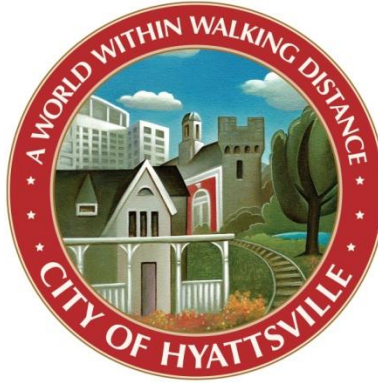




Hyattsville City Council Regular Meeting

Monday, September 21, 2015

8:00 PM

Agenda

- 1. Call to Order and Council Roll Call**
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of Agenda**
- 4. Public Comment**

1. PUBLIC SPEAKERS

(1) Hannah Bloch-Wehba

5. Consent Items

- (1) **107-09-15 Acceptance of the Certified Election Results for the 2015 Ward 5 Special Election** I move that the Mayor & Council accept the certified election results from the Board of Supervisors of Elections for the City Election held on Saturday, September 12, 2015. This certification is provided for under Section C4-11 of the Hyattsville City Charter. – **Supervisors**
- (2) **108-09-15 Hispanic Heritage Month Proclamation** I move that the Mayor & Council approve the following proclamation in celebration of Hispanic Heritage Month. – **At the Request of the City Administrator**
- (3) **109-09-15 Proclamation for Economic Development Week, September 28 - October 2** I move that the Mayor and Council adopt the following proclamation in recognition of Economic Development Week in the State of Maryland. – **At the Request of the City Administrator**
- (4) **110-09-15 Selection of Tree Maintenance Contractor** I move that the Mayor & Council approve a tree maintenance contract with Adirondack Tree Services and authorize the City Administrator to execute a one-year contract in an amount not to exceed \$100,000, with the City Administrator authorized to approve two additional one-year terms at the same annual rate, upon the legal review and approval by the City Attorney. – **At the Request of the City Administrator**

- (5) **111-09-15 Acceptance/Appropriation Dietz Park Grant** I move that the Mayor & Council accept and appropriate into the FY16 budget, a grant from the Maryland Department of Natural Resources in the amount of \$140,000 and approve the execution of a contract with WestRecreation for the installation of playground equipment at Deitz Park, upon the legal review and approval by the City Attorney. – **At the Request of the City Administrator**
- (6) **112-09-15 Purchase of Traffic Counters** I move that the Mayor & Council approve the purchase of the Radar Recorder traffic counting systems not to exceed \$15,000.00. – **At the Request of the City Administrator**
- (7) **113-09-15 Renewal of Employment Contract for James Chandler** I move that the Mayor & Council approve the renewal of a 1-year employment contract with Mr. James Chandler, Assistant City Administrator and Director of Community and Economic Development effective Sept. 26, 2015 with an ending date of Sept. 25, 2016. Contract will also include 2-one year options beginning Sept. 26, 2016 and ending Sept. 25, 2018 . – **At the Request of the City Administrator**
- (8) **114-09-15 Renewal of Employment Contract for Julian Rollow** I move that the Mayor & Council approve the renewal of a 1-year employment contract with Mr. Julian Rollow, Director of Community Services, effective Sept. 17, 2015 with an ending date of Sept. 16, 2016. Contract will also include 2-one year options beginning Sept. 17, 2016 and ending Sept. 16, 2018. – **At the Request of the City Administrator**
- (9) **115-09-15 Purchase of Mobile Data Terminals** I move that the Mayor & Council authorize an expenditure of no more than \$50,000 of FY2016 capital funds to purchase 11 mobile data terminals for police vehicles. – **At the Request of the City Administrator**
- (10) **116-09-15 FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.** I move that the Mayor & Council accept and authorize a supplemental appropriation of \$4,500 to the FY 2016 budget for a 2016 Project Agreement between the Maryland Highway Safety Office and the Hyattsville City Police Department. – **At the Request of the City Administrator**
- (11) **117-09-15 Police Ammunition Purchase** I move that the Mayor & Council authorize the purchase of police ammunition at a cost not to exceed \$15,000. – **At the Request of the City Administrator**
- (12) **118-09-15 Maryland Energy Administration Grant for Anti Idling Devices** I move that the Mayor & Council accept grant modification 2014-12-520S from the Maryland Energy Administration and authorize a supplemental FY16 budget appropriation of \$45,000 to purchase and install anti idling devices in police vehicles. I further move that the Brekford Corporation be approved as a sole source vendor for purchase and installation of the devices. – **At the Request of the City Administrator**
- (13) **119-09-15 Hyattsville CDC Grant Application: National Endowment for the Arts** I move that the Council authorize the Mayor to send a letter in support the Hyattsville CDC's application to the National Endowment for the Arts (NEA) Our Towns grant program. – **Solomon, Perry, Warner**
- (14) **120-09-15 Acceptance & Appropriation of HEAL Grant** I move that the Mayor & Council accept and appropriate into the FY16 budget a HEAL Small Grant Award in the amount of \$9,000 from the Institute for Public Health Innovation and authorize the City Administrator to execute the agreement, upon the review and approval by the City Attorney for legal sufficiency. – **At the Request of the City Administrator**

- (15) **123-09-15 Hyattsville Code Compliance Advisory Committee Appointment** I move that the Mayor and Council appoint the following Hyattsville resident to serve as a member of the Hyattsville Code Compliance Advisory Committee for a term expiring on December 31, 2016.

- Jeff Moulton - Ward 1, New Appointment – **Solomon, Lawrence**

6. Presentations

- (1) FY-2013 & FY-2014 Audit Update
- (2) Community Survey Results
- (3) Healthy Eating, Active Living (HEAL) Presentation
- (4) City Committee Overview: Roles & Functions

7. Action Items

- (1) **121-09-15 Hyattsville Police and Public Safety Citizens Advisory Committee** I move that the Mayor & Council establish the Hyattsville Police and Public Safety Advisory Committee (PPSAC) as described in the PPSAC committee worksheet. – **Solomon**
- (2) **122-09-15 Department of Public Works RFQ Selection** I move that the Mayor & Council approve the contract with Bignall, Watkins, Hasser, Architects to begin the Design/build phase of the Department of Public Works Renovation Project, funding not to exceed \$3,300,000.00, upon the legal review and approval by the City Attorney. – **At the Request of the City Administrator**

8. Discussion Items

- (1) Prince George's Plaza TDDP Draft Plan
- (2) Residential Parking Zone Committee
- (3) Legislative Breakfast Planning

9. Council Dialogue

10. Community Notices and Meetings

11. Motion to Adjourn



Consent Items: MOTION #107-09-15 Acceptance of the Certified Election Results for the 2015 Ward 5 Special Election

SUBJECT: Acceptance of the Certified Election Results for the 2015 Ward 5 Special Election

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #107-09-15

I move that the Mayor & Council accept the certified election results from the Board of Supervisors of Elections for the City Election held on Saturday, September 12, 2015. This certification is provided for under Section C4-11 of the Hyattsville City Charter.

BACKGROUND:

On September 14, 2015 the Board of Supervisors of Elections certified the results of the September 12, 2015 election to the City Clerk per section C4-11 of the City Charter. A copy of that certification and the certified return sheet is attached.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

N/A


Tracey Nicholson, City Administrator 9/16/2015

Candace B. Hollingsworth
Mayor



Tracey E. Nicholson
City Administrator

September 14, 2015

CITY COUNCIL

WARD 1

Bart Lawrence, Vice President
Kevin Ward

WARD 2

Robert S. Croslin
Shani N. Warner

WARD 3

Patrick A. Paschall
Thomas Wright

WARD 4

Paula J. Perry,
Edouard N. Haba, President

WARD 5

Joseph Solomon

POLICE DEPARTMENT

Non-Emergency
301/985-5060
Emergency
301/985-5050

PUBLIC WORKS

301/985-5032

COMMUNITY & ECONOMIC

DEVELOPMENT
301/985-5013

COMMUNITY SERVICES

301/985-5021

Ms. Laura Reams
City Clerk
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781

RE: City of Hyattsville 2015 Ward 5 Special Election

Dear Ms. Reams:

The Board of Supervisors of Elections has completed their certification and verification process for the City of Hyattsville's 2015 Ward 5 Special Election held on Saturday, September 12, 2015. Please find attached the signed "Return Sheet Results" showing the results of the voting in the Special Election.

Respectfully Submitted,

Greta Mosher
Board of Supervisors of Elections

CITY OF HYATTSVILLE OFFICIAL ELECTION
2015 CITY SPECIAL ELECTION, WARD 5

OFFICIAL RETURN SHEET

We, the undersigned Board of Supervisors of Elections for the **2015 CITY ELECTION** of Hyattsville, Prince George’s County, Maryland, do hereby certify that an election on **Saturday, September 12, 2015**, the following votes were tallied and accepted:

WARD 5 COUNCIL MEMBER

NAME	MACHINE VOTES	ABSENTEE VOTES	PROVISIONAL VOTES	TOTAL
Ruth Ann Frazier	62	9	0	71
Antoinette C. Grace Mbarga	1	0	0	1
Fred Rogers	23	2	2	27
Rommel Sandino	48	2	1	51
Roman A. Santillan	5	0	0	5
Patricia Anduha Stamper	2	1	0	3
Eric Roger Tagne	4	0	0	4

VOTED IN PERSON: 145

VOTED ABSENTEE: 14

REJECTED ABSENTEE BALLOTS: 1

VOTED PROVISIONALLY: 3

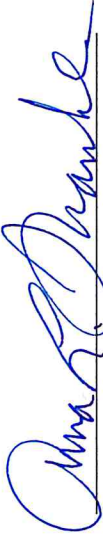
INVALID VOTE: 1

TOTAL VOTED: 162

OFFICIAL VOTER TURNOUT: 12.1%

Counted and certified by:

Greta Mosher, Chair
Board of Supervisors of Elections


Anna Frankie
Board of Supervisors of Elections


Andrea Ross
Board of Supervisors of Elections


Ana Pineda,
Board of Supervisors of Elections


Bessie McLean,
Board of Supervisors of Elections



Consent Items: MOTION #108-09-15 Hispanic Heritage Month Proclamation

SUBJECT: Hispanic Heritage Month Proclamation

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #108-09-15

I move that the Mayor & Council approve the following proclamation in celebration of Hispanic Heritage Month.

BACKGROUND:

n/a

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

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

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 9/16/2015



Proclamation of Celebration for Hispanic Heritage Month

September 15, 2015 through October 15, 2015

Whereas, the City of Hyattsville is fortunate to be an ethnically diverse community, and many of our residents have roots in and cultural ties to Latin America;

Whereas, Hispanics have shaped and strengthened the fabric of our community and the United States and have enriched every facet of our national and local identity with traditions that reflect many diverse Hispanic ancestries;

Therefore, we acknowledge the many contributions that our Latino residents make to our city, and we recognize and celebrate Hispanic Heritage Month.

Candace Hollingsworth, Mayor

September 21, 2015



Consent Items: MOTION #109-09-15 Proclamation for Economic Development Week, September 28 - October 2

SUBJECT: Proclamation for Economic Development Week, September 28 - October 2

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #109-09-15

I move that the Mayor and Council adopt the following proclamation in recognition of Economic Development Week in the State of Maryland.

BACKGROUND:

The economic growth and stability of the State affects all regions and jurisdictions of Maryland, and the City of Hyattsville plays an important role in the State's economic success as a leader in local community revitalization through the City's Commercial Façade Improvement Program, Revitalization Tax Credit Program, creative place-making and its continued investment in infrastructure necessary for creating and maintaining a thriving business ecosystem.

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

As part of Economic Development Week, the City will be issuing its first Economic Development Update highlighting demographic, housing and development data.

STRATEGIC GOALS

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

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Community & Econ Dev
Prepared by: Jim Chandler
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1244)

5.3

Consent Items: MOTION #109-09-15 Proclamation for Economic Development Week, September 28
- October 2


Tracey Nicholson, City Administrator 9/16/2015



Proclamation in Recognition of *Economic Development Week* *September 28 – October 2, 2015*

Whereas, the City of Hyattsville is an active member of the Maryland Economic Development Association (MEDA), a non-profit organization established in 1961 whose mission is to enhance the knowledge and skills of its members, encourages partnerships and networking among people committed to bringing jobs and capital to Maryland, and promotes economic development as an investment in Maryland; and

Whereas, MEDA members promote the economic well-being of Maryland by working to improve the state's business climate and the professionalism of those in the field of economic development including other professionals with an interest in the economy of Maryland, and through its regular meetings, special programs and projects, members address diverse issues; and

Whereas, the economic growth and stability of the State affects all regions and jurisdictions of Maryland, and the City of Hyattsville plays an important role in the State's economic success as a leader in local community revitalization through the City's Commercial Façade Improvement Program, Revitalization Tax Credit Program, creative placemaking and its continued investment in infrastructure necessary for creating and maintaining a thriving business ecosystem.

Now, Therefore, the City Council of the City of Hyattsville, Maryland hereby proclaims the week of September 28-October 2, 2015 as Economic Development Week to will highlight the investment in partnerships that strengthens our competitiveness in the City of Hyattsville, and asks all to join with us to recognize and reaffirm the importance of business development locally and statewide.

NOW, THEREFORE BE IT PROCLAIMED, on behalf of all of the members of the City Council, staff, and residents of the City of Hyattsville.

Candace B. Hollingsworth, Mayor

September 21, 2015



Consent Items: MOTION #110-09-15 Selection of Tree Maintenance Contractor

SUBJECT: Selection of Tree Maintenance Contractor

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #110-09-15

I move that the Mayor & Council approve a tree maintenance contract with Adirondack Tree Services and authorize the City Administrator to execute a one-year contract in an amount not to exceed \$100,000, with the City Administrator authorized to approve two additional one-year terms at the same annual rate, upon the legal review and approval by the City Attorney.

BACKGROUND:

In May 2015 we officially solicited a Request for Proposal (RFP) for city wide Tree Maintenance services from July 2015 through July 2016. The final selection was based upon the following criteria:

- 1) Submission of all requested/required documentation
- 2) Employment of an ISA Certified Arborist
- 3) Competitive Pricing

Three of the four firms in attendance at the mandatory meeting submitted proposals. A team of City Staff evaluated each firm. Adirondack Tree Experts was again chosen to provide tree maintenance services and support to the city.

In evaluation of the three firms, Adirondack was the only firm to submit all requested documentation. Adirondack has a 20 year history of providing outstanding service and quality work to the City and employs several ISA Certified Arborists. They have also proven to be the best value based on price, quality of work, turn around time, safety record, and certified staff members. Additionally, Adirondack has the ability to provide services in and around high voltage lines and has individuals trained in Aerial Rescue.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The City Arborist oversees all tree work that occurs in City Right of Way and on City owned property.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1251)

5.4

Consent Items: MOTION #110-09-15 Selection of Tree Maintenance Contractor

Oversight of pruning and tree removal.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

The funds for overall tree care are in the operating budget in the Parks Division


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #111-09-15 Acceptance/Appropriation Dietz Park Grant

SUBJECT: Acceptance/Appropriation Dietz Park Grant

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #111-09-15

I move that the Mayor & Council accept and appropriate into the FY16 budget, a grant from the Maryland Department of Natural Resources in the amount of \$140,000 and approve the execution of a contract with WestRecreation for the installation of playground equipment at Deitz Park, upon the legal review and approval by the City Attorney.

BACKGROUND:

In August 2014, the Department of Public Works applied for a 2015 Grant with Community Parks and Playgrounds program (CP&P) for Deitz Park located in the 4100 block of Oliver Street. During the same time frame, the City applied for assistance from the Neighborhood Design Center (NDC) to incorporate much needed storm water management practices at this park. A community meeting was held in conjunction with the NDC and the Maryland National Capital Park and Planning Commission (MNCPPC), and confirmed the community's desire to upgrade the playground, raise the profile of the park and maintain its nature feel and flow. The City is using the results from the meeting and the NDC developed design to include storm water best management practices.

Funding from CP&P was granted in the amount of \$140,000. The City has chosen a playground design from West Recreation using Gametime Equipment. The Department of Public Works requests council approval to move forward with the use of these funds to begin playground upgrades.

NEXT STEPS:

Schedule the installation of the playground for Spring 2016.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Oversight of the project.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1252)

5.5

Consent Items: MOTION #111-09-15 Acceptance/Appropriation Dietz Park Grant

The funds for this project will come from a grant from the Maryland Department of Natural Resources.
The cost not to exceed \$140,000.00


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #112-09-15 Purchase of Traffic Counters

SUBJECT: Purchase of Traffic Counters

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #112-09-15

I move that the Mayor & Council approve the purchase of the Radar Recorder traffic counting systems not to exceed \$15,000.00.

BACKGROUND:

Recently the City has received several petitions for traffic calming devices to be considered for installation. We have conducted speed studies on Oliver Street, Jamestown Road, 37th Avenue, and various other locations within the City. We have found most cars are traveling within or slightly over the speed limit on residential streets and about 10 to 20 percent of vehicles are exceeding the speed limit by 10 to 20 miles per hour. The existing traffic conditions within the City are concerning and staff believes that an overall comprehensive study of traffic conditions on residential City owned roads is warranted.

In order to study traffic patterns appropriately we will need to acquire sufficient equipment that can effectively measure traffic volume and speed. We currently have two operational counters out of the original eight counters purchased in 1996.

Due to the condition of counters, the traffic study requirements, and the improved technology and capability of traffic counter systems, we are requesting to purchase Radar Recorder traffic counter systems and the compatible software. These new counters use radar and operate based on line of sight to count traffic in both directions. The City requires 4 counters to meet the current requirements and demand. The cost is not to exceed \$15,000.00, and proved to be the best value.

NEXT STEPS:

Purchase of Radar Recorder traffic counters.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1253)

5.6

Consent Items: MOTION #112-09-15 Purchase of Traffic Counters

Purchase and management of new traffic counters.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

This purchase will be made from the Capital Improvement Budget.


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #113-09-15 Renewal of Employment Contract for James Chandler

SUBJECT: Renewal of Employment Contract for James Chandler

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #113-09-15

I move that the Mayor & Council approve the renewal of a 1-year employment contract with Mr. James Chandler, Assistant City Administrator and Director of Community and Economic Development effective Sept. 26, 2015 with an ending date of Sept. 25, 2016. Contract will also include 2-one year options beginning Sept. 26, 2016 and ending Sept. 25, 2018 .

BACKGROUND:

The City Council discussed and approved the offer of a renewal of an employment contract for Mr. Chandler during a closed session on July 20, 2015.

NEXT STEPS:

The City will execute a 1-year employment contract with Mr. Chandler.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

\$119,879/annually



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Human Resources
Prepared by: Vivian Snellman
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1260)

5.7

Consent Items: MOTION #113-09-15 Renewal of Employment Contract for James Chandler


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #114-09-15 Renewal of Employment Contract for Julian Rollow

SUBJECT: Renewal of Employment Contract for Julian Rollow

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #114-09-15

I move that the Mayor & Council approve the renewal of a 1-year employment contract with Mr. Julian Rollow, Director of Community Services, effective Sept. 17, 2015 with an ending date of Sept. 16, 2016. Contract will also include 2-one year options beginning Sept. 17, 2016 and ending Sept. 16, 2018.

BACKGROUND:

The City Council discussed and approved the offer of a renewal of an employment contract for Mr. Julian Rollow during a closed session on July 20, 2015.

NEXT STEPS:

The City will execute a 1-year employment contract with Mr. Rollow.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: n/a

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

\$95,000/annually


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #115-09-15 Purchase of Mobile Data Terminals

SUBJECT: Purchase of Mobile Data Terminals

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #115-09-15

I move that the Mayor & Council authorize an expenditure of no more than \$50,000 of FY2016 capital funds to purchase 11 mobile data terminals for police vehicles.

BACKGROUND:

The Hyattsville Police Department utilizes the Panasonic Toughbook mobile data computer (MDC) in its police vehicles. The MDCs are on a five year replacement schedule. This fiscal year, 11 MDTs are scheduled for replacement. The MDTs are purchased from Breakford Corp on a Maryland State Contract at a cost of \$4,402 per MDT.

NEXT STEPS:

Purchase MDTs and replace the older model CF30s

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Police Technology Sergeant will coordinate the purchase and set up of the new MDTs.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

Expenditure of \$50,000 of budgeted Capital funds



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1247)

5.9

Consent Items: MOTION #115-09-15 Purchase of Mobile Data Terminals


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #116-09-15 FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.

SUBJECT: FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #116-09-15

I move that the Mayor & Council accept and authorize a supplemental appropriation of \$4,500 to the FY 2016 budget for a 2016 Project Agreement between the Maryland Highway Safety Office and the Hyattsville City Police Department.

BACKGROUND:

For many years the Hyattsville City Police Department has been receiving funding from the Maryland Highway Safety Office to support overtime expenditures for traffic safety enforcement. For FY 2016 the police department will receive \$4,500 to conduct vehicular, pedestrian and DWI enforcement.

NEXT STEPS:

Obtain agreement signatures and conduct enforcement assignments.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Existing police officers

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

Additional appropriation and expenditure of \$4,500



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1249)

5.10

Consent Items: MOTION #116-09-15 FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.


Tracey Nicholson, City Administrator 9/14/2015



Hyattsville City Police Department

4310 Gallatin Street
Hyattsville, Maryland 20781
301-985-5060



Candace B. Hollingsworth
Mayor

Douglas K. Holland
Chief of Police

Tracey Nicholson
City Administrator

DATE: August 26, 2015

TO: Mayor Hollingsworth and Executive Committee Members

THRU: Tracey E. Nicholson, City Administrator

FROM: Douglas K. Holland, Chief of Police

RE: FY 2016 Project Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Department

Purpose

The purpose of this memorandum is to provide the Mayor and Council Members a briefing on a traffic safety project agreement between the City of Hyattsville (City) and the Maryland Highway Safety Office (MHSO) for FY2016.

Background

The City of Hyattsville Police Dept has been receiving funding from MHSO for at minimum 15 years for traffic safety in the City. This upcoming fiscal year we are looking at getting \$4500 for overtime expenditures related to vehicular, pedestrian and DUI traffic enforcement.

This agreement will further enhance the ability for the officers of the Hyattsville City Police Department to make the streets of Hyattsville even safer for the residents and visitors of the City. This agreement will also help the Police Department reach Goal 3 (Enhance a safe and pleasant community) of the City's overall Goals and Objectives.

This upcoming Federal Fiscal Year16 (Oct 2015 – Sept 2016) the City of Hyattsville Police Department has been approved to receive \$4500 for overtime expenditures related to vehicular,

Page 1 of 2



pedestrian and DUI traffic enforcement from MHSO. This amount will be in the categories of Smooth Operator (\$1500), Pedestrian / Bicycle Safety (\$1000) and DUI Enforcement (\$2000).

Recommendation

It is recommended that the Mayor and Council accept and authorize a supplemental appropriation of \$4500 to the FY16 Budget for the FY2016 Project Agreement Between the MHSO and Hyattsville City Police Department, and this be placed on the agenda as a consent item for the next scheduled Council meeting in September 2015.





PROJECT AGREEMENT
 Maryland Highway Safety Office
 Maryland Motor Vehicle Administration
 One Orchard Road, Second Floor
 Glen Burnie, MD 21060
 PHONE 410-787-4050 FAX 410-787-4020

The formal approval of this Project Agreement and the obligation of funds to it are contingent upon the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action.

PROJECT TITLE: City of Hyattsville Police Department Law Enforcement Grant	FOR MHSO USE ONLY
	PROJECT NUMBER: LE-Hyattsvi-2016-049
PROJECT AGENCY: Hyattsville Police Department	
PROJECT AGENCY ADDRESS: 4310 Gallatin Street, Hyattsville, Maryland 20781	
FUND RECIPIENT: City of Hyattsville Police Department	
FUND RECIPIENT ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781	
FEDERAL IDENTIFICATION NUMBER: 52-6000797	

The undersigned agree that the Project Agency will carry out the Project within the dates of the Project Period, in accord with the general programmatic and financial requirements set forth in the agreement, and in compliance with the Project Conditions. Reimbursement is limited to actual eligible expenditures, the total of which is not to exceed the amount of Funds Obligated from MHSO. Furthermore, the Project Agency certifies that it is eligible under grant guidelines to receive grant funds; can accept a reimbursable grant; can successfully implement the project at the indicated funding level; and accepts the provisions of the entire Agreement including its Project Conditions. At least three (3) individuals must be listed below, note that only the Project Coordinator & Project Director can be the same person. Costs cannot be incurred prior to the Project Start Date listed below.

PROJECT COORDINATOR & FINANCIAL ADMINISTRATOR			
PROJECT COORDINATOR		FINANCIAL ADMINISTRATOR	
NAME: Christine Fekete		NAME: Ronald Brooks	
TITLE: Sergeant		TITLE: Treasurer	
AGENCY: Hyattsville Police Department		AGENCY: City Hyattsville	
ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781		ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781	
PHONE: 301-985-5064	FAX: 301-985-5074	PHONE: 301-985-5042	FAX: 301-985-5007
E-MAIL: cfekete@hyattsville.org		E-MAIL: rbrooks@hyattsville.org	

PROJECT DIRECTOR & AUTHORIZING OFFICIAL SIGNATURES			
PROJECT DIRECTOR		AUTHORIZING OFFICIAL	
NAME: Douglas Holland		NAME: Candace Hollingsworth	
TITLE: Chief		TITLE: Mayor	
AGENCY: Hyattsville Police Department		AGENCY: City of Hyattsville	
ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781		ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781	
PHONE: 301-9855084	FAX: 301-985-5074	PHONE: 301-985-5000	FAX: 301-985-5007
E-MAIL: dholland@hyattsville.org		E-MAIL: chollingsworth@hyattsville.org	
SIGNATURE & DATE:		SIGNATURE & DATE:	

FOR MHSO USE ONLY	
FEDERAL FISCAL YEAR START DATE: 10/01/2015	FUNDS OBLIGATED FROM MHSO: \$4,500.00
FEDERAL FISCAL YEAR END DATE: 09/30/2016	PROJECT START DATE:
MHSO CHIEF APPROVAL SIGNATURE & DATE:	

MARYLAND HIGHWAY SAFETY OFFICE
FFY 2016 PROJECT TERMS AND CONDITIONS

I. Project Administration

It is understood and agreed by the Project Agency and Fund Recipient (Grantee) that grant funds received in support of this grant are subject to applicable federal and state laws and regulations and to the following applicable controls, terms and conditions:

1. Availability of Funds

- a. It is mutually understood between the Grantee and the Maryland Highway Safety Office (MHSO) that this grant may have been executed (the Terms and Conditions signed by the Grantee and the Project Agreement signed by both parties) for the mutual benefit of both parties before ascertaining the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action to avoid program and fiscal delays that would occur if the grant were executed after that determination was made.

The grant is valid and enforceable only if sufficient funds are made available to the state by the United States Government for the purpose of this program. In addition, this grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress or MHSO that may affect the provisions, terms, or funding of this grant in any manner.

Reimbursement extends only to those costs incurred during the period of the project, and for which quarterly reports are submitted no later than thirty (30) days after the end of the reporting period, and in the case of the fourth quarter report, thirty (30) days after the project period end date (September 30th).

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds. If at any time during the term of this grant award, federal funds become reduced or eliminated, the MHSO may immediately terminate or reduce the grant award upon a thirty (30) day written notice to the Grantee.

The MHSO has the option to void the grant under the thirty (30) day cancellation clause or to amend the grant to reflect any reduction in funds.

Funds are awarded under Catalog of Federal Domestic Assistance (CFDA) Numbers. The MHSO will provide quarterly CFDA funding information to the Grantee.

- b. This grant will be conducted and administered in accordance with applicable federal, state and local laws, rules and other requirements, using acceptable financial management, record-keeping, procurement and property control systems as outlined in 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations (as applicable) and in accordance with the MHSO grant management guidelines.

2. Unallowable Costs

- a. Supplanting is defined as the replacement of routine and/or existing state or local expenditures with the use of federal grant funds for the cost of activities that constitute general expenses required to carry out the overall responsibility of a state or local agency. The Grantee shall not use grant funds to supplant state or local funds, or other resources that would otherwise have been made available for the grant program.
- b. In addition to supplanting, the following program administration costs are also prohibited:
- Entertainment costs including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities)
 - Promotional items such as gifts, models, and souvenirs for public relations and advertising costs.
 - Alcoholic beverages for any consumption purposes including training settings for law enforcement

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

- Contributions and donations, including cash, property and services to others
- Cost of fundraising, including financial campaigns and solution of capital contributions
- Fines, penalties, damages and other settlements resulting from violations or non-compliance
- Contingency provision for contributions to a contingency reserve or similar provision for unforeseen events excluding self-insurance reserves
- Costs not recovered under one MHSO grant are unallowable under another MHSO grant
- Highway construction, maintenance or design-related projects
- Office furniture and fixtures
- Automated traffic enforcement systems
- Truck scales and traffic signal preemption systems
- Cost of training for employees of federal and military agencies

3. Procurement

- a. Grantees, contractors, or subcontractors will take all necessary affirmative steps to assure that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Section 26.5 (if applicable), and Minority Business Enterprises (MBE) are used.

In all bid solicitations for funded project work or materials exceeding \$10,000, the Grantee shall include a nondiscrimination clause as specified by the Maryland Department of Transportation and U.S. Department of Transportation. The Grantee shall notify all bidders that it will affirmatively ensure that in any contract entered into pursuant to its advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to its invitation and will not be discriminated against on the grounds of political or religious opinion or affiliation, race, creed, sex, national origin, or physical/ mental handicap in consideration of an award.

Procurement of supplies, equipment, other tangible non-expendable personal property, and services funded in whole or in part with funds obligated by this Grant shall follow applicable procurement procedures and requirements of state and local laws, rules and regulations and in any instance shall be in compliance with the federal requirements set forth in Section 18.36 Procurement of 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations.

- b. Pursuant to the requirements of the State Finance and Procurement Article of the Annotated Code of Maryland and any amendments thereto; the Maryland Governor's Executive Order barring discrimination; Section 22(a) of the Federal-Aid Highway Safety Act of 1968 (23 U.S.C. 22 (a)); and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794), employment in connection with this project will be provided without regard to political or religious opinion or affiliation, race, color, creed, sex, national origin, or physical or mental handicap.

4. Nondiscrimination

Grantee, contractor, and or subcontractor assures the state that it complies with all federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21)
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

prohibits discrimination on the basis of sex

- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*; Pub. L. 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27)
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age
- The Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities
- The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse
- The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- Section 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records
- Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing
- Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made
- The requirements of any other nondiscrimination statute(s) which may apply to the application

5. Buy America Act

The Grantee certifies that they will comply with the Buy America Act (23 USC 101 Note) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the U.S. Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver submitted to and approved by the U.S. Secretary of Transportation. The MHSO must assist Grantees with the waiver process. Any manufactured product with the exception of all motor vehicles, with a purchase price of \$5,000 or less per unit cost is waived from the Buy America Act requirement (23 U.S.C. 313: Pub. L. 110-161.)

6. Privacy Protection

All agencies and organizations with access to or use of any personal information whatsoever from the Maryland Motor Vehicle Administration records shall comply with MVA's Privacy Protection Policy as a condition precedent to receiving access or use and payment under this grant.

7. Debarment and Suspension

The Grantee is not, nor will it make any award or permit any contract at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 - Debarment and Suspension.

8. Drug-Free Workplace

The signatories for the grant certify that the Grantee will provide a drug-free workplace in accordance with the Federal Drug-free Workplace Act of 1988 (49 CFR Part 29 Subpart F).

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)**9. Lobbying**

With regard to federal contracts, grants, loans, and cooperative agreements, the signatories for the grant certify to the best of their knowledge and belief that pursuant to 31 USC 1352, they are in compliance with the Lobbying Restrictions placed on the use of federal funds.

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the signatories, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any state or local funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of this federal contract, grant, loan, or cooperative agreement, the signatory for the grant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, as found at <http://www.whitehouse.gov/omb/grants/sfllin.pdf>. A copy of any Standard Form-LLL, "Disclosure Form to Report Lobbying" submitted in accordance with this requirement shall be submitted simultaneously to the MHSO.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements) and that all such sub-recipients shall certify and disclose accordingly.
- d. None of the funds under this grant will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with National Highway Traffic Safety Administration (NHTSA) funds from engaging in direct communications with state or local legislative officials, in accordance with customary State practice, such as invited testimony before a legislative body, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- e. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

10. Political Activity (Hatch Act)

All individuals employed by a state or local agency whose principal employment is in connection with an activity that is paid in whole or in part by federal funds from a federal agency, including grants from the MHSO, have been informed of the provisions of 5 USC, Government Organization and Employees; Part II, Civil Service Functions and Responsibilities; Chapter 15, Political Activity of Certain State and Local Employees; Sections 1501 through 1508. This statute does not apply to individuals employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a state or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization (5 U.S.C. 1501-1508 and 5 CFR 151).

11. Document Retention and Access

Pursuant to the requirements of 49 CFR Part 18, Sect. 18.42 - Retention and Access Requirements for Records, all records shall be retained for three years from the date the final quarterly report is submitted to the MHSO. If there is an action resulting from an audit or other action started before the expiration of the three-year period, the

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

records shall be retained until completion of the action and resolution of all issues, or the end of the three-year period, whichever is later. The MHSO, other state agencies and appropriate federal authorities have the right of access to any books, documents, papers, or other records in order to perform audits and examinations or make excerpts and transcripts for as long as the records are retained.

12. Program Income

Some highway safety projects conduct activities that generate income to cover present and future costs. When Grantees earn money for their services or products, they may be earning what is defined in the federal regulations as "program income." Income earned by the Grantee with respect to the conduct of the grant (e.g. sale of publications, registration fees, service charges, etc.) must be accounted for fully and applied to project purposes or used to reduce costs. Program income that remains unexpended after the grant ends shall continue to be committed to the original grant objectives.

As defined in 23 CFR, Part 1200.24, program income means gross income earned by the Grantee from grant-supported activities. Such earnings may include but are not limited to:

- Income from service fees
- Sale of commodities fabricated under the grant
- Usage or rental fees of equipment (property) acquired with grant funds
- Conference or training registration fees when the grantee is the host agency

Grantees must record the receipt of program income as a part of the reimbursement claim process. Grantees are required to reduce the amount of grant funds requested for reimbursement based on the amount of income generated from the activity. A note in the reimbursement claim should be placed by the Grantee noting "program income" is offsetting the cost of this claim reimbursement.

13. Local Benefit Requirement

In order to support a high visibility enforcement campaign, coupled with a corresponding education model necessary to change driver behavior, the MHSO will coordinate paid and earned media statewide and in local jurisdictions to complement enforcement efforts. The outreach may include the following: TV and/or radio spots, online ads, billboards, print ads, press releases, posters and or flyers. These outreach efforts will be coordinated statewide so as to ensure effective distribution of media spots for the local benefit. The project director signifies his/her understanding of the media component of the mobilization and approves the use of these public outreach techniques within his/her jurisdiction.

14. Audit

Provisions of the Single Audit Act of 1996 (P.L. 104-156) and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations, require an agency/organization which expends more than \$750,000 in federal funds in a year to provide a single or program-specific audit for each year. Any Grantee meeting this criterion shall ensure the submittal of one copy of each required audit report directly to the Federal Audit Clearinghouse within thirty (30) days of the report's issuance. The audit shall study and evaluate the internal accounting and administrative controls to the extent considered necessary to assess the integrity of the systems as required by generally accepted auditing standards, the standards for financial and compliance audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office, the Single Audit Act of 1996, and the provisions of OMB Circular 2 CFR 200.501,.516.

Grantees which are not subject to the provisions of OMB Circular A-133 shall provide an annual audit report of their organization's financial statements if requested.

15. Indirect Costs

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

If indirect costs were approved in the grant, the Grantee must furnish required documentation per MHSO's Indirect Cost Policy to receive MHSO's approved negotiation letter before indirect costs shall be reimbursed.

