes per speaker

7. City Administrator Update (7:20 PM - 7:40 PM)

8. Presentations (7:40 PM - 8:10 PM)

8.a. 2026-138 Treasurer Action Plan on Audit Committee Recommendations

For presentation.

Sponsors: City Administrator

Department: Finance

Attachments: 2026.01.26 Audit Committee Recommendation CAP Presentation

9. Appointments

9.a. 2026-139 Council of Government Policy Committee Appointments

I move the Mayor and Council make the following appointments to the Council of Governments (COG) Policy Committees for the 2026 calendar year.

- Region Forward Coalition: Mayor Robert Croslin, with staff alternate Tracey Douglas
- Human Services and Public Safety Policy Committee: Mayor Robert Croslin, with staff alternate Police Chief Jarod Towers and Sandra Shephard
- Climate Energy and Environment Policy Committee: Mayor Robert Croslin, with staff alternate Hal Metzler
- Chesapeake Bay and Water Resources Policy Committee: Mayor Robert Croslin, with staff alternate Hal Metzler

Sponsors: City Administrator

Department: City Clerk

Attachments: MWCOG_Policy_Committees

9.b. 2026-143 Appointment to the Hyattsville Environment Committee

I move that the Mayor and Council approve the appointment of Bradley Phelps (Ward 2) and Ross van Dongen (Ward 5) to the Hyattsville Environment Committee for a term of two (2) years, ending on January 26, 2028.

Sponsors: Edouard Haba, Councilmember

Department: City Clerk

Attachments: van Dongen Redac Application (1), Phelps Redac Application (1)

10. Consent Items (8:10 p.m. - 8:15 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 requests specific items be removed from the Consent agenda for separate action.

10.a. 2026-110 FY26 Budget Amendment: Special Revenues Funds Appropriations of FEMA Reimbursements Grant Funds

I move that the Mayor and Council amend the FY26 Special Revenues Funds Budget to appropriate the remaining grant funds of \$269,918 to close-out COVID-19 FEMA Reimbursement Grant Funds. These funds cover the remaining close-out costs for vaccines, equipment, and testing sites that are 100% reimbursed by FEMA for the period ending June 30, 2025.

Sponsors: City Administrator

Department: Finance

Attachments:

10.b. 2026-137 Renewal License Agreement with Friendship Arms, LLC

I move Mayor and Council authorize the City Administrator to enter into a Renewal License Agreement with Friendship Arms, LLC for the City's use of an office at the Friendship Arms building for the Mental Wellness Check-in Initiative.

Sponsors:

Department: Police

Attachments: License Renewal COH and Friendship Arms (1) eic 12.2.25 .1

11. Action Items (8:15 p.m. - 8:35 p.m.)

11.a. 2026-140 Hyattsville Resolution 2026-01: Adopting the Council Rules of Procedure

I move the Mayor and Council adopt Hyattsville Resolution 2026-01 adopting the Council Rules of Procedure.

Sponsors: Robert S. Croslin, Mayor, Joseph Solomon, Council President, Kareem Redmond, Council Vice President

Department: Legislative

Attachments: Draft Resolution 2026_01-Council Rules of Procedure

12. Discussion Items (8:35 p.m. - 9:10 p.m.)

12.a. 2026-145 Proposed Charter Amendment and Code Update: Approval of Personnel Manual

For Discussion.

Sponsors: City Administrator

Department: Administration

Attachments: Draft Charter Amendment - Personnel Manual to City staff 10.24.25 , Ordinance - Repealing Council Approval of Personnel Manual to City 10.24.25 , Charter and Code Amendments_Personnel Manual

13. Council Dialogue (9:10 p.m. - 9:20 p.m.)

14. Motion to Adjourn

City of Hyattsville

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Minutes 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

1. Call to Order and Roll Call

The meeting was called to order at 7:02 PM.

PRESENT:

Councilmember Joanne Waszczak
Mayor Robert S. Croslin
Council President Joseph Solomon
Councilmember Greg Barnes
Councilmember Danny Schaible
Councilmember Emily Strab
Council Vice President Kareem Redmond
Councilmember Edouard Haba
Councilmember Michelle Lee
Councilmember Kelson Nisbett
Councilmember Gopi Dhokai

ABSENT:

Also Present:

City Administrator Tracey Douglas
Deputy City Administrator Laura Reams
City Treasurer Ron Brooks
Chief of Police Jarod Towers
Deputy Chief of Police Laura Lanham
Director of the Department of Public Works Lesley Riddle
Deputy Director of the Department of Public Works Hal Metzler
Director of Community, Business, and Economic Development Jeff Ulysse
City Planner Chloe Kauffman
Housing Manager David Cristeal
Business and Economic Development Coordinator Renee Harris
Director of Community Services Sandra Shephard
Director of Human Resources Jay Joyner
City Clerk Nate Groenendyk
Deputy City Clerk Quianna Taylor
Emergency Operations Manager Reginald Bagley

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

Agenda item 9.c. Hyattsville Resolution 2025-06: 2026 Council Meeting Calendar was

moved to Action Items via unanimous consent.

A motion was made by Council President Solomon, seconded by Councilmember Strab, that the agenda be approved.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

4. Public Comment (7:10 PM - 7:20 PM) Limit 2 minutes per speaker

Daniel Broder (Ward 2) supports the election charter and code changes. He also urged the City Council to push the Prince George's County Council towards more aggressive rent stabilization.

Lisbeth Melendez Rivera (Ward 2) encouraged the Council to take more direct action to support residents who are dealing with ICE raids.

5. City Administrator Update (7:20 PM - 7:40 PM)

The City Administrator provided updates on City events, programming, and development. Topics discussed included the Tanko Streetlights Purchase and the Blue Dot "Shop Local Rewards" Program.

The staff and Council also discussed resident support for ICE raids and the waste pick-up schedule for December and January.

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

City Planner Chloe Kauffman introduced Tom Haller, Matthew Michette, Stefano Terricola, and Robert Gilbane, of Gilbane Development Company, who gave a presentation of Phase 2 of the West Hyattsville Riverfront Development project.

The Council inquired about the traffic study for this project, community engagement, allocated parking spaces, retail opportunities, and unit amenities. The Council also discussed the entry and exit points of the development and unit pricing.

7. Proclamations

A motion was made by Council Vice President Redmond, seconded by Councilmember Barnes, that the City Council adopt the proclamations.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

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

A motion was made by Council Vice President Redmond, seconded by Councilmember Lee, that the appointments be approved.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

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.

A motion was made by Council President Solomon, seconded by Council Vice President Redmond, that the consent agenda be approved.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

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: 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

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

10.a. 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

I move the Mayor and Council adopt Hyattsville Resolution 2025-06, adopting the Mayor and Council's meeting calendar for calendar year 2026. Motion made by Council President Solomon, seconded by Councilmember Barnes.

Staff and members of the Council discussed changes to the meeting schedule,

including a reduced number of regular meetings and an increase in budget meetings.

Councilmembers also discussed the process to convene additional Council meetings, if needed. CM Schaible expressed concerns about the new calendar, citing the reduction in the number of council meetings and a proposed extended break in the summer.

Council President Solomon further advised that in the past, the Council had to meet monthly in the summer because the spending approval threshold was lower. The threshold has since been increased, permitting a longer summer break.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: Councilmember Schaible

ABSTAIN: None

ABSENT:

10.b. 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

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. Motion made by Council President Solomon, seconded by Councilmember Lee.

Housing Manager David Cristeal gave an overview of comments and recommendations that the City will provide to the County Department of Permitting, Inspections, and Enforcement (DPIE) to inform the County's rent stabilization legislation, adopted in 2024. The recommendations will be submitted by December 5, 2025, at which time Mr. Cristeal will request that DPIE's responses be provided to the City for review before the January 26, 2026, meeting. The recommendations are:

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

publication of the Rent Stabilization policy and regulations.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

10.c. 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

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.

Motion made by Council President Solomon, seconded by Councilmember Lee.

Department of Public Works Deputy Director Hal Metzler gave an overview of the Council chamber renovation project and the requested change orders.

The Council and staff discussed the payment schedule for the project, the scope of the two new workstations, and the potential uses for the chambers once completed. CM Schaible expressed concerns about the costs of the new workstations, inquiring whether the staff had considered purchasing ready-made workstations instead of having them custom-built. CM Waszczak inquired if the dais would be bulletproof, as was previously planned. Deputy Metzler advised that it would be bullet-resistant.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Strab, Council Vice President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None
ABSTAIN: Councilmember Danny Schaible
ABSENT:

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)

City Clerk Nate Groenendyk and BOSE Chairman Zack Peters provided an overview of the proposed election charter and code amendments. The changes are as follows:

- Off-cycle councilmembers who are interested in running for Mayor would have to vacate their seats. They would serve in their current position until the swearing in of the new councilmembers.
- The time a vacancy can remain open is extended to 365 days from the next regularly scheduled election, provided that there is one sitting Councilmember to represent each ward. If both seats in a ward are vacated, a special election would be initiated.

The Council discussed the full scope of vacancies, using appointments to fill vacant seats, and the proposed requirement for sitting Councilmembers to vacate their seat to run for Mayor. The Council also discussed the time required to execute an election, compensation and voting capacity for councilmembers when there is a vacancy, voter engagement during special elections, and the number of vacancies that trigger special elections. Council President Solomon added that he thinks special elections have the potential to positively impact Council focus.

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

13. Motion to Adjourn

A motion was made by Council President Solomon, seconded by Councilmember Schaible, that the meeting be adjourned at 10:12 PM.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice

President Redmond, Councilmember Haba, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

City of Hyattsville

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Minutes Regular Meeting

https://us06web.zoom.us/webinar/register/WN_CMIH-huERcG4tRUs1QW7Ow

Monday, December 15, 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

1. Call to Order and Roll Call

The meeting was called to order at 7:04 PM.