II. Project Management**1. Equipment Approvals, Management & Monitoring**

- a. For all major equipment purchases and replacement purchases with a useful life of more than one year and an acquisition cost of \$5,000 or more in value, MHSO shall receive prior written approval from the NHTSA Regional Administrator. This procedure is required by 23 CFR §1200.31 and NHTSA's Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants. The regulations look to the cost of the equipment regardless of the portion of funding supported by Federal or other funds if the total cost was \$5,000 or more. The unit cost for equipment is the unit's purchase price plus any accessories necessary to make the equipment operational for its intended purpose. The Grantee shall ensure that the purchase has received the appropriate approvals prior to the funds being expended. The Buy America Act must be adhered to at all times when purchasing approved equipment.
- b. All equipment, regardless of the description in the grant proposal requires a pre-approval in the e-grant system.
- c. Grantees are required to complete an Equipment Accountability Form when claiming reimbursement for the approved item(s). The Equipment Accountability Form is to be completed in MHSO's electronic grant system.
- d. It is the responsibility of the Grantee to institute and maintain required inventory records consistent with 49 CFR Part 18.32 DOT Implementation of Common Rule.
- e. The MHSO, as part of its oversight responsibility, shall systematically monitor Grantees with grant-funded equipment to ensure that grantees are in compliance with all federal requirements for property management and inventory. MHSO shall monitor Grantee compliance with applicable federal requirements during on-site monitoring visits. Equipment and other property acquired under a grant for use in highway safety projects shall be used and kept in operation for highway safety purposes. The Grantee agrees to comply with all requirements and accompany the MHSO to the on-site physical inventory inspection.
- f. All equipment approved for purchase by MHSO for the purpose of improving highway safety shall become property of the Grantee. Thus, all maintenance and care of the equipment shall rest with the receiving agency. MHSO recommends that the grantee agency maintain an inventory control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. MHSO recommends that the inventory control system include a record and tagging system.
- g. Equipment shall be used by the Grantee for the purpose for which it was acquired as long as needed, whether or not the program continues to be supported by MHSO funds. When no longer needed for the original program, the equipment may be used in other traffic safety activities. Permission to dispose of the equipment must be obtained from MHSO before any action can be taken regarding the equipment. The Grantee must complete the bottom portion of MHSO's Equipment Accountability Form for disposal approval. If the equipment is no longer needed for the purpose for which it was acquired and will not be used for another highway safety project, the equipment may, at the option of the MHSO, become the property of the MHSO.

2. Other Direct Costs

All Materials under Other Direct Costs need to go through the MHSO approval process. Any items where the MVA/MHSO logo or highway safety messaging is warranted must go through the electronic grants pre-approval process. If the Grantee bypasses the pre-approval processes, the MHSO reserves the right to deny the reimbursement expense. The Grantee should work with their MHSO Program Manager to ensure all pre-approvals are worked through the approval processes correctly.

3. Media & Advertising for Highway Safety Messages

Any funds obligated by this grant for the purchase of paid media are subject to the NHTSA-issued Guidelines

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

for States Using Funds for Purchasing Advertising Space for Highway Safety Messages. The guidelines suggest a strategic communications approach that advocates the use of a sustained high visibility enforcement model coupled with communication resources to be implemented at targeted times and locations based on problem identification. The objective is to influence and sustain year round behavioral change while getting return on investment and future improvements in highway safety.

4. Travel and Training

- a. Grantee travel specifically detailed in the grant proposal does not require a pre-approval in the electronic grant system. However, if a Grantee only provided minimal or generic travel information, the Grantee is required to submit a pre-approval request for the specific travel. The MHSO reserves the right to deny any travel or training expenses if the Grantee bypasses the MHSO's pre-approval process.
- b. Reimbursement for travel costs shall be subject to the requirements and limitations set forth in the State Travel Regulations established by the Maryland Department of Budget and Management.

5. Contractual Services

The Grantee may not enter into a contract with a contractor for any work specified in the grant without prior written consent from the MHSO. The Grantee shall furnish to the MHSO the contract for review and approval prior to contracting the work with the contractor. The MHSO reserves the right to deny reimbursement expenses if the Grantee bypasses MHSO's pre-approval process.

The Grantee, however, shall remain fully responsible for the work to be done by its contractor(s) and shall assure compliance with all the requirements of the grant and Project Terms and Conditions.

6. Project Modifications

If the costs reflected in the cost categories of the grant need to be adjusted, written approval shall be obtained from the MHSO prior to making any expenditure through a project modification. Budget modifications shall be obtained by submitting a Project Modification Request in the electronic grant system, detailing a clear justification to support the request. At no time shall salary and benefits be moved from one position to another without an approved project modification from the MHSO.

7. Other Conditions, as Directed

If the Grantee is a law enforcement agency, the following conditions apply:

- a. Any law enforcement agency receiving funds for overtime enforcement is strongly encouraged to follow the guidelines established for vehicular pursuits currently issued by the International Association of Chiefs of Police.
- b. Due to the number of fatal and serious crashes occurring during nighttime hours, and specifically lower nighttime seat belt usage, impairment and speed, a minimum of 50% of all grant funded overtime enforcement operations are intended to be conducted during the nighttime. Nighttime refers to hours between 9:00 p.m. and 5:00 a.m. Deviation from the above time frame should be supported by crash and/or citation data.
- c. Law enforcement agencies using overtime funds are required to use the best available data to plan and implement enforcement operations (for example: location(s), day of week, time of day should be based on crash and/or citation data).
- d. Scheduled federally funded overtime for a given enforcement detail should not exceed six (6) hours.
- e. The high visibility enforcement model should be used with overtime enforcement operations funded by this grant. This means that when overtime is worked it should be supported by media outreach (for example: press releases, social media, radio and/or television). The MHSO can assist the law enforcement agency

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

with outreach if requested. Participation in all mobilizations/traffic safety enforcement events sponsored by the NHTSA and/or the MHSO is required.

- f. In the event an officer working a MHSO overtime funded assignment is called away from the overtime detail to handle another matter or agency work (calls for service, investigations, lengthy back-ups for incidents other than traffic stops, etc.), the time spent for the non-MHSO work may not be charged to MHSO. Only actual hours worked for the MHSO overtime assignment may be claimed on the law enforcement log for reimbursement. Officers and public safety should always remain a top priority, and responsible discretion should be exercised as to when an officer should be pulled from the MHSO funded effort.

III. Project Reporting**1. Quarterly Reports & Reimbursement Claims**

- a. A quarterly reimbursement claim must be submitted by the Grantee to the MHSO by January 30, April 30, July 30, and October 30 (or monthly as agreed upon by the Grantee and the MHSO). Failure to submit timely, complete and accurate progress reports and claims within thirty (30) days after the quarter ends may constitute Grantees irrevocable waiver of any right to thereafter recover from MHSO any part of those waived grant sums which may thereafter be reallocated or reverted by MHSO.
- b. A completed quarterly report shall be submitted by the Grantee whether or not reimbursable expenditures have been made since submittal of the prior period report.
- c. All quarterly reports shall be accompanied by approved supporting documentation (refer to the MHSO supporting document checklist for a full listing of approved documentation). The approved documentation must be uploaded in the electronic grant system.
- d. Requests for reimbursement shall be limited to those expenditures made consistent with the provisions of this Project Agreement and the cost principles set forth in 22 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87), 2 CFR Part 220 - Cost Principles for Educational Institutions (OMB Circular A-21), or 2 CFR Part 230 - Cost Principles for Nonprofit Organizations (OMB Circular A-122) , as applicable, and the Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants.
- e. All grants include a maximum amount eligible for reimbursement (reimbursement limitation). Reimbursement costs are the actual costs not to exceed the originally estimated costs. At no time can salary and benefits be moved from one position to another without an approved project modification from the MHSO.
- f. MHSO will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a Grantee fails to comply with any applicable term or condition of this grant.
- g. Claims received after the cutoff date may not be reimbursed. Grantees are responsible for informing their accounting office of the reimbursement claim submission deadlines.
- h. Expenditures incurred prior to the grant execution date, or for costs not outlined in the approved grant will be denied for reimbursement.

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

We, the officials named below, hereby certify that we have read and understand the above described Project Terms and Conditions and are duly authorized to legally bind the Grantee to abide by them.

Project Director's Name

Date Signed

Project Director's Signature

Authorizing Official's Name

Date Signed

Authorizing Official's Signature



Consent Items: MOTION #117-09-15 Police Ammunition Purchase

SUBJECT: Police Ammunition Purchase

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #117-09-15

I move that the Mayor & Council authorize the purchase of police ammunition at a cost not to exceed \$15,000.

BACKGROUND:

All police officers in the State of Maryland are required to annually qualify with any firearm that is carried while on duty as a police officer. The Hyattsville City police department purchases approximately 55 cases of various types of ammunition to meet this requirement and maintain a sufficient inventory. The ammunition is purchased from the Gun Shop in Vincenton, New Jersey under a Blanket Purchase Order/Contract for the State of Maryland.

NEXT STEPS:

Purchase and store the ammunition

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Qualified firearms instructors/Patrol Officers.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

FY 2016 general fund expenditure of no more than \$15,000



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1248)

5.11

Consent Items: MOTION #117-09-15 Police Ammunition Purchase


Tracey Nicholson, City Administrator 9/16/2015



Hyattsville City Police Department

4310 Gallatin Street
Hyattsville, Maryland 20781
301-985-5060



Marc Tartaro
Mayor

Douglas K. Holland
Chief of Police

Tracey Nicholson
City Administrator

Date: September 3rd, 2015

To: Col. Douglas K. Holland, Chief of Police

From: Det. Cpl. Zach Nemser, Firearms Unit

Reference: Police Department Ammunition Order for FY16

BUDGET LINE #
01 262 001 5499
\$ 47,362

Each year, due to departmental and COMAR regulations, all Police Officers in the state of Maryland must complete firearms qualifications annually. Our agency is not any different. Each Hyattsville City Police Officer completes a live-fire qualification at the shooting range at least three times a year. We use the MPCTC Firearms range in Sykesville, MD free of charge. As a department, we provide the guns, targets, and ammunition used for qualifications.

At a minimum, each HCPD officer shoots 430 rounds of .40 caliber ammunition per year, during our normal qualification courses. Based on the current amount of approved positions, that comes out to a total of approximately 19,000 rounds. On top of that, our HEAT Team must qualify an additional 4 times per year with 3 different weapons. The Team uses 4,200 rounds of .40 caliber ammunition and 1,400 rounds of .223 ammunition (patrol rifle). Patrol officers who are patrol rifle certified (approximately 20 officers), must also shoot 200 rounds per year for a total of 4,000 rounds.

At this time we are requesting the following ammunition order be approved so that a purchase order can be created.

LE223T3 (Patrol Rifle ammo)	\$279.90	10 Cases (5,000 rounds)	\$2,799.00
P40HST3 (Duty Ammo .40 Cal.)	\$329.90	5 Cases (5,000 Rounds)	\$1,649.50
AE40R3 (Practice Ammo .40 Cal)	\$259.95	40 Cases (40,000 Rounds)	\$10,398.50

Total: \$14,847.00

We currently use The Gun Shop as our ammunition supplier. The Gun Shop is located at 60 Main Street, South Hampton, NJ 08088. The Gun Shop's prices are negotiated through a contract with the State of Maryland. We receive the same prices through that State of Maryland contract.





QUOTE

THE GUN SHOP

Quote #

6965

N.J. Retail #2101
FFL #8 22 005 01 4F 01103

60 Main Street #D
Vincentown, NJ 08088-8870
609/859-1997 Fax 609/859-3099
E Mail: info@policeammo.com

EIN 22-2167890

Quote To	Ship To
Hyattsville Police Department Det Cpl Z Nemser 4310 Gallatin Street Hyattsville, MD 20781	Hyattsville Police Department Det Cpl Z Nemser 4310 Gallatin Street 301-985-5082/240-216-4113 Hyattsville, MD 20781

Delivery	Salesperson	Terms	Shipped Via	F.O.B.	Date
Best Way	Beth	Net 30	Drop	Destination	9/2/2015

Quantity	Item	Description	Unit Price	Amount
40.00	AE40R3	Federal, Pistol Cartridges, American Eagle 40 S&W, 165 Gr., FMJ Round Nose (40.00 Cases) (800 Boxes) (40000 Rounds)	\$259.95	\$10,398.00
10.00	LE223T3	Federal, Tactical Rifle Ballistics 223 Rem., 62 Gr., Bonded Soft Point (10.00 Cases) (100 Boxes) (2000 Rounds)	\$279.90	\$2,799.00
5.00	P40HST3	Federal, Premium Pistol Cartridge HST Federal 40 S&W 165 GR. HST HP (5.00 Cases) (100 Boxes) (5000 Rounds)	\$329.90	\$1,649.50

Total Due **\$14,846.50**

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 01

SHIP TO:		
AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: 1222167890 GUN SHOP 60 MAIN ST STE D VINCENTOWN, NJ 08088 (609) 859-1997 EXT 1		REFER QUESTIONS TO: CHERYLL BREWTON (410) 767-3183 CHERYLL.BREWTON@MARYLAND.GOV
ITB: 001IT819618	EXPR DATE: 01/02/16 POST DATE: 12/22/14	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

=====

STATEWIDE CONTRACT
FOR
AMMUNITION

=====

REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AUTHORITY WITH THEIR NEED FOR THE FOLLOWING ITEM(S) FOR THE CONTRACT PERIOD SPECIFIED BELOW.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS-REQUIRED" BASIS.

CONTRACT MAY BE EXTENDED FOR ONE (1) ADDITIONAL CONTRACT PERIOD AT THE UNILATERAL DISCRETION OF THE STATE.

CONTRACT PERIOD: ONE YEAR FROM DATE OF AWARD - 01/1/2015.

VENDOR CONTACT : PAULA LEDDY (PLEDDY@POLICEAMMO.COM)
 GEORGE PETRONIS (INFO@POLICEAMMO.COM)
 VENDOR NUMBER : 609-859-1997

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 02

TERMS (cont'd):

CONTRACT TERMINATION: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE DEPARTMENT OF GENERAL SERVICES. THE DEPARTMENT MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON 30 DAYS WRITTEN NOTICE.

A USAGE REPORT SHALL BE FURNISHED BY THE GUN SHOP EVERY NINETY (90) DAYS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE FORMAT OF SUBMISSION (E.G. EXCEL) SHALL BE AT THE VENDOR'S DISCRETION PROVIDED THAT, AT A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION AND THE CONTRACT TOTAL. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

PROCESSING FEE:

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE SENT VIA E-MAIL TO THE PROCUREMENT OFFICER AT CHERYLL.BREWTON@MARYLAND.GOV AS WELL AS TO AWAWU SALAKO VIA E-MAIL AT AWAWU.SALAKO@MARYLAND.GOV
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 03

TERMS (cont'd):

MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;
- (4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:

- (I) RECEIVES STATE MONEY; AND
- (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE:

- (5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

- (I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
- (II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE:

OR

- (6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 04

TERMS (cont'd):

THE VENDOR/CONTRACTOR HAS TEN (10) CALENDAR DAYS FROM THE DATE OF THE AWARD TO INITIATE THE PROCESS OF PUTTING THEIR ONLINE ECATALOG OF CONTRACT ITEMS ON THE EMARYLAND MARKETPLACE. FAILURE BY THE VENDOR/CONTRACTOR TO DO SO, INCORPORATING THE TERMS AS LISTED ABOVE AND OTHERWISE COMPLYING WITH THE CONTRACT, WILL BE CAUSE TO REASSESS THE CONTRACT WITH THE VENDOR/CONTRACTOR AND MAY RESULT IN DEFAULT OF THE CONTRACT AND/OR BREACH OF THE CONTRACT, AND COULD RESULT IN TERMINATION OF THE CONTRACT FOR DEFAULT.

ALL COSTS AND EXPENSES OF COMPLYING WITH THIS PROVISION SHALL BE BORNE BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE STATE.

FOR ADDITIONAL INFORMATION CONCERNING EMARYLAND MARKETPLACE, PLEASE CONTACT DEWANA DANIEL AL-MATEEN AT 410-767-4024.
E-MAIL AT DEWANA.AL-MATEEN@MARYLAND.GOV

CONTRACT VALUE ESTIMATION: CONTRACT QUANTITY AND VALUE IS ESTIMATED AT \$100,000.00 AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITIES ON AN "AS-REQUIRED" BASIS.

CONTRACT ACCEPTANCE: THE BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB #001IT819618) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS, OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB (#001IT819618) AND ARE INCORPORATED HEREIN AND MADE A PART OF THIS BPO.

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 05

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	68004	LT	50,000.0000

AMMUNITION

AMMUNITION - REMINGTON - 28% DISCOUNT ON LOT PRICING PER QUOTE
SUBMITTED BY PAULA LEDDY (PLEDDY@POLICEAMMO.COM) AND SIGNED OFF BY
GEORGE PETRONIS ON 8/28/2014.

0002	68004	LT	50,000.0000
------	-------	----	-------------

AMMUNITION

AMMUNITION - FEDERAL - 25% DISCOUNT ON LOT PRICING PER QUOTE
SUBMITTED BY PAULA LEDDY (PLEDDY@POLICEAMMO.COM) AND SIGNED OFF BY
GEORGE PETRONIS ON 8/28/2014.

END OF ITEM LIST

***** LAST PAGE *****

AUTHORIZED BY: _____



BUYER AUTHORIZED DESIGNEE

DATE: 12/22/14



Consent Items: MOTION #118-09-15 Maryland Energy Administration Grant for Anti Idling Devices

SUBJECT: Maryland Energy Administration Grant for Anti Idling Devices

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #118-09-15

I move that the Mayor & Council accept grant modification 2014-12-520S from the Maryland Energy Administration and authorize a supplemental FY16 budget appropriation of \$45,000 to purchase and install anti idling devices in police vehicles. I further move that the Brekford Corporation be approved as a sole source vendor for purchase and installation of the devices.

BACKGROUND:

In 2014 the Mayor and Council accepted and appropriated the 2014 Smart Energy Communities Grant Agreement and authorized the City Administrator to execute the agreement upon the review and approval by the City Attorney for legal sufficiency (Motion 93-07-14). The project was not completed and the funding was not carried over to the FY16 budget. A grant modification extending the dates of the agreement has been completed and a sales and installation vendor has been identified.

Stealth Power is an Austin Texas based technology company that develops and manufactures smart electric power systems for vehicles and standalone mobile power. These power systems provide power to run a vehicle's electrical equipment to include emergency lights, camera, and communications equipment without running the engine. The technology produced by Stealth Power is unique. Stealth Power has recently partnered with Brekford Corporation of Hanover Maryland for distribution and installation of the devices. Brekford is the only authorized distributor/installer outside of Austin Texas.

NEXT STEPS:

Purchase and install the devices

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Commander of Administrative Services is coordinating the purchase and installation of the devices.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1250)

5.12

Consent Items: MOTION #118-09-15 Maryland Energy Administration Grant for Anti Idling Devices

FISCAL IMPACT:

An additional appropriation and expenditure of \$45,000


Tracey Nicholson, City Administrator 9/14/2015

HYAT

SUBJECT: MEA Smart Energy Communities Grant Agreement	
MOTION# 93-07-14	DEPARTMENT: Community & Economic Development
SECTION: Consent	SPONSORED BY: Tartaro
RECOMMENDATION: I move that the Mayor and Council accept and appropriate the 2014 MEA Smart Energy Communities Grant Agreement and authorize the City Administrator to execute the agreement, upon the review and approval by the City Attorney for legal sufficiency.	
BACKGROUND: The Maryland Energy Administration (MEA) has awarded the City of Hyattsville a \$45,000 grant to fund the acquisition and installation of idling devices for our police vehicles. The grant is intended to fully fund five to six anti-idling devices that will be installed on a limited number of Police Department fleet vehicles, allowing the vehicle computer systems to operate when the vehicle is ignition is turned off.	
NEXT STEPS: Staff will proceed with the procurement of contracted services for both the devices and installation services. Once a contractor has been selected, a recommendation and request for authorization will be presented for consideration.	
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: The Police Department, Public Works and Community & Economic Development will coordinate to ensure the devices satisfy the operational needs of the fleet and satisfy the requirements of the grant.	
STRATEGIC GOALS AND ACTIONS: Goal 2 – Ensure the Long-Term Health of the City, Action 2.2 – Apply energy-efficient practices to City operations, facilities, and equipment	
CURRENT YEAR BUDGET IMPACT: Acceptance and appropriation of this grant will modify the FY2015 Budget Special Revenues by a net increase of \$45,000.	
CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):  Tracey E. Nicholson, City Administrator	



Maryland Energy Administration / Maryland Smart Communities Grant Program

Grant Agreement & Supporting Documentation



Larry Hogan, *Governor*
Boyd K. Rutherford, *Lt. Governor*
A. Leigh Williams, *Director*

August 21, 2015

Mr. Jim Chandler
City of Hyattsville
4310 Gallatin St.
Hyattsville, MD 20781-2050

Dear Mr. Chandler:

Enclosed are two original copies of grant modification 2014-12-520S1 between the City of Hyattsville and the Maryland Energy Administration. Please have both copies signed and **return both signed copies of the agreement** to the Maryland Energy Administration. When the grant agreement is fully executed, you will receive a copy.

If you have any additional questions, please feel free to call Devan Willemsen at (410) 260-7539. Thank you for your cooperation.

Sincerely,

Jessica Wakefield
Financial Specialist

cc: Devan Willemsen

Enclosures

**MARYLAND SMART ENERGY COMMUNITIES GRANT PROGRAM
GRANT AGREEMENT**

**STATE OF MARYLAND
MARYLAND ENERGY ADMINISTRATION**
60 West Street, Suite 300
Annapolis, Maryland 21401

hereinafter "MEA"

and

CITY OF HYATTSVILLE
4310 Gallatin Street
Hyattsville, MD 20781

hereinafter "Grantee"

AMENDMENT No. 1

The Grant Agreement referenced above (Grant 2014-12-520S1) between MEA and the City of Hyattsville is hereby amended as described below, pursuant to Article III, Section D (entitled "Program Timing and Deadlines") of the Grant Agreement. All additions are shown in italics and all deletions are stricken out.

Article III, "Amount and Duration of the Grant", is amended as follows:

Under no circumstances shall MEA have any obligation to provide the Grantee with any funds in an amount greater than the amounts listed above. The Grant is in effect from the date of execution of this agreement by MEA until ~~June 30, 2015~~ *December 31, 2015* ("the Grant Term"). All invoices and reports, including the MSEC Monthly Report, must be presented to MEA by no later than ~~May 31, 2015~~ *November 30, 2015*.

All other terms of the Grant Agreement that are not hereby amended remain in full force and effect. If there is conflict between this amendment and the Grant Agreement or any earlier amendment, the terms of this amendment shall prevail.

Grant 2014-12-520S1

The effective date of this amendment is the date upon which a fully executed version of this amendment is received by MEA, as evidenced by the MEA Date Stamp, above.

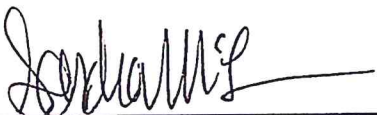
CITY OF HYATTSVILLE

By: 
Jim Chandler, Asst. City Administrator

MARYLAND ENERGY ADMINISTRATION

By: 
A. Leigh Williams, Esq.
Director

Approved for Form and Legal Sufficiency
this 11th day of August, 2015

By: 
Assistant Attorney General, MEA

MSEC FY 14 Grant Extension Form

Community Name
City of Hyattsville GR # 2014-12-520S1
Total Award and Amount Spent to-date:
Total Award: \$45,000 Amount Spent to Date: \$0.00
Justification for Extension
The City has not completed the necessary procurement for the acquisition and installation of vehicle anti-idling devices for Police Department patrol vehicles.
Plan for Spending Funds by December 31, 2015
The City will complete the procurement of the contracted services by August 2015 and will schedule an award of contract by September 21, 2015. All related services will be completed no later than November 6, 2015 and reimbursement request will be submitted to MEA by November 26, 2015.

Approved By (Signed by MEA): Devin WillemoesDate: June 30, 2015

3-557-0200 f. 443-557-0201
 www.brekford.com
 7020 Dorsey Building # C
 Hanover, MD 21076

SALES ESTIMATE

DATE	QUOTE #
8/27/2015	151117Q

FEDERAL ID: 20-4086662

NAME / ADDRESS

Hyattsville City PD
 4310 Gallatin Street
 Hyattsville, MD 20781

SHIP / DELIVER

Hyattsville City PD
 attn:Lt. Chris Purvis
 301-985-5041
 4310 Gallatin Street
 Hyattsville, MD 20781

Acct-REP	TERMS	QUOTE #	QUOTE VERSION	QUOTE VALID THROUGH
S E	Net 30	151117Q		9/26/2015

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL
	*****STEALTH POWER*****			
GEN ITEM	SP-002 SP2 Edition Unit	1	5,368.00	5,368.00
Arbitrator Install	INS-001 Installation of the SP2 Edition Unit	1	545.00	545.00
CONTRACTS	MARYLAND State Contracts: >DBM-0106-RADEQ (Two Way Radio Equipment) ID # 060B3490002 >eMarylandMarketplace -Maryland State Catalog ****Pricing Structure, Terms and Conditions in accordance with State of Maryland DOIT contract# 060B2490022. **** >MD State Hardware and Associated Equipment and Services and Associated Equipment - BPO# 060B2490022 >St. Mary's County Government # SMC-08-SO-41050 (full build out) >Baltimore County Government # ITB 206581 Panasonic Toughbook >Howard County Government Contract Number: 4400002102 >Anne Arundel Government Vendor Number 387848 - PO#4704 >Montgomery County Government # 1015903 >Prince George's County Government # PO60289M6027(123108)0		0.00	0.00

Brekford Policy: 3 Year Limited Priority Warranty on Mobile Data Computers-hardware/labor (excluding: batteries). This warranty does not cover physically damaged merchandise. Refund is only available on special circumstances and subjected to 25% restocking fee. No refund will be considered after 15 days from the date of purchase. For tech support and RMA service call (443-557-0200).

SIGNATURE (quote approval)

TOTAL

\$5,913.00



Consent Items: MOTION #119-09-15 Hyattsville CDC Grant Application: National Endowment for the Arts

SUBJECT: Hyattsville CDC Grant Application: National Endowment for the Arts

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #119-09-15

I move that the Council authorize the Mayor to send a letter in support the Hyattsville CDC's application to the National Endowment for the Arts (NEA) Our Towns grant program.

BACKGROUND:

The Hyattsville Community Development Corporation (HyCDC) is proposing to submit an application to the National Endowment for the Arts for an Our Town grant and is requesting the City support its application.

The funding request is intended to implement the Stream Valley Artway Plan, originally conceived during land use planning for the Gateway Arts District. The project is proposed to activate the Northwest Branch Stream Valley celebrating the Stream Valley Trail as an integral part of the Arts District by enhancing linkages to surrounding neighborhoods and providing opportunities for artistic expression and programming. The Stream Valley Artway project will transform a natural barrier and geographic divide in our community into a celebrated focal point.

NEXT STEPS:

The Hyattsville CDC is preparing the grant application and expect to receive notification of award sometime in Summer/Fall 2016.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff support for the project will be minimal and will primarily be advisory.

STRATEGIC GOALS

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

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Community & Econ Dev

Prepared by: Jim Chandler

Sponsors: Solomon, Perry, Warner

DOC ID: (ID # 1243)

5.13

Consent Items: MOTION #119-09-15 Hyattsville CDC Grant Application: National Endowment for the Arts


Tracey Nicholson, City Administrator 9/14/2015

City of Hyattsville



Memo

To: Mayor and Council
Tracey Nicholson, City Administrator

From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator

Date: July 10, 2015

Re: Hyattsville CDC Grant Application: National Endowment for the Arts

The Hyattsville Community Development Corporation (HyCDC) is proposing to submit an application to the National Endowment for the Arts for an Our Town grant and is requesting the City support its application.

The funding request is intended to implement the Stream Valley Artway Plan, originally conceived during land use planning for the Gateway Arts District. The project is proposed to activate the Northwest Branch Stream Valley celebrating the Stream Valley Trail as an integral part of the Arts District by enhancing linkages to surrounding neighborhoods and providing opportunities for artistic expression and programming. The Stream Valley Artway project will transform a natural barrier and geographic divide in our community into a celebrated focal point.

Attached is a brief description of the Stream Valley Park as described in the Gateway Arts District Sector Plan, a map of the defined Character Area, sample letter of support and proposed role of the City of Hyattsville is attached to this memorandum. It is anticipated by City Staff that the

Hyattsville CDC will briefly provide the City Council with additional details during the Public Comment period at the Council meeting on Monday, September 21st.



Neighborhood commercial character areas allow residents to easily walk to buy sundries.

NEIGHBORHOOD COMMERCIAL

Neighborhood commercial character areas overlay a large concentration of commercially zoned land on Hamilton Street and scattered properties already developed with commercial uses located throughout Hyattsville, Brentwood, and Mount Rainier.

This development character provides limited retail services such as specialty or convenience grocery stores, dry cleaners, and similar services within walking distance of neighborhoods. It requires compatibility with adjacent residential neighborhoods for new development. This character area also allows for second story retail, office, art studio, or residential uses above first- floor commercial uses.

STREAM VALLEY PARK

The stream valley park character area provides a green oasis in the center of the Arts District, allowing for recreation, contemplative spaces, and arts programming in open-air venues. The stream valley park character area overlays land generally located in the floodplain that has been reserved to protect the tributaries to the Anacostia River and is a part of the Anacostia Trails Heritage Area (ATHA). This character area bisects the Arts District and US 1.



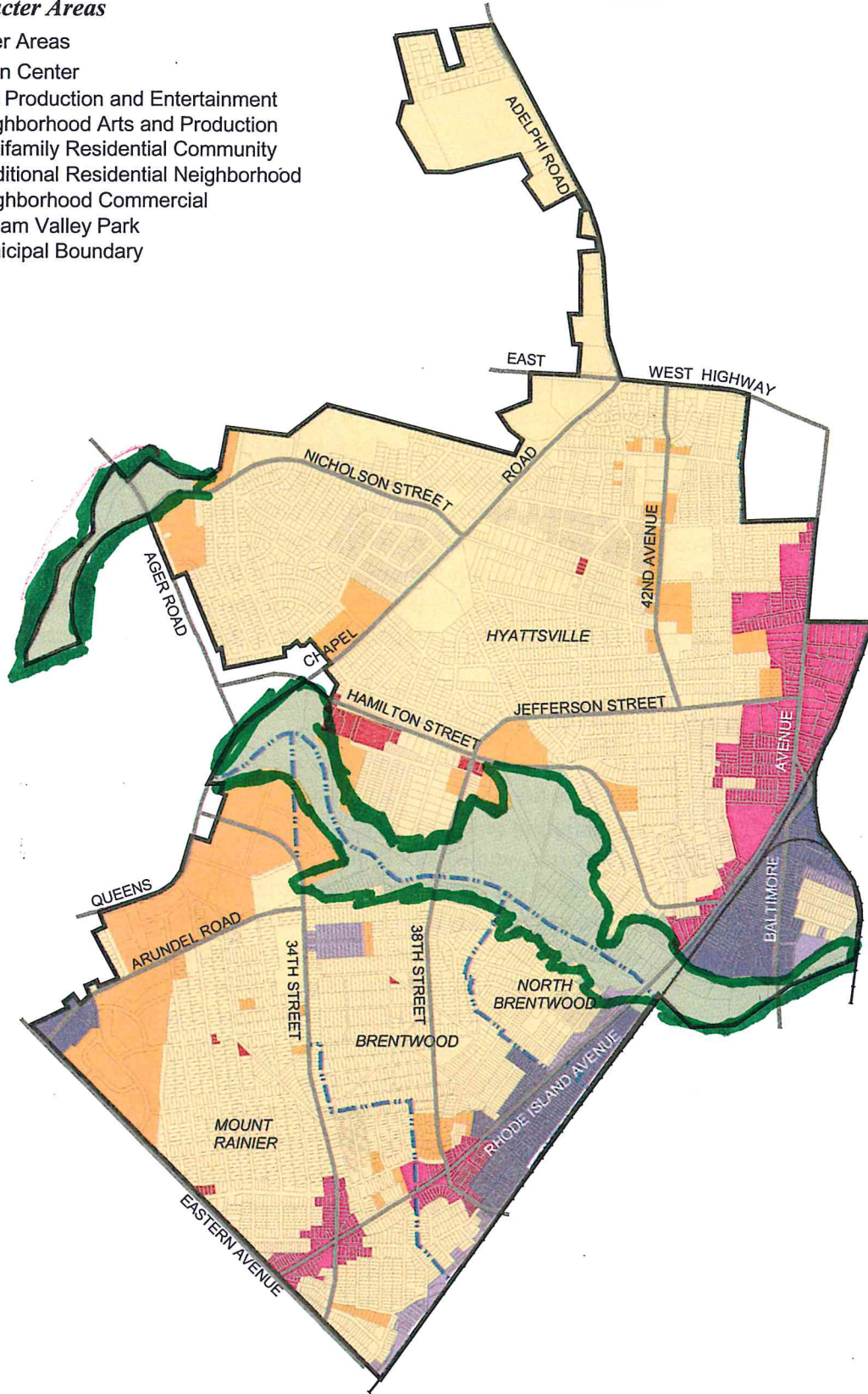
The stream valley, as it exists, is barren and uninviting. With appropriate improvements, the stream valley park can become a destination point in the center of the Arts District.



Map 2: Character Areas

Character Areas

- Town Center
- Arts Production and Entertainment
- Neighborhood Arts and Production
- Multifamily Residential Community
- Traditional Residential Neighborhood
- Neighborhood Commercial
- Stream Valley Park
- Municipal Boundary



1000 0 1000 Feet



National Endowment for the Arts
400 7th Street SW
Washington, DC 20506

Date

Dear National Endowment for the Arts,

As Mayor of Hyattsville, the highest ranking government official in the City of Hyattsville, I am writing to show steadfast support for the Hyattsville Community Development Corporation's (CDC) application for Our Town funding to implement the Stream Valley Artway.

The Artway, originally conceived during land use planning for the Gateway Arts District, will activate the Northwest Branch Stream Valley celebrating the Stream Valley Trail as an integral part of the Arts District by enhancing linkages to surrounding neighborhoods and providing opportunities for artistic expression and programming. The Stream Valley Artway project will transform a natural barrier and geographic divide in our community into a celebrated focal point.

The City has partnered with the Hyattsville CDC on many past projects and programs, and provides continuing annual coordination and support for the CDC's signature event, the Downtown Hyattsville Arts Festival. We value their efforts to promote and improve the quality of life in Hyattsville and surrounding municipalities. We look forward to once again partnering with the Hyattsville CDC in the realization of a long planned-for placemaking endeavor that will benefit the City and all of its partner Gateway Arts District communities.

Thank you for your consideration.

Sincerely,

Primary Partner Information

Primary Partner Legal Name: City of Hyattsville

Date Organization was Incorporated: 1886

Primary Partner Organization Status: Municipal Government

Mission/purpose of partner organization:

The mission of the City of Hyattsville is to provide leadership and effective services that enhance our quality of life and achieve our vision. Specifically, The Department of Community & Economic Development works as a team to provide effective oversight of economic development, community development initiatives and to coordinate planning efforts within or within close proximity of the City of Hyattsville. The Office of Community Services creates, promotes, and enhances the quality of life in Hyattsville by telling our stories, fostering community connections and networks, hosting community celebrations, maintaining civic spaces, and partnering with local initiatives that meet needs and provide opportunities for City residents.

Primary Partner Proposed Role (1500 character limit):

The City of Hyattsville will serve as an advisory partner to the overall project, providing guidance on the project timeline, content, and coordinating outreach and narrative development for the Stream Valley Artway, specifically the section of the Artway located within Hyattsville. One or more members of the City Council will serve as jury panelist(s) for the public art proposal submissions; City staff will assist in outreach to build on local networks; and assist in site planning for the development of additional Artways and placemaking endeavors in Hyattsville.

Primary Partner Organization Description: Government

Bio of Key Individuals:

First Name: James

Last Name: Chandler

Title: Director of Economic and Community Development, City of Hyattsville

Project Role: Project Advisor and outreach coordinator for City

Proposed or committed: committed

Bio: (500 character limit) Mr. Chandler is a certified Economic Development (CEcD) and LEED Accredited Professional specializing in the management of local urban revitalization, community and economic development efforts including capital improvement projects and programs with Federal, State, and local funding. He joined the City of Hyattsville in 2007 and directs the City's grants, capital projects, and development review.

EVENTS					
Year	Event Title	Location	Date	Attendance	Ticket Price
2013	City Anniversary Parade & Carnival	Magruder Park	April 11 th – 14 th , 2013	3,000	Free
2014	City Anniversary Parade & Carnival	Magruder Park	April 3 rd – 6 th , 2014	3,000	Free
2015	City Anniversary Parade & Carnival	Margruder Park	April 16 th -19 th , 2015		Free
2013	Outback Steakhouse Summer Jam Series	City Municipal Building	May 10 th , June 14 th , July 12 th , Aug. 9 th , Sept. 13 th , 2013	300 per event	Free
2014	Outback Steakhouse Summer Jam Series	City Municipal Building	May 9 th , June 13 th , July 11 th , Aug 8 th , Sept 12 th , 2014	300 per event	Free
2015	Outback Steakhouse Summer Jam Series	City Municipal Building	May 8th, June 12th, July 10th, Aug 14 th , Sept 11th		Free
2013	SpookyFest	University Town Center	Oct. 26 th , 2013	150	Free
2014	Spooky Fest	University Town Center	Oct. 25 th , 2014	100	Free
2014	Prince George's Plaza Transit District Development Plan Community Charrette	City of Hyattsville Municipal Building	Sept. 16 th – 20 th , 2014	250	N/A
2015	Prince George's Plaza Transit District Development Plan Community Charrette	City of Hyattsville Municipal Building	Sept 28 th , 2015		N/A



Consent Items: MOTION #120-09-15 Acceptance & Appropriation of HEAL Grant

SUBJECT: Acceptance & Appropriation of HEAL Grant

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #120-09-15

I move that the Mayor & Council accept and appropriate into the FY16 budget a HEAL Small Grant Award in the amount of \$9,000 from the Institute for Public Health Innovation and authorize the City Administrator to execute the agreement, upon the review and approval by the City Attorney for legal sufficiency.

BACKGROUND:

The City will begin to review neighborhood streets to determine ways to mitigate storm water, improve aesthetics and walkability, and aid in traffic calming by using environmentally friendly, sustainable, low impact design elements. Grant funding will be used to begin a preliminary study of City streets to identify streets and neighborhoods where environmentally friendly resources such as permeable pavers, rain gardens and other low impact design elements may be considered.

NEXT STEPS:

Identify resources to begin preliminary review.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

\$9,000



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1258)

5.14

Consent Items: MOTION #120-09-15 Acceptance & Appropriation of HEAL Grant


Tracey Nicholson, City Administrator 9/16/2015



Inform. Involve. Inspire.

September 1, 2015

Tracey Nicholson
City Administrator
4310 Gallatin Street
Hyattsville, MD 20781

Dear Ms. Nicholson:

Thank you for submitting a HEAL Cities and Towns Small Grant Program proposal. On behalf of the Institute for Public Health Innovation (IPHI), it is my pleasure to inform you that City of Hyattsville, Maryland (the Grantee) has been awarded a grant in the amount of \$9,000. This letter serves as the grant agreement between IPHI and the Grantee. As such, it outlines the terms and conditions that apply to the HEAL Small Grant program grant. This letter is intended by the parties to be a legally binding document.

Terms and Conditions:

1. Use of Grant Funds – Grant funds distributed by IPHI can be expended only for activities and expenses as presented in your June 2015 request for funding support and any subsequent materials submitted to IPHI related to this request. Alternate use of IPHI grant funds is permissible only if the Grantee has first contacted IPHI to propose such changes, and subsequently has received IPHI approval in writing to proceed with those changes.
2. Changes to the Project Plan – The Grantee is required to alert IPHI to any significant changes to its organization or the project that could potentially impede its ability to undertake the activities or achieve the goals outlined in the Grantee's proposal. Such changes could include significant alterations to the activities/work plan, budget, staffing, funding from other sources, or relationships with other organizations, etc., in effect at the time of the grant agreement. If there is any doubt about the importance of these changes, IPHI should be consulted.
3. Termination of Grant - IPHI reserves the right to terminate this agreement if, in its discretion, it determines that the Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has done anything inconsistent with this grant agreement. IPHI may seek return of any misappropriated funds. A declaration of bankruptcy by your organization will automatically terminate this grant.
4. Grant Period – The grant period for the project being supported by this grant is August 25, 2015 through February 12, 2016. Grant funds must be expended by this date unless otherwise authorized in writing by IPHI.
5. Grant Disbursement – Grant funds will be disbursed by IPHI in one payment of \$9,000 as soon as possible following execution of this letter of agreement.
6. Reversion of Grant Funds – The Grantee will return to IPHI any unexpended funds remaining at the end of the grant period, unless otherwise agreed to by IPHI in writing. Moreover, the

Grantee will promptly return unexpended grant funds if IPHI elects to terminate said grant as outlined above.

7. Grantee Monitoring and Reporting – As part of its commitment to the success of the project, IPHI will be monitoring the activities and outcomes of the Grantee's project. Grantees are expected to arrange bi-monthly (every 2 months) calls with IPHI to check-in on progress. In addition, the Grantee should arrange a site visit for IPHI to observe the project activities and outcomes (IPHI staff time and travel budget permitting.) The Grantee shall be required to submit a final report, due March 11, 2016.

Attached to this agreement are the reporting guidelines for this project, however IPHI will be in touch with you concerning any additional specifics of the report at least one month before its due date. Included in the final report, the Grantee must include a final budget with actual expenditures and actual in-kind donations.

8. Financial Records – Grant funds are to be used for the purposes stated in this letter. The Grantee must be able and willing to prove to IPHI's satisfaction that no portion of the grant funds have been used for purposes other than those stipulated above. To this end, vouchers consisting of bills, invoices, canceled checks, receipts, and other documents shall be retained by the Grantee for at least one year after the final disbursement of the grant, and may be examined by IPHI or its representatives upon reasonable notice during regular business hours. Copies of such documents shall be furnished to the Foundation or its representatives upon request. IPHI or its representatives may, upon reasonable notice to the Grantee inspect, audit, or copy the Grantee's records pertaining to this grant.
9. Public Announcements and Written Documents – IPHI requests that, if appropriate, the Grantee make reference to IPHI's support of the project in all relevant documents and materials generated by the project and in the course of public events held as part of the project. IPHI may also refer to its grant to the Grantee in press releases or other public relations activities.
10. Limit of Commitment – This grant is made with the understanding that IPHI has no obligation to provide other or additional support to the Grantee.

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your organization's agreement by countersigning it, making a copy for your files, and then both scanning a copy to mjones@institutephi.org and returning the original to IPHI. Should you have any questions about any aspect of the grant, please feel free to contact the Program Manager for the HEAL Cities & Towns Campaign, Marisa Jones, at (202) 803-6121 or mjones@institutephi.org.

We look forward to our work with you on this very important project.

Sincerely,



Michael O. Royster, MD, MPH, FACPM
Vice President
Institute for Public Health Innovation

Accepted by:



Authorized Signature

Tracy E. Nicholson

Printed Name

Title

Date



Consent Items: MOTION #123-09-15 Hyattsville Code Compliance Advisory Committee Appointment

SUBJECT: Hyattsville Code Compliance Advisory Committee Appointment

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #123-09-15

I move that the Mayor and Council appoint the following Hyattsville resident to serve as a member of the Hyattsville Code Compliance Advisory Committee for a term expiring on December 31, 2016.

- Jeff Moulton - Ward 1, New Appointment

BACKGROUND:

The Code Compliance Advisory Committee was established to provide resident input to City staff and the City Council in regard to proposed changes, revisions, or new ordinance to the City Code.

The Council Liaisons for the Code Compliance Advisory Committee are Councilmembers Paula Perry, Robert Croslin and Joseph Solomon.

NEXT STEPS:

The next meeting of the Code Compliance Advisory Committee is scheduled for October 21, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

Action: 1.1 Provide information and opportunities for resident participation in civic ende

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Solomon, Lawrence
DOC ID: (ID # 1268)

5.15

Consent Items: MOTION #123-09-15 Hyattsville Code Compliance Advisory Committee Appointment


Tracey Nicholson, City Administrator 9/16/2015



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Code Advisory Committee
NAME OF APPOINTEE:	Jeff Moulton
ADDRESS:	6122 42nd Ave., Hyattsville, MD 20781
WARD #:	1
EMAIL:	jandmmoulton@msn.com
PHONE NUMBER:	301.928.5932
REFERRED BY:	Bart Lawrence

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	
Jeff Moulton has been a resident of Hyattsville for 20 years. He has contributed to the city by serving as an officer of the Hyattsville Horticulture Society since 2006 and by being a member of the Hyattsville Preservation Society where he volunteers annually during the Hyattsville Historic House tour. Mr. Moulton understands that in order for a city to serve all its residents, the standards set by the city must be maintained, and he wants to promote this through mutual respect for all residents and differing points of view. He looks forward to serving the city as a member of the code compliance advisory committee.	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	



Presentations: FY-2013 & FY-2014 Audit Update

SUBJECT: FY-2013 & FY-2014 Audit Update

SECTION: Presentations

BACKGROUND:

The FY-2013 audit is complete, closing documents for City Council and filing the FY-2013 audit with the required Uniform Financial Report (UFR) with the State should be completed within a week. The FY-2014 audit is underway beginning with the related party questionnaire and setting up files for review and analysis in the areas of account payables, revenues, expenditures and fixed assets.

NEXT STEPS:

Submit the closing reports to Council and the State for the FY-2013 audit.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The City Treasurer will continue to work with the CohnReznick and Lindsey & Associates to complete all past due audits.

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1266)

6.2

Presentations: Community Survey Results

SUBJECT: Community Survey Results

SECTION: Presentations

BACKGROUND:

The City contracted ETC Institute to survey residents concerning City services and quality of life. Jason Morado, ETC Project Manager, will present a summary of the findings. Full reports have been provided to the Mayor and Council and are also available on the City website.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations


Tracey Nicholson, City Administrator 9/16/2015



City of Hyattsville *2015 Citizen Survey* *Findings*

Presented by

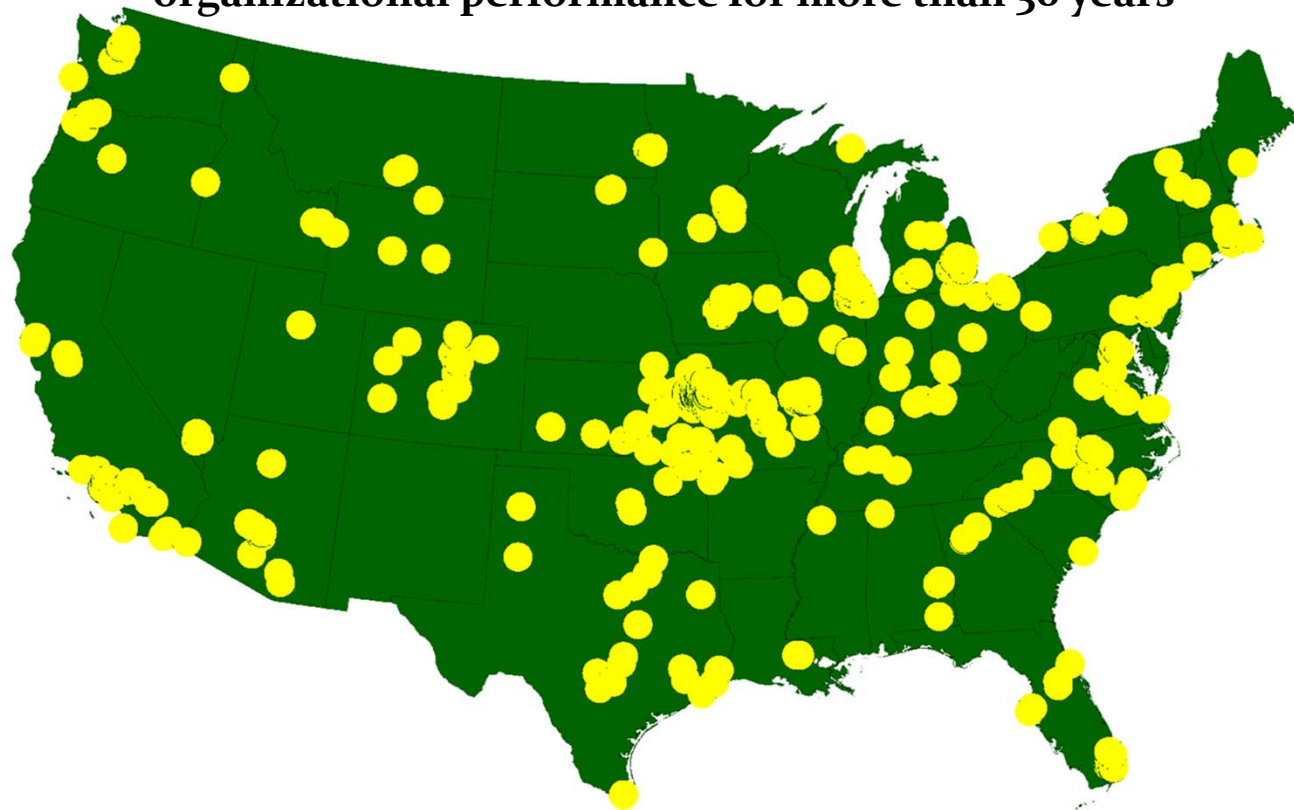


September 2015

ETC Institute

A National Leader in Market Research for Local Governmental Organizations

...helping City and county governments gather and use survey data to enhance
organizational performance for more than 30 years



More than 2,050,000 Persons Surveyed Since 2006
for more than 850 cities in 49 States



Purpose

- **To objectively assess citizen satisfaction with the delivery of major City services**
- **To measure trends from 2011 to 2015**
- **To compare the City's performance with other local and national communities**
- **To help determine priorities for the community**

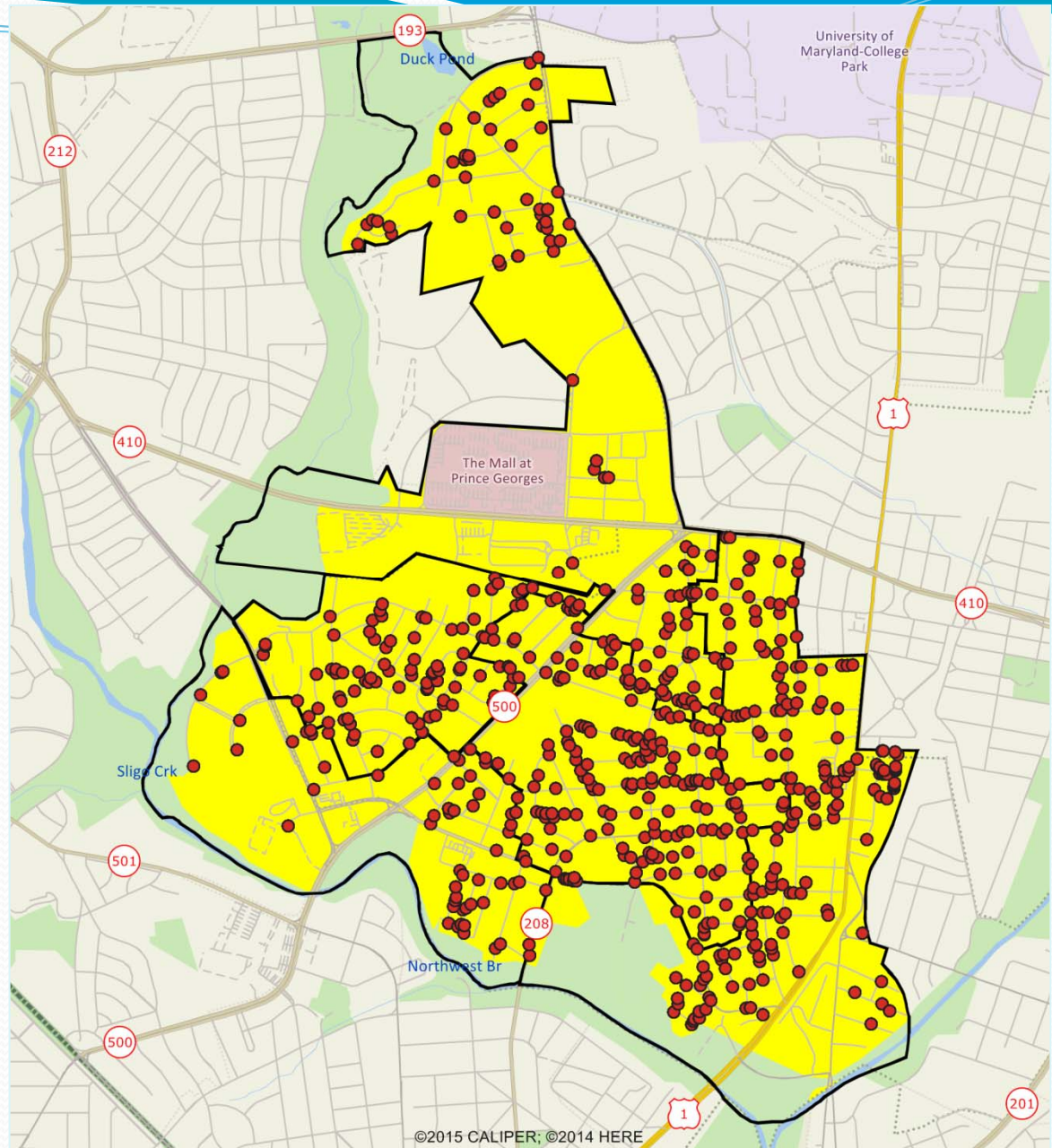
Methodology

- **Survey Description**
 - ☐ seven-page survey
 - ☐ included many of the same questions that were asked in the 2011 survey
- **Method of Administration**
 - ☐ by mail, phone and online
 - ☐ each survey took approximately 15-20 minutes to complete
- **Sample size:**
 - ☐ goal number of surveys: 650
 - ☐ goal far exceeded: 714 completed surveys
- **Confidence level:** 95⁰%
- **Margin of error:** +/- 3.6% overall

Location of Survey Respondents

Good Distribution
Throughout the City

City of Hyattsville
2015 Citizen Survey



Bottom Line Up Front

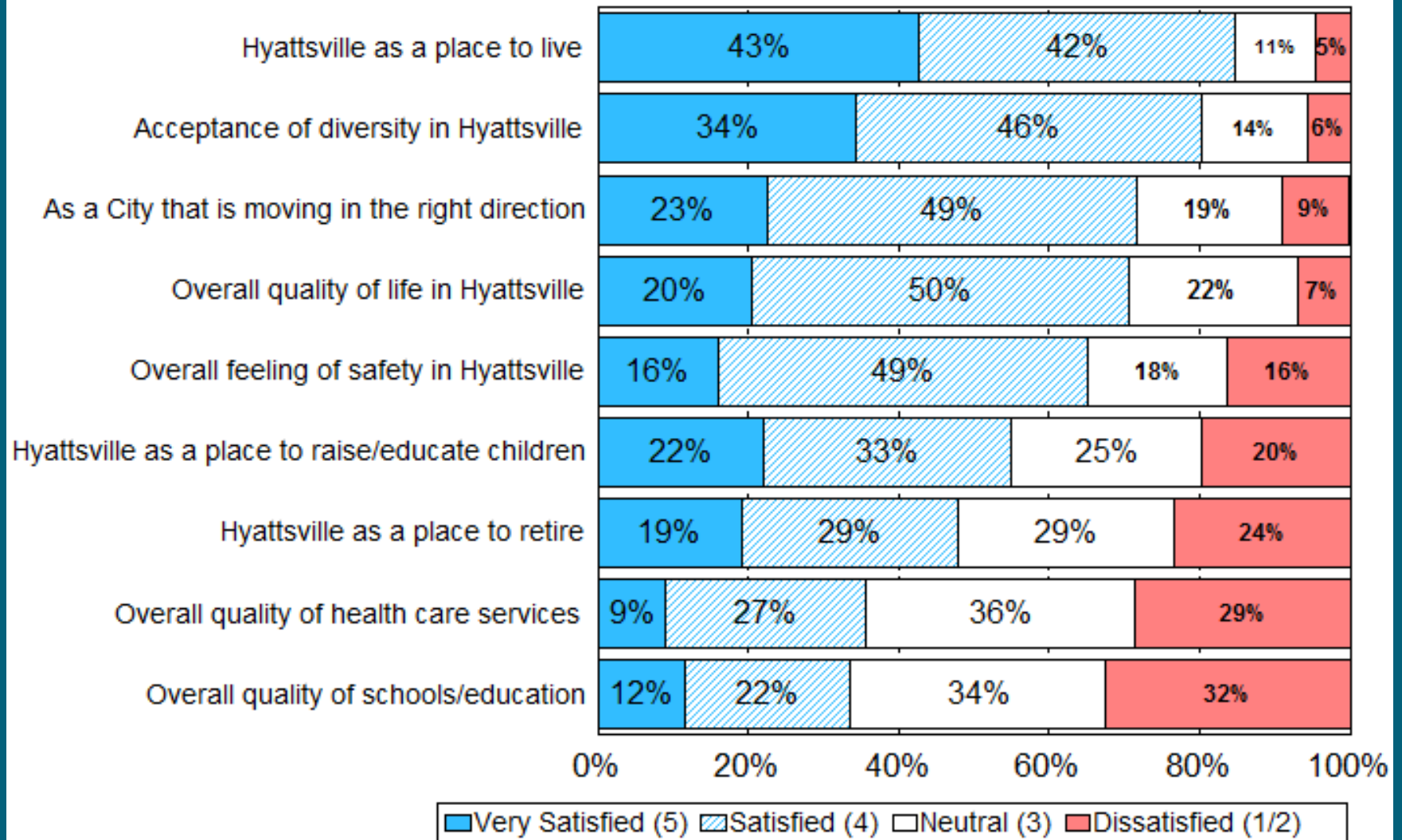
- **Residents Have a Positive Perception of the City**
 - ❑ 85% are satisfied with the Hyattsville as a place to live; only 5% are dissatisfied
 - ❑ 72% are satisfied that the City is moving in the right direction; only 9% are dissatisfied
- **Overall Satisfaction Ratings Are Similar to the 2011 Survey**
 - ❑ Satisfaction ratings have increased or stayed the same in 25 of 46 areas since the 2011 survey
- **The City Is Moving in the Right Direction**
 - ❑ The City rated 12% above the Regional Average and 10% above the National Average in the City moving in the right direction
- **Overall priorities for improvement over the next 2 years:**
 - ❑ Flow of traffic
 - ❑ Condition of streets and sidewalks
 - ❑ Quality of economic development

Major Finding #1

Residents Have a Positive
Perception of the City

Q3. Overall Quality of Life

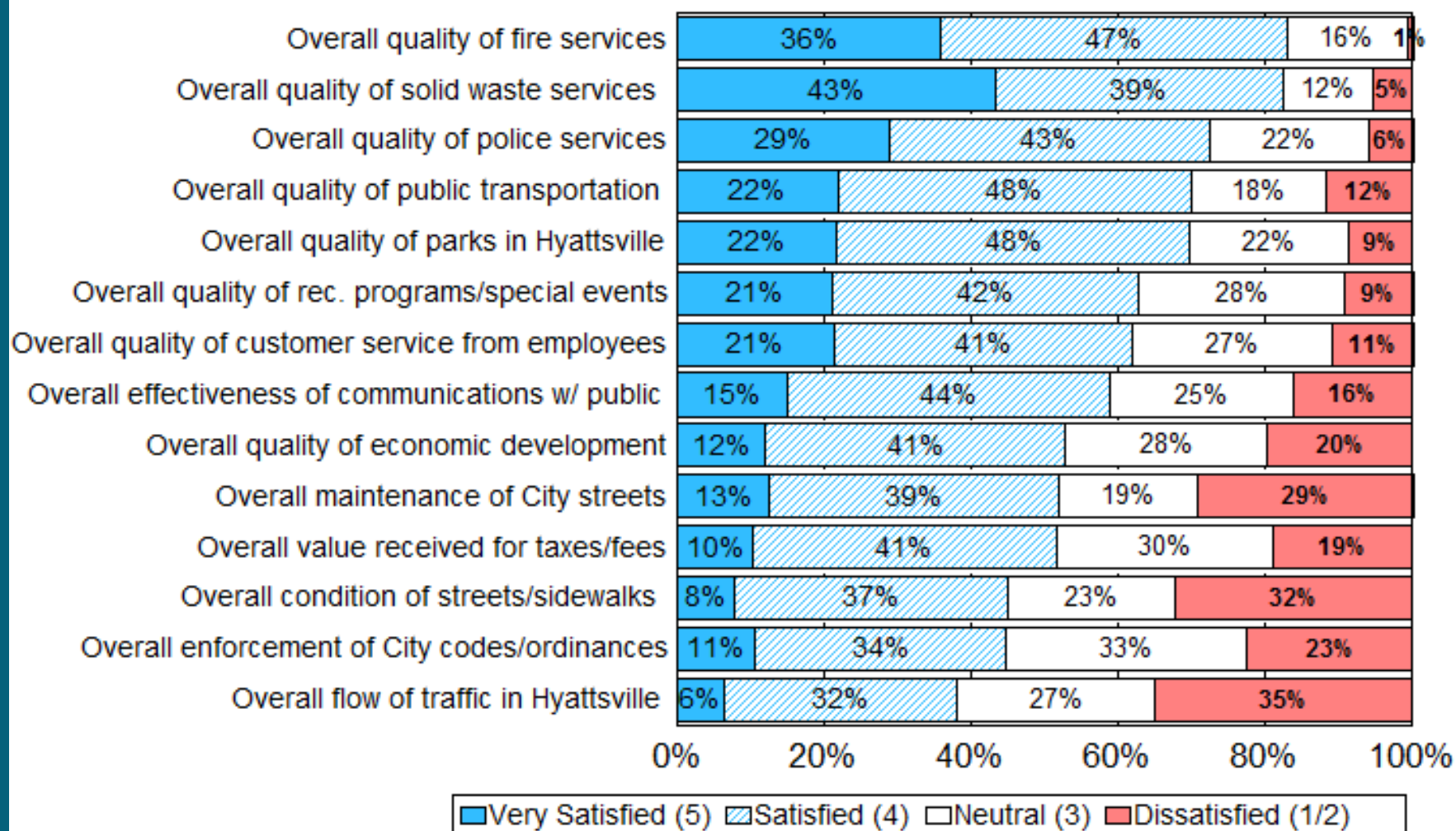
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



72% of residents are satisfied that the City is moving in the right direction, compared to only 9% who are dissatisfied

Q1. Overall Satisfaction with City Services

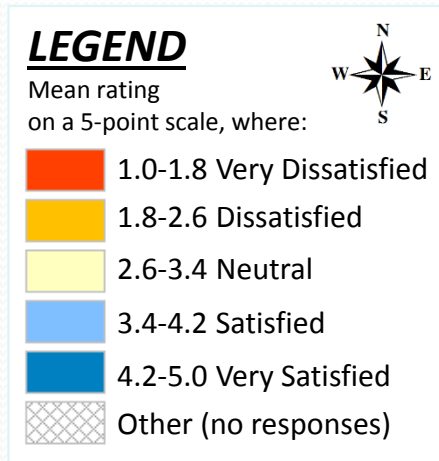
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



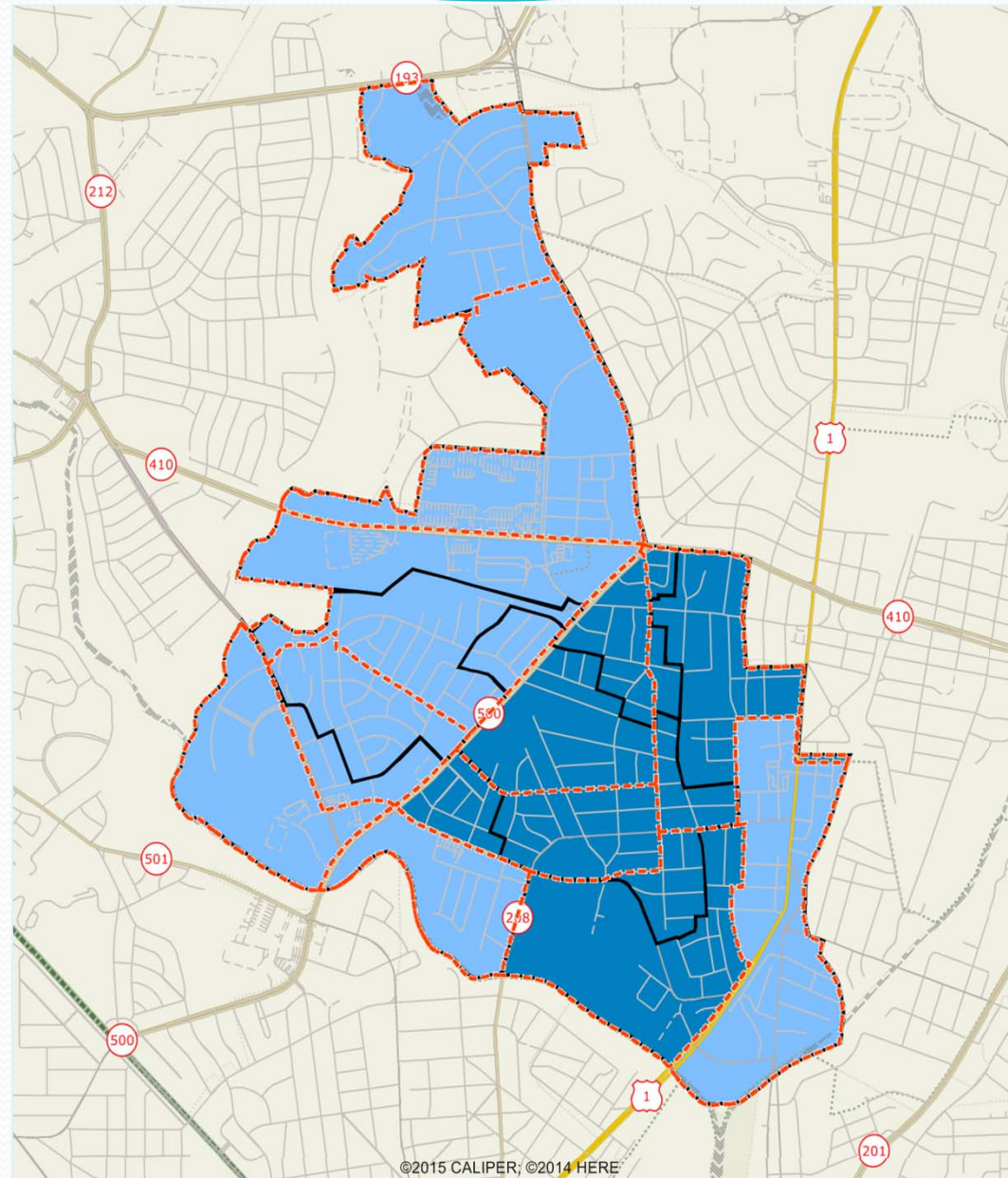
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Overall Satisfaction Ratings Are Much Higher Than Dissatisfaction Ratings

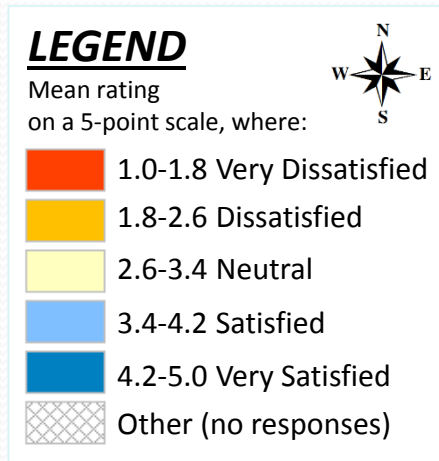
Q3a. Overall Satisfaction with Hyattsville as a Place to Live



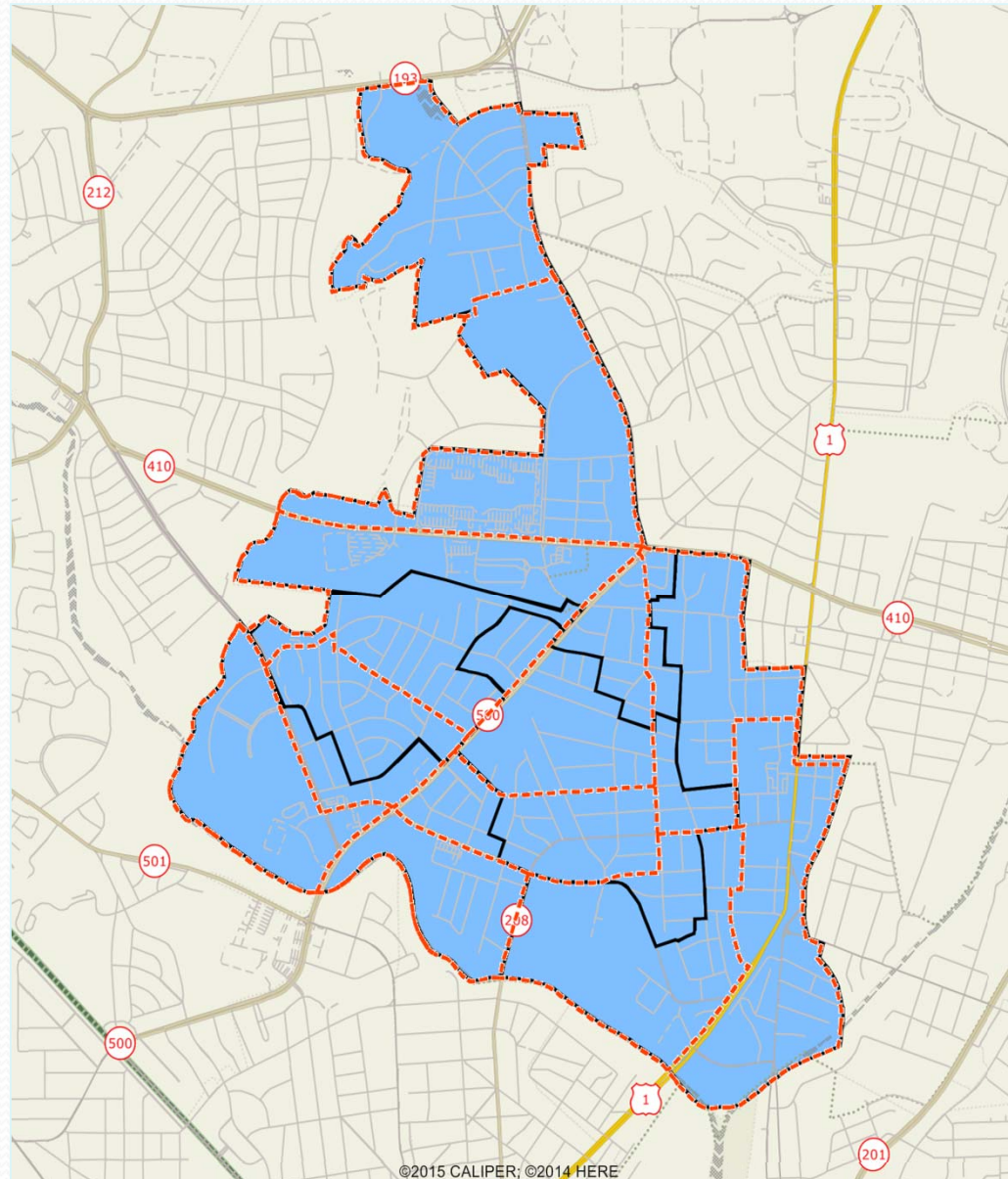
All areas are in BLUE, which indicates that residents in all parts of the City are satisfied



Q3g. Overall Satisfaction that the City of Hyattsville is Moving in the Right Direction