PRESENT:

Councilmember Joanne Waszczak
Mayor Robert S. Croslin
Council President Joseph Solomon
Councilmember Greg Barnes
Councilmember Danny Schaible
Councilmember Emily Strab
Council Vice President Kareem Redmond
Councilmember Michelle Lee
Councilmember Edouard Haba (Arrived at 9:27 PM)
Councilmember Kelson Nisbett
Councilmember Gopi Dhokai

ABSENT:

Also Present:

City Administrator Tracey Douglas
Deputy City Administrator Laura Reams
City Treasurer Ron Brooks
Chief of Police Jarod Towers
Deputy Director of the Department of Public Works Hal Metzler
Transportation Manager Taylor Robey
Director of Community, Business, and Economic Development Jeff Ulysse
Housing Manager David Cristeal
City Planner Chloe Kauffman
Director of Community Services Sandra Shephard
Director of Human Resources Jay Joyner
City Clerk Nate Groenendyk
Deputy City Clerk Quianna Taylor
Emergency Operations Manager Reginald Bagley

2. Pledge of Allegiance to the Flag

Following the pledge of allegiance, Mayor Croslin called for a moment of silence for the victims of violence at Bondi Beach in Australia and Brown University in Providence, Rhode Island.

3. Approval of Agenda

The City Clerk advised the Council that Emergency Ordinance 2025-5 (Temporary Housing for Displaced Tenants) needed to be added to the agenda under action items.

Motion made by Councilmember Waszczak, seconded by Council Vice President Redmond, to add Emergency Ordinance 2025-5 to the agenda under Action Items.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

A motion was made by Councilmember Waszczak, seconded by Council Vice President Redmond, that the amended agenda be approved.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

4. Approval of Minutes

4.a. 2026-129 Approval of Minutes

I move that the Mayor and Council approve the minutes of the following Council meetings:

- November 3, 2025 Council Meeting
- November 8, 2025 Council Work Session
- November 17, 2025 Council Meeting

Sponsors: City Administrator

Department: City Clerk

Attachments: Minutes_Nov 17 2025, Minutes_Nov 8 2025, Minutes_Nov 3 2025

I move that the Mayor and Council approve the minutes of the following Council meetings:

- November 3, 2025 Council Meeting
- November 8, 2025 Council Work Session
- November 17, 2025 Council Meeting

Motion made by Councilmember Strab, seconded by Councilmember Barnes.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

5. Public Comment (7:10 PM - 7:20 PM) Limit 2 minutes per speaker

There was no public comment.

6. City Administrator Update (7:20 PM - 7:40 PM)

The City Administrator provided an update on City events, planning, and development. Topics included a new parking zone, a status update on the teen center and 3505 Hamilton Street, as well as road and pedestrian safety projects facilitated by the State Highway Administration and Prince George's County.

The staff and Council also discussed the installation of signage in parking zone 3, the status of the Wells Parkway project, and senior programming.

7. Presentations (7:40 PM - 8:05 PM)

7.a. 2026-134 Partners for Economic Solutions (PES)—Financial Feasibility for Affordable Rental Housing Preservation.

For presentation.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: Memo PES Financial Analysis for Affordable Rental Housing 12 10 2025, Afford Hsg Preservation PES Slides 12-8-25

Economic Development Director Ulysse and Housing Manager Cristeal introduced Anita Morrison (Partners for Economic Solutions), who gave a presentation detailing the

financial feasibility of affordable rental housing preservation. The purpose was to investigate ways to secure long-term commitments for continued housing affordability.

The Council and staff discussed how the disrepair of units became so extensive, and potential funding sources available to make improvements. The Council also discussed potential solutions moving forward.

8. Proclamations

A motion was made by Council Vice President Redmond, seconded by Councilmember Waszczak that the City Council adopt the proclamations.

The motion by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

8.a. 2026-125 Proclamation for National Homeless Persons' Memorial Day

I move the Mayor and Council adopt the proclamation recognizing December 21, 2025 as National Homeless Persons' Memorial Day.

Sponsors: City Administrator

Department: Administration

Attachments: CM 1215 National Homeless Persons' Memorial Day Proclamation

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.

A motion was made by Council Vice President Redmond, seconded by Councilmember Barnes, that the consent agenda be approved.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

9.a. 2026-126 MOU Renewal between the City of Hyattsville, Town of Brentwood and City of Mt. Rainier Concerning Hyattsville's Joint Crisis Response Program

I move the Mayor and Council authorize the City Administrator to enter into a Memorandum of Understanding between the City of Hyattsville, Town of Brentwood, and the City of Mt. Rainier for the Joint CIT Mobile Crisis Program.

Sponsors: City Administrator

Department: Police

Attachments: SIGNED MOU CIT COH Renewal

9.b. 2026-128 Disbursement of FY26 Thrive Grant Awards

I move that the Mayor and Council authorize the expenditure of \$6,500 to support the grant recommendations from the Health, Wellness, and Recreation Advisory Committee listed in the attached memo for the dissemination of the FY26 Thrive Grants and reallocate the remaining \$1,000 to the committee for additional programming through the Health, Wellness, and Recreation Advisory Committee speaker series.

Sponsors: City Administrator

Department: Community Services

Attachments: Letter for Council 2025-2026, 2026 THRIVE GRANT COUNCIL SPREADSHEET, FY26 Thrive Grants Program Application (Responses) - Form Responses 1_Redacted

9.c. 2026-132 Hyattsville Resolution 2025-07: Establishing Historic Preservation as a Priority

I move the Mayor and Council introduce and adopt Hyattsville Resolution 2025-07, a resolution establishing historic preservation as a priority for the City.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: Resolution 2025-07 Historic Preservation, Cover Sheet August 4, 2025

10. Action Items (8:10 p.m. - 9:30 p.m.)

10.a. 2026-136 Emergency Legislation

I move the Mayor and Council suspend the requirements of the City Charter Section C-2(9) to consider the adoption of Emergency Ordinance 2025-05.

Sponsors: Tracey Douglas, City Administrator

Department: City Clerk

Attachments:

I move the Mayor and Council suspend the requirements of the City Charter Section C-2(9) to consider the adoption of Emergency Ordinance 2025-05. Motion made by Council Vice President Redmond, seconded by Councilmember Waszczak.

Laura Reams and Jeff Ulysse gave an overview of Emergency Ordinance 2025-5, which would require landlords to provide temporary housing when a residence is deemed uninhabitable. It would also require landlords to reoffer housing once habitability issues have been rectified immediately.

The Council and staff discussed lodging per diem rates, landlord appeal processes, and guidelines for deeming housing inhabitable due to temperature. They also discussed enumerating applicable offenses in the code and distance limitations for temporary housing.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

10.b. 2026-135 City of Hyattsville Emergency Ordinance 2025-05 - Temporary Housing for Displaced Tenants

I move the Mayor and Council introduce and adopt Emergency Ordinance 2025-5, an ordinance whereby the City Council amends Chapter 96 of the Hyattsville Code to require the landlord of tenants displaced by substandard housing conditions to arrange for temporary housing, issuing payments to the tenants, and to immediately offer reoccupancy upon resolution of substandard conditions.

Sponsors: Tracey Douglas, City Administrator

Department: City Clerk

Attachments: HO_2025-05_Emergency Ordinance Tenant Displacement

I move the Mayor and Council introduce and adopt Emergency Ordinance 2025-5, an ordinance whereby the City Council amends Chapter 96 of the Hyattsville Code to require the landlord of tenants displaced by substandard housing conditions to arrange for temporary housing, issuing payments to the tenants, and to immediately offer reoccupancy upon resolution of substandard conditions. Motion made by Council Vice President Redmond, seconded by Councilmember Waszczak.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

10.c. Agreement with Lexis Nexis Risk Solutions

I move Mayor and Council authorize the City Administrator to enter into an agreement with Accurint/Lexis Nexis for access to their records database.

Sponsors: City Administrator

Department: Police

Attachments: Hyattsville Police Department - InrsAppAgreeGovtNonFCRA, HyContract, Hyattsville Police Department - addAccurintCrimeConsortiumSub_final, Hyattsville Police Department - addAccurintCrimeConsortiumSub_v2wtermination (005) eic change 12.3.25 .1 (002)

I move Mayor and Council authorize the City Administrator to enter into an agreement with Accurint/Lexis Nexis for access to their records database. Motion made by Council Vice President Redmond, seconded by Councilmember Waszczak.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

10.d. 2026-127 Subscription Services Agreement with LeadsOnline

I move Mayor and Council to authorize the City Administrator to enter into a Subscription Services Agreement with LeadsOnline for a term of three (3) years not to exceed \$24,412.24 of grant funds from the Governor's Office of Crime Prevention and Policy Gun Reduction Grant.

Sponsors: City Administrator

Department: Police

Attachments: Service Agreement, 3 Year Quote Q-04663 for Hyattsville City MD PD, Leads Sole Source, NightHawk Sole Source

I move the Mayor and Council to authorize the City Administrator to enter into a Subscription Services Agreement with LeadsOnline for a term of three (3) years not to exceed \$24,412.24 of grant funds from the Governor's Office of Crime Prevention and Policy Gun Reduction Grant. Motion made by Council Vice President Redmond, seconded by Councilmember Nisbett.