**All areas are in BLUE, which
indicates that residents in all
parts of the City are satisfied**

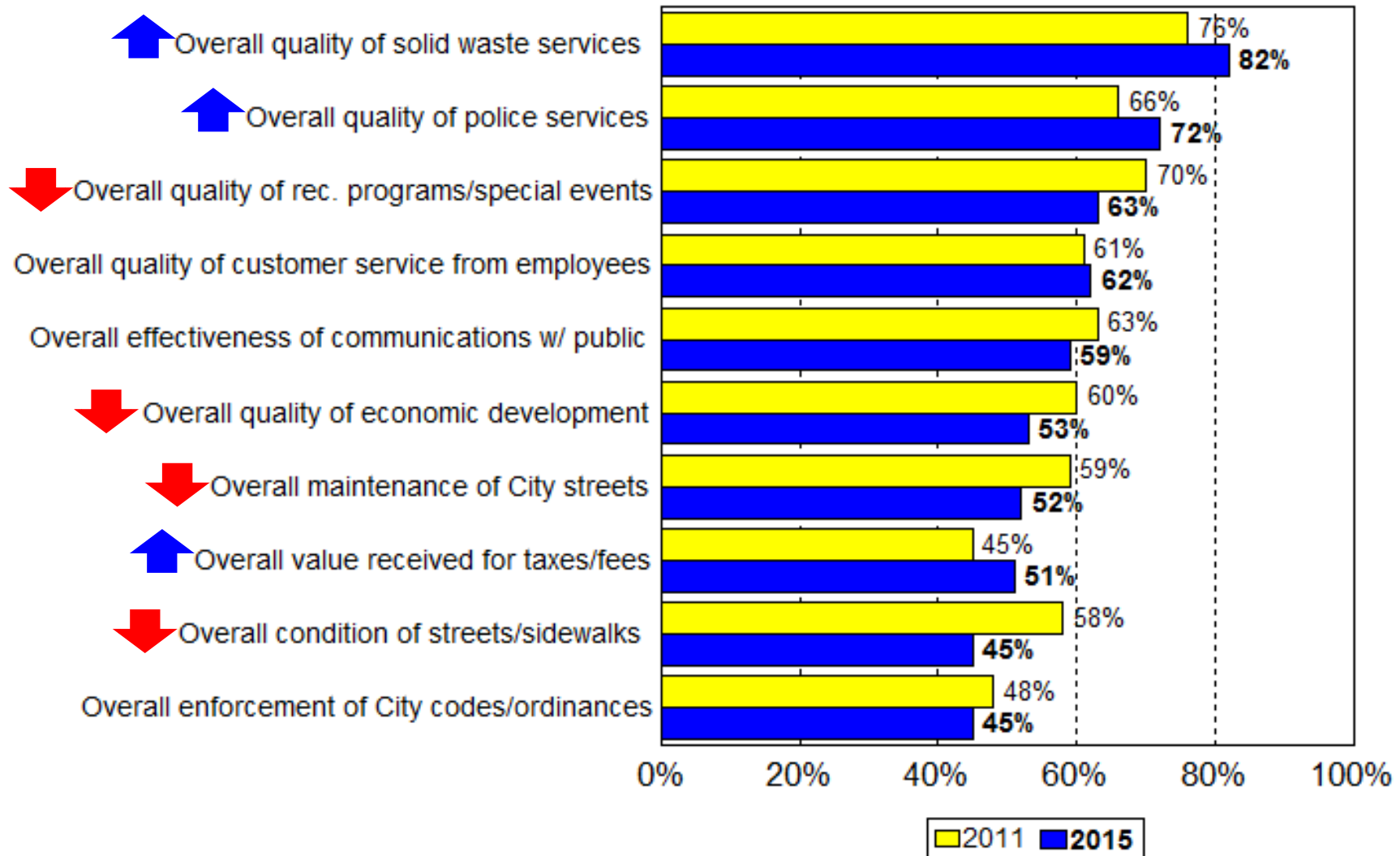


Major Finding #2

Satisfaction Ratings Are Similar
to the 2011 Survey

Overall Satisfaction with City Services

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



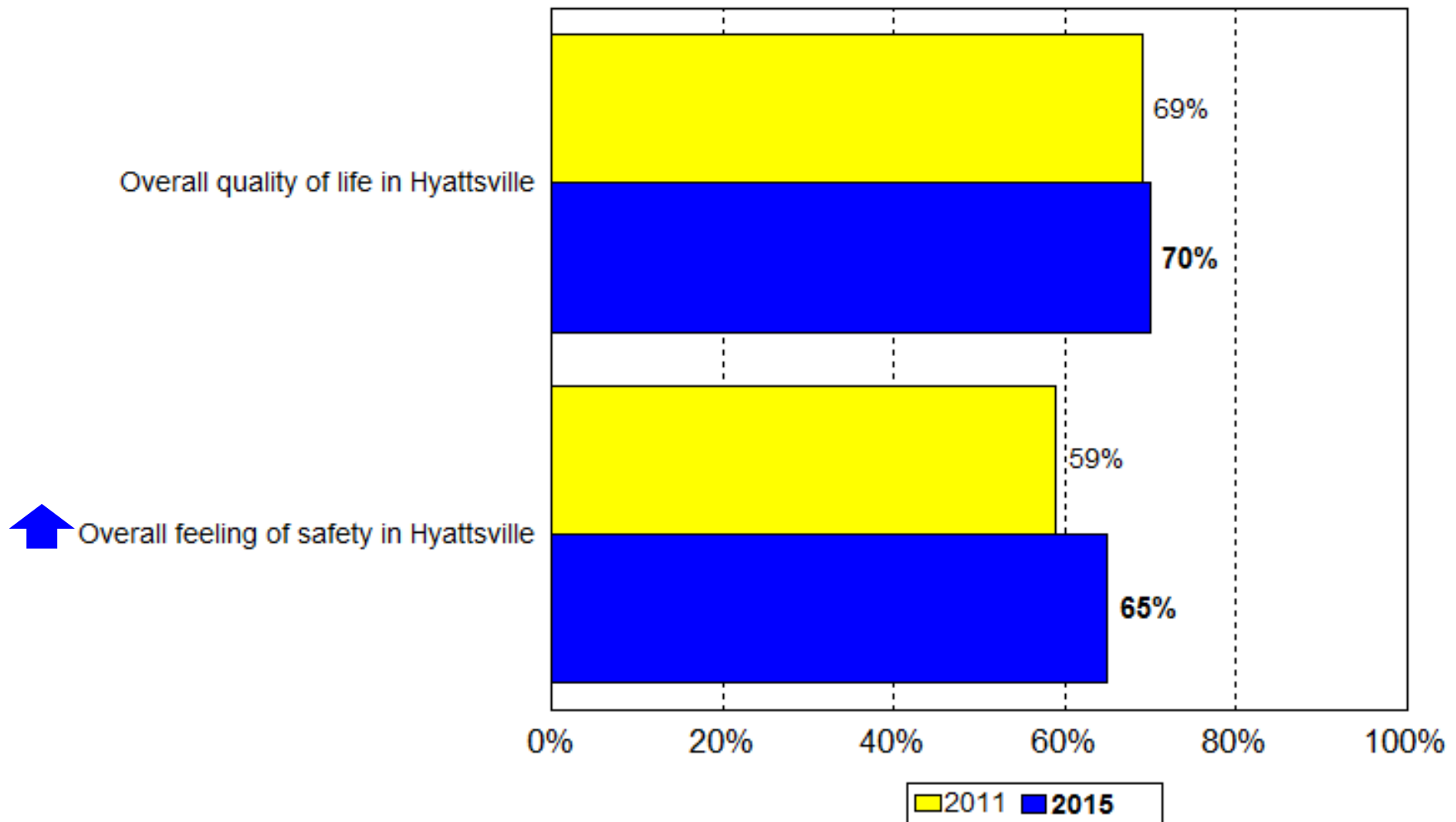
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

Overall Quality of Life

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



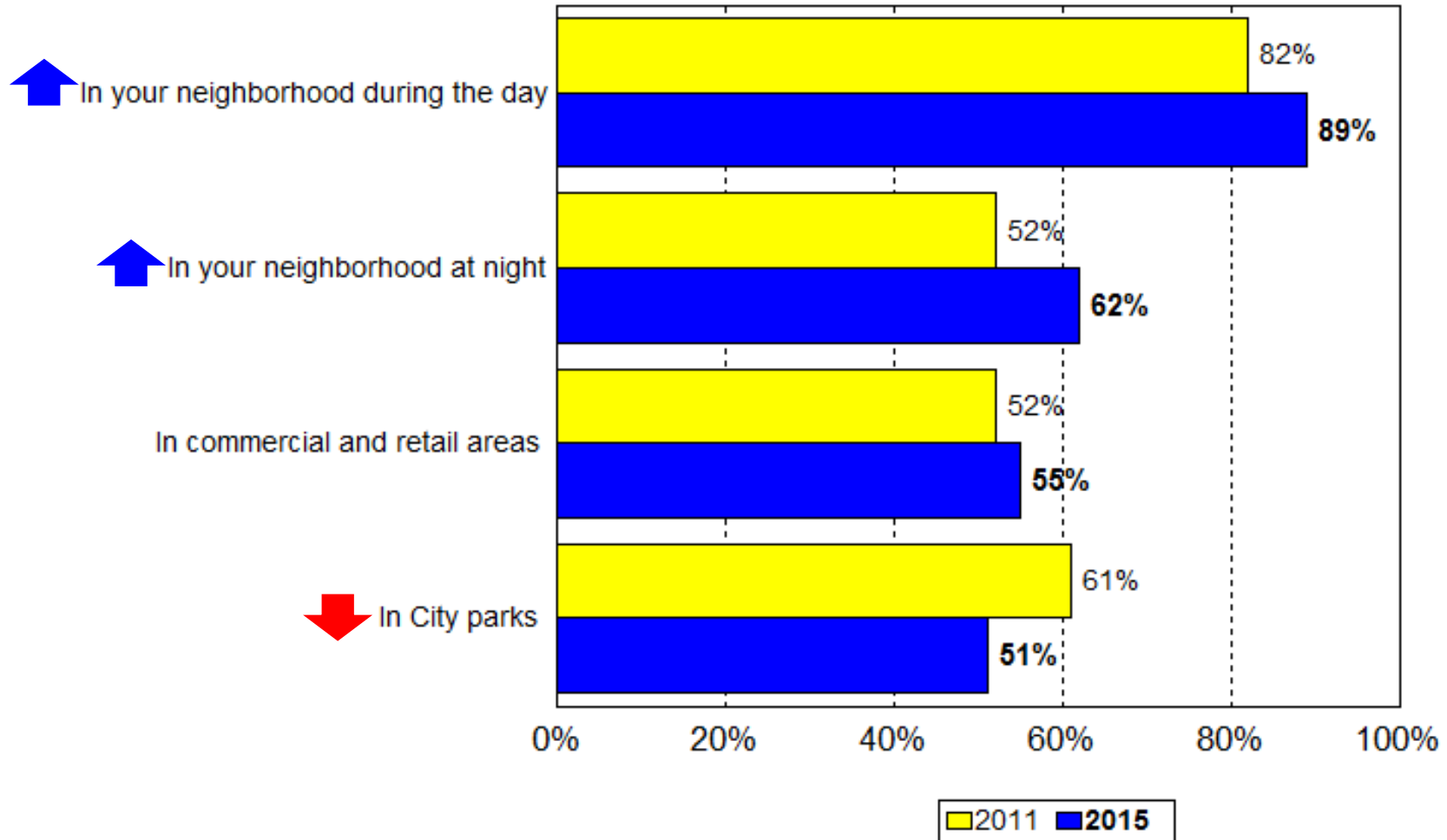
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

How Safe Do You Feel...

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

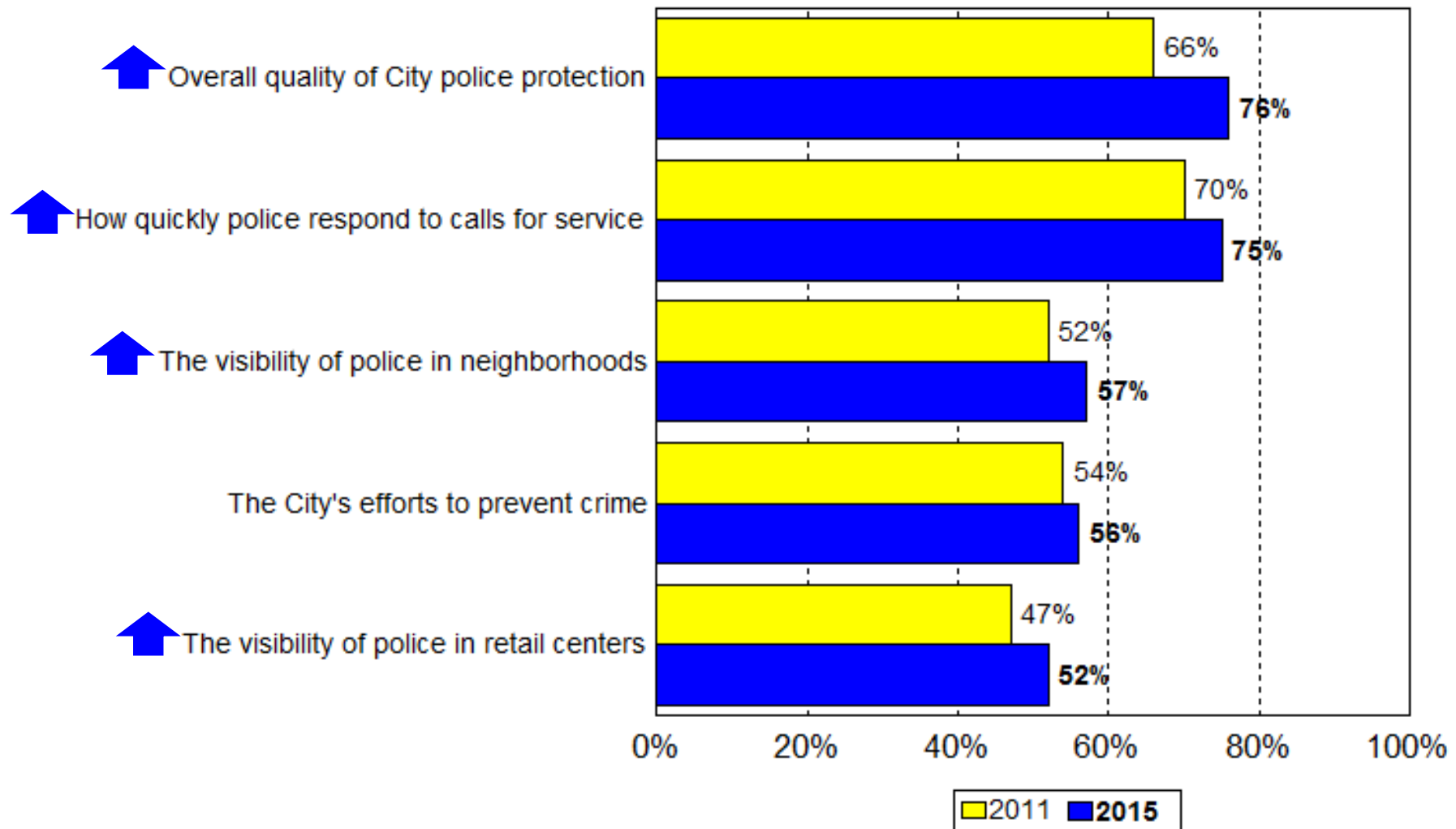


Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases :  **Significant Decreases :** 

Satisfaction with Police Service in Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases :

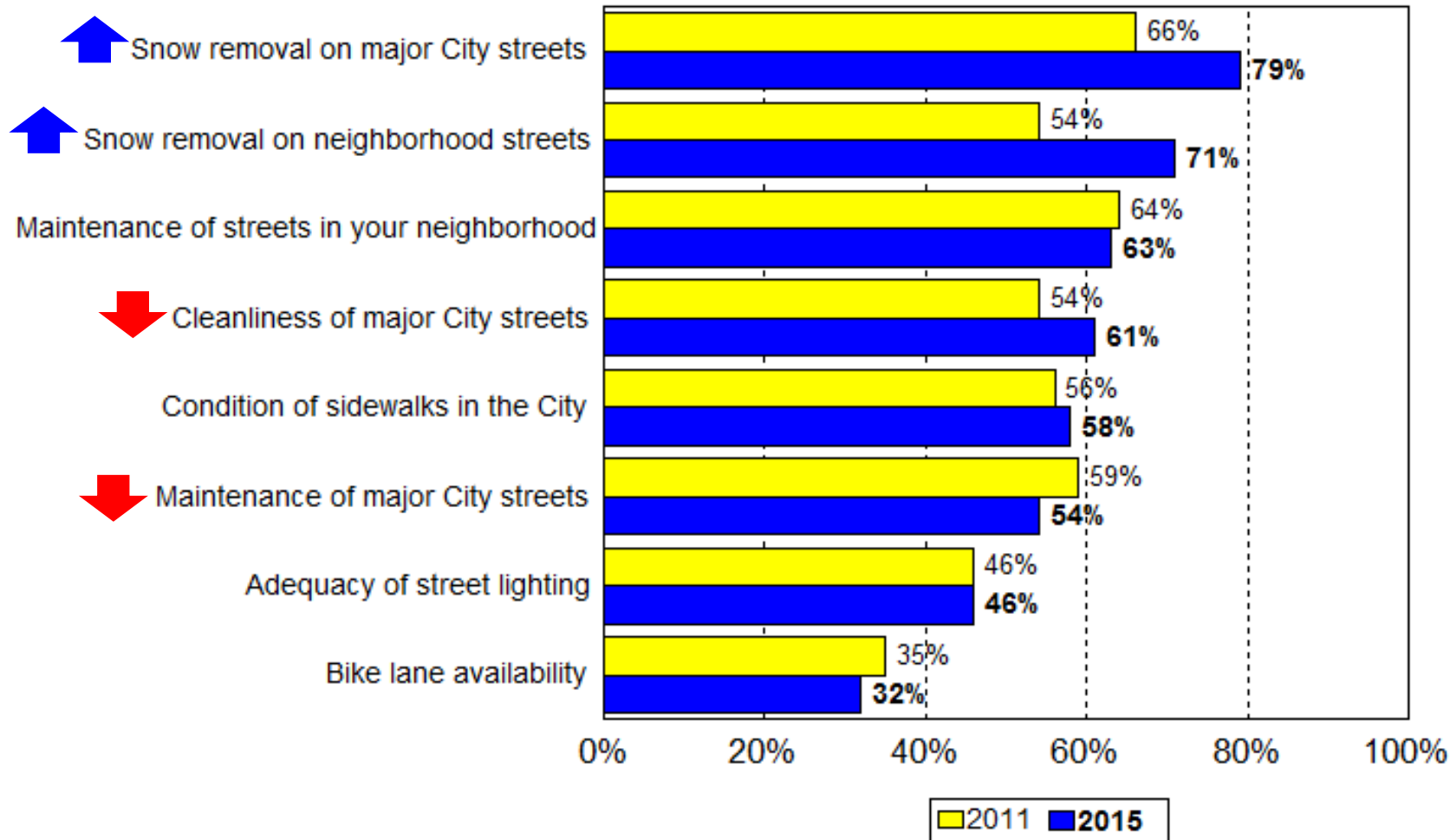


Significant Decreases :



Satisfaction with Streets & Sidewalks in the City of Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

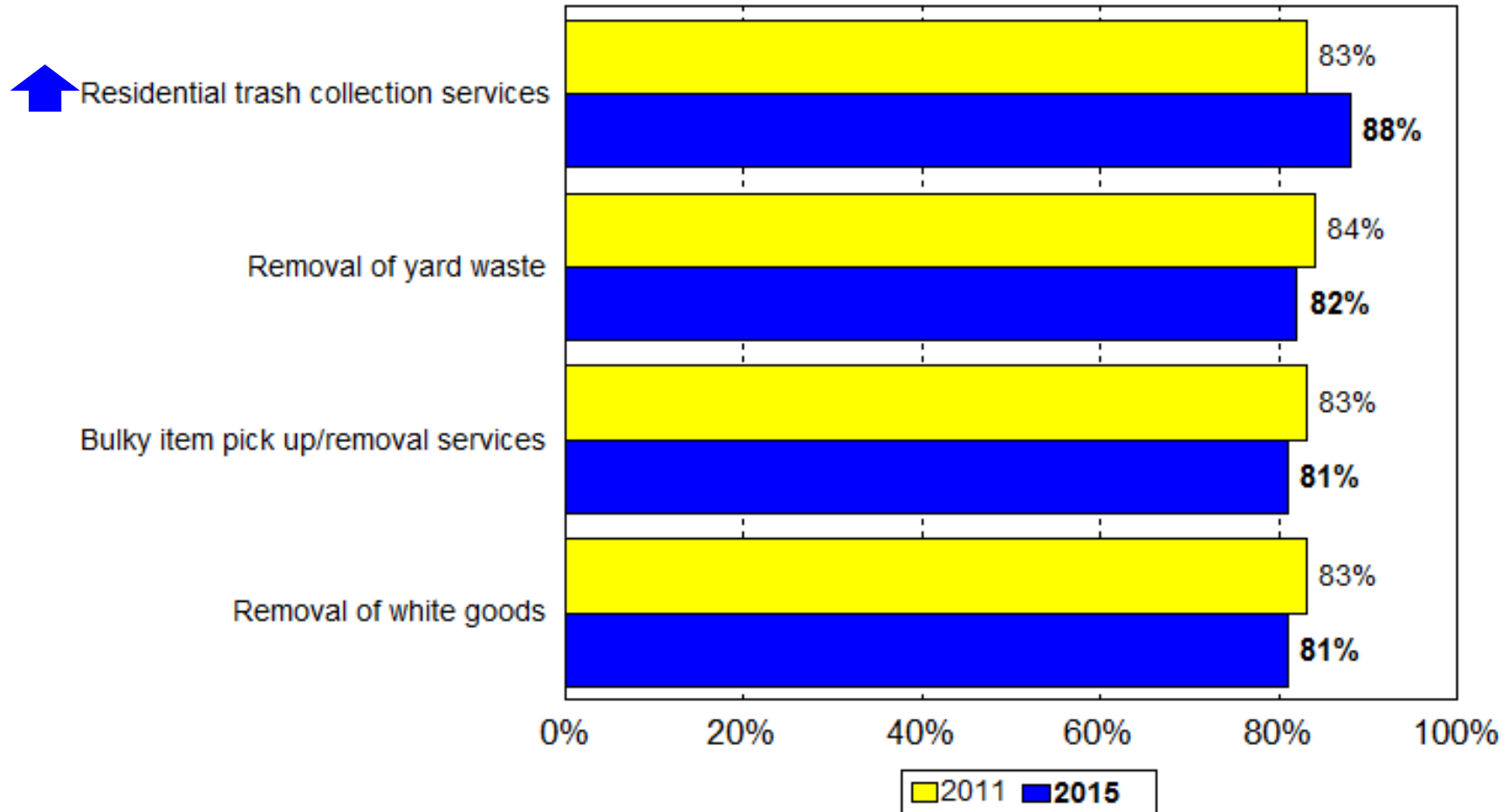


Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases :  **Significant Decreases :** 

Satisfaction with Solid Waste Services in the City of Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



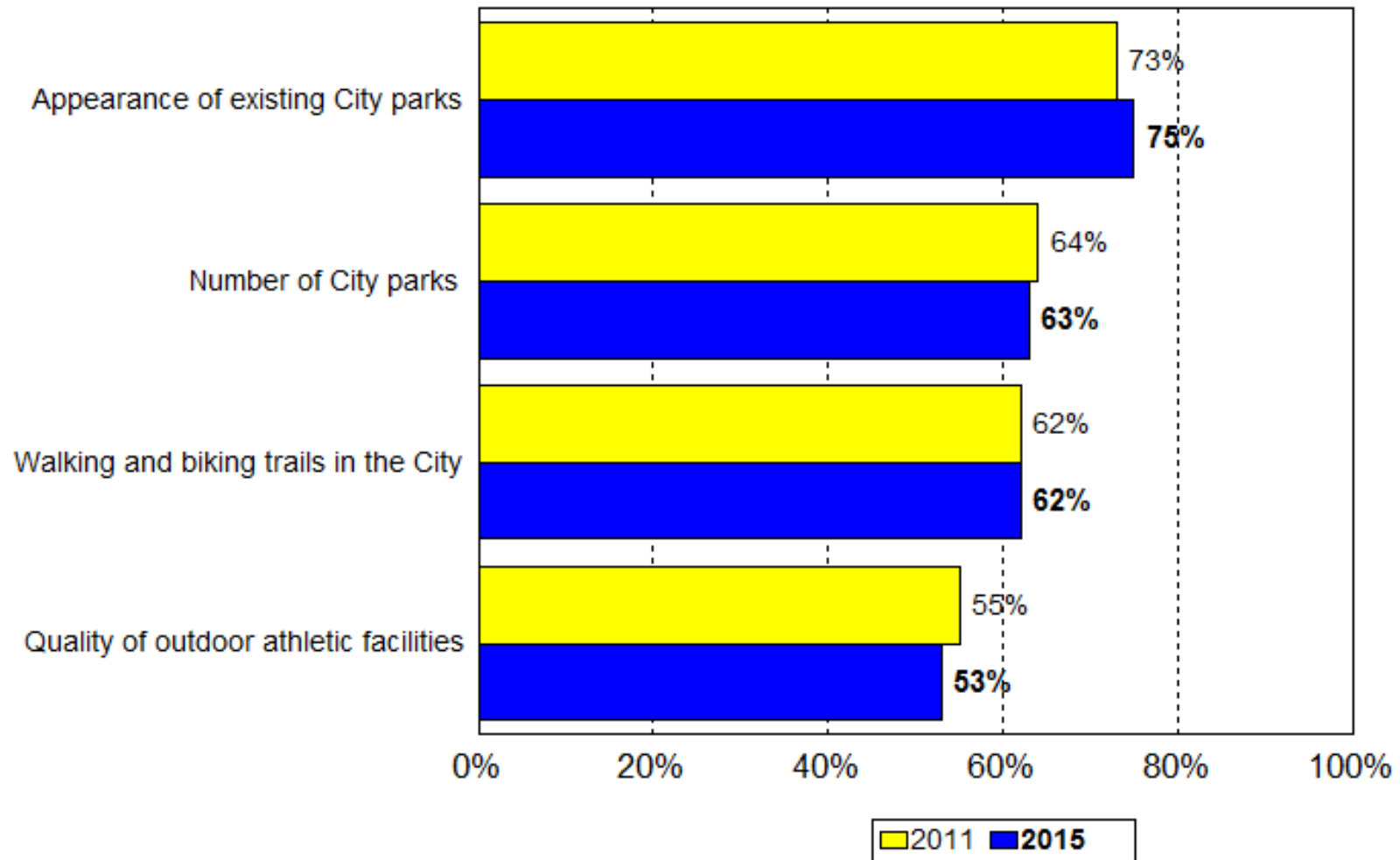
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

Satisfaction with Park Services in the City of Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

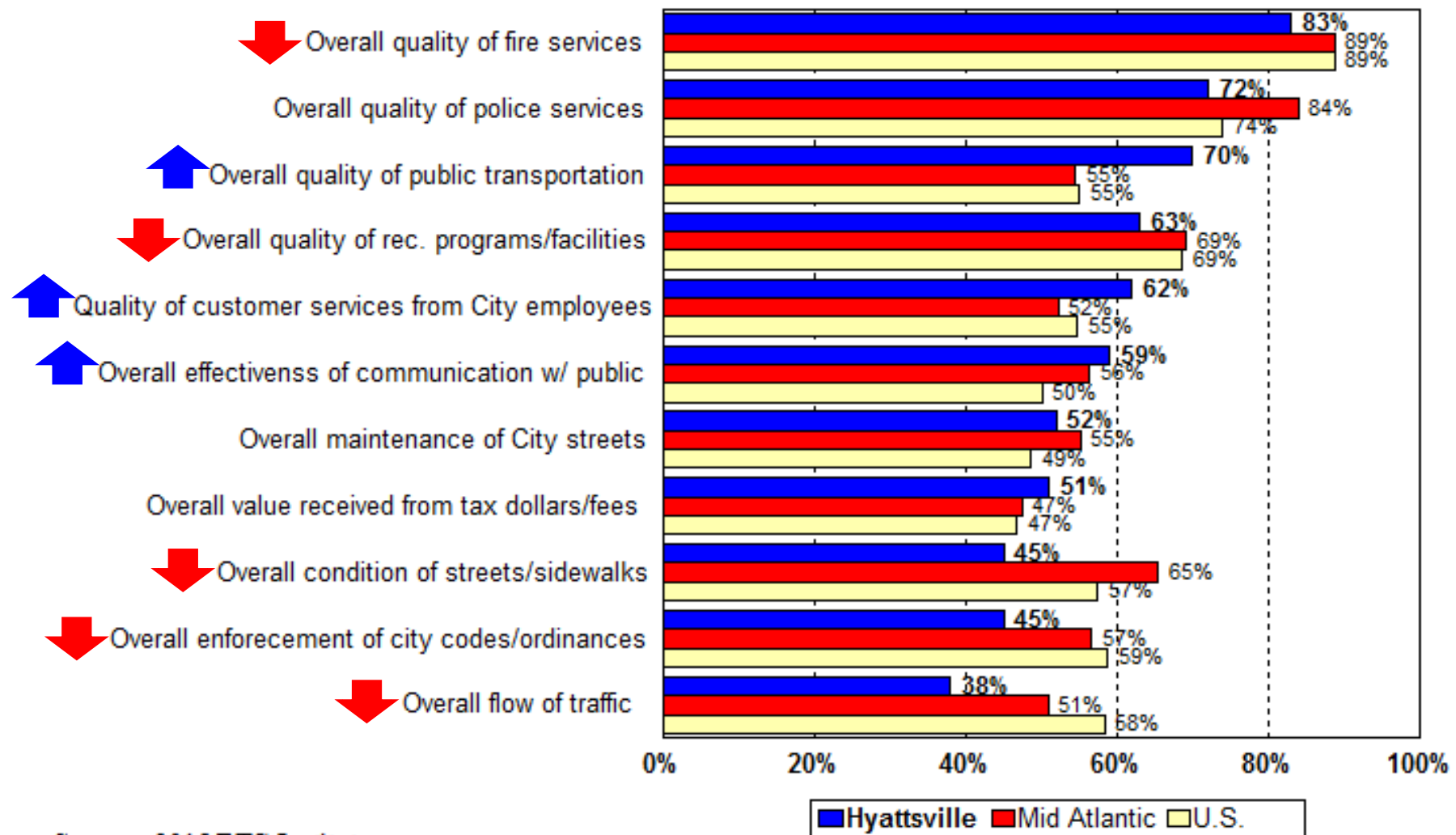
Major Finding #3

Comparisons to Other Communities

Overall Satisfaction with Various City Services

Hyattsville vs. Mid Atlantic vs. the U.S

by percentage of respondents who rated the item 4 or 5 on a 5-point scale
where 5 was "very satisfied" and 1 was "very dissatisfied" (excluding don't knows)



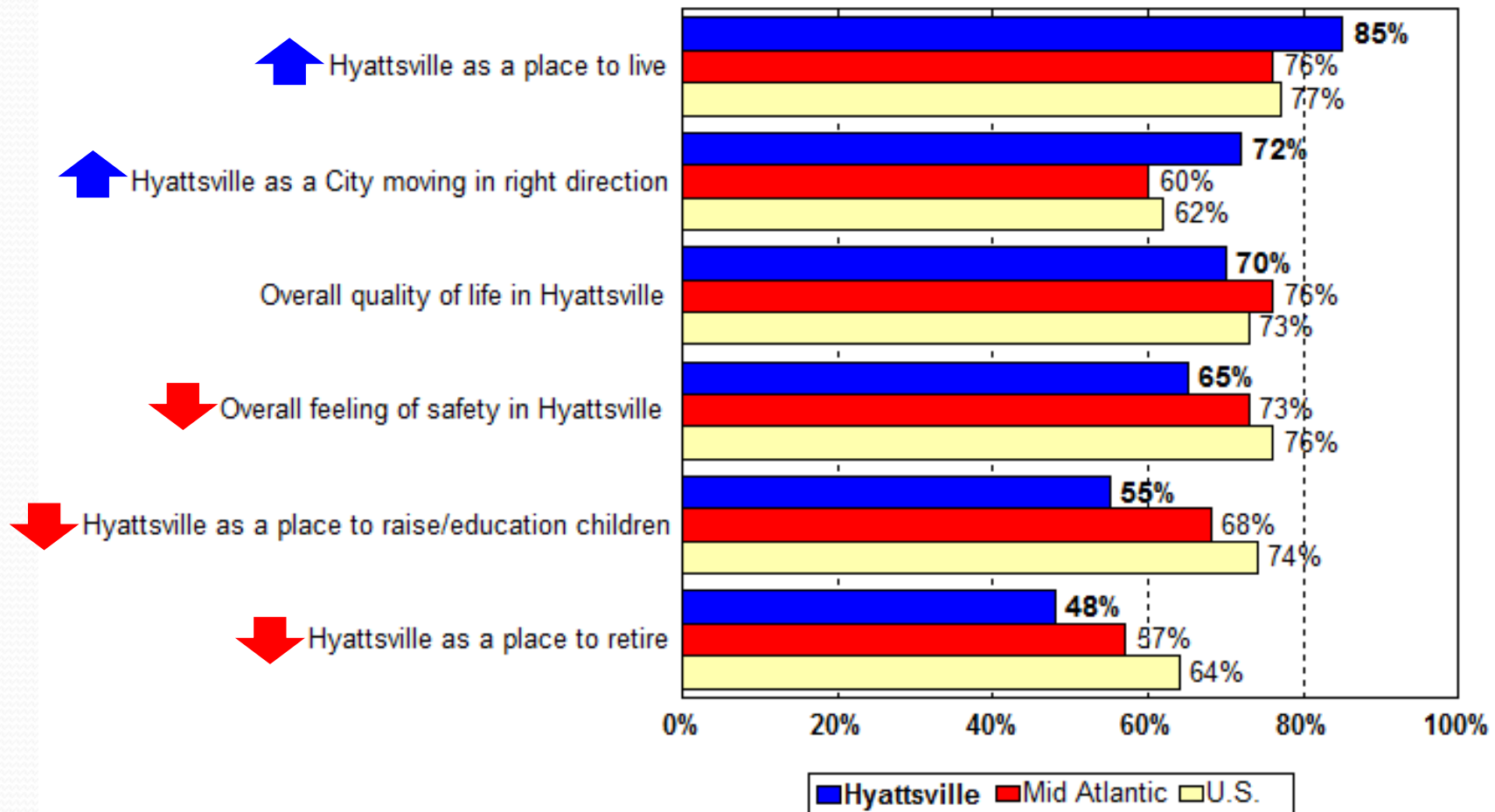
Source: 2015 ETC Institute

Significantly Higher: ↑

Significantly Lower: ↓

Satisfaction with the Overall Quality of Life Hyattsville vs. Mid Atlantic vs. the U.S

by percentage of respondents who rated the item 4 or 5 on a 5-point scale
where 5 was "very satisfied" and 1 was "very dissatisfied" (excluding don't knows)



Source: 2015 ETC Institute

Significantly Higher: ↑

Significantly Lower: ↓

Major Finding #4 Priorities for Investment

Importance-Satisfaction Rating

City of Hyattsville

OVERALL

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<i>Very High Priority (IS > .20)</i>						
Flow of traffic	42%	1	38%	13	0.2600	1
<i>High Priority (IS .10-.20)</i>						
Condition of streets and sidewalks	36%	3	45%	11	0.1967	2
Quality of Economic development	37%	2	53%	8	0.1764	3
Maintenance of City streets	28%	4	52%	9	0.1323	4
Enforcement of City codes & ordinances	19%	7	45%	12	0.1023	5
<i>Medium Priority (IS < .10)</i>						
Value received for tax dollars/fees	19%	6	52%	10	0.0902	6
Police services	22%	5	72%	3	0.0612	7
City communication with the public	12%	10	59%	7	0.0479	8
Quality of parks	13%	8	70%	5	0.0406	9
City parks & recreation programs	10%	11	63%	5	0.0379	10
Public transportation	12%	9	70%	4	0.0355	11
Customer service provided by City employees	4%	13	62%	6	0.0160	12
Trash & yard waste collection services	5%	12	82%	2	0.0094	13
Fire services	4%	14	83%	1	0.0062	14

Overall Priorities:

Importance-Satisfaction Rating

City of Hyattsville

Police Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>Very High Priority (IS ≥ .20)</u>						
The visibility of police in neighborhoods	47%	1	57%	4	0.2008	1
<u>High Priority (IS .10-.20)</u>						
The City's efforts to prevent crime	42%	2	57%	5	0.1827	2
How officers interact with residents	32%	3	65%	3	0.1123	3
<u>Medium Priority (IS < .10)</u>						
Visibility of police in retail/commercial areas	20%	4	52%	6	0.0972	4
How quickly police respond to calls	15%	5	75%	2	0.0377	5
Overall quality of local police protection	15%	6	75%	1	0.0362	6

Police Priorities:

Importance-Satisfaction Rating

City of Hyattsville

Transportation and Traffic

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>Very High Priority (IS > .20)</u>						
Flow of traffic on major City streets	40%	1	33%	10	0.2716	1
Pedestrian safety	39%	2	45%	6	0.2121	2
<u>High Priority (IS .10-.20)</u>						
Prevention of speeding on residential streets	33%	3	43%	7	0.1880	3
Bicyclist safety	20%	5	36%	9	0.1307	4
Flow of traffic on residential streets	24%	4	47%	5	0.1264	5
<u>Medium Priority (IS < .10)</u>						
WMATA Bus service	7%	6%	62%	2	0.0253	6
Prince George's County "The Bus"	5%	8	54%	4	0.0212	7
" Call-A-Bus" (for seniors/disabled)	3%	9	39%	8	0.0153	8
WMATA Metro service	6%	7	78%	1	0.0130	9
University of Maryland Shuttle Bus	1%	1	54%	3	0.0059	10

Transportation and Traffic Priorities

Importance-Satisfaction Rating

City of Hyattsville

Streets and Sidewalks

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<i>High Priority (IS .10-.20)</i>						
Adequacy of street lighting	36%	1	46%	11	0.1962	1
Commercial parking availability	28%	2	37%	12	0.1724	2
Bike lane availability	21%	5	32%	13	0.1455	3
Residential parking availability	25%	3	48%	10	0.1318	4
<i>Medium Priority (IS <.10)</i>						
Maintenance of major City streets	22%	4	54%	8	0.0996	5
Crosswalk availability	18%	7	55%	7	0.0812	6
Maintenance of neighborhood streets	21%	6	63%	3	0.0775	7
Sidewalk availability	16%	8	54%	9	0.0745	8
Condition of sidewalks in the City	15%	10	58%	6	0.0622	9
Cleanliness of residential streets	16%	9	61%	4	0.0614	10
Cleanliness of major City streets	13%	11	61%	5	0.0502	11
Snow removal on neighborhood streets	9%	12	71%	2	0.0276	12
Snow removal on major City streets	5%	13	79%	1	0.0096	13

Streets and Sidewalks Priorities

Importance-Satisfaction Rating

City of Hyattsville

Programs and Events

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance- Satisfaction Rating	I-S Rating Rank
<i>High Priority (IS .10-.20)</i>						
Programs/services for seniors/disabled	29%	2	38%	6	0.1838	1
Programs and services for children and teens	33%	1	48%	5	0.1725	2
Programs for immigrants	21%	3	33%	7	0.1402	3
<i>Medium Priority (IS <.10)</i>						
Quality of City events & celebrations	20%	4	63%	2	0.0744	4
Opportunities to volunteer	12%	6	55%	4	0.0554	5
Quantity of City events and celebrations	13%	5	64%	1	0.0482	6
Diversity of City events & celebrations	11%	7	62%	3	0.0427	7

Program and Events Priorities

Other Findings

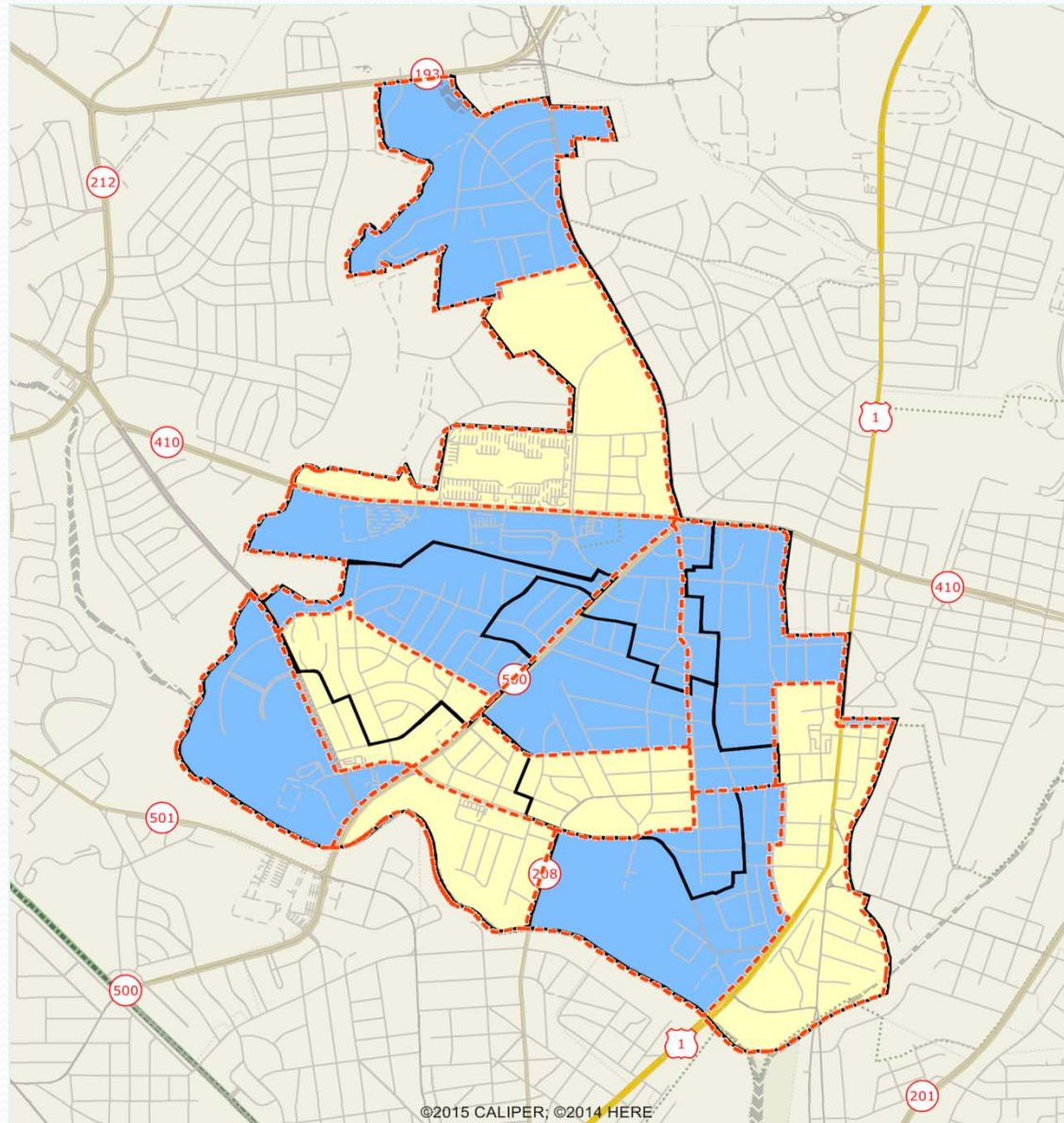
Q1i: Satisfaction with the Overall Quality of Economic Development

LEGEND

Mean rating
on a 5-point scale, where:



- 1.0-1.8 Very Dissatisfied
- 1.8-2.6 Dissatisfied
- 2.6-3.4 Neutral
- 3.4-4.2 Satisfied
- 4.2-5.0 Very Satisfied
- Other (no responses)

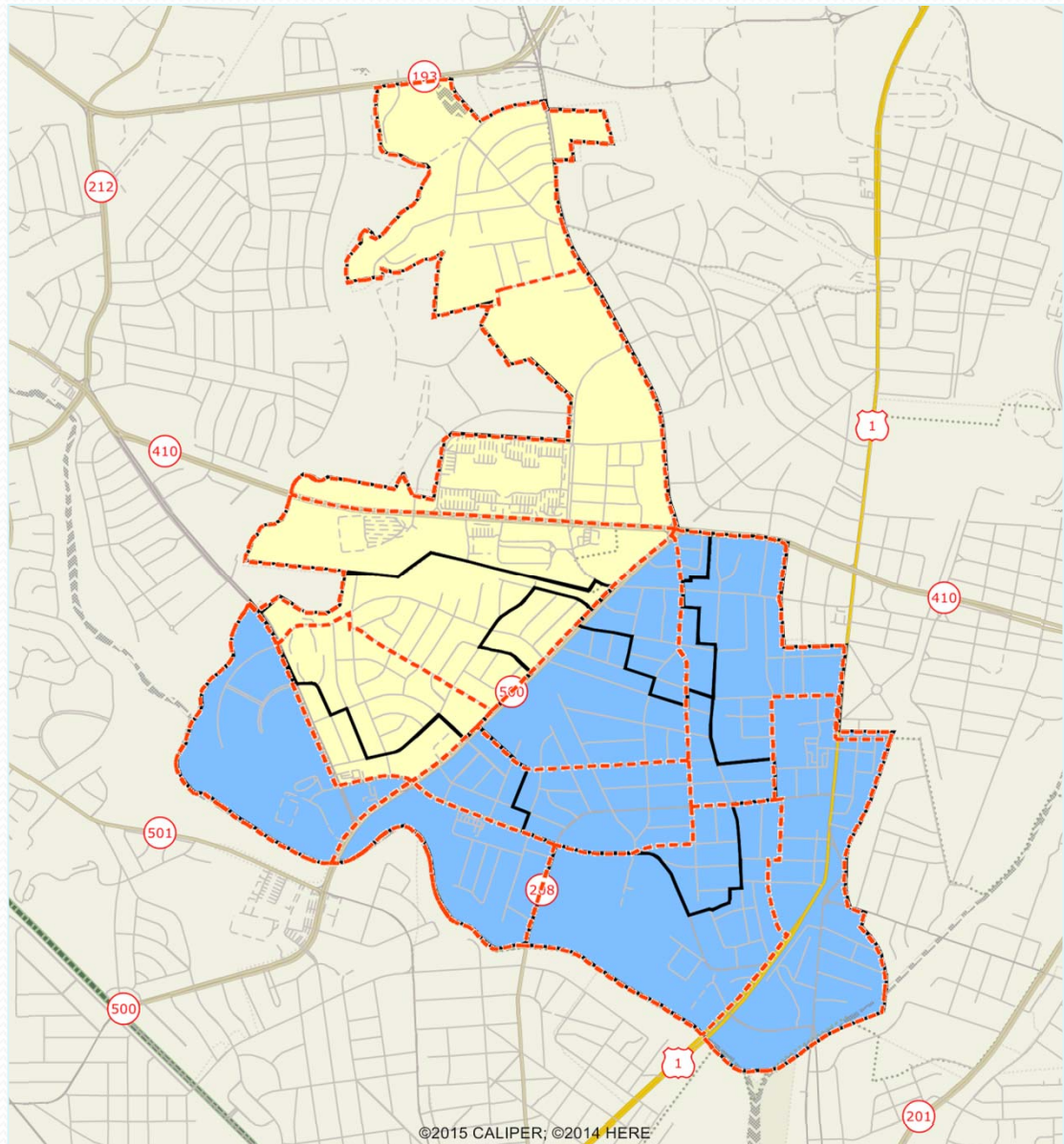


Q3i: Satisfaction with the Overall Feeling of Safety in Hyattsville

LEGEND

Mean rating
on a 5-point scale, where:

- 1.0-1.8 Very Dissatisfied
- 1.8-2.6 Dissatisfied
- 2.6-3.4 Neutral
- 3.4-4.2 Satisfied
- 4.2-5.0 Very Satisfied
- Other (no responses)

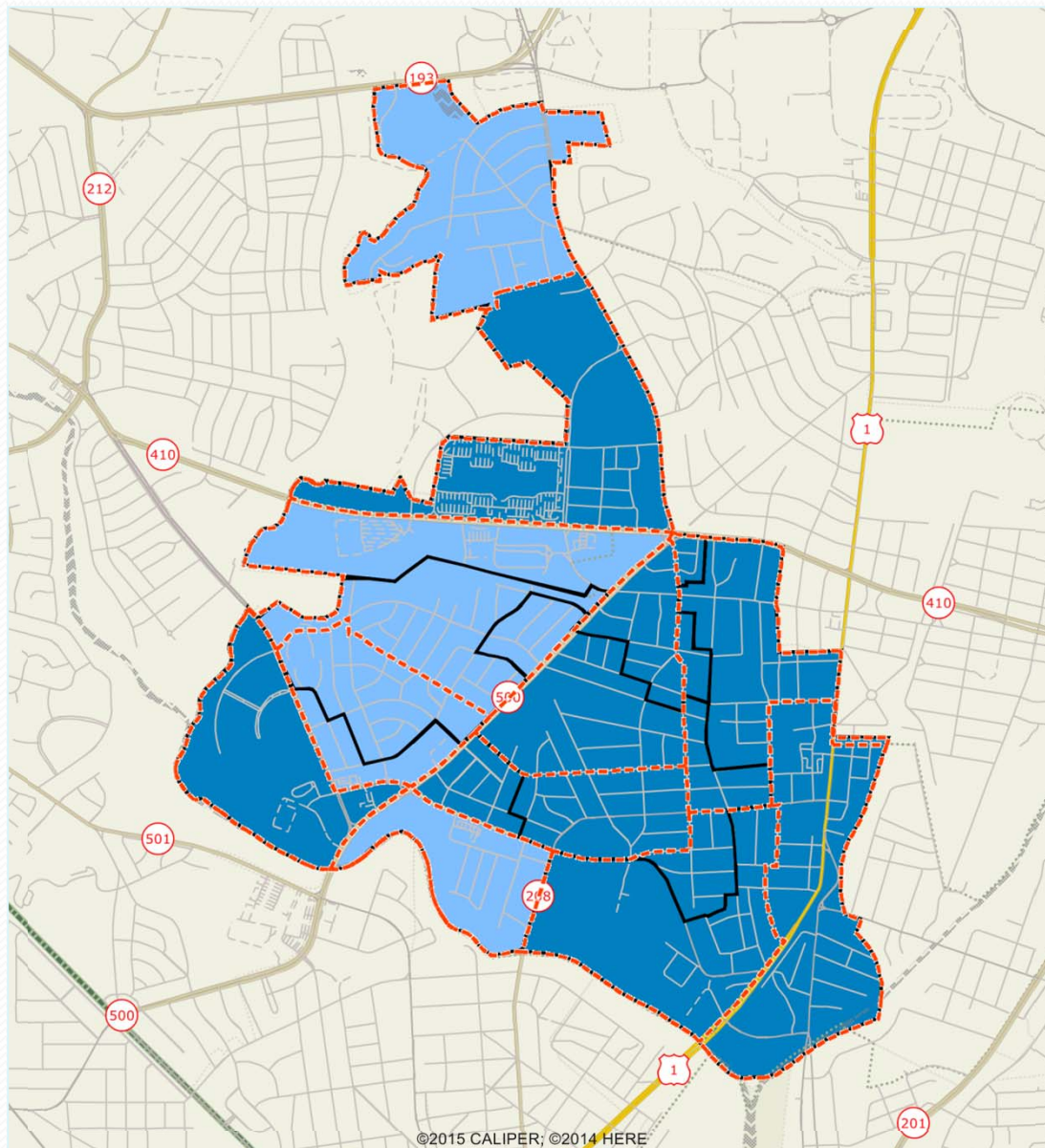


Q4a: Overall Feeling of Safety in Your Neighborhood During the Day

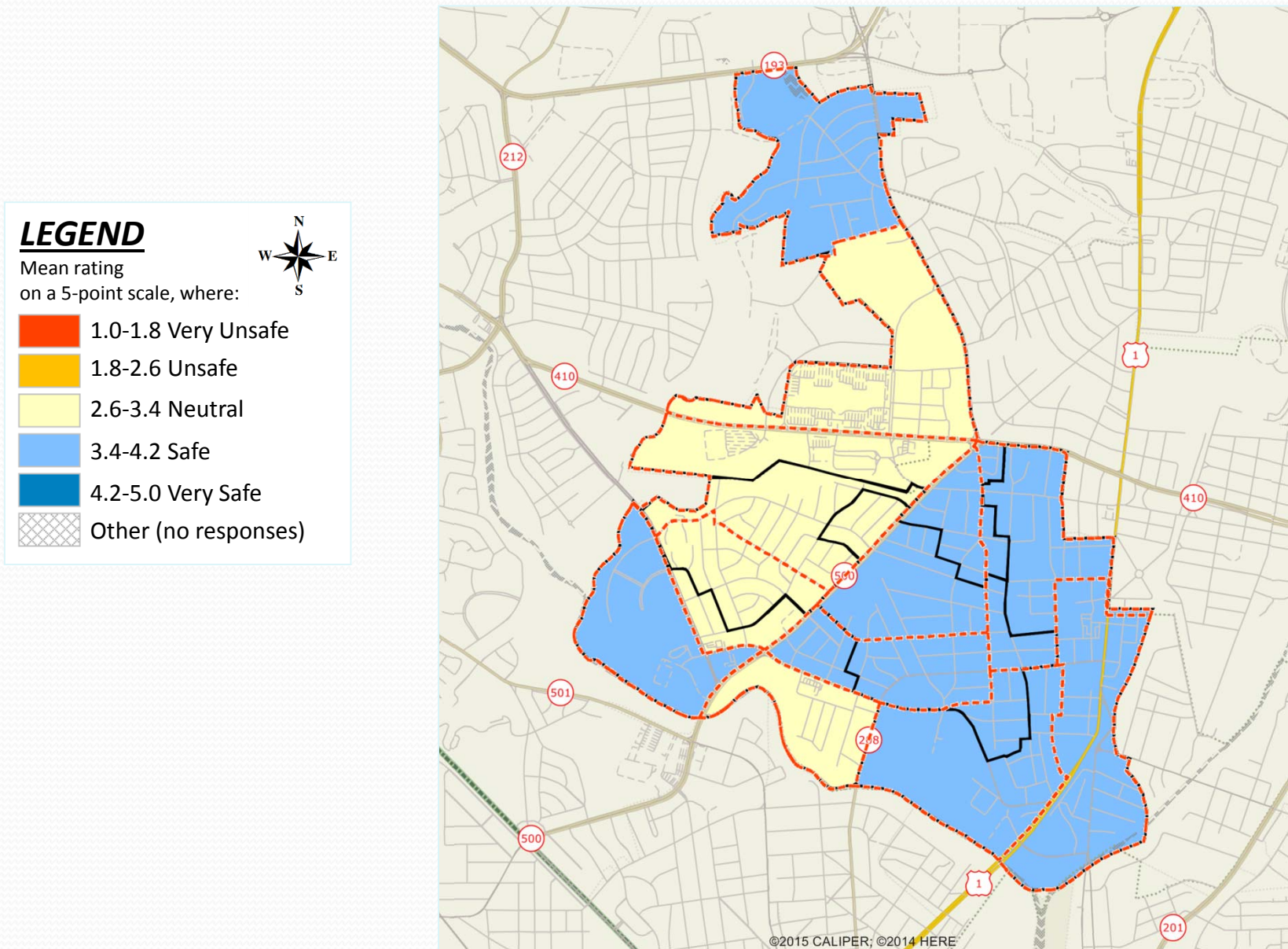
LEGEND

Mean rating
on a 5-point scale, where:

- 1.0-1.8 Very Unsafe
- 1.8-2.6 Unsafe
- 2.6-3.4 Neutral
- 3.4-4.2 Safe
- 4.2-5.0 Very Safe
- Other (no responses)



Q4b: Overall Feeling of Safety in Your Neighborhood at Night



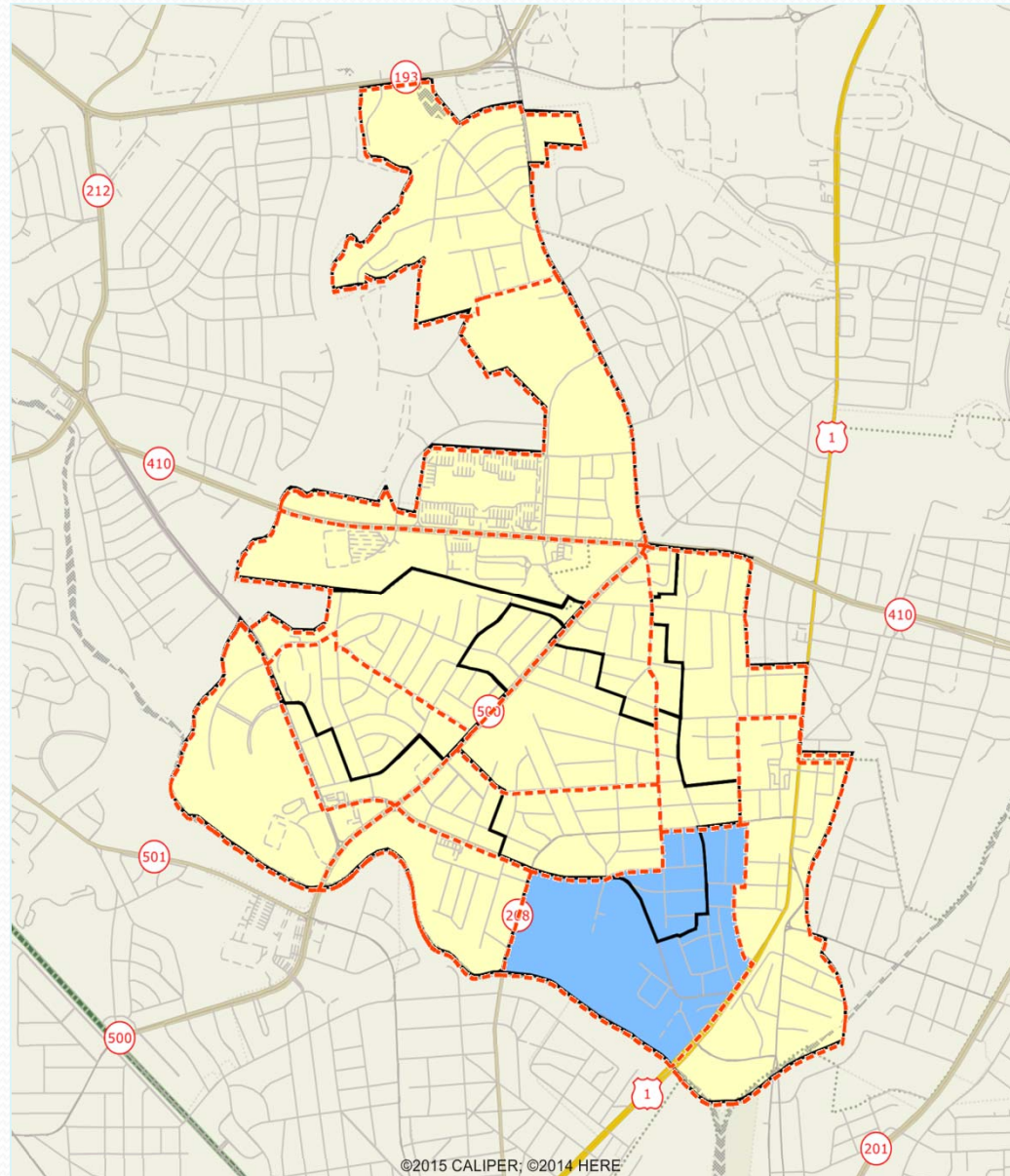
Q9h: Satisfaction with the Adequacy of Street Lighting

LEGEND

Mean rating
on a 5-point scale, where:

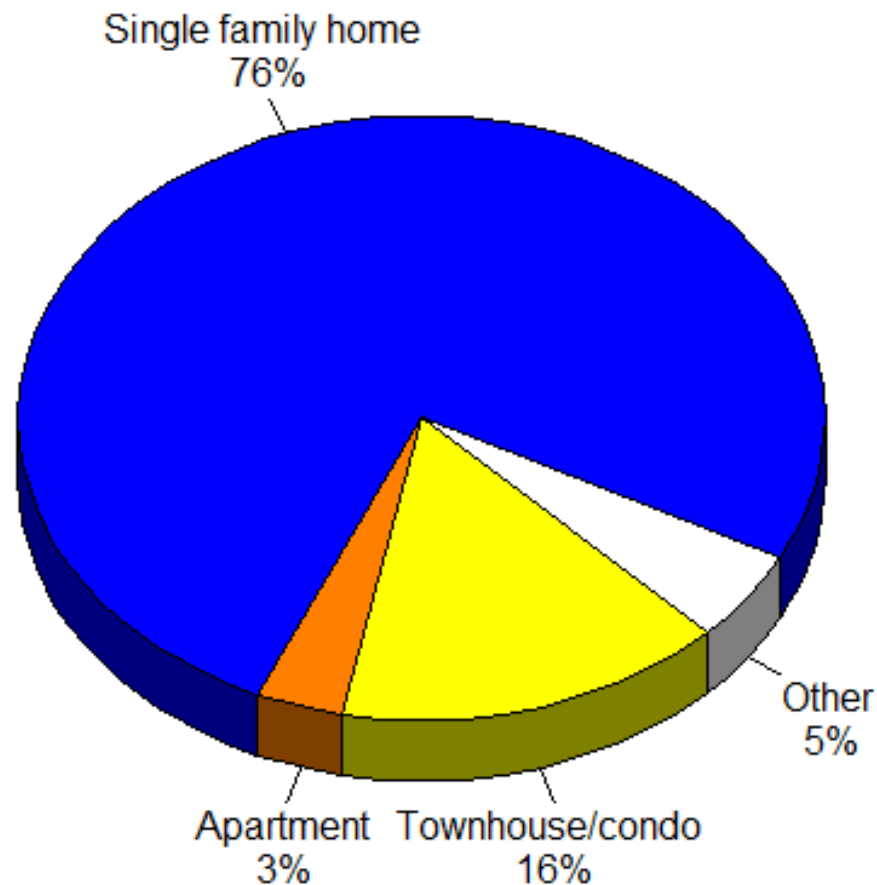


- 1.0-1.8 Very Dissatisfied
- 1.8-2.6 Dissatisfied
- 2.6-3.4 Neutral
- 3.4-4.2 Satisfied
- 4.2-5.0 Very Satisfied
- Other (no responses)



Q17. In 10 years, what type of housing to you expect to live in?

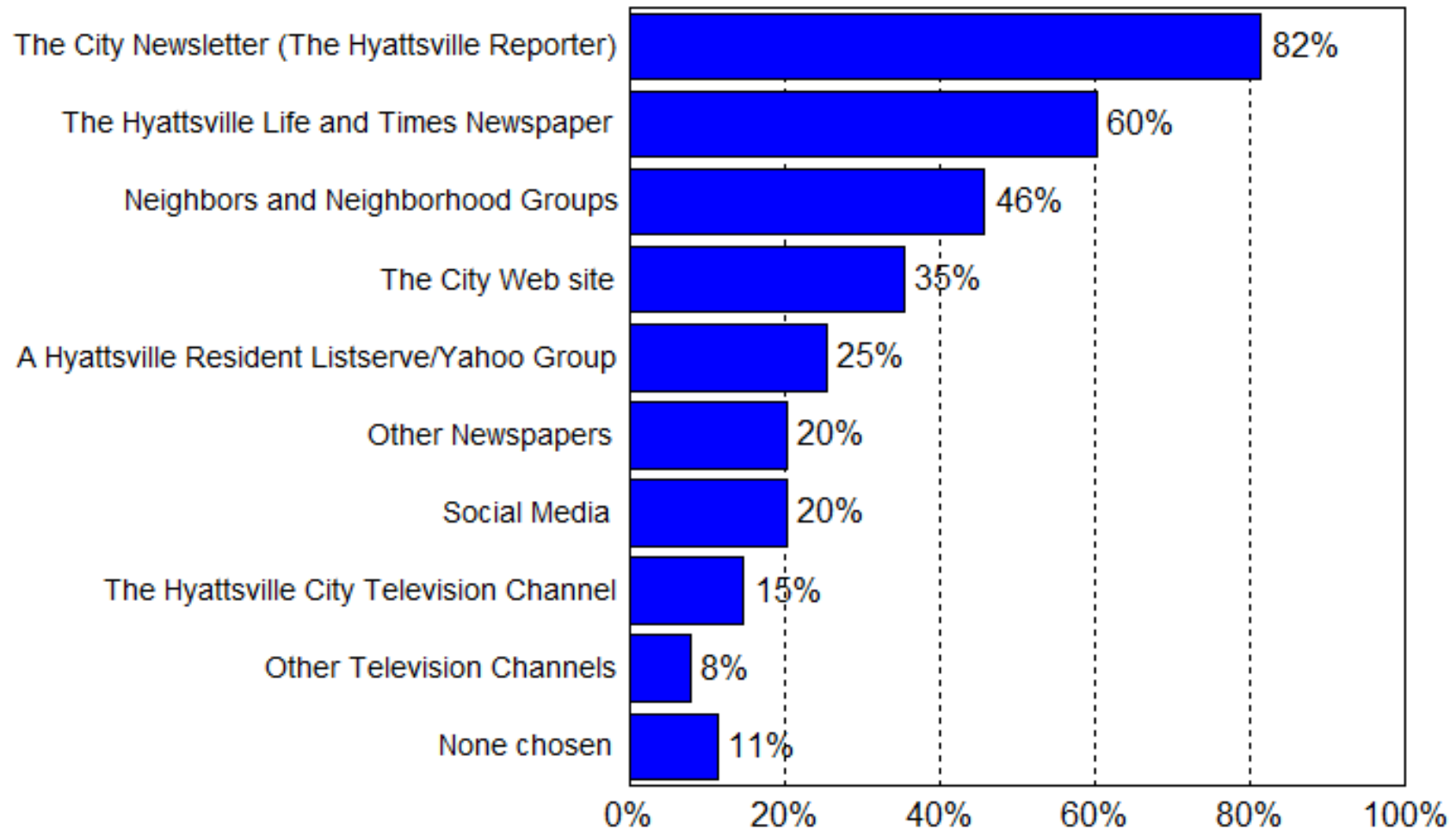
by percentage of respondents



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Q22. Current Sources of Information About the City of Hyattsville

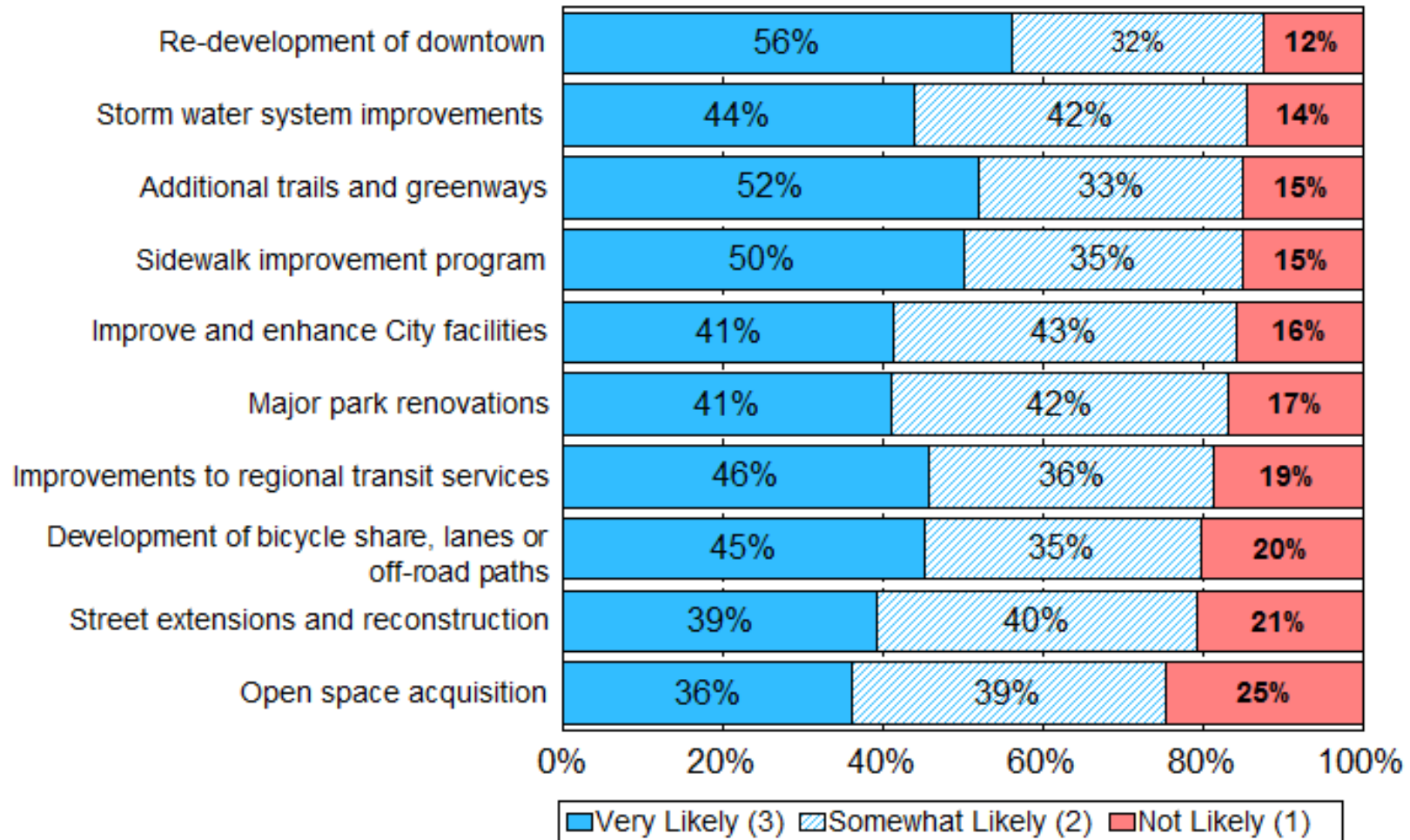
by percentage of respondents (multiple responses were allowed)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Q23. How Likely Would You Be to Support Investment of City Resources in Capital Project Areas

by percentage of respondents who rated the item as a 1 to 3 on a 3-point scale (excluding don't knows)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Summary

- **Residents Have a Positive Perception of the City**
 - ❑ 85% are satisfied with the Hyattsville as a place to live; only 5% are dissatisfied
 - ❑ 72% are satisfied that the City is moving in the right direction; only 9% are dissatisfied
- **Overall Satisfaction Ratings Are Similar to the 2011 Survey**
 - ❑ Satisfaction ratings have increased or stayed the same in 25 of 46 areas since the 2011 survey
- **The City Is Moving in the Right Direction**
 - ❑ The City rated 12% above the Regional Average and 10% above the National Average in the City moving in the right direction
- **Overall priorities for improvement over the next 2 years:**
 - ❑ Flow of traffic
 - ❑ Condition of streets and sidewalks
 - ❑ Quality of economic development

Questions?

THANK YOU!!



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1257)

6.3

Presentations: Healthy Eating, Active Living (HEAL) Presentation

SUBJECT: Healthy Eating, Active Living (HEAL) Presentation

SECTION: Presentations

BACKGROUND:

Provide the Mayor and Council w/ an update on the City's Healthy Eating, Active Living program initiatives.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 9/16/2015

HEALTHY EATING, ACTIVE LIVING

Update

What Is HEAL: Healthy Eating, Active Living (HEAL) is an initiative introduced by the Institute for Public Health and Innovation to encourage municipalities to adopt policies, programs, and initiatives to support health and wellness in their communities and workplace. The Institute cited increased medical costs, chronic disease, excessive weight gain, inactivity, and poor eating habits as major factors to decreased health and wellness in Cities and throughout the Country. In 2013, they implemented the HEAL Cities, Towns & Counties Campaign and encouraged municipalities to create environments to combat many of the challenges plaguing communities. In October 2014, The City of Hyattsville affirmed their commitment to HEAL by adopting a resolution that encourages Physical Activity, Active Transportation and Land Use; Access to Affordable Nutritious Foods; and Workplace Wellness.

Announcements/Accomplishments:

- Hyattsville received a Grant Award of \$9K for Low Impact Design Study.
- Hyattsville was recognized as a HEAL Gold City (One of only 3 Maryland Cities to receive that designation).

New/Ongoing Programs & Services:

- Hyattsville Farmers Market
 - ~ New Location and Time – 3799 East West Highway, Tuesdays 3-7pm
 - ~ Call-A-Bus – Free rides for residents to and from farmers market
 - ~ SNAP/WIC – Vendors that accept SNAP & WIC benefits
 - ~ Hyattsville Matching Money Program – Provides \$10 to verified low income residents to purchase fresh healthy food
 - ~ Healthy Eating Food Demonstrations and Samplings
- Acquisition of Healthy Eating/Drinking Vending Machines in Municipal Building
- Nutrition Tours – Partnership with Share Our Strength, Cooking Matters program; tours of the farmers market and select grocery stores
- Movin' w/ The Mayor Program
 - ~ Coordination w/ local businesses to offer monthly Exercise Classes & Activity

Food Forest/Community Garden/Composting:

- Currently preparing forest area for installation in the Fall of 2016 (Emerson Park)
- Renewed agreement with Hyatt Park Community Garden Association in 2015
- The pilot composting program implemented in 42 single family homes.