Chief Towers gave an overview of the software and its uses.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

10.e. 2026-118 FY26 DPW Capital Budget Amendment and purchase of Snow and Street Maintenance Equipment

I move the Mayor and Council amend the FY26 DPW Capital Budget and authorize the Treasurer to adjust the FY26 CIP revenues and appropriations, not to exceed \$95,000, to cover the cost of purchasing snow and street maintenance equipment from Autrusa.

Sponsors: City Administrator

Department: Department of Public Works

Attachments: Autrusa Sole Source Letter 07-28-2025, Autrusa Quotes E220518-E220528 2025, image000000 (3)

I move the Mayor and Council amend the FY26 DPW Capital Budget and authorize the Treasurer to adjust the FY26 CIP revenues and appropriations, not to exceed \$95,000, to cover the cost of purchasing snow and street maintenance equipment from Autrusa. Motion made by Council Vice President Redmond, seconded by Councilmember Waszczak.

Treasurer Brooks advised that cash reserves would be used to fund the purchase of this equipment.

The motion passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT: Councilmember Haba

10.f. 2026-133 DSP-20053-02 West Hyattsville Phase 2

I move that the Council authorize the Mayor to submit formal correspondence to the Maryland-National Capital Park and Planning Commission regarding the Detailed Site Plan titled *West Hyattsville Phase II* (DSP-20053-02). The correspondence shall convey the City's official position as outlined in the staff report dated December 9, 2025.

Sponsors: City Administrator

Department: Community, Business, and Economic Development

Attachments: Staff Report-DSP-20053-02, City of Hyattsville - 11.18 Presentation_DSP_20053_02, ARCP-DSP-20053-02_v1, A-SOJ-DSP-20053-02_v1, SWMP-DSP-20053-02_v1, CVP-DSP-20053-02_v1, NRI-090-2020-01_v1, LSLP-PHOP-DSP-20053-02_v1, NOIS-DSP-20053-02_v1, TCP2-DSP-20053-02_v1 (1), Trip Generation Memo-DSP-20053-02_v1 (1)

I move that the Council authorize the Mayor to submit formal correspondence to the Maryland-National Capital Park and Planning Commission regarding the Detailed Site Plan titled *West Hyattsville Phase II* (DSP-20053-02). The correspondence shall convey the City's official position as outlined in the staff report dated December 9, 2025.

Motion made by Council Vice President Redmond, seconded by Councilmember Lee.

Economic Development Director Ulysse and City Planner Kauffman presented their review of Phase 2 of the West Hyattsville development project, including proposed

modifications made by the developer (Gilbane).

The Council and staff discussed the need for increased community engagement for the project and community amenities, such as a dog park, and the inclusion of affordable units. They also discussed the impacts of increased density, as well as the importance of including retail spaces in this project, and efforts to lease the retail spaces. Council President Solomon inquired if a request had been made to waive impact fees and was advised by Director Ulysse that a request had not been made to waive fees.

CM Schaible made a motion to add a recommendation to connect Nicholson Street to the Gilbane development to the Kirkwood apartment complex. The motion received no second.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Haba, Councilmember Dhokai

NAY: Councilmember Nisbett

ABSTAIN: Mayor Robert S. Croslin, Council President Joseph Solomon

ABSENT:

11. Council Dialogue (9:30 p.m. - 9:40 p.m.)

12. Motion to Adjourn

A motion was made by Councilmember Lee, seconded by Councilmember Strab, that the meeting be adjourned at 9:54 PM.

The motion Passed by the following vote:

AYE: Councilmember Waszczak, Mayor Croslin, Council President Solomon, Councilmember Barnes, Councilmember Schaible, Councilmember Strab, Council Vice President Redmond, Councilmember Lee, Councilmember Haba, Councilmember Nisbett, Councilmember Dhokai

NAY: None

ABSTAIN: None

ABSENT:

City Council
January 27, 2026

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

Item Title:
Treasurer Action Plan on Audit Committee Recommendations

Suggested Action:
For presentation.

Legal Review Required?
N/A

Summary Background:
Community feedback during the FY 24 and FY25 budgeting processes revealed a desire for resident participation in the budgeting and auditing process. The newly established Audit Committee adds a layer of transparency, especially as the City has contracted a new independent auditing firm and is working to complete delinquent audits. The Audit Committee made several recommendations for council consideration. The attached action plan feedback provides clarification and a way forward on the recommendations.

Next Steps:
Implement audit committee recommendations.

Fiscal Impact:
TBD

City Administrator Comments:
The Treasurer will present recommended action to be implemented in response to the Audit Committee's recommendations. This will be outlined on a spreadsheet for tracking.

Community Engagement:
Supports Audit Committee Recommendations

Strategic Goals:
Goal 4 – Foster Excellence in all City Operations



City of Hyattsville Treasurer Action Plan on Audit Committee Recommendations

Recommendation AC-2023-01: Steps Towards Timely Financial Reports

Summarized Condition:
The report date for the fiscal year ended, June 30, 2023 was March 19, 2025.

Recommendation AC-2023-01: Steps Towards Timely Financial Reports (cont.)

AC-2023-01.1

- Monitor performance in FY26 to assess whether new roles and software have been sufficient, or whether additional resources are needed.
- **Treasurer's Response:** **Staffing** -The Deputy Finance Manager has been most helpful in reducing document turnaround and streamlining audit activities between finance and the audit team. We anticipate the senior accountant retiring mid-year 2026 and plan to hire an accountant in the first quarter of 2026. **Software** - We use the required auditor's share file software for audit workflow purposes; it has proven to be the best tool at this point to streamline and centralize audit documentation.
- Request assessment on the implementation of the new ERP and establish a workplan for migration or a new RFP by the end of 2027. Update and allocate additional resources or prepare RFP for ERP that more adequately serves the city's needs.
- **Treasurer's Response:** The ERP platform of BC Systems that has been tested for migration over several years, was recently deemed incompatible. Feedback from city staff users of the system over time was that it was cumbersome and lacked the standardized government data fields needed to be useable, efficient and sustainable. The administration is planning to reissue an RFP for a new ERP system by the end of the 2nd quarter of 2026

AC-2023-01.2

- Develop a detailed project management plan for the month end close.
- **Treasurer's Response:** Currently there is a month end close process; to address this recommendation the process is being converted to a detail project management plan, which will be completed by month-end February 2026 or before.

Recommendation AC-2023-01: Steps Towards Timely Financial Reports (cont.)

AC-2023-01.3

- Shorten the month end close period to 10 business days 7
- The report detail 5 steps to achieve this.
- **Treasurer's Response:** In conjunction with our auditors and after the final closeout of the current audit we are including a review process to determine if the five issues identified in committees detail report that would help in reducing the month-end close period during the final review of accounts receivables, accounts payables, account reconciliation, and fixed assets.

AC-2023-01.4

- Develop a detailed project management plan for the annual report process.
- Include quantification of annual/year-end specific entries and top-side entries.
- **Treasurer's Response:** After the final closeout of the current audit a detailed project management plan for the annual report will be complete and submitted to the committee within 15 days to include a summary of the number of general entries that are system generated versus top-side entries.

Recommendation AC-2023-02: Address Misstatements Prior to Identification by the Auditor

Summarized Condition:
Management's process failed to prevent, detect, or correct misstatements prior to identification by the auditor.

Treasurer's Response:
After recent consultation with the audit firm ZA and upon completing the current audit will be revising the monthly internal control process to add substantive testing, which involves detailed examination of financial transactions and balances.

AC-2023-02.1

- City develop a corrective action plan to identify the root cause of why the misstatements occurred.
- Develop process to prevent, detect, and correct misstatements in related accounts.

Recommendation AC-2023-03: Timely Internal Financial Reports to Council

Summarized
Condition:
Interim financial
reports are not being
provided to Council

Treasurer's Response:

This recommendation has been addressed whereby the council was provided the FY26 first quarter financial report according to ARTICLE V C5-2 D of the Charter and Code. Going forward council will receive the quarterly report no later than three weeks after the close of each fiscal quarter.

AC-2023-03.1

- Council and management determine in advance a schedule for interim financial statements to be provided on at least a quarterly basis, beginning no later than calendar 2027.

AC-2023-03.2

- Council holds management accountable for the provision of timely interim financial statements.

AC-2023-03.3

- Council and management monitor performance in FY26 to determine whether additional resources are needed for the Finance Department.

Recommendation AC-2023-04: Capital Asset Thresholds and Useful Lives

Summarized Condition:
The Capitalization threshold
(\$2,500) too low.
Additionally, the useful lives of
may be too high (e.g., vehicle
useful lives are 10 years).

Treasurer's Response:
The Capitalization Threshold will be increased to \$10,000 but may not be reflected until the FY26 audit and TBD. The useful life minimum and replacement policy for vehicles are under review, and a recommendation will be brought to council to increase to decrease useful life to 5 years.

AC-2023-04.1

- Review and adjust the capitalization threshold.

AC-2023-04.2

- Review and update established useful lives of capital assets.

AC-2023-04.2

- Quantify and adjust fully depreciated assets as well as assets that are no longer in service but still labeled as a capital asset.

Recommendation AC-2023-05: Corrective Action Plans

Summarized Condition:
To sufficiently address the root cause of these items, a more detailed corrective action plan beyond hiring additional staff is warranted.

Treasurer's Response:
After consultation with the audit firm ZA and upon completing the current audit will be revising the monthly internal control process to add substantive testing, which involves detailed examination of financial transactions and balances. This is tied to AC-2023-02.1 and will be part of that corrective action.

AC-2023-05.1

- Develop a Corrective Action Plan (“CAP”) that specifically addresses:
 - 1. the material weakness.
 - 2. process in which the corrected misstatements occurred.
 - 3. Audit Committee recommendations.
- Include a root cause of the condition
- Include a thorough timeline for implementing Provide to City Council and the Audit Committee for review.