Low Impact Design:

- Currently reviewing options to implement environmentally friendly design elements within the City.



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1259)

6.4

Presentations: City Committee Overview: Roles & Functions

SUBJECT: City Committee Overview: Roles & Functions

SECTION: Presentations

BACKGROUND:

Please see attached memo summarizing the City's various committees, commissions and board. Also attached are the worksheets or relevant sections of the City Charter/Code for each organization.

NEXT STEPS:

Council discussion

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations


Tracey Nicholson, City Administrator 9/16/2015



MEMO

To: Mayor Hollingsworth and Council

From: Laura Reams, City Clerk

CC: Tracey Nicholson, City Administrator

Date: September 16, 2015

RE: City Committees

The City currently has a total of eight (8) active resident advisory organizations, referred to as committees, boards or commissions. There are four (4) organizations that are not currently active, as noted below.

City Code and Charter Established Committees:

There are five (5) City Committees established by Charter or Code.

1. Board of Supervisors of Elections (City Charter, §C4-2)
2. Ethics Commission (City Code, §10-2)
3. Shade Tree Board (City Code, §112-3)
4. Parks and Recreation Committee (City Code, §84-2) NOT ACTIVE
5. Design Review Board (City Code, §46-3(G)) NOT ACTIVE
6. Compensation Commission (City Charter §C2-6.1, Limited term, every 4 years) NOT ACTIVE

Mayor and Council Created Committees

City Code Chapter 4, Article 2 addresses the creation and required responsibilities of special committees. The City currently has 5 special committees. The worksheet detailing the mission, scope and makeup of each committee is attached to this memo.

1. Hyattsville Planning Committee
2. Hyattsville Environment Committee
3. Hyattsville Code Compliance Advisory Committee
4. Hyattsville Education Advisory Committee
5. Hyattsville Teen Advisory Committee NOT ACTIVE

Council Rules of Procedure (HR 2015-01)

On June 1, 2015 the Council adopted Hyattsville Resolution 2015-01, Council Rules of Procedure (ROP). Section 4 of the ROP addresses the establishment of Ad Hoc Committees. A copy of this section of the ROP is attached to this memo. Currently the Council does not have any active Ad Hoc Committees.

Hyattsville Committee Appointments

Hyattsville Planning Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Maureen	Foster	2	Chair	12/15/2014	31-Dec-16	176-12-14
Nkosi	Yearwood	2	Member	12/15/2014	31-Dec-16	176-12-14
David	Marshall	2	Member	12/15/2014	31-Dec-16	176-12-14
Jonathan	Mueller	4	Member	12/15/2014	31-Dec-16	176-12-14
William	Doerner	1	Member	12/15/2014	31-Dec-16	176-12-14
Thomas	Sheffer	1	Member	12/15/2014	31-Dec-16	176-12-14
Chad	Copeland	1	Member	12/15/2014	31-Dec-16	176-12-14
Gia	Maxwell	5	Member	12/15/2014	31-Dec-16	176-12-14
Adam	Weissmann	1	Member	3/16/2015	31-Dec-16	40-04-15
Council Liaison(s)						
Tom	Wright	3	Liaison	5/18/2015	15-May-17	74-05-15
Edward	Haba	4	Liaison	5/18/2015	15-May-17	74-05-15
Staff Liaison						
Jim	Chandler	n/a	Liaison			
Hyattsville Environmental Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Jim	Groves	2	Chair	4/20/2015	12/31/2016	46-04-15
Marcus	Shappirio	4	Member	4/20/2015	12/31/2016	46-04-15
Rebecca	Schaaf	2	Member	4/20/2015	12/31/2016	46-04-15
Alan	Mattlage	2	Member	4/20/2015	12/31/2016	46-04-15
Elizabeth	Arnold	2	Member	4/20/2015	12/31/2016	46-04-15
Alyson	Reed	3	Member	9/15/2014	12/31/2016	123-09-14
Julie	Wolf	2	Member	5/4/2015	12/31/2016	51-05-15
Jack	Nackoney	2	Member	5/4/2015	12/31/2016	51-05-15
Council Liaison(s)						
Patrick	Paschall	3	Liaison	18-May-15	15-May-17	74-05-15
Staff Liaison						
Lesley	Riddle	n/a	Liaison			
Hyattsville Board of Supervisors of Elections						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Greta	Mosher	1	Chair	1/1/2013	1/1/2017	217-12-12
Ana	Pineda	2	Member	1/1/2013	1/1/2017	217-12-12
Andrea	Ross	2	Member	1/1/2015	1/1/2019	177-12-14

Anna	Frankle	2	Member	1/1/2015	1/1/2019	177-12-14
Bessie	McLean	1	Member	1/1/2015	1/1/2019	177-12-14
Staff Liaison						
Laura	Reams	n/a	Liaison			
Hyattsville Ethics Commission						
First	Last	Ward	Position	Appointment	Expiration	Motion #
T. Carter	Ross	2	Chair	10/21/2013	12/31/2016	177-10-13
Chris	Currie	1	Member	11/5/2012	12/31/2015	184-11-12
Christopher	Arthur	1	Member	11/5/2012	12/31/2015	184-11-12
Council Liaison(s)						
Edouard	Haba	4	Liaison	5/18/2015	5/15/2017	74-05-15
Staff Liaison						
Laura	Reams	n/a	Liaison			
Hyattsville Shade Tree Board						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Gloria	Felix-Thompson	4	Chair	12/3/2012	12/31/2015	214-12-12
Millard	Smith	2	Member	12/3/2012	12/31/2015	214-12-12
Joe	Luebke	3	Member	12/3/2012	12/31/2015	214-12-12
Robert	Riddle	2	Member	1/22/2013	12/31/2015	03-01-13
Alexi	Boado	4	Member	3/4/2013	12/31/2015	29-03-13
Theresa	Creel	5	Member	11/3/2014	12/31/2017	150-11-14
Dawn	Taft		City Arborist			
Staff Liaison						
Lesley	Riddle	n/a	Liaison			
Hyattsville Code Compliance Advisory Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Paul	Koch	1	Chair	2/2/2015	12/31/2016	14-02-15
Nina	Faye	3	Secretary	2/2/2015	12/31/2016	14-02-15
Pat	Yinkey	2	Member	2/2/2015	12/31/2016	14-02-15
Gloria	Felix-Thompson	1	Member	2/17/2015	12/31/2016	23-02-15
Joy M.	Jeffries	1	Member	2/17/2015	12/31/2016	23-02-15
Deanna	McDermon	5	Member	7/20/2015	12/31/2016	90-07-15
Shirley	Fisher	5	Member	2/2/2015	12/31/2016	14-02-15
Council Liaison(s)						
Paula	Perry	4	Liaison	5/18/2015	5/15/2017	74-05-15
Joseph	Solomon	5	Liaison	7/20/2015	5/15/2017	90-07-15

Robert	Croslin	2	Liaison	5/18/2015	5/15/2017	74-05-15
Staff Liaison						
Chris	Giunta	n/a	Liaison			
Hyattsville Education Advisory Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Michael	Mineiro	2	Chair	9/15/2014	12/31/2016	124-09-14
T. Carter	Ross	2	Secretary	9/15/2014	12/31/2016	124-09-14
Hector	Corrada Bravo	1	Member	9/15/2014	12/31/2016	124-09-14
Billy	Friebele	3	Member	9/15/2014	12/31/2016	124-09-14
Jen	Kubit	4	Member	9/15/2014	12/31/2016	124-09-14
Joe	Ludes	1	Member	10/20/2014	12/31/2016	146-10-14
Dakarai I.	Aarons	5	Member	7/20/2015	12/31/2016	89-07-15
Cynthia	Totten	4	Member	5/4/2015	12/31/2016	50-05-15
Staff Liaison						
Jake	Rollow	n/a	Liaison			
Council Liaison(s)						
Bart	Lawrence	1	Liaison	5/18/2015	15-May-17	74-05-15
Kevin	Ward	1	Liaison	5/18/2015	15-May-17	74-05-15
Robert	Croslin	2	Liaison	5/18/2015	15-May-17	74-05-15
Teen Advisory Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Council Liaison(s)						
Shani	Warner	2	Liaison	5/18/2015	15-May-17	74-05-15
Kevin	Ward	1	Liaison	5/18/2015	15-May-17	74-05-15
Robert	Croslin	2	Liaison	5/18/2015	15-May-17	74-05-15

**HYATTSVILLE CITY CODE, CHAPTER 4: ADMINISTRATION OF GOVERNMENT
SECTION II, SPECIAL COMMITTEE AND CITY DEPARTMENTS**

§ 4-5. Creation of special committees; nominations. [Amended 3-3-08 by HO-2008-03, Amended 11-1-10 by HO-2010-03]

A. The Mayor or the City Council may create special committees, commissions, and task forces as they deem necessary. Nominations to bodies created by the Mayor shall be made by the Mayor and approved by the Council. Nominations to Council created bodies shall be determined by the Council.

B. Prior to the creation of any new committee, commission or task force, the following information shall be presented at a public meeting of the City Council:

- (1) A mission statement, including the purpose, scope, and deliverables required;
- (2) The frequency of meetings, the minimum number of meetings per year and whether it is permanent or temporary (in which event an estimated time for its existence shall be included);
- (3) The composition of its members, any applicable qualifications, the scope of participation by Council liaison, Council members, or City staff and whether participation by all wards is recommended or required;
- (4) The term of office of members including renewal/reappointment dates and times;
- (5) The applicable grounds for removal of any member and the City bodies with such removal authority

C. Each special committee, commission, or task force is required to do the following:

- (1) Notify the public in advance of all meetings;
- (2) Maintain minutes for each meeting;
- (3) Provide the City Administrator and Council with a copy of the minutes for each meeting;
- (4) Notify the City Administrator and Council if a scheduled meeting is cancelled;
- (5) Comply with the Open Meetings Act, currently codified at State Government Article §§10-501-10-512;
- (6) Close meetings only in accordance with the Open Meetings Act;
- (7) Notify the City Administrator and Council in the event a member is involuntarily removed;
- (8) Notify the Council in the event the special committee, commission, or task force dissolves prior to the expiration of its term, including the reason for the dissolution.

D. The City Clerk shall maintain a list of the members of each special committee, commission, or task force, and the time for appointment or replacement.

E. The names of all members nominated for each committee, commission or task force shall be publicized prior to Council vote.

F. The City Council shall have the authority to remove any person from any committee, commission or task force for good cause after affording the person reasonable notice and the opportunity to be heard by Council or its designee.

**HY RESOLUTION 2015-01, COUNCIL RULES OF PROCEDURE
SECTION 4, OTHER COMMITTEES AND ASSOCIATIONS**

A. 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. Council members 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.

COMMITTEE WORKSHEET

Planning Committee

Mission Statement: The Hyattsville Planning Committee is a volunteer advisory group to the Mayor and Council on matters related to planning and development.

Scope: The Committee is responsible for reviewing proposed development site plans, as well as legislative items related to planning and zoning and providing the Mayor and Council with specific recommendations for their consideration.

Deliverables: The Committee shall provide the Mayor and Council with meeting minutes and specific written recommendations on planning and development matters.

Frequency of meetings: The Committee is scheduled to meet the third Tuesday of each month except for the months of August and December.

Minimum number of meetings per year: The Committee is required to meet a minimum of six times per year.

Is the committee permanent or temporary? The Planning Committee is intended as a permanent standing committee.

Composition of members (all wards recommended or required): The Committee should not be required to have members from all Wards, however a minimum of one representative from each Ward is preferred. The total recommended number of members is 5 – 7.

Council liaison required? A Council Liaison is required, as this individual will be responsible for communicating committee work to their colleagues on the Council.

City staff required? A City staff member is required, as this individual will be responsible for providing the committee with preparation and distribution of materials and scheduling of presentations.

Committee member term of office: In order to provide stability to the Committee, it is recommended that the appointment to the Committee be a 2 year term. If the total number of Committee members falls below five active members, that the Mayor be required to appoint a substitute Member.

Grounds for removal for any Committee member: Removal of a Committee member will be made by a written request by the Chair to the Mayor and Council and will specify the reason for the request. The removal of a Committee member may only be approved by the Mayor and Council.

DRAFT

COMMITTEE WORKSHEET

Hyattsville Environment Committee

Mission Statement: The general mission of the Environment Committee is to provide Council and staff recommendations regarding parks usage and maintenance, waste reduction / recycling, and sustainable practices. The Committee may establish work groups among the members to facilitate work in the areas of waste reduction and recycling, energy conservation, and tree plantings and native species protection, and is encouraged to communicate with other groups in the City that are addressing similar issues.

Scope: The Hyattsville Environment Committee works to provide information and recommendations, ad hoc or at the request of City Council or Staff, to the City Council and Staff that positively affects the City of Hyattsville's efforts, rules and codes on environmental and sustainability issues.

Deliverables: The environment committee provides recommendations and requests to the City Council and Staff on environmental and sustainability issues. The Committee reviews information provided to it from the City for comment as well as raises issues that would it feels would benefit the City in its environmental/sustainability efforts.

Frequency of meetings: The Environment Committee meets once a month on the third Wednesday of the month.

Minimum number of meetings per year: Ten

Is the committee permanent or temporary? The Committee believes that it should be a permanent committee.

Composition of members (all wards recommended or required): The Committee is open to all citizens who live in the City of Hyattsville. The Committee prefers at least two members from every ward. Currently, the Committee only has four "official" members who were appointed by the City:

Jim Groves, Alan Mattlage, Rebecca Schaaf and Elizabeth Arnold. All of the current members are from Ward 2. Meetings are open to all Citizens of the City of Hyattsville as is the use of the Hyattsville Environment Committee email list. The Committee nominates a Chair to run the meetings.

Council liaison required? The Environment Committee prefers to have a Council liaison that can bring issues to the Committee and provide insight into programs and issues under

discussion by the City Council. Our current Council liaison is Nicole Hinds, although she has not been at a meeting in a very long time.

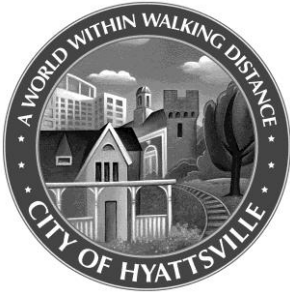
City staff required? The Environment Committee would very much like to have the Director of Public Works and/or someone who works with the City Administrator (or the City Administrator her/himself). Jim Chandler, Director of Community & Economic Development has attended several meeting.

Committee member term of office: This is for the Council to decide. However, the Committee would prefer that once appointed, there is no end date and that members do not need to be reappointed. We are a volunteer group that works on behalf and at the pleasure of the City Council. The City Council can remove/replace any Committee member at any time and any Committee member may remove him/herself from the Committee at any time.

Grounds for removal for any Committee member:

1. A citizen moving outside the boundaries of the City of Hyattsville
2. At the request of the Chair of the Committee
3. By majority of the City Council

Council Agenda Form



MOTION # 185-11-13		DRAFT # 2
DATE SUBMITTED: April 22, 2013	DATE TO GO BEFORE COUNCIL: August 5, 2013	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Legislative		

TITLE OF MOTION: Education Advisory Committee (EAC)

RECOMMENDATION:

I move that the Mayor and Council establish an Education Advisory Committee. The EAC shall be a 9-member committee consisting of a Chair, Vice-Chair, and 7 at-large members. At least 50%+1 of the sitting committee members must be residents of the City of Hyattsville. Members of the EAC shall be appointed by the Mayor and Council to serve two-year, renewable terms.

I further move that the Mayor and Council adopt the following statement of goals and objectives for the EAC:

Education Advisory Committee

The Education Advisory Committee (EAC) is established to help strengthen the relationship between the City and the schools/organizations providing educational services to students in the City of Hyattsville. The goal of the Education Advisory Committee is to help the City identify positive and meaningful opportunities to influence student achievement.

The EAC works on behalf of the Mayor and City Council to:

- Develop and recommend educational programs, projects or other initiatives impacting the educational development of residents in the City of Hyattsville;
- Develop high-impact community and school partnerships;
- Serve as a resource to staff in the development of Citywide programs serving youth and young adults;
- Receive and review grant applications from eligible entities for education-related programs and make recommendations for funding; and
- Advise the Mayor and City Council in the development of policies and positions to advocate on behalf of students in the City of Hyattsville

BACKGROUND:

The City's education committee is no longer active. In 2011, the Mayor and Council developed a list of objectives to accomplish in the following year. Many of those efforts are complete or in progress. Establishing an EAC including goals and objectives was identified as one of those legislative priorities. The City of Hyattsville would join the company of several municipalities in the region with similar bodies formed for this purpose.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff liaison and council liaison shall be required to attend regular meetings of the body.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:

FUNCTION AND OBJECTIVES:

Included in the body text of the motion.

SUPPORTING DOCUMENTATION: N/A

CURRENT YEAR BUDGET IMPACT:

NONE

COMMITTEE WORKSHEET

Hyattsville Code Compliance Advisory Committee

Mission Statement: The mission of the Hyattsville Code Compliance Advisory Committee is to provide Resident input to the City Staff and City Council of Hyattsville in regards to proposed changes, revisions, or new ordinances for the City Code.

Scope: The scope of the Committee includes responding to requests from City Staff, City Council Members, the Mayor, Resident groups, and Residents by providing input, suggestions, and recommendations on Code related issues.

Deliverables: The Committee reviews information provided to it by City Council Members, the Mayor, City Staff, or Residents, and provides recommendations to the City Council or City Staff on changes or additions to the City Code.

Frequency of meetings: The Committee meets monthly, except in unusual circumstances. The Committee may meet more than once a month.

Minimum number of meetings per year: Ten

The Committee is permanent: The Committee is a permanent committee. The Code often requires adaptation to the changing needs of the City and its Residents.

Composition of members: The Committee is open to all City of Hyattsville Residents. It is preferable that there be members from each ward. All meetings are open to the public. The Committee elects a Chair to coordinate meeting dates, to coordinate agendas, and to conduct meetings. The Committee elects a Secretary to record minutes.

Council Liaison: The Committee shall have two Council Member Liaisons who provide insight into issues under discussion. Council Member liaisons are non-voting.

City Staff: The Manager of Parking and Code Compliance, or staff designee, shall attend Committee meetings to bring issues to the Committee and provide in-depth knowledge of code compliance and practices.

Committee Member term of office: Members proposed and approved by the City Council serve two year terms. The City Clerk shall notify Council Member Liaisons, the Committee Chair, and the Committee Member 60 days in advance of the Member's term expiration date.

Grounds for removal for any Committee Member:

1. The Member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the City Council



Consent Items: MOTION #35-03-15 Teen Advisory Committee

SUBJECT: Teen Advisory Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #35-03-15

I move that the Mayor & Council establish a Teen Advisory Committee (TAC).

BACKGROUND:

City staff, the Mayor, and Council endeavor to positively engage Hyattsville's youth, as evidenced by the recent extension of the right to vote in municipal elections to 16- and 17-year-olds. Establishment of this Committee would further demonstrate Hyattsville's commitment to its youth.

The details and mission of the Committee are listed below:

The TAC shall be a 9-member committee consisting of a Chair, Secretary, and 7 at-large members. Committee members must be 13- to 19-years-olds who live within the City of Hyattsville or attend a school within the City's boundaries. At least 50%+1 of the sitting committee members must be residents of the City of Hyattsville. Members of the TAC shall be appointed by the Mayor and Council to serve one-year, renewable terms.

The Committee shall provide the Mayor and Council with meeting minutes and specific written recommendations on youth-related matters. The Committee is required to hold a minimum of eight monthly meetings each year.

Goals and Objective:

The Teen Advisory Committee (TAC) is established to nurture youth engagement and facilitate a voice for youth concerns in our community. The goal of TAC is to help the City identify supportive and meaningful actions to improve or address issues of importance to the residents of Hyattsville.

The TAC works on behalf of the Mayor and City Council to:

- Develop and recommend programs, projects, or other initiatives affecting the quality of life of residents in the City of Hyattsville;



Consent Items: MOTION #35-03-15 Teen Advisory Committee

- Develop high-impact partnerships within the community to serve residents' interests, with a focus on youth-related matters;
- Serve as a resource to staff in the development of Citywide programs serving youth;

Advise the Mayor and City Council in the development of policies and positions to advocate on behalf of youth in the City of Hyattsville.

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff liaison and council liaison shall be required to attend regular meetings of the body.

STRATEGIC GOALS AND ACTIONS:

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

Action: 1.1 Provide information and opportunities for resident participation in civic ende

FISCAL IMPACT:

Staff Time


Tracey Nicholson, City Administrator 3/12/2015

Tracey E. Nicholson, City Administrator

BOARD OF SUPERVISORS OF ELECTIONS – ESTABLISHMENT, MISSION, DUTIES**§ C4-2. Board of Supervisors of Elections. [Amended 12-19-83 by HR No. 17-83; Amended 2-9-09 by HR 2009-01]**

There shall be a Board of Supervisors of Elections consisting of five (5) members, who shall be appointed by the Mayor with the approval of the Council. Three (3) of the members shall be appointed and approved on or before the second Monday in January of 2011 and thereafter in every second odd-numbered year. Two (2) members shall be appointed and approved on or before the second Monday in January of 2013 and thereafter in every second odd-numbered year. Upon the effective date of this Charter provision, the current three members of the Board shall retain their membership on the Board and the Mayor with the approval of the Council may appoint an additional two (2) members, one (1) member whose term of office shall be until January of 2011, and the other member whose term of office shall be until January 2013. The terms of members of the Board of Supervisors of Elections shall begin on the second Monday in January in the year in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors of Elections shall be qualified voters of the City and shall not hold or be candidates for any elective office during their term of office. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

§ C4-3. Removal of members.

Any member of the Board of Supervisors of Elections may be removed for good cause by the Council. Before removal, the member of the Board of Supervisors of Elections to be removed shall be given a written copy of the charges against him and shall have a public hearing on them before the Council if he so requests within ten (10) days after receiving the written copy of the charges against him.

§ C4-4. Powers and duties. [Amended 1-30-89 by HR No. 1-89]

The Board of Supervisors of Elections shall be in charge of the conduct of all City elections. The Board may appoint election clerks or other employees to assist it in any of its duties.

ETHICS COMMISSION – ESTABLISHMENT, MISSION, DUTIES

§ 10-2. Establishment of Ethics Commission; responsibilities.

A. Appointment & Term. There shall be a City Ethics Commission, composed of five (5) members, appointed by the Mayor and approved by the City Council. The tenure of each member shall be three (3) years or until a successor is appointed, whichever is longer, and members may only be removed for cause. The Commission shall be advised by the advisor to the Commission who shall ordinarily be the City Attorney. The advisor to the Commission shall assist the Commission in fulfilling its duties and powers and shall act on behalf of the Commission if it is unable to do so for any reason.

B. Duties and Powers

1. To devise, receive and maintain all forms generated by this chapter.
2. To provide published advisory opinions to persons subject to this chapter as to the applicability of the provisions of this chapter or that may violate this chapter or any election finance law of the City.
3. To investigate, process and make determinations as to any conduct or violations of this chapter, complaints filed by any person alleging violations of this chapter or any election finance law by persons subject to this act.
4. To conduct a public information program regarding the purposes and application of this Chapter.
5. To adopt regulations to implement this Chapter.
6. To act in an official capacity only when a quorum of at least three (3) members are present. If the Commission is unable to assemble a quorum, the advisor to the Commission shall act in their absence.
7. To issue subpoenas for persons and evidence and to judicially enforce such subpoenas.
8. The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the City of Hyattsville is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected local officials.
9. The Commission shall determine if changes to this chapter are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the City Council for enactment.

SHADE TREE BOARD – ESTABLISHMENT, MISSION, DUTIES

§ 112-3. Shade Tree Board. [Amended 4-18-94 by HB No. 02-94, Amended 3-21-05 by HB No. 01-05]

A. Creation. There shall be created a board to be known and designated as the “Shade Tree Board” composed of nine (9) members. Eight (8) of said members shall be appointed by the Mayor with approval of the Council. The ninth shall be the Director of Public Works/Municipal Arborist. The term of office of the members appointed by the Mayor shall be three (3) years. All members shall serve without pay. Vacancies caused by death, resignations or otherwise shall be filled by the Mayor with approval of the City Council.

B. Duties and responsibilities. It shall be the responsibility of the Board to study, investigate, counsel and assist the City’s municipal arborist in developing and/or updating a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public and private areas, as defined in § 112-2 B-E of this chapter. Such a plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City tree plan for the City.

C. Operations. The Board shall choose its own officers, make its own rules and regulations and keep records of its proceedings. A majority of the members shall be a quorum for the transaction of business.

D. The Shade Tree Board shall prepare an annual report summarizing its activities, shall recommend changes in the law or other actions that the Mayor and City Council may wish to take to protect and promote the urban forest; and shall notify the Mayor and City Council of significant events related to the urban forest.

E. The Shade Tree Board shall perform the functions described in §112-4 and §112-9 below.

§ 112-4. Prohibited Acts and Permits. [Amended 4-18 94 by HB No. 02-94, Amended 3-21-05 by HB No. 01-05, Amended 10-15-07 by HO-2007-11]

- A. No person shall remove or destroy or cause the removal or destruction of a public tree or a tree worthy of preservation, as defined in § 112-2 of this chapter or undertake construction or other action that significantly and permanently detracts from the health or growth of a public tree or a tree worthy of preservation without first having obtained a permit from the City of Hyattsville which shall only be issued upon the presentation of an application. However, upon a determination by the City that a tree protected by this Ordinance should be removed, pursuant to the tree being diseased, dead, dying or a hazard as outlined in § 112-4.1(A), the person/entity responsible for the tree or its removal shall be exempt from obtaining a permit to remove the tree, but shall not be exempt from any of the removal and replacement requirements in Section 112-4.2 of this Chapter.

§ 112-9. Appeals procedure. [Added 4-18-94 by HB No. 02-94, Amended 3-21-05 by HB No. 01-05]

- A. Upon the filing of an appeal, the City arborist shall within ten (10) days transmit to the City Administrator the record pertaining to the appeal. In addition, the property shall be posted with a sign, which shall include the case number, nature of the application, and the date, time and place of

SHADE TREE BOARD – ESTABLISHMENT, MISSION, DUTIES

the hearing. The sign shall be located so as to be readable from the roadway abutting the property and should be placed five (5) feet from the sidewalk, if one exists, or five (5) feet from the curb or the edge of the paved portion of the street if there is no curb. In the case of lots abutting more than one (1) street, a sign shall be posted for each abutting street.

B. At the hearing, any party may appear in person or by agent or by attorney. The decision by the appeals panel shall be made within sixty (60) days following the hearing.

C. In exercising its powers, the Appeals Panel may affirm the denial of a permit, may direct that a permit be issued, or may order that a permit be issued upon such conditions, terms or restrictions as the appeals panel may deem necessary in keeping with this chapter.

D. A recording shall be made of all appeal hearings and records shall be kept of the City's examinations and other official action, all of which shall be filed in the office of the City Clerk and shall be public record. The decision of the appeals panel shall be final.

COMPENSATION REVIEW COMMISSION – ESTABLISHMENT, MISSION, DUTIES**§ C2-6.1. Compensation Review Committee. [Amended 3-3-08 by HR 2008-07, Amended 2-19-15 by HR 2015-02]**

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

PARKS AND RECREATION COMMITTEE – ESTABLISHMENT, MISSION, DUTIES**§ 84-2. Responsibilities of Parks and Recreation Committee. [Amended 3-3-75]**

The Parks and Recreation Committee shall make recommendations to the City Council for improvements to parks and recreation and shall carry out orders and directions of the City Council respecting same. Such Committee shall see that the parks and recreation budget is sufficient for improvements and maintenance and that the provisions thereof are properly carried out. Such Committee shall also see that the provisions of this chapter are complied with.

§ 84-7. Application and issuance of permits. [Amended 3-3-75]

D. All permits issued for any area are subject to revocation at any time if, in the opinion of the Director or Chairman of the Parks and Recreation Committee, the weather is unfavorable or the condition of the area is such as not to be usable.

§ 84-20. Special permit required for use of alcoholic beverages. [Amended 3-3-75]

No whiskey, beer, wine, spirituous or malt liquor or any intoxicating drink of any kind shall be kept, carried or consumed at any time within the confines of the parks except by special permit. The Parks and Recreation Committee shall review all special permits before approval is granted.

DESIGN REVIEW BOARD – ESTABLISHMENT, MISSION, DUTIES

§ 46-3. Hyattsville Commercial Revitalization District Design Plan. [Added 4-1-85 by HB No. 2-85; Amended 9-15-86 by HB No. 11-86]

G. Design review and approval.

(1) A Design Review Board is hereby established, which shall consist of five (5) persons; at least two (2) members shall be property or business owners or tenants in the boundary description, and at least one (1) member shall have an architectural or building design background. Three (3) members shall be appointed by the Mayor and Council for two year terms and two (2) members appointed for one-year terms.

(2) Designs for all building improvements, alterations, repair, rehabilitation or painting concerning the exterior of the existing buildings, their yards or their show windows and for all signs within the boundary description shall be submitted to the Design Review Board, and written approval by the Design Review Board shall be required before proceeding with the work. The Design Review Board shall act upon any request no later than thirty (30) days of such request.

(3) The Design Review Board shall be concerned with implementing and interpreting the design plan and the working manual incorporated therein.

(4) On its own initiative or at the request of any owner preparing a design plan, an inspection of the property shall be made by the Design Review Board to determine the minimum improvements which must be undertaken to provide safe, sound and sanitary conditions. The Design Review Board will also advise the owner of the necessary external improvements which will be required to attain compliance with the objectives of the design plan.

H. Hearings. The Design Review Board, upon written application from anyone aggrieved by the requirements imposed by the design plan, shall schedule a hearing on the matter within a reasonable time thereafter. The applicant shall be notified by registered mail of the scheduled hearing at least fifteen (15) days in advance of the scheduled meeting. On the scheduled date of the hearing, the Design Review Board shall hear the applicant or his or her designated agent, if either shall appear, and may also hear additional evidence or verified information which may have a bearing upon the case. After such hearing, the Design Review Board shall issue its decision in writing within fifteen (15) days of said hearing, which shall be binding upon the property owner or business owner.

I. Appeal. A decision of the Design Review Board may be appealed to the Hyattsville Mayor and City Council by filing a notice of appeal with said body in writing within thirty (30) days of the decision of the Design Review Board. Such appeal shall be governed by the Maryland Administrative Procedure Act then in effect.



Consent Items: MOTION #121-09-15 Hyattsville Police and Public Safety Citizens Advisory Committee

SUBJECT: Hyattsville Police and Public Safety Citizens Advisory Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #121-09-15

I move that the Mayor & Council establish the Hyattsville Police and Public Safety Advisory Committee (PPSAC) as described in the PPSAC committee worksheet.

BACKGROUND:

Please see attached motion and committee worksheet submitted by Councilmember Solomon. The item was discussed during the Council Meeting of August 3, 2015.

NEXT STEPS:

Upon establishment of the Committee, the City Administrator will appoint a staff liaison(s) and Councilmembers may submit nominations for appointments to the committee.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff Liaison(s)

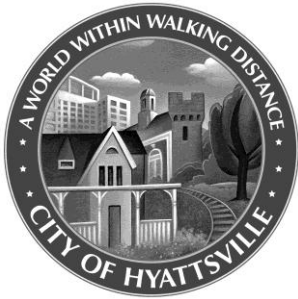
STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 9/16/2015



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED:	DATE TO GO BEFORE COUNCIL:	
SUBMITTED BY: CM Joseph Solomon		
DEPARTMENT: Hyattsville City Council, Hyattsville Police Department		

TITLE OF MOTION: Establishing Hyattsville Police and Public Safety Advisory Committee

RECOMMENDATION:

I move that the Mayor and Council establish the Hyattsville Police and Public Safety Advisory Committee (PPSAC) as described in the PPSAC committee worksheet.

BACKGROUND:

The City of Hyattsville, Mayor, Council, Staff and residents desire to promote and positively engage residents in community oriented policing, foster open lines of communication between sworn officers and residents, and provide awareness and assist in the dissemination information related to crime trends and activity in Hyattsville and throughout Northern Prince George's County.

The PPSAC shall facilitate community engagement in understanding resident concerns on crime, provide a venue for sharing information on criminal activity, and promote a level of transparency between police activity and community involvement.

The PPSAC shall work on behalf of the Mayor and City Council to:

- Advise council and make recommendations on issues related to public safety throughout the City
- Advise council on educating the community about public safety issues, concerns, and programs
- Advise council on public safety policies and practices (e.g., best practices)
- Advise council on facilitating/increasing community involvement in and awareness of public safety
- Advise council on improving and promoting cooperation and coordination between the community and public safety agencies
- Work with residents and advise council on methods of strengthening and promoting Hyattsville's community policing model
- Advise council on methods for developing partnerships within communities to serve residents' interests with a focus on reducing crime and fear/perception of crime such as establishing and/or growing neighborhood watch programs
- Establish a forum where residents feel comfortable sharing concerns on health, safety, and policing with residents and community leaders with the intent of providing back to the Mayor and council on methods addressing such concerns

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff Liaison

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City

Administrator):

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Action 1.2 – Quickly and clearly share information on all City policies, programs, and projects

Action 3.2 – Provide effective, data-driven public safety and property standards services

Action 5.4 – Work with other organizations and communities to broaden the range of resources and services provided to City residents

SUPPORTING DOCUMENTATION: PPSAC Committee worksheet attached.

CURRENT YEAR BUDGET IMPACT:

COMMITTEE WORKSHEET

Hyattsville Police and Public Safety Citizens' Advisory Committee

Mission Statement: The City of Hyattsville Police and Public Safety Citizens' Advisory Committee (PPSCAC) is established to promote civic participation and provide advisement and relevant feedback to the Mayor, City Council, and City Administration on issues related to community policing and public safety, including but not limited to policies and procedures, throughout the City.

PPSCAC Objectives:

- Provide a venue for residents to assist in developing public awareness campaigns on issues of public safety;
- Provide an opportunity for residents to assist in the dissemination of information to communities on the roles, responsibilities and on-going activities of the Hyattsville City Police Department (HCPD) and other public safety agencies of the City Hyattsville as requested;
- Provide an opportunity for resident to assist in the solicitation of views from its members' neighborhoods in order to advise the City Administrator, Mayor, and City Council on issues and concerns that, in general, impact the wellbeing of residents, business owners and guests.

PPSCAC Scope: The work associated with Hyattsville Policing and Public Safety Advisory Citizen's Committee shall include but not be limited to:

1. Provide an opportunity for residents to assist in improving the public's knowledge and understanding of the roles and responsibilities of members of the City of Hyattsville's public safety agencies;
2. Provide an opportunity to strengthen citizen and resident identification with the Hyattsville public safety agencies by promoting its responsiveness, innovation and importance to the safety and well-being of the community;
3. Provide feedback from a community perspective on crime trends, fear of crime and strategies to address public safety concerns;
4. Provide an opportunity to create an atmosphere of comfort related to the public discussion on the roles, responsibilities and actions of the City of Hyattsville's public safety agencies in effort to improve transparency, mutual trust, respect and understanding;
5. Coordinating regular reporting and presentations from external policing partners and enforcement organizations (Prince George's County, Maryland Park Police, Metro Transit Police, etc) on issues of public health and safety, and crime trends.
6. Advise council and make recommendations on issues related to public safety throughout the City

7. Advise council on educating the community about public safety issues, concerns, and programs
8. Advise council on public safety policies and practices (e.g., best practices)
9. Advise council on facilitating/increasing community involvement in and awareness of public safety
10. Advise council on improving and promoting cooperation and coordination between the community and public safety agencies
11. Work with residents and advise council on methods of strengthening and promoting Hyattsville's community policing model
12. Advise council on methods for developing partnerships within communities to serve residents' interests with a focus on reducing crime and fear/perception of crime such as establishing and/or growing neighborhood watch programs
13. Establish a forum where residents feel comfortable sharing concerns on health, safety, and policing with residents and community leaders with the intent of providing back to the Mayor and council on methods addressing such concerns

Deliverables: The PPSCAC will, at a minimum, report its advisory findings annually to the Mayor and Council. The PPSCAC will also report on legislation referred to it by the Council within a timeframe determined by the Council.

Frequency of meetings: The Committee shall attempt to meet monthly.

Minimum number of meetings per year: The PPSCAC will meet at least eight (8) times per year conducting at least one meeting per year in each of the five City wards. All PPSCAC meetings are open to the public.

A special meeting of the PPSCAC may be called at any time by the Chairperson, with advance notice to the Staff and Council liaisons. Absence from a special meeting shall not be counted against PPSCAC members.

Members are allowed two (2) absences from scheduled meetings during one calendar year. Additional absences may constitute removal from the PPSCAC by called vote of the PPSCAC members present at the next PPSCAC regular or special meeting.

Quorum: The presence of 50% + 1 voting members shall constitute a quorum. No formal actions may be voted without a quorum.

The Committee is permanent: The Committee is a permanent committee.

Composition of members: The PPSCAC shall be comprised of a maximum of 11 (eleven) voting members. The Council recommends at least two voting members from each of the City's five voting wards, which may include residents, business owners, and students appointed by the Mayor and City Council.

The Committee shall elect a Chairperson, a Vice-Chairperson, and secretary.

Council Liaison: The Committee shall have two Council liaisons. Councilmember liaisons are considered non-voting members.

City Staff: There shall be two staff liaisons, with at least one designated by the City Administrator with advice from Chief of Police. Staff Liaisons are considered non-voting members.

Committee Member term of office: Members proposed and approved by the City Council serve two year renewable terms. The City Clerk shall notify Council Liaisons, the Committee Chair, and the committee member 60 days in advance of the member's term expiration date.

Grounds for removal for any Committee Member:

1. The member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the committee or the City Council



Action Items: MOTION #122-09-15 Department of Public Works RFQ Selection

SUBJECT: Department of Public Works RFQ Selection

SECTION: Action Items

RECOMMENDED ACTION:

Motion #122-09-15

I move that the Mayor & Council approve the contract with Bignall, Watkins, Hasser, Architects to begin the Design/build phase of the Department of Public Works Renovation Project, funding not to exceed \$3,300,000.00, upon the legal review and approval by the City Attorney.

BACKGROUND:

In February of 2015, the City solicited a Request for Qualification (RFQ) for the design/build of the Department of Public Works renovation project.

The City established a review process comprised of department heads and staff to evaluate each firm. The team held interviews with the six firms that achieved the highest scores.

Four firms were selected to receive the Owners Project Requirements (OPR) and enter into preliminary design and proposal development. During these negotiations, interested firms were required to conduct a site visit and tour the Public Works area. The four final firms were then given four weeks to return their proposals to the City.

The City received the preliminary cost proposals from the firms in mid-May and the review team evaluated each proposal based on cost, design, and overall proposal recommendations. Two firms were selected for a final interview to present their proposals.

After an extensive review process, the staff recommends the firm of Bignall Watkins Hasser Architects and Nichols Contracting (NCI) for the design/build project at a cost not to exceed \$3.3M.

All of the proposals exceeded the Capital Improvement Plan FY-2016 projected budgeted amount of \$2.0M. The cost proposals from the interested firms were \$1.3M (+) higher than the original staff projections. The original projections were based on a 2013 consultant study and did not include the costs for design, engineering and on-site management. In addition, it did not account for the rapid rise in construction and material costs and the new storm water management regulatory guidance. This resulted in a cost differential of \$1.3M from Bignall Watkins Hasser and over \$1.3M from other submissions. Bignall, Watkins Hasser proved to be the best value, and met all design and site regulations and requirements.



Action Items: MOTION #122-09-15 Department of Public Works RFQ Selection

NEXT STEPS:

The City will use solar energy and other sustainable energy sources in this project. Solar energy is the cleanest and most abundant renewable energy source available in the United States. Harnessing that energy will reduce costs, generate electricity, and provide light for the interior environment.

The design of the parking lot will include pervious areas of pave-drain blocks along the margins of the lots to capture rainwater. Rain gardens and bio-swales will be installed throughout the site to capture sheet flow off the roof lines and impervious surfaces.

The costs for storm water, environmental design, and passive energy can be defrayed by applying for County, federal, and non-profit grants. The City intends to take full advantage of these grant opportunities for stormwater mitigation and sustainable energy sources.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Director of Public Works and the Project Manager will be significantly involved in the design and management of this project. The staff will be asked and encouraged to provide input and recommendations.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

This design/build project is in the FY2016 Capital Improvements Project budget.


Tracey Nicholson, City Administrator 9/16/2015



Discussion Items: Prince George's Plaza TDDP Draft Plan

SUBJECT: Prince George's Plaza TDDP Draft Plan

SECTION: Discussion Items

BACKGROUND:

The purpose of this discussion item is to solicit initial feedback from the Mayor and Council on the Prince George's Plaza Transit District Development Plan (TDDP) Draft as presented by the Maryland-National Capital Park & Planning Commission staff.

NEXT STEPS:

The City Council, Staff and members of the Hyattsville Planning Committee have been provided printed copies of the Draft Plan, which is scheduled for Committee discussion on September 29th and a recommendation will be provided to the City Council for consideration on October 5th and 19th.

A community workshop to discuss the Draft Plan is scheduled for September 28th at 6:30 PM in the City Administration Building, 1st Floor Multipurpose Room.

The M-NCPPC Planning Board hearing date is scheduled for 7:00 PM on October 22nd at the County Administration Building in Upper Marlboro.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

City Staff is reviewing the Draft plan and will provide the City Council with a set of recommendations to consider on October 5, 2015.

STRATEGIC GOALS

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


Tracey Nicholson, City Administrator 9/16/2015

City of Hyattsville



Memo

To: Mayor and Council
Tracey Nicholson, City Administrator

From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator

Date: July 10, 2015

Re: Prince George's Plaza TDDP Discussion

The purpose of this discussion item is to solicit initial feedback from the City Council with respect to the Prince George's Plaza Transit District Development Plan (TDDP) presentation by the Maryland-National Capital Park & Planning Commission staff.

The City Council, Staff and members of the Hyattsville Planning Committee have been provided printed copies of the Draft Plan, which is scheduled for Committee discussion and a recommendation in October.

A community workshop to discuss the Draft Plan is scheduled for September 28th at 6:30 PM in the City Administration Building, 1st Floor Multipurpose Room.

The M-NCPPC Planning Board Hearing Date is scheduled 7:00 PM on October 22nd

PRINCE GEORGE'S PLAZA

Transit District Development Plan and Transit District Overlay Zone Update

BRIEFING FOR THE MAYOR AND COUNCIL, CITY OF HYATTSVILLE
SEPTEMBER 21, 2015

Prince George's County Planning Department
The Maryland-National Capital Park and Planning Commission (M-NCPPC)
*In partnership with the City of Hyattsville, the Town of University Park,
and Prince George's County*



8.1.b

Transit-Oriented
Development

Economic &
Housing
Opportunities

Neighborhood
Conservation

Environmental
Enhancements

Transportation

Urban Design

Environmental
Protection

Public Facilities

M-NCPPC

City of
Hyattsville

Town of
University Park

WMATA

SHA

DPW&T

DPIE

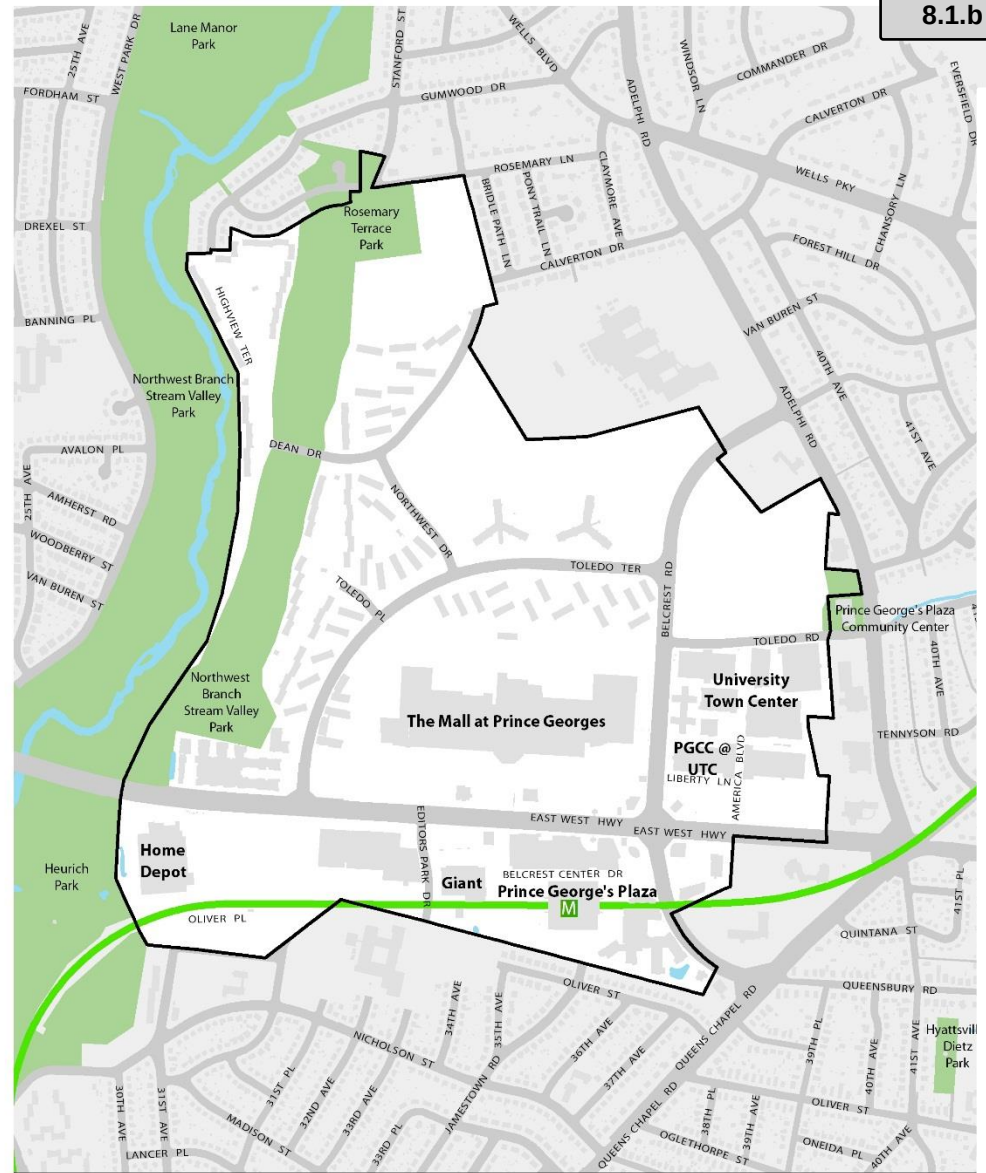
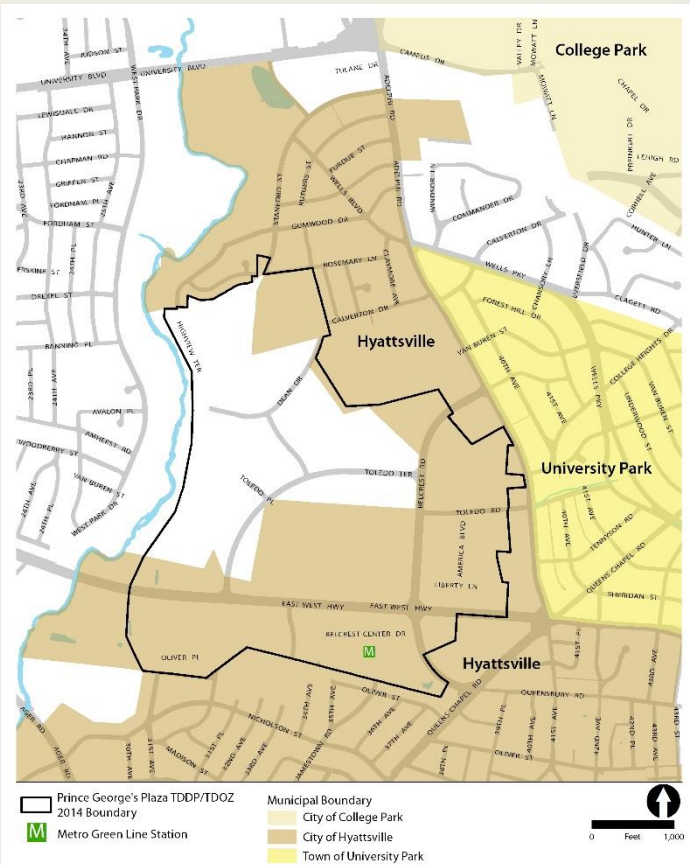
DOE

Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

OVERVIEW

- Project Objectives
 - Vision
 - Framework
 - Concept
- Public Engagement
- Plan Organization
- Key Plan Recommendations
- Zoning Map Amendment
- Development Standards and Guidelines
- Timeline for Adoption and Approval

TDOZ BOUNDARY



8.1.b

Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

PROJECT OBJECTIVES

- Create a new Downtown
- Create a walkable urban destination
- Focus on form and place
- Provide multimodal transportation options
- Maximize Metro use

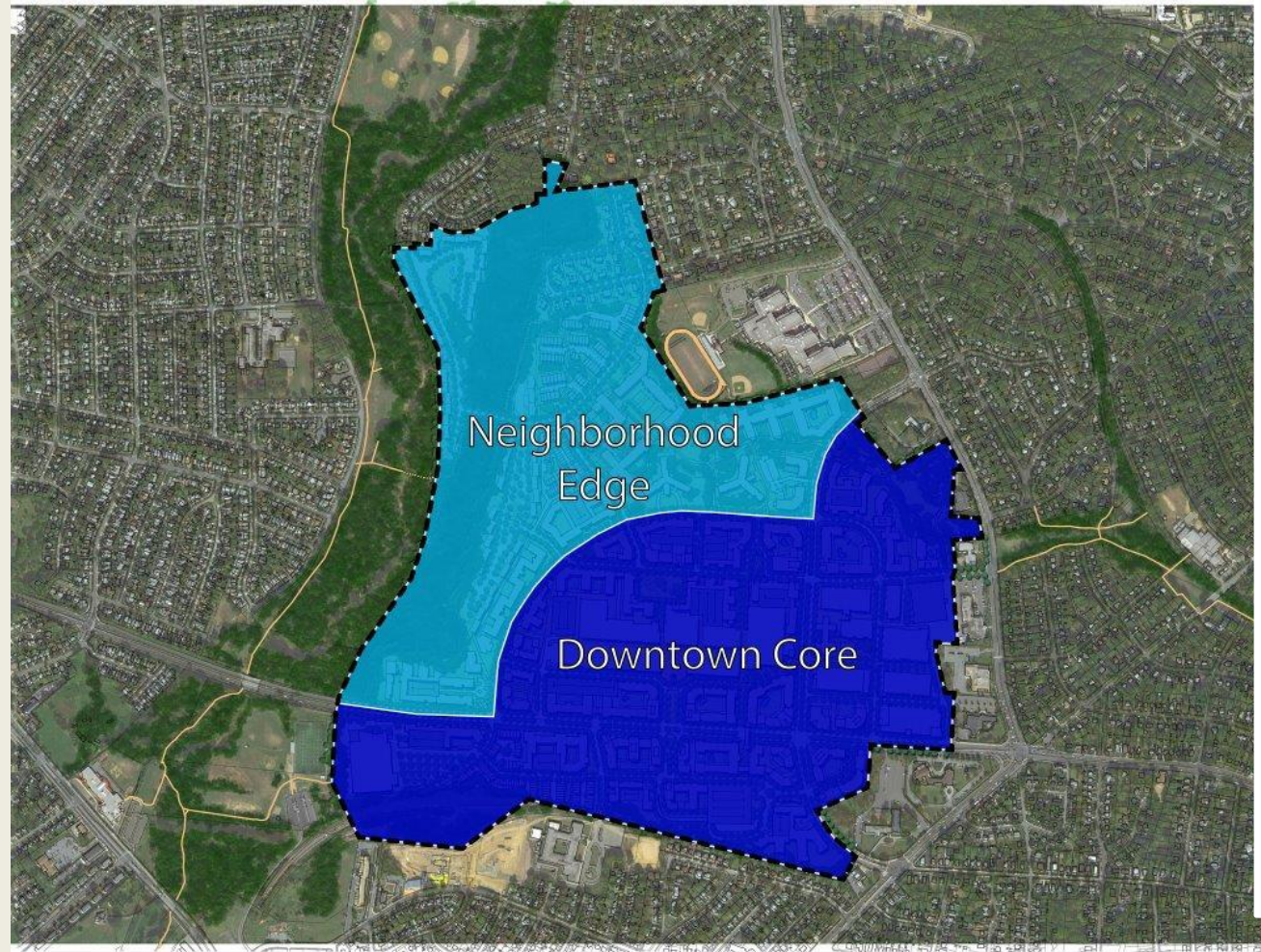
VISION

A vibrant new compact, mixed-use Downtown with a variety of housing, retail, and entertainment choices and attractive, safe, pedestrian- and bicyclist-friendly streets and public spaces



FRAMEWORK FOR DEVELOPMENT

Character Area Map



ILLUSTRATIVE 2035 CONCEPT PLAN

8.1.b

- Existing Buildings
- New Buildings
- Parking
- Green Space



Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

STAKEHOLDER ENGAGEMENT

- Community meetings
- Briefings with Hyattsville and University Park elected officials
- key property owner meetings
- Key agency meetings (DPW&T, DPIE, DOE, and MDOT/SHA)
- Two-day ULI TAP
- Four-day community planning charrette

PLAN ORGANIZATION

- **Chapter 1 – Blueprint for Tomorrow**
 - Purpose
 - Themes
- **Chapter 2 – Defining the Context**
 - Existing Conditions
 - Trends
 - Engagement
 - Challenges/Opportunities
- **Chapter 3 – Plan Elements**
 - Recommendations for land use, economic prosperity, transportation, heritage and community design, etc.
- **Chapter 4 – Implementation**
 - Short-term critical implementation actions
 - Implementation matrix
- **Chapter 5 – TDOZMA and Transit District Standards**
 - Zoning Map Amendment
 - Transit District Standards and Guidelines
 - Tables of Uses

KEY PLAN RECOMMENDATIONS

- Transform East West Highway into a Complete Street
- Rebrand the Prince George's Plaza Transit District
- Develop a network of pedestrian and bicycle pathways
- Create a western entrance at the Metro station

KEY PLAN RECOMMENDATIONS

- Promote new infill development
- Permit building heights from one to 32 stories
- Allow density bonuses in exchange for public improvements
- Support mixed-income workforce housing

KEY PLAN RECOMMENDATIONS

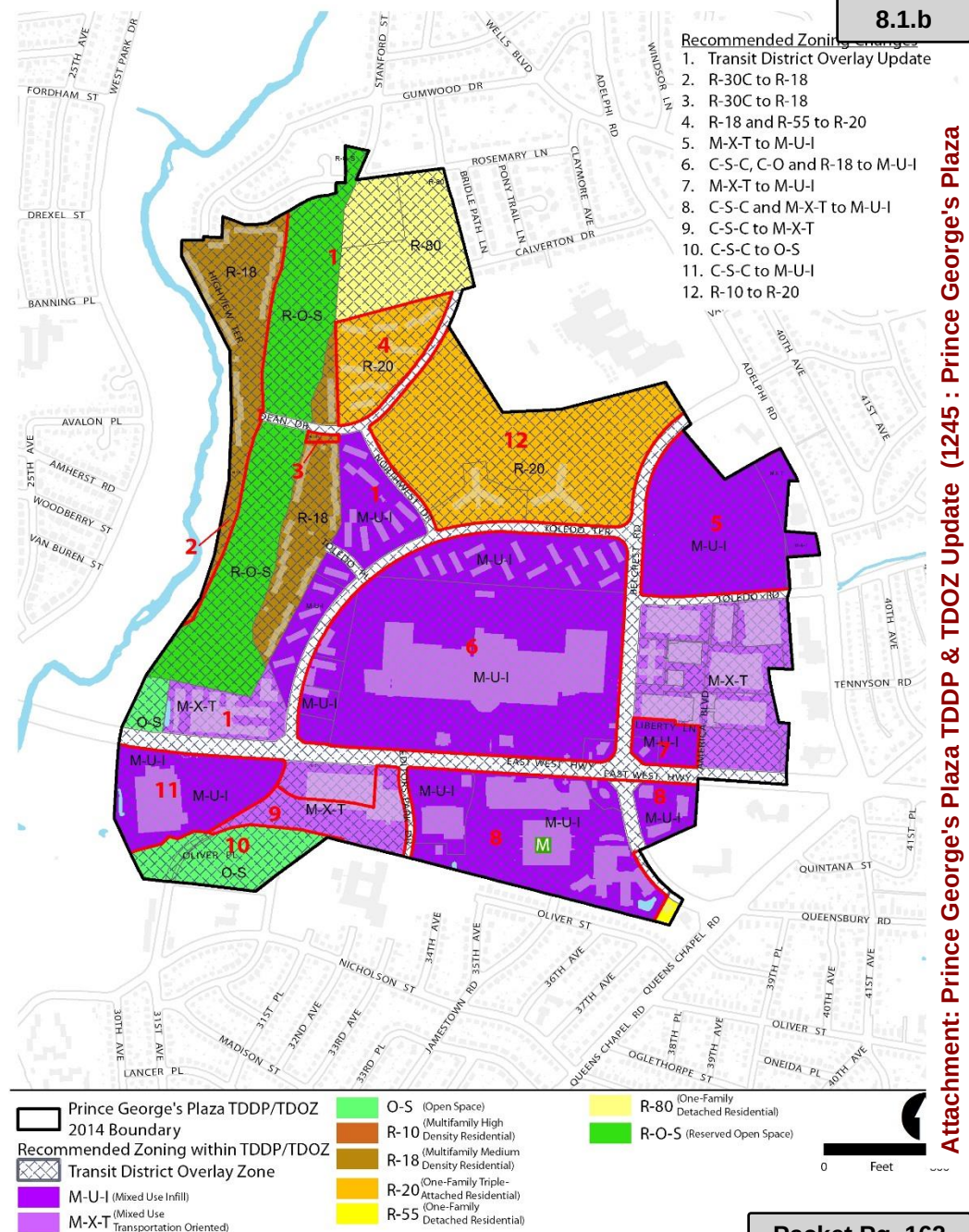
- Minimum 20-foot first-floor height in the Downtown Core
- Allow iconic buildings greater than 16 stories
- Develop a regional solution to stormwater management

IMPLEMENTATION ACTION PLAN

- Task Force
- Marketing and Branding
- Legislation/Regulations
- Investment Authority
- Permanent Management Entity
- Pedestrian Improvements
- Stormwater Management
- MD 410 Road Diet
- Event Programming
- Comprehensive Parking Plan

ZONING MAP AMENDMENT

- Rezone selected properties to M-U-I in the Downtown Core
- Rezone selected properties to R-20 in the Neighborhood Edge



TDOZ APPLICABILITY AND EXEMPTIONS

What's Affected

- New development
- Signs
- Landscaping
- Major modifications to commercial and multifamily residential buildings
- Site plan submission requirements
 - No CSP required
 - Reduced statements of justification

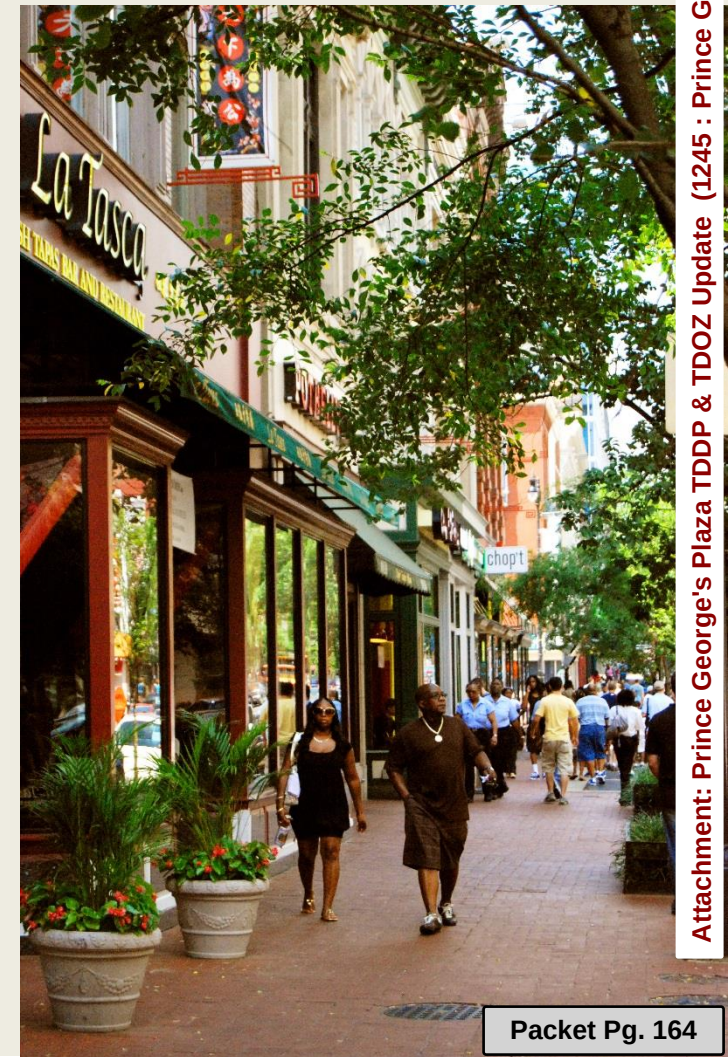
What's Not Affected

- Existing development
- Additions to single-family residences
- Existing signs, including refacing
- Parking lot modifications to accommodate stormwater management retrofits

DEVELOPMENT STANDARDS AND GUIDELINES

Regulated Features

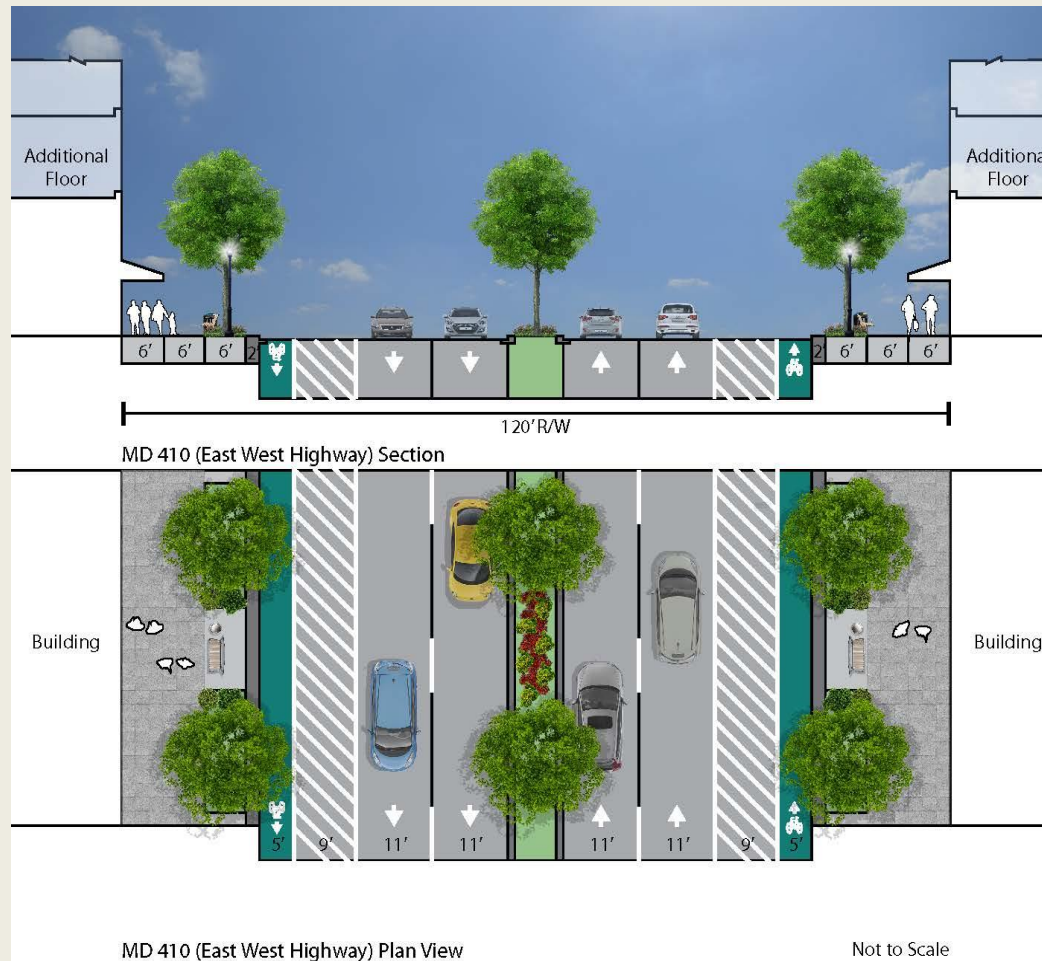
- Streets and Blocks
- Frontage Zones
- Density, Building Heights, Setbacks, and Form
- Signage and Awnings
- Parking
- Transportation Adequacy



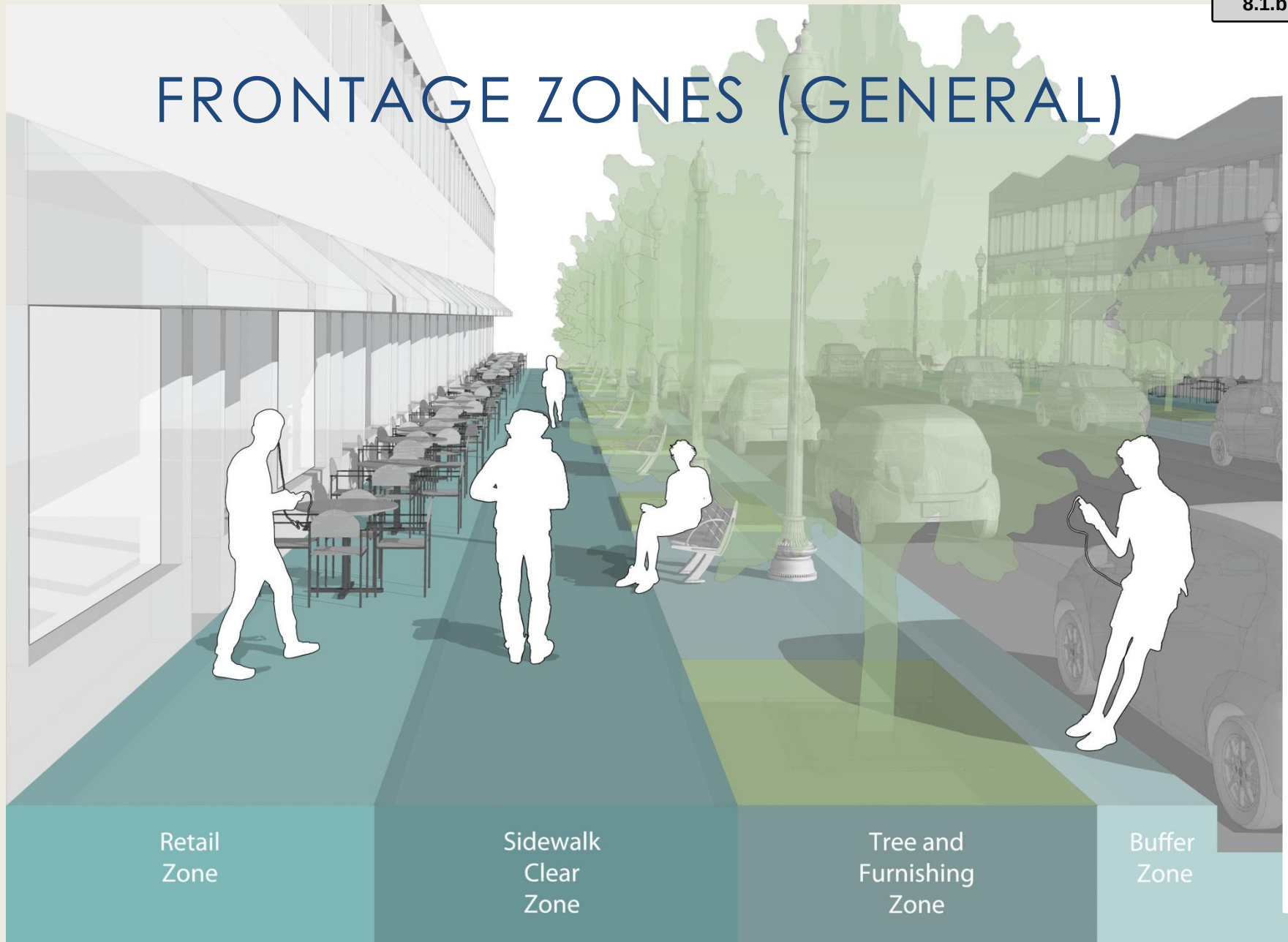
STREETS AND BLOCKS

- Streets classified based on function
 - Downtown Core A Street
 - Downtown Core B Street
 - Pedestrian Street
 - Promenade
 - Neighborhood Edge A Street
 - Neighborhood Edge B Street
 - Alley
- Construction standards based on location
 - New streets in City of Hyattsville to City standards
 - New private streets to Transit District Standards
- Frontage and access requirements based on street classification
- 500-foot maximum block size

ILLUSTRATIVE STREET STANDARDS

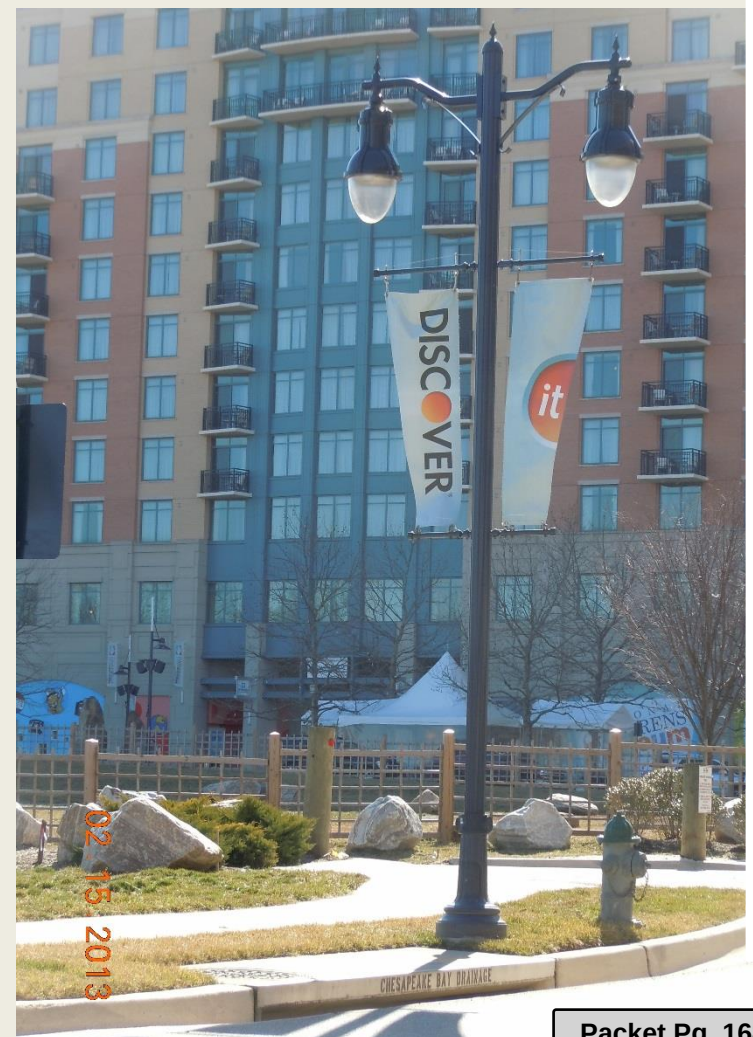


FRONTAGE ZONES (GENERAL)



FRONTAGE ZONE STANDARDS

- Street trees
- Tree boxes
- Landscape screening
- Street lights
- Additional lighting



DENSITY AND BUILDING HEIGHT

- Minimum one-story buildings
- Height maximums by zoning districts
 - 2.5 stories
 - 4 stories
 - 6 stories
 - 10 stories
 - 16 stories
 - 32 stories
- Stepbacks and transitions
- Major amenity bonuses



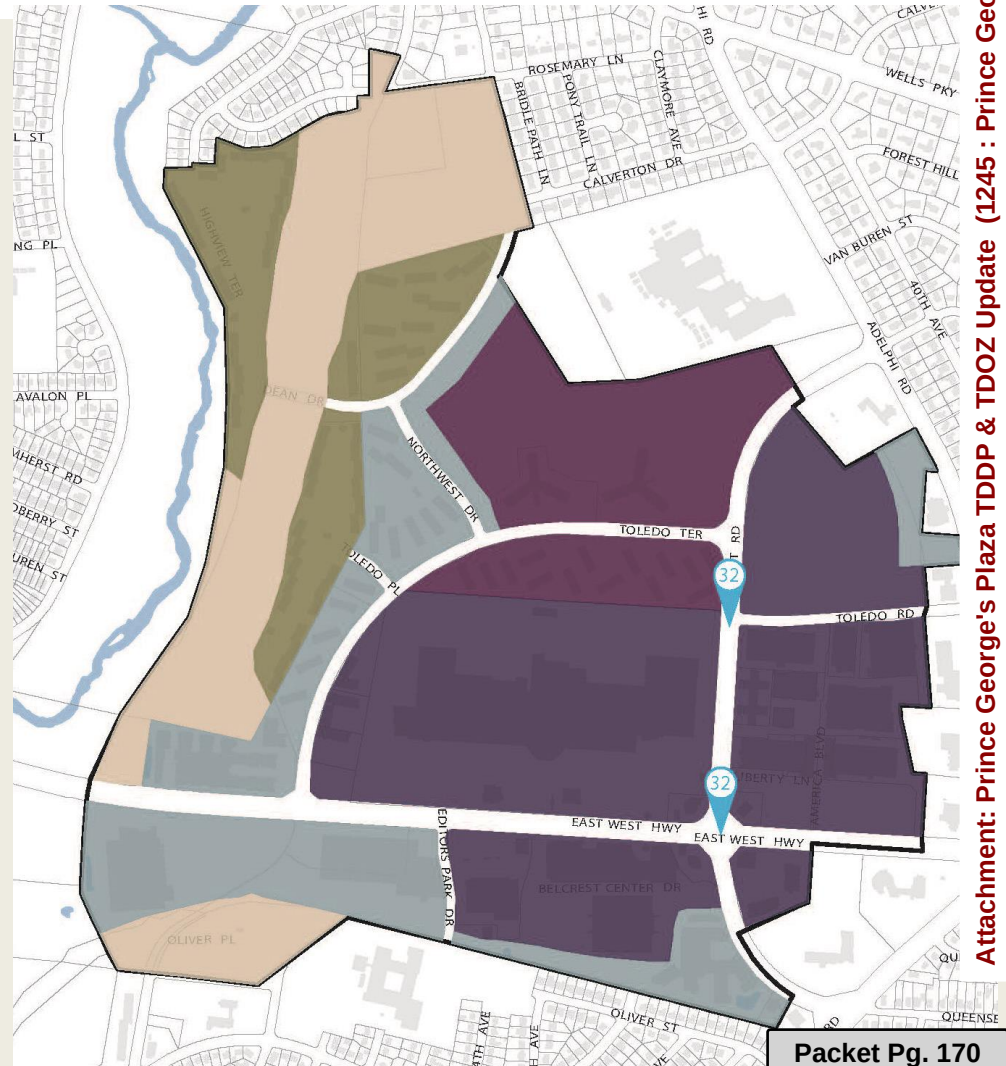
Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

MAXIMUM BUILDING HEIGHTS MAP

-  Prince George's Plaza TDDP/TDOZ Preliminary Boundary (2014)
-  Metro Green Line Station
-  Building (2009)
-  16 Stories
-  10 Stories
-  6 Stories
-  4 Stories

 2.5 Stories

 250 feet of the intersection



SIGNAGE AND AWNINGS

- Attached signs
- Projecting signs
- High rise building identification signs
- Monument signs
- Residential development identification signs
- Awning standards



PARKING

- No minimum
- Maximums
 - Downtown Core: 1.25 spaces/DU, 2.5 spaces/1,000 SF commercial space
 - Neighborhood Edge (Multifamily): 1.5 spaces/DU
 - Neighborhood Edge (Single-Family): 2.0 spaces/DU
- Cap on number of surface parking spaces (excluding single-family residences)
- Limits on construction of new surface parking lots
- Bicycle parking requirements

TRANSPORTATION ADEQUACY

- Minimum adequacy: Intersection LOS E
- Transportation demand management (TDM) measures or contribution required for LOS F

PLAN PROCESS SCHEDULE: NEXT STEPS

- Planning Board Public Hearing – October 22
- Planning Board Worksession – November 19
- Planning Board Adoption – December 3
- District Council Public Hearing – February 16, 2016
- District Council Consideration of Approval/Amendments – April 5, 2016*

*Amendments to the adopted TDDP trigger a second public hearing.