Recommendation AC-2023-06: General Ledger Reconciliations

Summarized Condition:
There is not a timeline for other general ledger accounts to be reconciled.

Treasurer's Response:

Presently monthly reconciliations are currently performed within two weeks of month end. However as noted in my response in AC-2023-01.3 a review of the five steps noted in audit committee detail report will help determine if the monthly close-out period can be shortened.

AC-2023-06.1

- Perform monthly reconciliations for all general ledger accounts that meet a certain threshold.

Recommendation AC-2023-07: Improvements to the MD&A

Summarized Condition(s):
Improvements to the
Management Discussion &
Analysis (MD&A) to provide
additional information and
accessibility to the reader.

Treasurer's Response:
**Future MD&As beginning with
FY25 will include glossary and
more visual data to ease
comprehension. Report uploads
will be made searchable.**

AC-2023-07.1

- Clearly depict long term financial trends
- Adding select “Indicators of Financial Condition”

AC-2023-07.2

- a. Adding a glossary of acronyms
- b. Speaking to financial decisions or “anomalies.”
- c. Easy to follow graphs and charts that align with the narrative.
- d. Searchable PDFs.

Questions/Comments

City Council
January 27, 2026

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

Item Title:
Council of Government Policy Committee Appointments

Suggested Action:
I move the Mayor and Council make the following appointments to the Council of Governments (COG) Policy Committees for the 2026 calendar year.

- Region Forward Coalition: Mayor Robert Croslin, with staff alternate Tracey Douglas
- Human Services and Public Safety Policy Committee: Mayor Robert Croslin, with staff alternate Police Chief Jarod Towers and Sandra Shephard
- Climate Energy and Environment Policy Committee: Mayor Robert Croslin, with staff alternate Hal Metzler
- Chesapeake Bay and Water Resources Policy Committee: Mayor Robert Croslin, with staff alternate Hal Metzler

Legal Review Required?
N/A

Summary Background:
The Council joined the Metropolitan Washington Council of Governments in October 2016. Membership to COG provides the opportunity for Elected Officials and staff members to participate in COG Policy Committees.

Next Steps:
Appointed members to attend COG Policy Committee meetings.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

MWCOG POLICY COMMITTEES

POLICY COMMITTEES

Policy committees are advisory committees of the COG Board.

Chesapeake Bay and Water Resources Policy Committee

Chesapeake Bay and Water Resources Policy Committee (CBPC) advises the COG Board on Bay-related policies and tracks developments under the federal-state Chesapeake Bay Program for implications to local governments. It also considers questions of potable water supply and waste water treatment. The CBPC regularly prepares position statements in response to state and federal legislation affecting the Bay.

Climate, Energy and Environment Policy Committee

Climate, Energy and Environment Policy Committee (CEEPC) advises the COG Board on climate change, energy, green building, alternate fuels, solid waste and recycling policy issues, and other environmental issues as necessary. The CEEPC is responsible for managing implementation of the COG Climate Change Report adopted by the COG Board on November 12, 2008. This responsibility includes development of a regional climate change strategy to meet the regional greenhouse gas reduction goals adopted by the Board.

Human Services and Public Safety Policy Committee

The Human Services and Public Safety Policy Committee (HSPSC) advises the COG Board on a variety of issues including affordable housing, homelessness, child welfare, crime control and prevention, and traffic safety. Recent actions have included reports on homelessness and crime trends in the region as well as a foreclosure summit to address the significant increase in home foreclosures across the region.

Region Forward Coalition

Regional Forward Coalition is to oversee the next steps recommended in Region Forward and advise the COG Board on future comprehensive regional planning and implementation activities. The Coalition's primary responsibilities includes overseeing the Region Forward performance Baseline analysis and future regional progress reports; use Region Forward as a guide to update the Regional Activity Centers; and create clear strategies and initiatives to support the transformation of regional centers into Complete Communities. The Coalition will provide cross-cutting regional policy capacity and long-range regional planning recommendations to the COG Board. The Coalition includes members from public, private and nonprofit sectors which all have a role in helping the Region meet its goals.

City Council
January 27, 2026

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

Item Title:
Appointment to the Hyattsville Environment Committee

Suggested Action:
I move that the Mayor and Council approve the appointment of Bradley Phelps (Ward 2) and Ross van Dongen (Ward 5) to the Hyattsville Environment Committee for a term of two (2) years, ending on January 26, 2028.

Legal Review Required?
N/A

Summary Background:
See the attached applications.

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 welcome to attend. Agendas are posted to the City's website.

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

City of Hyattsville Board, Committee, and Commission Application

11/10/2025 10:53 AM (EST)



City of
HYATTSVILLE

City of Hyattsville Board, Committee, and Commission Application

Application Date	11/10/2025
First Name	Ross
Last Name	van Dongen

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 5
City	HYATTSVILLE
State	MD

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

[Hyattsville Environment Committee](#)

[Planning Committee](#)

Please select your ward from the drop down list below.	Ward 5
Referred By:	NA

Please provide a brief background My name is Ross van Dongen and my family and I have been honored to call

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

Hyattsville home for the last two years. I am eager to give back to the community that has so quickly embraced us here! I currently serve as the Chief of Infrastructure and Workforce Development for the nonprofit organization, Accelerator for America (AFA). AFA works with mayors, locally elected officials, and their staff to identify, replicate, and scale solutions to economic insecurity by leveraging transportation and infrastructure development. Through this work, I have been honored to work with dozens of communities around the country to identify state and federal grants or financing opportunities for projects that better connect disparate neighborhoods, make their facilities and process more resilient and sustainable, and generate high quality, well paid career opportunities for local workforce. I would be delighted to be able to assist Hyattsville with the city's own infrastructure and environmental sustainability goals!

Signature Date

11/10/2025



City of Hyattsville Board, Committee, and Commission Application

Application Date	09/15/2025
First Name	Bradley
Last Name	Phelps
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 2
City	Hyattsville
State	MD

Do you currently serve on this committee and are applying for re-appointment?	No
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Board/Committee of Interest - First Choice	Hyattsville Environment Committee
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[Hyattsville Environment Committee](#)

Please select your ward from the drop down list below.	Ward 2
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Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.	Though I am relatively new resident to Hyattsville, I can offer professional experience of value to the Environment Committee. I work at the Center for Global Sustainability at UMD, doing quantitative analysis of state and federal climate policy. Through my work I continue to learn about state policy and environmental regulation, and I have a broad understand of the state's climate policy goals. Understanding the gaps in state and federal policy will help inform what local policies may be needed for the environmental and climate change mitigation. Keeping up to date on quickly changing federal policy landscape is part of my work, and will be valuable as Hyattsville may have to adjust to a federal policy less invested in climate change. As the state faces budget challenges, knowing how policy might change will be valuable such that the city of Hyattsville can still be well-positioned to provide a healthy, safe environment for current and future residents. Though climate change mitigation may not be core to this committee's mission, it is a vital perspective that can inform questions around resource and green space management, development, and environmental health.
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Signature Date	09/15/2025
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City Council
January 27, 2026

Submitted by: Ron Brooks
Submitting Department: Finance
Agenda Section:
Consent Items

Item Title:

FY26 Budget Amendment: Special Revenues Funds Appropriations of FEMA Reimbursements Grant Funds

Suggested Action:

I move that the Mayor and Council amend the FY26 Special Revenues Funds Budget to appropriate the remaining grant funds of \$269,918 to close-out COVID-19 FEMA Reimbursement Grant Funds. These funds cover the remaining close-out costs for vaccines, equipment, and testing sites that are 100% reimbursed by FEMA for the period ending June 30, 2025.

Legal Review Required?

N/A

Summary Background:

City staff coordinated with FEMA to obtain reimbursement for the testing sites, vaccination clinic facilities, medical teams, and additional support provided to the Hyattsville community. These activities were reimbursed 100% by FEMA. Due to the delay in the FEMA approval process and receiving reimbursements for costs previously submitted, we have just completed the final reconciliation of FEMA reimbursements and expenses for the period covering 7-1-2021 through 6-30-2025. The remaining revenues cover the final close-out cost of \$269,918, these funds address various outstanding invoices from First United Methodist Church, Luminis Health and related expenses through June 30, 2025.

Next Steps:

Amend the FY26 Special Revenue Funds Budget and appropriate the amount of \$269,918 to cover the remaining COVID-19 close-out costs.

Fiscal Impact:

Increase the FY26 Special Revenues Budget by \$269,918

City Administrator Comments:

Recommend support.

Community Engagement:

N/A

Strategic Goals:

Goal 1—Ensure Transparent and Accessible Governance

City Council
January 27, 2026

Submitted by: Alison Weikel
Submitting Department: Police
Agenda Section:
Consent Items

Item Title:
Renewal License Agreement with Friendship Arms, LLC

Suggested Action:
I move Mayor and Council authorize the City Administrator to enter into a Renewal License Agreement with Friendship Arms, LLC for the City's use of an office at the Friendship Arms building for the Mental Wellness Check-in Initiative.

Legal Review Required?
Completed

Summary Background:
Friendship Arms, located at 5805 42nd Ave. Hyattsville, MD, 20781, has agreed to provide an office for use by the City of Hyattsville for the purpose of the Mental Wellness Check-in Initiative at no cost to the City.

Next Steps:
Execute contract.

Fiscal Impact:
None.

City Administrator Comments:
Recommend support.

Community Engagement:

Strategic Goals:
Goal 4 – Foster Excellence in all City Operations

LICENSE AGREEMENT

CITY OF HYATTSVILLE & FRIENDSHIP ARMS, LLC

THIS LICENSE AGREEMENT ("Agreement") made and entered into this _____ day of December 2025, by and between the City of Hyattsville (the "City"), a municipality of the State of Maryland and Friendship Arms, LLC ("Licensor").

WHEREAS, the City launched the City of Hyattsville Police Department ("HCPD") Mental Wellness Check-in Initiative ("HCPD MWCI"), which is operated by HCPD, under which the City will provide certain mental health services to all police department staff and partner agencies;

WHEREAS, the City desires to use an office, located in the Friendship Arms Apartment building, 5805 42nd Avenue, Hyattsville, Maryland, which is owned and operated by Licensor and more particularly described in Exhibit A, (the "Premises"), for the purposes of conducting meetings between the HCPD MWCI participants and mental health practitioners, pursuant to the HCPD MWCI; and

WHEREAS, Licensor agrees to provide the HCPD MWCI participants with twenty-four seven access to the Premises.

NOW, THEREFORE, for and in consideration of the use of the Premises and mutual agreements hereinafter set out, the parties hereto agree as follows:

1. RESPONSIBILITIES OF LICENSOR. The City and its agents shall be permitted to access to the Premises and to use the Premises, at any time, from December 1, 2025 through December 1, 2026 for the purpose of conducting meetings between HCPD MWCI participants and mental health practitioners under the HCPD MWCI. Licensor

agrees to provide the HCPD MWCI participants with access that will sufficiently enable the participants to access the Premises, including, three electronic key fobs to enable the participants to access the Friendship Arms Apartment building and keys to enter the Premises. Licensor will also provide two designated parking spaces located in the private lot for the participants to park.

2. RESPONSIBILITIES OF THE CITY. The City agrees to furnish the Premises, utilize its own internet service, to the extent it is required for the HCPD MWCI. The City shall be responsible for maintaining the overall cleanliness and for any maintenance and repairs caused by HCPD to the premises.

3. PAYMENT. Licensor agrees to provide the Premises to the City at no charge, excepting any claim for indemnification pursuant to the terms set forth in Section 6.

4. NOTICE. Any required notices or other communications under this MOU 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:

To Licensor:	Kim Smith Senior Property Manager Friendship Arms Apartments Phone: (240) 332-9225 Email: ksmith@shpmanagement.com
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To the City:	Tracey Douglas City Administrator City of Hyattsville Phone: (301) 985-5040 Email: tnicholsondouglas@hyattsville.org
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4.1 Either party may change the person or address for notices by written notice to the other party.

4.2 Notices shall be deemed given when received or three (3) business days after the notice is deposited, properly addressed and postage prepaid, in the United States mail or one (1) business day after the notice is sent by a reputable overnight mail delivery service (such as, but not limited to, FedEx or UPS).

5. TERMINATION. Either Party may terminate this Agreement prior to the expiration of the initial term of this Agreement by giving no less than thirty (30) days written notice to the other Party of their intentions to terminate this MOU on a date specified in the notice.

6. INDEMNIFICATION. The City and the Licensor agree to indemnify and hold one another, including their agents, employees, and elected officials, harmless from and against any claim for loss, personal injury, and/or damage that may be suffered as a result of each party's own negligence, willful misconduct or gross negligence in the performance of the services herein or for any failure to perform the obligations of this Agreement, including, but not limited to, reasonable attorneys' fees and any other costs incurred by each Party, in defending any such claim. The City's liability shall be subject to and limited by the provisions, types of liability, notice requirements and maximum amounts established under the Maryland Local Government Tort Claims Act, Section 5-301, *et seq.*, Courts and Judicial Proceedings Article, Annotated Code of Maryland, as amended.

7. **INSURANCE.**

During the term of this Agreement, the City agrees to maintain commercial general liability insurance in a minimum amount of **One Million Dollars** (\$1,000,000.00) per occurrence and **Two Million Dollars** (\$2,000,000.00), in the aggregate. SHP Management Corp and Friendship Arms Management, LLC will be noted as additional insured on the COI (Certificate of Insurance).

7.1 During the term of this Agreement, Licensor agrees to maintain general liability insurance in a minimum amount of **One Million Dollars** (\$1,000,000.00) per occurrence and **Two Million Dollars** (\$2,000,000.00), in the aggregate.

7.2

8. **GOVERNING LAW.** This Agreement shall be deemed to have been made and entered into in Maryland and shall be interpreted and construed in accordance with the laws of the State of Maryland.

9. **ENTIRE AGREEMENT, MODIFICATION AND CHANGES.** This Agreement contains all the terms, conditions and understandings agreed upon by the parties and supersedes all prior agreements, oral or written, and all other communications between the parties relating to such subject matter. This Agreement may not be amended or modified except by mutual written agreement. Nothing contained in this Agreement shall constitute or be considered to be or to establish a partnership or joint venture between Licensor and the City. There shall be no modifications of this Agreement except as are in writing, signed and dated by both parties. Neither party hereto shall assign or transfer all or any part of the Agreement or any interest therein except on the written consent of the other party or as otherwise provided by this Agreement. This Agreement may be executed

electronically and in counterparts, each copy of which shall constitute an original document. 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.

10. NO LEASE RIGHTS. Nothing contained in this Agreement shall be construed by the parties to constitute a lease to City of any particular or specific portion of the Premises, and it is agreed by the parties that insofar as City may or shall use any portion of said Premises, it does so as a licensee only, and the Licensor shall, at all times, have full and free access to the same.

11. NON-DISCRIMINATION AND COMPLIANCE WITH APPLICABLE LAW. The Parties agree that neither party shall unlawfully discriminate against any person on the basis of the person's race, color, religion, age, sex, sexual orientation, ancestry or national origin, physical or mental disability, marital status, genetic information, political affiliation, and gender identity or expression. The Parties also agree to comply with all applicable federal, state, county, and city laws, regulations, or ordinances.

12. VALIDITY AND CHANGE OF LAWS. If there is a change in any law, regulation or rule, state or federal, which affects this agreement or the activities of either party under this Agreement, or any change in the judicial or administrative interpretation of any such law, regulation or rule, and either party reasonably believes in good faith that the change will have a substantial adverse effect on that party's business operations or its rights or obligations under this Agreement, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Agreement. If the parties are unable to reach an agreement concerning the modification of this Agreement within the earlier of forty-five (45) days after the date of the notice seeking renegotiation or the effective date of the

change, or if the change is effective immediately, then either party may immediately terminate this Agreement by written notice to the other party. If at any time either party reasonably believes in good faith based upon an opinion of reputable health care counsel that this Agreement or the performance by that party of any of its obligations under this Agreement violates any law or regulation, state or federal, or could result in the loss or restriction of that party's license or that party's right to participate in Medicare, Medicaid or any other governmental program, then that party may, upon written notice, require the other party to enter into good faith negotiations to renegotiate the terms of this Agreement. If the parties are unable to reach an agreement concerning the modification of this Agreement within forty-five (45) days after the date of the notice seeking renegotiation, then either party may immediately terminate this Agreement by written notice to the other party.

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

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands at
thetime and place first hereinabove written.

The City:

By: _____

Date: _ _ _ _ _

Name: Tracey Douglas

Title: City Administrator

Licensor:

By: _____

Date: _ _ _ _ _

Name: RaNae Bacon

4937-0155-9165, v. 1

Title: Senior Vice President

City Council
January 27, 2026

Submitted by: Nate Groenendyk
Submitting Department: Legislative
Agenda Section:
Action Items

Item Title:
Hyattsville Resolution 2026-01: Adopting the Council Rules of Procedure

Suggested Action:
I move the Mayor and Council adopt Hyattsville Resolution 2026-01 adopting the Council Rules of Procedure.

Legal Review Required?
Completed

Summary Background:
The Council Rules of Procedure provide direction on the procedures for legislative actions, including the conduct of meetings, submission of legislative items, and Council work groups. The previous Council Rules of Procedure were adopted by resolution in 2015. The current version was discussed by Council at the November 8, 2025 Council Worksession.

Next Steps:
Adopt and implement the new Council Rules of Procedure.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend support.

Community Engagement:
N/A

Strategic Goals:
Goal 1 – Ensure Transparent and Accessible Governance

DRAFT-RESOLUTION NO. 20XX-XX

Adopted by the Hyattsville City Council
on
XXXXX, XX XXXX

ADOPTING THE COUNCIL RULES OF PROCEDURE

WHEREAS, the Mayor and Council have determined it necessary to conduct a thorough review of the Council's Rules and Procedures; and

WHEREAS, Council Policies and Procedures were most recently adopted on July 1, 2015; and

WHEREAS, This version of the Council Policies and Procedures will be referred to as the "Council Rules of Procedure;" and

WHEREAS, The Council Rules of Procedure are subordinate to state law and the City of Hyattsville Charter and Code; and

WHEREAS, the Rules and Procedures are intended to give clear direction to the mayor, council, staff, and general public on the conduct of deliberative and legislative sessions.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Hyattsville that the Council Rules of Procedure, attached hereto and incorporated herein, are adopted and effective immediately; and

BE IT FURTHER RESOLVED, that all prior versions of Council rules of policies and procedures, by whatever name known, are hereby repealed.

Introduced and adopted by the Mayor and City Council of the City of Hyattsville, Maryland, at a regular meeting on XXXX XX, 2026.

APPROVED:

City of Hyattsville, Maryland

Date

Robert S. Croslin, Mayor

ATTEST/WITNESS:

City of Hyattsville, Maryland

Date

Nate Groenendyk, City Clerk



Council Rules of Procedure

ADOPTED ON
XXXXXX XX, 2026

by Resolution 2026-01

SECTION 1 – AUTHORITY AND ADMINISTRATION

A. Authority

1. The Council may determine its own rules and order of business as authorized by the Charter of the City of Hyattsville. The Council Rules and Procedures (“Rules”) shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter of the City of Hyattsville and the Constitution and laws of the State of Maryland.
2. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council. The Rules are also applicable to the conduct of meetings of any committees, commissions, or task forces (“Committees”), some of which are described in greater detail herein, of the Mayor and Council.

B. Administration

1. The Mayor and Council may review and/or revise the Council Rules of Procedure at the first regularly scheduled meeting in October of an election year.
2. The presiding officer (or chair, in the case of Committees) is responsible for ensuring that all parties adhere to the Rules.
3. Any member of the Council or Committees may request that the presiding officer or chair enforce these Rules.

C. Suspension

1. Any rule contained herein may be suspended by a two-thirds vote of all members present, provided that a quorum exists for the conduct of business.

D. Amendment

1. The Rules may be amended or repealed by resolution by a majority vote of the Mayor and Council, provided at least one (1) week’s notice of the changes is provided to all members of the Council.
2. Rules should be reviewed and adopted by the City Council after each regularly scheduled election.

E. Parliamentary Procedure

1. To the extent these Rules of Procedure do not address an issue of parliamentary procedure, Robert’s Rules of Order Newly Revised (RONR) shall be used as a guide.

SECTION 2 – CONDUCT OF MEETINGS

A. Frequency and Type

1. The Mayor and Council will schedule meetings in accordance with the Charter of the City of Hyattsville and in compliance with the Open Meetings Act of the State of Maryland.
2. As a general rule, regular meetings will be held at 7:00pm. The start time may be adjusted with proper public notification.
3. Action may be taken at any scheduled meeting of the Mayor and Council. The Executive Committee may structure the agendas to limit

action items and allow for more deliberation and/or discussion on other matters, as needed.

4. Special meetings may be convened in accordance with the Charter of the City of Hyattsville.
5. Public Hearings may be convened to satisfy administrative notice and hearing requirements as provided by the Charter of the City of Hyattsville or at the request of the Mayor or a favorable majority of Councilmembers.

B. Call to Order and Presiding Officer

1. The Mayor, or the Council President in the Mayor's absence, shall take the chair as presiding officer at the appointed time for the meeting and shall call the meeting to order. The Council Vice-President shall call the meeting to order in the absence of the Mayor and Council President.
2. In the absence of the Mayor, Council President, and Council Vice-President, the City Clerk shall call the meeting to order, and the members present shall appoint a mayor pro tempore as presiding officer.
3. Upon arrival of the Mayor, Council President or Vice-President, the temporary presiding officer shall relinquish the role as chair at the conclusion of the business immediately before the Council.

C. Attendance

1. Attendance by the Mayor and five (5) Councilmembers or, in the absence of the Mayor, six (6) Councilmembers present shall constitute a quorum for the transaction of business at all meetings of the City Council.
2. A majority of the appointed members, excluding staff and Council liaisons, shall constitute a quorum for the transaction of business at all meetings of Committees established by the Mayor and/or Council.
3. Members must be present in order to vote in council meetings. Proxy or absentee voting is not permitted.
4. The City Clerk (or their designee) shall keep the record of attendance of all members before the Council proceeds with the business of the day. Temporary absence(s) during votes taken, late arrival, and/or early departure of members shall be recorded in the minutes.

D. Pledge of Allegiance

1. The Mayor and Council will recite the Pledge of Allegiance. Any member who wishes to be excused from reciting the Pledge of Allegiance—in whole or in part—may be excused.

E. Business of the Day

1. Presentations

- a. Presentations may include Council recognition of meritorious actions by residents, organizations, or others; requests for Council action on a relevant matter by a person or entity (scheduled in advance); or the provision of information important to Council and residents.

- b. Scheduled presenters may entertain questions from the Council following the presentation. Presentations from external parties are limited to 45 minutes including question and answer period. Question and answer periods will be entertained in rounds with each member allowed one question per round as time allows.
 - c. A councilmember may request that a discussion on the outcomes of the presentation be scheduled for a subsequent meeting of the Mayor and Council.
- 2. Approval of the Agenda
 - a. The Mayor and Council may wish to re-order, add, or remove items from the published agenda. Modifications to the agenda require a majority vote of members present except as required in Section 2.E.2.b.
 - b. Items not previously discussed or published with the agenda may be added to the agenda with a majority vote of all members. Members seeking to add items to the agenda must make a digital version of the motion available to the Council and staff, and the Clerk shall make the version visible to the public for contemporaneous review.
- 3. Public Comment
 - a. Purpose
 - i. The City provides an opportunity for the public to address the Mayor and Council at all regular meetings. Individuals may provide opinion on any items (on the agenda or otherwise) of interest to or under the purview of the City.
 - ii. Public comments should not be addressed to individual members or city officials, but to the Council as a whole.
 - iii. Public comment period is not intended for “question and answer” or debate. The presiding officer may choose to respond immediately or provide a response later.
 - iv. Public comment may not be used to demean or attack a member of Council or staff. The use of profane language or hate speech is strictly forbidden.
 - b. Time Limits
 - i. Individuals wishing to address the Council are limited to two (2) minutes. If translation/interpretation is needed, that time does not count against the prescribed two (2) minute period.
 - c. Speaker Cards (In-person meeting attendance)
 - i. Individuals attending in person who wish to address the Council should complete a speaker’s card and

submit it to the City Clerk by 5:00 p.m. on the date of the meeting. Individuals who do not submit a speaker's card in advance shall be provided the opportunity to complete one prior to the start of the public comment period.

ii. Raise Hand (virtual attendees)

Individuals attending virtually who wish to address the Council should use the Raise Hand feature on the virtual meeting platform.

iii. Public comment can only be offered after being recognized by the presiding officer or their designee.

iv. Commenters are called in the order comment cards and raised hands are received.

v. Resident addresses will not be included in the official minutes prepared by the City Clerk.

4. Consent Agenda

a. The consent agenda is considered one item and typically adopted in one motion. Items appearing on the consent agenda should consist of matters considered routine in nature and not likely to debate or inquiry.

b. Members may request an item to be moved from the consent agenda following the rules set forth in Section 2.E.

5. Action Items

a. As a general rule, the action agenda includes motions that satisfy at least one of the following:

- Has been discussed at a previous Council meeting;
- Has received written comment from administrative staff or legal counsel; and/or
- Has received an opinion from a Committee at the request of the Council.

6. Discussion Items

a. The sponsor(s) will introduce the item for discussion; no official action is expected at the time of introduction.

b. The motion, with or without amendments, will appear before the Council at a subsequent meeting for action.

c. Members may refer discussion items to a Committee, request additional input from staff, and/or recommend modifications to the motion prior to its consideration as an action item.

d. An item may be referred to committee by a favorable vote of the majority of members present.

7. Council Deliberation and Debate

a. Action and Discussion items will be allocated time on the agenda for Council to deliberate and debate prior to taking formal action on the item.

b. Such deliberations shall be conducted with the following procedures.

1. The Presiding Officer shall open the floor to Council deliberation on the item. Such deliberations may take place after a staff report or presentation on the item.
2. Should the item be sponsored by a member of Council, the Councilmember who is the lead sponsor of the item is entitled to speak first.
3. If a Councilmember has a motion before the City Council, the Councilmember is allowed to submit supporting materials to the Clerk for inclusion in the council packet in accordance with submission deadlines prescribed by the Clerk's Office.
4. No councilmember is allowed to share screen during a council meeting, the display of materials for councilmembers during a meeting shall be managed by the Clerk.
5. The presenting councilmember (the lead/primary sponsor) shall be entitled to a maximum of 7min to present motions during the council meeting; this time may be shared with co-sponsors for initial introduction of the motion. Separate time is allotted to each councilmember for discussion/debate.
6. During discussion and debate, the first time a Councilmember has the floor on a matter, the member's comments shall be limited to not more than five (5) minutes. After all other members wishing to speak on the matter have been provided an opportunity, the member may have the floor for an additional period of not more than three (3) minutes.

D. These time limits shall not include time spent by staff or others in responding to comments made by the Councilmember who has the floor.

1. Council Dialogue

- a. Members are encouraged to provide updates on the status of legislation or motions being considered or drafted, community notices, or updates from meetings or matters of interest to the general public.

2. Adjournment

- a. Each meeting will be concluded by a vote to adjourn.

F. Closed Sessions

1. Closed sessions will be scheduled and publicized in compliance with the Maryland Open Meetings Act.
2. A closed session may occur after a meeting is called to order and the agenda has been approved. In the event the Council intends

to return to open session, members of the public will be notified of the approximate time the Council will return to open session.

G. Items Not Generally on the Agenda

1. The City Administrator is encouraged to take actions that implement Council policies and directives, department goals, and improve the quality of life in the City.
2. The following items are examples of items that will not generally appear on the agenda but may be conveyed to councilmembers via staff reports or at the councilmember's request. These items include:
 - a. Budgeted expenditures for projects, goods, or services at a cost less than \$50,000 per City Code, Chapter 6;
 - b. Street Closings for Block Parties.
 - c. 30-day Extensions (first-time only) for satisfying a Code Enforcement Violation.
 - d. Installation or removal of street signs for reasons of public safety.

SECTION 3 – MEETING AGENDAS

A. Policy

1. No ordinance, resolution, motion, or item of business will be considered that:
 - a. Does not affect the conduct of the business of the City of Hyattsville or its powers or duties as a municipal corporation; or
 - b. Supports or disapproves of any legislation or action
 - i. of the State of Maryland; or
 - ii. of Prince George's County; or
 - iii. before any office or agency of the County or State;Unless the proposed legislation or action, if adopted, will affect the conduct of the City's business or the municipal powers or duties of the City of Hyattsville, its officials, or employees.
2. The Council may consider items outside the scope of section 3.A.1 with a favorable vote of the majority of the Council.
 - a. No ordinance may be considered as emergency legislation without first recording an affirmative vote of the majority of the Council in response to the question: "Is the matter before us deserving of treatment of emergency legislation?"

B. Preparation of the Agenda Packet

1. The Mayor shall develop the agenda in consultation with the Council President, Vice-President, City Administrator, Deputy City Administrator, and City Clerk.
2. Members may submit items for Council consideration using the form provided by the City Clerk.
3. Department directors, at the City Administrator's discretion, may

submit staff reports and requests for council action for placement on the agenda.

4. External parties may submit agenda items for consideration by the Council provided it is sponsored by three (3) or more councilmembers.
5. A list of anticipated Agenda items shall be provided to councilmembers at-least one week prior to the council meeting.

C. Requirements for Submission of Agenda Items

1. General

- a. All agenda items shall have written staff comments or recommendations reflecting the administration's professional view on the issue and shall be approved by the City Administrator.
- b. The City Administrator will provide draft motions submitted by Councilmembers to relevant staff.
- c. Comments and recommendations from staff and legal counsel are considered advisory in nature and shall be weighed in the Council's consideration of proposals.
- d. All items submitted following the policy guidelines set forth herein will receive consideration and placement on a Council agenda with impartiality unless they are withdrawn by the sponsor(s).
- e. Motions will be closed for comment and editing two weeks before the date it is scheduled to appear before the Council. Councilmembers are encouraged to discuss any concerns with staff comments or recommendations before the close date.
- f. Staff may request, via the City Administrator, to receive a "sense of the council" on any items submitted that may require significant staff time or external resources to provide adequate comment and/or recommendations.
- g. The primary sponsor may withdraw a motion at any time before the item is moved and seconded during the Council meeting.
- h. The City Clerk shall not, without the two-thirds consent of the Mayor, Council President, and Vice-President, accept an agenda item or revised agenda item submitted later than 10 days prior to the meeting or absent the requirements established herein.

2. Submission Timelines and Review Sessions

- a. Non-Budgetary, Non-External Legislative Requests (Council Motions)
 - i. Councilmembers shall submit motions for consideration and placement on an agenda during the period of May 1st – August 31st of each year.
 - ii. Items submitted during this window will be scheduled

for placement on an agenda between August 15th and January 31st.

- iii. Items submitted outside of the period determined in Section 3.C.2.a.i, must be sponsored by at least three (3) councilmembers for consideration. They will be placed on the first available agenda after staff has completed an initial review.

b. Budgetary Requests (Council Budget Requests)

- i. Councilmembers shall submit motions for consideration and placement on an agenda during the period of November 1st – February 1st of each year.
- ii. Items submitted during this window will be scheduled for placement on an agenda before the last day of February.
- iii. Items submitted outside of the period determined in Section 3.C.2.b.i, must be sponsored by at least three (3) councilmembers for consideration. They will be placed on the first available agenda.

c. External Legislative Requests (State/County/Federal/MML)

- i. Councilmembers shall submit motions for consideration and placement on an agenda during the period of February 1 – June 1 of each year.
- ii. Items submitted during this window will be scheduled for placement on an agenda between April 15 and June 31.
- iii. Items submitted outside of the period determined in Section 3.C.2.ci, must be sponsored by at least three (3) councilmembers for consideration. They will be placed on the first available agenda.

- 2. The first council meeting at the close of each submission shall be dedicated to the review of all submissions and determining the level of input/review required before receiving full council consideration.
- 3. Reconsideration
 - a. A motion to reconsider may be made on any action no later than the Council Meeting immediately following the action.
 - b. A motion to reconsider may be made only by a Councilmember on the prevailing side of the action to be reconsidered.
 - c. The motion to reconsider is approved by an affirmative majority of the members present.
 - d. The action to be reconsidered may pass only with the required number of votes as per the Charter of the City of Hyattsville.

SECTION 4 – OTHER COMMITTEES AND ASSOCIATIONS

A. Executive Committee

- 1. The Executive Committee of the Hyattsville City Council shall be composed of the Mayor, Council President, Council Vice-President,

City Clerk, City Administrator, and Deputy City Administrator

2. The Executive Committee shall be charged with:
 - a. Developing the Council agenda and pack as described in Section 3B.
 - b. Developing and planning an annual council retreat.
 - c. Setting strategic goals and objectives of the Hyattsville Council for a two-year period.
 - d. Managing council requests to City Staff and the City Administrator.

B. Ad Hoc Committees

1. An ad hoc committee may be formed at the request of the Mayor or a majority of the Council and upon approval of a majority of the Council.
2. Ad hoc committees shall be tasked with providing response or a recommendation on a specific question/issue for the Council's consideration.
3. Ad hoc committees are limited to eight (8) members not including staff liaison. Up to four (4) of the members may be members of the Council.
4. Councilmembers who are not members of the ad hoc committee shall not attend the ad hoc committee meetings.
5. The City Administrator shall determine the appropriate supporting department and/or staff liaison.
6. The work of ad hoc committees is intended to be temporary in nature. They may be convened for a maximum of six (6) months or six (6) meetings whichever comes first.
7. When the ad hoc committee has completed the assignment, the liaising department shall submit a briefing summarizing the committee's work and recommendations to the City Clerk for distribution to the Mayor and Council.
8. The ad hoc committee is dissolved once the final report is submitted.
9. No more than two (2) ad hoc committees may run concurrently.

B. Council Workgroups

1. Council workgroups consist of three Councilmembers and are not subject to the Open Meetings Act. Workgroups may present annual updates on their activities at a Council meeting as needed or upon request of a majority of members of the body. Elected members of the Executive Committee shall be non-voting members of all council workgroups.
2. The Council President, with majority support from the elected members of Executive Committee, shall appoint a Councilmember to chair each workgroup.
3. Workgroup Chairs are responsible for developing committee goals, meeting schedules, and membership and placing them on file with the Clerk's Office within two months of appointment as Chair. Workgroups members are chairpersons shall be aligned to Council committee advisory

assignments. Responsibilities not associated with work groups shall be managed by the Executive Committee. The Executive Committee shall review the work products produced by the work groups prior to introduction to Council.

1. Staffing Recruitment, Retention, and Retirement Work Group -
 2. Technology and Facilities Work Group-
 3. Finance Work Group - Taxes, Budget, Audit
 4. Community Matters - Race & Equity, Environment, Health Wellness & Recreation, Seniors, and Advisory Committees
 5. Economic Development & Planning -
- C. Other Associations
1. The Mayor may appoint a council representative to regional associations or working groups, subject to Council approval.

SECTION 5 – REPRESENTATIONS

- A. No person or committee has authority to represent the Council on policy matters, unless the Council via an affirmative majority vote has explicitly granted such authority.
- B. Exceptions to Section 5A include statements that are factual in nature and accurately reflect the Council's publicly adopted position.
- C. Members may provide a statement of personal opinion (even of a dissenting opinion) only after first identifying the City's publicly adopted position and express acknowledgment that the member's statement is a) non-binding and b) not made on behalf of the City of Hyattsville.
- D. Members may also provide personal letters in response to requests from constituents or organizations. Such correspondence may include requests for letters of support or recommendation. Such correspondence may only be provided if the City Council has not formally taken a position or is anticipated to take a position on the requested matter.
 1. A statement of personal opinion or letter of support or recommendation must include the following disclaimer statement.
 - a. Disclaimer: The views expressed in this statement are my own and do not reflect the official policies, positions, or opinions of the Hyattsville City Council, or its staff. My comments represent my personal perspective as an individual councilmember, not an official stance or endorsement by the city

SECTION 6 – COUNCIL DISCRETIONARY FUNDING

- A. Definition and Purpose
 1. Discretionary funding is an appropriated amount of money in the City's annual budget allocated to each ward. As of the Fiscal Year 2025 budget, each ward is allocated \$2,700 annually. This

- allocation is subject to approval via the annual budget process.
2. Discretionary funding is intended to be utilized to support community organizations, events, or activities for a public purpose that are not funded through other means in the City's annual budget.
 3. Discretionary funding may not be used to support political campaigns or candidates.
- B. Timeline
1. Requests for the disbursement of Council discretionary funds must be submitted by May 15.
 2. Discretionary funds can only be allocated and disbursed in the financial year in which the funds are budgeted.
- C. Request and Approval Process
1. The request for disbursement of ward funds must be sponsored by both elected representatives of the ward. All funding requests must be approved by majority vote of the City Council via the consent agenda of the next available meeting.
 2. Requests must be submitted to the City Clerk's office in accordance with the deadlines for submission for agenda items.
 3. Request shall include the following:
 - a. Name and address of the individuals or organization to whom the funds are allocated
 - b. Amount of allocation
 - c. Description of the item, activity, or program the funds will support
 - d. A completed W9 form for the recipient of funds.

SECTION 7 – DECORUM

A. Ethos

1. As members of the Hyattsville City Council, we will consistently make our best effort to:
 - a. Put constituents first at all times;
 - b. Value all opinions, be open to new and different ideas, and encourage creativity in boldness.
 - c. Treat everyone (each other, staff, and members of the public) with dignity, courtesy, and respect;
 - d. Follow through on our commitments to each other and hold ourselves accountable;
 - e. Seek clarity when items/issues are discussed in confidence and make every effort to maintain confidentiality;
 - f. Offer a genuine dissent in debate without intentionally prolonging debate or being a barrier to consensus;
 - g. Make comments clear, concise, and relevant;
 - h. Continuously strive to improve how we work together as a team;
 - i. Offer clear and realistic expectations on staff resources and time when requesting action; and

- j. Present problems/issues with an interest in advancing a solution.

B. Communications

- 1. Members should project a focused, professional image of the City of Hyattsville.
- 2. Members should speak with the City Administrator privately and directly to address issues or concerns related to the management of City Staff or general operations of the City.
- 3. Request answers to questions on council agenda items from the City Administrator, City Attorney, Treasurer, or Department Directors prior to the meeting whenever possible and practical.
- 4. Be respectful to City Staff.

Effective Date: XXXXX XX, 2026

Robert S. Croslin, Mayor

4917-5143-4632, v. 1

City Council
January 27, 2026

Submitted by: Laura Reams

Submitting Department: Administration

Agenda Section:

Discussion Items

Item Title:

Proposed Charter Amendment and Code Update: Approval of Personnel Manual

Suggested Action:

For Discussion.

Legal Review Required?

Completed

Summary Background:

The City's Personnel Manual currently requires approval by City Council resolution. This structure has made it difficult to keep the manual up to date, with the last Council update in 2013. Because the manual is lengthy and technical, the requirement has contributed to long periods without comprehensive updates to the entire document. The changes in employment law, HR best practices, and operational needs have allowed for periodic updates to sections, but approval of the entire manual is a challenge. The proposed Charter and Code amendments are intended to modernize personnel administration by placing responsibility for maintaining the Personnel Manual with the City Administrator or designee.

The amendments clarify that the City Administrator, or their designee, is responsible for maintaining and administering the Personnel Manual in accordance with employment law, while retaining Council authority over the employee compensation scale, benefits, retirement systems, and staffing levels.

The proposed change reflects best practices in council–manager forms of governments and will reduce legal and operational risks by allowing the Personnel Manual to be updated in a timely and consistent manner.

Next Steps:

Council discussion. Should Council wish to move forward with the Charter and Code Amendments, the Clerk's office will schedule a public hearing for the Charter Amendment and proceed with the required legal notification. Action on the Charter Amendment and Code Change would be scheduled after the Public Hearing.

Fiscal Impact:

None.

City Administrator Comments:

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

CITY OF HYATTSVILLE, MARYLAND

CHARTER AMENDMENT RESOLUTION No. 2025 - XX

**A Resolution Amending the Charter to Make it Consistent with
the Operation of the City's Personnel Structure Under the City
Administrator.**

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 be more consistent with the existing personnel structure in the City.

WHEREAS, the Mayor and City Council recognize that the personnel manual falls under the City Administrator's authority under the current version of the City of Hyattsville's Charter; 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 VI City Council, § C6-6 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

Article VI Personnel

§ C6-1 **Administration.**

§ C6-2 **City Administrator.**

§ C6-3 **City Clerk.**

§ C6-4 **City Attorney.**

§ C6-5 **Civil Service.**

§ C6-6 **Establishment of personnel system; promulgation of rules and regulations.**

§ C6-7 **Retirement or pension system.**

§ C6-8 **Compensation.**

§ C6-9 **Benefit programs.**

* * *

§ 6-6 **Establishment of personnel system; promulgation of rules and regulations.**

A. ~~The City Council~~ City Administrator shall have power and authority to establish and approve a personnel manual setting forth the terms and policies regarding the employment of any or all municipal employees. The City Administrator or their designee shall, ~~unless otherwise directed by the City Council,~~ serve as the Personnel Officer for the City.

B. The Personnel Officer shall make such policies, rules, and regulations as are necessary to carry out the provisions of this section, preparing examinations and qualifications for employment or appointment and what may constitute cause for removal, but no removal shall be allowed because of age, race, color, creed, national origin, ancestry, disability, marital status, sex, sexual orientation or identity, physical characteristic or the religious or political opinions or affiliations of any employee. Such policies, rules, and regulations, ~~when approved by the City Council, shall have the force and effect of law; provided, however, that such rules and regulations~~ so made and approved shall not be inconsistent with any ordinance in such connection passed by the City Council. The Personnel Officer shall ~~thereafter~~ have the authority to interpret and clarify the policies, Rules, and Regulations ~~approved by the City Council.~~

* * *

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

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

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

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

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, 2025, at which meeting copies were available to the public for inspection.

APPROVED:

City of Hyattsville, Maryland:

Date

Robert S. Croslin, Mayor

ATTEST/WITNESS:

City of Hyattsville, Maryland:

Date

Nate Groenedyk
City Clerk

[] indicate deletions

Underline// indicate additions/amendments to additions

**CITY OF HYATTSVILLE
ORDINANCE 2025-____**

**An Ordinance whereby the City Council Amends the City Code
and Repeals the Requirement for Council to Approve the City's
Personnel Manual and Making non-substantive Changes to
Headings.**

WHEREAS, the Maryland Code, Local Government Article, Section 5-202, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to pass ordinances that such legislative body deems necessary to assure the good government of the municipality, to protect and preserve the municipality's rights, property and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort, and convenience of the citizens of the municipality;

WHEREAS, Section C3-1 of the City Charter states that the Council has the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland as it may deem necessary for the good government of the City, for the protection and preservation of the City's property, rights, and privileges, for the preservation of peace and good order, for securing persons and property from violence, danger or destruction, and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of and visitors in the City; and

WHEREAS, Council recognizes that the personnel manual falls under the City Administrator's authority under the current version of the City of Hyattsville's Charter.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that Chapter 4 of the City Code be amended as follows:

Chapter 4 Administration of Government

Article I Administration

Article II Administration of Government

Article III Personnel Regulations

~~§ 4-7 Personnel Manual.~~

§ 4-8 Prohibitions and penalties regarding merit system.

§ 4-9 Participation in social security system.

§ 4-10 Report of injury.

Article IV City Seal and Logo

§ 4-11 City seal.

- 1 § 4-12 City logo.
2 § 4-13 Custodian of seal and logos.
3 § 4-14 Definitions.
4 § 4-15 Prohibited use of City seal or logo.
5 § 4-16 Authorized uses of City seal or logo.
6 § 4-17 Violation constitutes a misdemeanor.

7
8 ~~§ 4-7. Personnel Manual.~~¹

9 ~~The City's personnel rules, regulations and policies shall be kept in the form of a Personnel~~
10 ~~Manual, which may be changed from time to time by resolutions of the City Council as it~~
11 ~~deems desirable or necessary in accordance with the City's merit system.~~

12
13 1. — Editor's Note: The Personnel Manual referred to herein is on file and open to public inspection in the office of the Administrator.
14

15 * * *

16 **Article IV City Seal and Logo**

17
18 § 4-11 City seal.

19 A. Adoption of seal. There is adopted and provided for the City a seal that shall be known as the
20 "City Seal of the City of Hyattsville."

21 B. Description. The City Seal of the City of Hyattsville consists of a circular disk, the center of
22 which contains three lines: the top line contains the word "Incorporated" in capital letters; the
23 middle line contains the word "Seal" in capital letters larger than the other lines, with a dot on
24 each side of the word; and the bottom line contains the words "April 1886" in capital letters. The
25 center of the disk also contains two small stars, one centered above the top line and one centered
26 below the bottom line. The center of the disk is surrounded by a ring of small dots and a braided
27 ring, between which are the words "City of Hyattsville" in capital letters on the upper half and
28 the word "Maryland" in capital letters on the lower half.

29 * * *

30
31 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the
32 application thereof to any person or circumstance is held invalid for any reason, such invalidity
33 shall not affect the other provisions or any other applications of the Ordinance which can be given
34 effect without the invalid provision or applications, and to this end, all the provisions of this
35 Ordinance are hereby declared to be severable;

36
37 **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect on the twenty-
38 first (21st) calendar day following its passage;

39
40 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall
41 forthwith be published twice in a newspaper having general circulation in the City and otherwise
42 be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2025.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2025.

Adopted: _____.

Attest: _____
Nate Groenendyk, City Clerk

Robert S. Croslin, Mayor

[] indicate deletions

Underline/CAPS/**BOLD** indicate additions

Asterisks * * * Indicate matter retained in existing law but omitted herein.

4912-0446-4501, v. 2

4912-0446-4501, v. 2

4912-0446-4501, v. 2

Approval of Personnel Manual

Proposed Charter and Code Amendments

January 26, 2026



Background



The City's Personnel Manual currently requires City Council approval by Resolution.

- The manual is lengthy, technical, and detailed.
 - The current manual has not been comprehensively updated in many years.
-
- **There are Operational Challenges & Risks with Current Approval Structure**
 - Employment laws and regulations change frequently.
 - HR best practices and policies evolve over time.
 - Legal risks associated with outdated policies.
 - Inconsistent operations.
 - Confusion for employees and supervisors.



Proposed Amendments to City Charter/Code

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Proposed Changes

- Removal of the requirement for Council to approve the Personnel Manual by Resolution.
- The City Administrator, or their designee will maintain, update, and administer the Personnel Manual.
- The Personnel Manual will function as an administrative document.

Purpose:

- Aligns the Charter and Code with best practices for council-manager forms of government.
- Removes an administrative bottleneck that delays updates to the Manual.
- Ensures the Personnel Manual can be updated regularly.



What is not Changing

City Council authority is retained for:

- Compensation and pay scale approval
 - Retirement and Pension System
 - Employee Benefits
 - Budget Appropriations for Authorized Staffing Positions
-
- **All Personnel Policies remain subject to the City Charter, City Ordinances, and State/Federal Law.**



Thank you!

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