CONTACT US!

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william.washburn@ppd.mncppc.org
301-952-3972

Scott Rowe, AICP, CNU-A
Project Manager
brandon.rowe@ppd.mncppc.org
301-952-3972

www.pgplanning.org/PGPlazaTDDP.htm
@gopgplaza

Prince George's County Planning Department
The Maryland-National Capital Park and Planning Commission (M-NCPPC)
*In partnership with the City of Hyattsville, the Town of University Park,
and Prince George's County*





Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Lawrence
DOC ID: (ID # 1265)

8.2

Discussion Items: Residential Parking Zone Committee

SUBJECT: Residential Parking Zone Committee

SECTION: Discussion Items

BACKGROUND:

Please see attached motion submitted by Councilmember Lawrence.

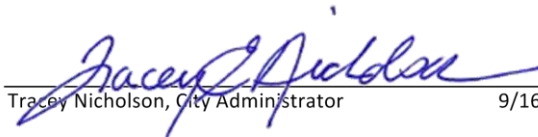
NEXT STEPS:

This item tentatively on the consent agenda for the Council Meeting of October 5, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 9/16/2015



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL:	
SUBMITTED BY: Lawrence		
DEPARTMENT: Legislative		

TITLE OF MOTION: Residential Parking Zone Committee

RECOMMENDATION:

I move that the Mayor appoint, with Council approval, a seven-person Residential Parking Zone Committee, to review and make recommendations on City policies related to the City's residential parking zone program. The Mayor and Council shall strive to include at least one member on the committee from each Ward of the City. The committee shall conduct a review of the City's current residential parking zone program, exploring gaps in service, needs, and best practices, with the intent of developing a set of recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City. The committee shall make its recommendations to the Council within 120 days of its inception, after which the committee's charter shall end.

BACKGROUND:

The intent of residential parking zones is to protect the rights of residents and provide for the effective usage, safety and management of on-street parking. Residential parking zones have been created to manage on-street parking in proximity to businesses, Metro stations, multi-family homes, and schools. The City currently has 11 residential parking zones that, according to City staff, operate with varying degrees of effectiveness. The purpose of the Residential Parking Zone Committee is to leverage the knowledge and skills of residents and volunteers to conduct a review of the City's current residential parking zone program, exploring gaps in service, needs, and best practices, with the intent of developing a set of recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City.

The committee's review shall include such aspects of the program as—

- Permitting (e.g., duration of validity, number of guest permits per household, allowable capacity for permitting)
- Grace period (i.e., the allowable amount of time that someone can park in a residential parking zone before being ticketed)
- Enforcement (e.g., policies that allow the City to reasonably enforce parking restrictions, policies that are fair to residents and visitors)
- Signage (e.g., consistency, if necessary, and clarity)
- Capacity (e.g., ability of streets to support two-way on-street parking)
- Efficiency of use of available off-street parking

In addition to the general intent of the City's residential parking program, the following principles that shall guide the committee's review and policy recommendations:

- Ensure the safety of residents and visitors
- Strive for adequate evening and nighttime (e.g., 5 p.m. to 6 a.m.) residential parking
- Allow for residential parking to support local businesses during business hours (e.g., 6 a.m. to 5 p.m.)
- Avoid policies that negatively affect local businesses

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

none

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

Tracey Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 1 – Ensure transparent and accessible governance

Action 1.1 – Encourage resident participation in City committees, meetings, and elections

Action 1.2 – Quickly and clearly share information on all City policies, programs, and projects

Goal 3 – Enhance a safe and pleasant community

Action 3.3 – Effectively manage and invest in community amenities and City infrastructure including streets, sidewalks and other public facilities

Goal 4 – Foster Excellence in all City Operations

Action: Action 4.1 (Goal 4) – Provide exceptional customer service

Goal 5 – Strengthen the City's identity as a diverse, creative, and welcoming community

Action 5.2 – Encourage volunteerism and resident creativity in support of the City's goals and approved program activities

SUPPORTING DOCUMENTATION:

- January 6, 2015 memo titled "Residential Parking Zones" from Jim Chandler, Assistant City Administrator and Director, Community & Economic.
- Associated Code Committee Meeting Minutes

CURRENT YEAR BUDGET IMPACT: none



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1267)

8.3

Discussion Items: Legislative Breakfast Planning

SUBJECT: Legislative Breakfast Planning

SECTION: Discussion Items

BACKGROUND:

Please see attached memo from Mayor Hollingsworth.

NEXT STEPS:

There is a tentative action item for legislative breakfast items on the agenda for the Council Meeting of October 5, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 9/16/2015



MEMO

To: Council

From: Candace B. Hollingsworth

Date: September 16, 2015

RE: Legislative Breakfast Planning

Colleagues:

The legislative breakfast will be held on November 4, 2015 at Busboys and Poets in Hyattsville.

This will be our main opportunity to have audience with the stakeholders and decision makers on issues related to, occurring in, or impacting the City of Hyattsville. The breakfast will also serve a dual marketing purpose by showcasing the strong work we are doing in Hyattsville and making the clear case for our involvement in collaborative projects in the County and Gateway Arts District. Jim Chandler, Laura Reams, and Jake Rollow and their teams are working closely to execute what is sure to be a great event.

I would like to solicit the Council's input on items that you feel should be brought forward to the attention of the County Executive, Prince George's County Council, the State Senators and Delegates for Districts 22 and 47, the Prince George's County School Board, the Prince George's County Chamber of Commerce, and other municipal, business, and community leaders.

Items for the breakfast should a) be able to be briefed within 2-3 minutes, b) have a clear request/case for support, and c) directly and immediately impact the residents of the City of Hyattsville, the Mayor and Council's ability to govern effectively, or execution/completion of existing projects.

Items for consideration should be submitted to Ms. Reams by COB on Monday, September 28th for discussion on October 5th.

Attachment: Legislative Breakfast Planning Memo (1267 : Legislative Breakfast Planning)



Consent Items: MOTION #107-09-15 Acceptance of the Certified Election Results for the 2015 Ward 5 Special Election

SUBJECT: Acceptance of the Certified Election Results for the 2015 Ward 5 Special Election

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #107-09-15

I move that the Mayor & Council accept the certified election results from the Board of Supervisors of Elections for the City Election held on Saturday, September 12, 2015. This certification is provided for under Section C4-11 of the Hyattsville City Charter.

BACKGROUND:

On September 14, 2015 the Board of Supervisors of Elections certified the results of the September 12, 2015 election to the City Clerk per section C4-11 of the City Charter. A copy of that certification and the certified return sheet is attached.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

N/A


Tracey Nicholson, City Administrator 9/16/2015

Candace B. Hollingsworth
Mayor



Tracey E. Nicholson
City Administrator

September 14, 2015

Ms. Laura Reams
City Clerk
City of Hyattsville
4310 Gallatin Street
Hyattsville, Maryland 20781

CITY COUNCIL

WARD 1
Bart Lawrence, Vice President
Kevin Ward

WARD 2
Robert S. Croslin
Shani N. Warner

WARD 3
Patrick A. Paschall
Thomas Wright

WARD 4
Paula J. Perry,
Edouard N. Haba, President

WARD 5
Joseph Solomon

POLICE DEPARTMENT
Non-Emergency
301/985-5060
Emergency
301/985-5050

PUBLIC WORKS
301/985-5032

COMMUNITY & ECONOMIC
DEVELOPMENT
301/985-5013

COMMUNITY SERVICES
301/985-5021

RE: City of Hyattsville 2015 Ward 5 Special Election

Dear Ms. Reams:

The Board of Supervisors of Elections has completed their certification and verification process for the City of Hyattsville's 2015 Ward 5 Special Election held on Saturday, September 12, 2015. Please find attached the signed "Return Sheet Results" showing the results of the voting in the Special Election.

Respectfully Submitted,

Greta Mosher
Board of Supervisors of Elections

CITY OF HYATTSVILLE OFFICIAL ELECTION
2015 CITY SPECIAL ELECTION, WARD 5

OFFICIAL RETURN SHEET

We, the undersigned Board of Supervisors of Elections for the **2015 CITY ELECTION** of Hyattsville, Prince George’s County, Maryland, do hereby certify that an election on **Saturday, September 12, 2015**, the following votes were tallied and accepted:

WARD 5 COUNCIL MEMBER

NAME	MACHINE VOTES	ABSENTEE VOTES	PROVISIONAL VOTES	TOTAL
Ruth Ann Frazier	62	9	0	71
Antoinette C. Grace Mbarga	1	0	0	1
Fred Rogers	23	2	2	27
Rommel Sandino	48	2	1	51
Roman A. Santillan	5	0	0	5
Patricia Anduha Stamper	2	1	0	3
Eric Roger Tagne	4	0	0	4

VOTED IN PERSON: 145

VOTED ABSENTEE: 14

REJECTED ABSENTEE BALLOTS: 1

VOTED PROVISIONALLY: 3

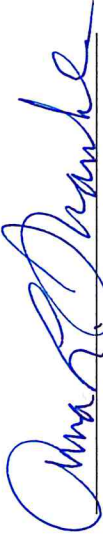
INVALID VOTE: 1

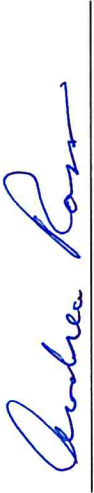
TOTAL VOTED: 162

OFFICIAL VOTER TURNOUT: 12.1%

Counted and certified by:

Greta Mosher, Chair
Board of Supervisors of Elections


Anna Frankie
Board of Supervisors of Elections


Andrea Ross
Board of Supervisors of Elections


Ana Pineda,
Board of Supervisors of Elections


Bessie McLean,
Board of Supervisors of Elections



Consent Items: MOTION #108-09-15 Hispanic Heritage Month Proclamation

SUBJECT: Hispanic Heritage Month Proclamation

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #108-09-15

I move that the Mayor & Council approve the following proclamation in celebration of Hispanic Heritage Month.

BACKGROUND:

n/a

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

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

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 9/16/2015



Proclamation of Celebration for Hispanic Heritage Month

September 15, 2015 through October 15, 2015

Whereas, the City of Hyattsville is fortunate to be an ethnically diverse community, and many of our residents have roots in and cultural ties to Latin America;

Whereas, Hispanics have shaped and strengthened the fabric of our community and the United States and have enriched every facet of our national and local identity with traditions that reflect many diverse Hispanic ancestries;

Therefore, we acknowledge the many contributions that our Latino residents make to our city, and we recognize and celebrate Hispanic Heritage Month.

Candace Hollingsworth, Mayor

September 21, 2015



Consent Items: MOTION #109-09-15 Proclamation for Economic Development Week, September 28 - October 2

SUBJECT: Proclamation for Economic Development Week, September 28 - October 2

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #109-09-15

I move that the Mayor and Council adopt the following proclamation in recognition of Economic Development Week in the State of Maryland.

BACKGROUND:

The economic growth and stability of the State affects all regions and jurisdictions of Maryland, and the City of Hyattsville plays an important role in the State's economic success as a leader in local community revitalization through the City's Commercial Façade Improvement Program, Revitalization Tax Credit Program, creative place-making and its continued investment in infrastructure necessary for creating and maintaining a thriving business ecosystem.

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

As part of Economic Development Week, the City will be issuing its first Economic Development Update highlighting demographic, housing and development data.

STRATEGIC GOALS

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

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Community & Econ Dev

Prepared by: Jim Chandler

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1244)

5.3

Consent Items: MOTION #109-09-15 Proclamation for Economic Development Week, September 28
- October 2


Tracey Nicholson, City Administrator 9/16/2015



Proclamation in Recognition of *Economic Development Week* *September 28 – October 2, 2015*

Whereas, the City of Hyattsville is an active member of the Maryland Economic Development Association (MEDA), a non-profit organization established in 1961 whose mission is to enhance the knowledge and skills of its members, encourages partnerships and networking among people committed to bringing jobs and capital to Maryland, and promotes economic development as an investment in Maryland; and

Whereas, MEDA members promote the economic well-being of Maryland by working to improve the state's business climate and the professionalism of those in the field of economic development including other professionals with an interest in the economy of Maryland, and through its regular meetings, special programs and projects, members address diverse issues; and

Whereas, the economic growth and stability of the State affects all regions and jurisdictions of Maryland, and the City of Hyattsville plays an important role in the State's economic success as a leader in local community revitalization through the City's Commercial Façade Improvement Program, Revitalization Tax Credit Program, creative placemaking and its continued investment in infrastructure necessary for creating and maintaining a thriving business ecosystem.

Now, Therefore, the City Council of the City of Hyattsville, Maryland hereby proclaims the week of September 28-October 2, 2015 as Economic Development Week to will highlight the investment in partnerships that strengthens our competitiveness in the City of Hyattsville, and asks all to join with us to recognize and reaffirm the importance of business development locally and statewide.

NOW, THEREFORE BE IT PROCLAIMED, on behalf of all of the members of the City Council, staff, and residents of the City of Hyattsville.

Candace B. Hollingsworth, Mayor

September 21, 2015



Consent Items: MOTION #110-09-15 Selection of Tree Maintenance Contractor

SUBJECT: Selection of Tree Maintenance Contractor

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #110-09-15

I move that the Mayor & Council approve a tree maintenance contract with Adirondack Tree Services and authorize the City Administrator to execute a one-year contract in an amount not to exceed \$100,000, with the City Administrator authorized to approve two additional one-year terms at the same annual rate, upon the legal review and approval by the City Attorney.

BACKGROUND:

In May 2015 we officially solicited a Request for Proposal (RFP) for city wide Tree Maintenance services from July 2015 through July 2016. The final selection was based upon the following criteria:

- 1) Submission of all requested/required documentation
- 2) Employment of an ISA Certified Arborist
- 3) Competitive Pricing

Three of the four firms in attendance at the mandatory meeting submitted proposals. A team of City Staff evaluated each firm. Adirondack Tree Experts was again chosen to provide tree maintenance services and support to the city.

In evaluation of the three firms, Adirondack was the only firm to submit all requested documentation. Adirondack has a 20 year history of providing outstanding service and quality work to the City and employs several ISA Certified Arborists. They have also proven to be the best value based on price, quality of work, turn around time, safety record, and certified staff members. Additionally, Adirondack has the ability to provide services in and around high voltage lines and has individuals trained in Aerial Rescue.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The City Arborist oversees all tree work that occurs in City Right of Way and on City owned property.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1251)

5.4

Consent Items: MOTION #110-09-15 Selection of Tree Maintenance Contractor

Oversight of pruning and tree removal.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

The funds for overall tree care are in the operating budget in the Parks Division


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #111-09-15 Acceptance/Appropriation Dietz Park Grant

SUBJECT: Acceptance/Appropriation Dietz Park Grant

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #111-09-15

I move that the Mayor & Council accept and appropriate into the FY16 budget, a grant from the Maryland Department of Natural Resources in the amount of \$140,000 and approve the execution of a contract with WestRecreation for the installation of playground equipment at Deitz Park, upon the legal review and approval by the City Attorney.

BACKGROUND:

In August 2014, the Department of Public Works applied for a 2015 Grant with Community Parks and Playgrounds program (CP&P) for Deitz Park located in the 4100 block of Oliver Street. During the same time frame, the City applied for assistance from the Neighborhood Design Center (NDC) to incorporate much needed storm water management practices at this park. A community meeting was held in conjunction with the NDC and the Maryland National Capital Park and Planning Commission (MNCPPC), and confirmed the community's desire to upgrade the playground, raise the profile of the park and maintain its nature feel and flow. The City is using the results from the meeting and the NDC developed design to include storm water best management practices.

Funding from CP&P was granted in the amount of \$140,000. The City has chosen a playground design from West Recreation using Gametime Equipment. The Department of Public Works requests council approval to move forward with the use of these funds to begin playground upgrades.

NEXT STEPS:

Schedule the installation of the playground for Spring 2016.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Oversight of the project.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1252)

5.5

Consent Items: MOTION #111-09-15 Acceptance/Appropriation Dietz Park Grant

The funds for this project will come from a grant from the Maryland Department of Natural Resources.
The cost not to exceed \$140,000.00


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #112-09-15 Purchase of Traffic Counters

SUBJECT: Purchase of Traffic Counters

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #112-09-15

I move that the Mayor & Council approve the purchase of the Radar Recorder traffic counting systems not to exceed \$15,000.00.

BACKGROUND:

Recently the City has received several petitions for traffic calming devices to be considered for installation. We have conducted speed studies on Oliver Street, Jamestown Road, 37th Avenue, and various other locations within the City. We have found most cars are traveling within or slightly over the speed limit on residential streets and about 10 to 20 percent of vehicles are exceeding the speed limit by 10 to 20 miles per hour. The existing traffic conditions within the City are concerning and staff believes that an overall comprehensive study of traffic conditions on residential City owned roads is warranted.

In order to study traffic patterns appropriately we will need to acquire sufficient equipment that can effectively measure traffic volume and speed. We currently have two operational counters out of the original eight counters purchased in 1996.

Due to the condition of counters, the traffic study requirements, and the improved technology and capability of traffic counter systems, we are requesting to purchase Radar Recorder traffic counter systems and the compatible software. These new counters use radar and operate based on line of sight to count traffic in both directions. The City requires 4 counters to meet the current requirements and demand. The cost is not to exceed \$15,000.00, and proved to be the best value.

NEXT STEPS:

Purchase of Radar Recorder traffic counters.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1253)

5.6

Consent Items: MOTION #112-09-15 Purchase of Traffic Counters

Purchase and management of new traffic counters.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

This purchase will be made from the Capital Improvement Budget.


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #113-09-15 Renewal of Employment Contract for James Chandler

SUBJECT: Renewal of Employment Contract for James Chandler

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #113-09-15

I move that the Mayor & Council approve the renewal of a 1-year employment contract with Mr. James Chandler, Assistant City Administrator and Director of Community and Economic Development effective Sept. 26, 2015 with an ending date of Sept. 25, 2016. Contract will also include 2-one year options beginning Sept. 26, 2016 and ending Sept. 25, 2018 .

BACKGROUND:

The City Council discussed and approved the offer of a renewal of an employment contract for Mr. Chandler during a closed session on July 20, 2015.

NEXT STEPS:

The City will execute a 1-year employment contract with Mr. Chandler.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

\$119,879/annually



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Human Resources
Prepared by: Vivian Snellman
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1260)

5.7

Consent Items: MOTION #113-09-15 Renewal of Employment Contract for James Chandler


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #114-09-15 Renewal of Employment Contract for Julian Rollow

SUBJECT: Renewal of Employment Contract for Julian Rollow

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #114-09-15

I move that the Mayor & Council approve the renewal of a 1-year employment contract with Mr. Julian Rollow, Director of Community Services, effective Sept. 17, 2015 with an ending date of Sept. 16, 2016. Contract will also include 2-one year options beginning Sept. 17, 2016 and ending Sept. 16, 2018.

BACKGROUND:

The City Council discussed and approved the offer of a renewal of an employment contract for Mr. Julian Rollow during a closed session on July 20, 2015.

NEXT STEPS:

The City will execute a 1-year employment contract with Mr. Rollow.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: n/a

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

\$95,000/annually


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #115-09-15 Purchase of Mobile Data Terminals

SUBJECT: Purchase of Mobile Data Terminals

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #115-09-15

I move that the Mayor & Council authorize an expenditure of no more than \$50,000 of FY2016 capital funds to purchase 11 mobile data terminals for police vehicles.

BACKGROUND:

The Hyattsville Police Department utilizes the Panasonic Toughbook mobile data computer (MDC) in its police vehicles. The MDCs are on a five year replacement schedule. This fiscal year, 11 MDTs are scheduled for replacement. The MDTs are purchased from Breakford Corp on a Maryland State Contract at a cost of \$4,402 per MDT.

NEXT STEPS:

Purchase MDTs and replace the older model CF30s

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Police Technology Sergeant will coordinate the purchase and set up of the new MDTs.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

Expenditure of \$50,000 of budgeted Capital funds



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1247)

5.9

Consent Items: MOTION #115-09-15 Purchase of Mobile Data Terminals


Tracey Nicholson, City Administrator 9/16/2015



Consent Items: MOTION #116-09-15 FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.

SUBJECT: FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #116-09-15

I move that the Mayor & Council accept and authorize a supplemental appropriation of \$4,500 to the FY 2016 budget for a 2016 Project Agreement between the Maryland Highway Safety Office and the Hyattsville City Police Department.

BACKGROUND:

For many years the Hyattsville City Police Department has been receiving funding from the Maryland Highway Safety Office to support overtime expenditures for traffic safety enforcement. For FY 2016 the police department will receive \$4,500 to conduct vehicular, pedestrian and DWI enforcement.

NEXT STEPS:

Obtain agreement signatures and conduct enforcement assignments.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Existing police officers

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

Additional appropriation and expenditure of \$4,500



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Police Department

Prepared by: Douglas Holland

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1249)

5.10

Consent Items: MOTION #116-09-15 FY2016 Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Dept.


Tracey Nicholson, City Administrator 9/14/2015



Hyattsville City Police Department

4310 Gallatin Street
Hyattsville, Maryland 20781
301-985-5060



Candace B. Hollingsworth
Mayor

Douglas K. Holland
Chief of Police

Tracey Nicholson
City Administrator

DATE: August 26, 2015

TO: Mayor Hollingsworth and Executive Committee Members

THRU: Tracey E. Nicholson, City Administrator

FROM: Douglas K. Holland, Chief of Police

RE: FY 2016 Project Agreement Between the Maryland Highway Safety Office and the Hyattsville City Police Department

Purpose

The purpose of this memorandum is to provide the Mayor and Council Members a briefing on a traffic safety project agreement between the City of Hyattsville (City) and the Maryland Highway Safety Office (MHSO) for FY2016.

Background

The City of Hyattsville Police Dept has been receiving funding from MHSO for at minimum 15 years for traffic safety in the City. This upcoming fiscal year we are looking at getting \$4500 for overtime expenditures related to vehicular, pedestrian and DUI traffic enforcement.

This agreement will further enhance the ability for the officers of the Hyattsville City Police Department to make the streets of Hyattsville even safer for the residents and visitors of the City. This agreement will also help the Police Department reach Goal 3 (Enhance a safe and pleasant community) of the City's overall Goals and Objectives.

This upcoming Federal Fiscal Year16 (Oct 2015 – Sept 2016) the City of Hyattsville Police Department has been approved to receive \$4500 for overtime expenditures related to vehicular,



pedestrian and DUI traffic enforcement from MHSO. This amount will be in the categories of Smooth Operator (\$1500), Pedestrian / Bicycle Safety (\$1000) and DUI Enforcement (\$2000).

Recommendation

It is recommended that the Mayor and Council accept and authorize a supplemental appropriation of \$4500 to the FY16 Budget for the FY2016 Project Agreement Between the MHSO and Hyattsville City Police Department, and this be placed on the agenda as a consent item for the next scheduled Council meeting in September 2015.





PROJECT AGREEMENT
 Maryland Highway Safety Office
 Maryland Motor Vehicle Administration
 One Orchard Road, Second Floor
 Glen Burnie, MD 21060
 PHONE 410-787-4050 FAX 410-787-4020

The formal approval of this Project Agreement and the obligation of funds to it are contingent upon the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action.

PROJECT TITLE: City of Hyattsville Police Department Law Enforcement Grant	FOR MHSO USE ONLY
	PROJECT NUMBER: LE-Hyattsvi-2016-049
PROJECT AGENCY: Hyattsville Police Department	
PROJECT AGENCY ADDRESS: 4310 Gallatin Street, Hyattsville, Maryland 20781	
FUND RECIPIENT: City of Hyattsville Police Department	
FUND RECIPIENT ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781	
FEDERAL IDENTIFICATION NUMBER: 52-6000797	

The undersigned agree that the Project Agency will carry out the Project within the dates of the Project Period, in accord with the general programmatic and financial requirements set forth in the agreement, and in compliance with the Project Conditions. Reimbursement is limited to actual eligible expenditures, the total of which is not to exceed the amount of Funds Obligated from MHSO. Furthermore, the Project Agency certifies that it is eligible under grant guidelines to receive grant funds; can accept a reimbursable grant; can successfully implement the project at the indicated funding level; and accepts the provisions of the entire Agreement including its Project Conditions. At least three (3) individuals must be listed below, note that only the Project Coordinator & Project Director can be the same person. Costs cannot be incurred prior to the Project Start Date listed below.

PROJECT COORDINATOR & FINANCIAL ADMINISTRATOR			
PROJECT COORDINATOR		FINANCIAL ADMINISTRATOR	
NAME: Christine Fekete		NAME: Ronald Brooks	
TITLE: Sergeant		TITLE: Treasurer	
AGENCY: Hyattsville Police Department		AGENCY: City Hyattsville	
ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781		ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781	
PHONE: 301-985-5064	FAX: 301-985-5074	PHONE: 301-985-5042	FAX: 301-985-5007
E-MAIL: cfekete@hyattsville.org		E-MAIL: rbrooks@hyattsville.org	

PROJECT DIRECTOR & AUTHORIZING OFFICIAL SIGNATURES			
PROJECT DIRECTOR		AUTHORIZING OFFICIAL	
NAME: Douglas Holland		NAME: Candace Hollingsworth	
TITLE: Chief		TITLE: Mayor	
AGENCY: Hyattsville Police Department		AGENCY: City of Hyattsville	
ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781		ADDRESS: 4310 Gallatin St, Hyattsville, Maryland 20781	
PHONE: 301-9855084	FAX: 301-985-5074	PHONE: 301-985-5000	FAX: 301-985-5007
E-MAIL: dholland@hyattsville.org		E-MAIL: chollingsworth@hyattsville.org	
SIGNATURE & DATE:		SIGNATURE & DATE:	

FOR MHSO USE ONLY	
FEDERAL FISCAL YEAR START DATE: 10/01/2015	FUNDS OBLIGATED FROM MHSO: \$4,500.00
FEDERAL FISCAL YEAR END DATE: 09/30/2016	PROJECT START DATE:
MHSO CHIEF APPROVAL SIGNATURE & DATE:	

MARYLAND HIGHWAY SAFETY OFFICE
FFY 2016 PROJECT TERMS AND CONDITIONS

I. Project Administration

It is understood and agreed by the Project Agency and Fund Recipient (Grantee) that grant funds received in support of this grant are subject to applicable federal and state laws and regulations and to the following applicable controls, terms and conditions:

1. Availability of Funds

- a. It is mutually understood between the Grantee and the Maryland Highway Safety Office (MHSO) that this grant may have been executed (the Terms and Conditions signed by the Grantee and the Project Agreement signed by both parties) for the mutual benefit of both parties before ascertaining the availability of anticipated federal funds, as determined by Congress, Maryland statute, or other federal or state action to avoid program and fiscal delays that would occur if the grant were executed after that determination was made.

The grant is valid and enforceable only if sufficient funds are made available to the state by the United States Government for the purpose of this program. In addition, this grant is subject to any additional restrictions, limitations, or conditions enacted by the Congress or to any statute enacted by the Congress or MHSO that may affect the provisions, terms, or funding of this grant in any manner.

Reimbursement extends only to those costs incurred during the period of the project, and for which quarterly reports are submitted no later than thirty (30) days after the end of the reporting period, and in the case of the fourth quarter report, thirty (30) days after the project period end date (September 30th).

The parties mutually agree that if the Congress does not appropriate sufficient funds for the program, this grant shall be amended to reflect any reduction in funds. If at any time during the term of this grant award, federal funds become reduced or eliminated, the MHSO may immediately terminate or reduce the grant award upon a thirty (30) day written notice to the Grantee.

The MHSO has the option to void the grant under the thirty (30) day cancellation clause or to amend the grant to reflect any reduction in funds.

Funds are awarded under Catalog of Federal Domestic Assistance (CFDA) Numbers. The MHSO will provide quarterly CFDA funding information to the Grantee.

- b. This grant will be conducted and administered in accordance with applicable federal, state and local laws, rules and other requirements, using acceptable financial management, record-keeping, procurement and property control systems as outlined in 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations (as applicable) and in accordance with the MHSO grant management guidelines.

2. Unallowable Costs

- a. Supplanting is defined as the replacement of routine and/or existing state or local expenditures with the use of federal grant funds for the cost of activities that constitute general expenses required to carry out the overall responsibility of a state or local agency. The Grantee shall not use grant funds to supplant state or local funds, or other resources that would otherwise have been made available for the grant program.
- b. In addition to supplanting, the following program administration costs are also prohibited:
- Entertainment costs including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sporting events, meals, lodging, rentals, transportation and gratuities)
 - Promotional items such as gifts, models, and souvenirs for public relations and advertising costs.
 - Alcoholic beverages for any consumption purposes including training settings for law enforcement

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

- Contributions and donations, including cash, property and services to others
- Cost of fundraising, including financial campaigns and solution of capital contributions
- Fines, penalties, damages and other settlements resulting from violations or non-compliance
- Contingency provision for contributions to a contingency reserve or similar provision for unforeseen events excluding self-insurance reserves
- Costs not recovered under one MHSO grant are unallowable under another MHSO grant
- Highway construction, maintenance or design-related projects
- Office furniture and fixtures
- Automated traffic enforcement systems
- Truck scales and traffic signal preemption systems
- Cost of training for employees of federal and military agencies

3. Procurement

- a. Grantees, contractors, or subcontractors will take all necessary affirmative steps to assure that Disadvantaged Business Enterprises (DBE), as defined in 49 CFR Section 26.5 (if applicable), and Minority Business Enterprises (MBE) are used.

In all bid solicitations for funded project work or materials exceeding \$10,000, the Grantee shall include a nondiscrimination clause as specified by the Maryland Department of Transportation and U.S. Department of Transportation. The Grantee shall notify all bidders that it will affirmatively ensure that in any contract entered into pursuant to its advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to its invitation and will not be discriminated against on the grounds of political or religious opinion or affiliation, race, creed, sex, national origin, or physical/ mental handicap in consideration of an award.

Procurement of supplies, equipment, other tangible non-expendable personal property, and services funded in whole or in part with funds obligated by this Grant shall follow applicable procurement procedures and requirements of state and local laws, rules and regulations and in any instance shall be in compliance with the federal requirements set forth in Section 18.36 Procurement of 49 CFR Part 18 - Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments or 49 CFR Part 19 - Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-Profit Organizations.

- b. Pursuant to the requirements of the State Finance and Procurement Article of the Annotated Code of Maryland and any amendments thereto; the Maryland Governor's Executive Order barring discrimination; Section 22(a) of the Federal-Aid Highway Safety Act of 1968 (23 U.S.C. 22 (a)); and Section 504 of the Rehabilitation Act of 1973 as amended (29 U.S.C. 794), employment in connection with this project will be provided without regard to political or religious opinion or affiliation, race, color, creed, sex, national origin, or physical or mental handicap.

4. Nondiscrimination

Grantee, contractor, and or subcontractor assures the state that it complies with all federal statutes and implementing regulations relating to nondiscrimination. These include but are not limited to:

- Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352) which prohibits discrimination on the basis of race, color or national origin (and 49 CFR Part 21)
- Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

prohibits discrimination on the basis of sex

- Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794) and the Americans with Disabilities Act of 1990 (42 U.S.C. 12101, *et seq.*; Pub. L. 101-336), which prohibits discrimination on the basis of disabilities (and 49 CFR Part 27)
- The Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age
- The Civil Rights Restoration Act of 1987 (Pub. L. 100-259), which requires Federal-aid recipients and all sub-recipients to prevent discrimination and ensure nondiscrimination in all of their programs and activities
- The Drug Abuse Office and Treatment Act of 1972 (Pub. L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse
- The comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (Pub. L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism
- Section 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records
- Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 *et seq.*), as amended, relating to nondiscrimination in the sale, rental or financing of housing
- Any other nondiscrimination provisions in the specific statute(s) under which application for federal assistance is being made
- The requirements of any other nondiscrimination statute(s) which may apply to the application

5. Buy America Act

The Grantee certifies that they will comply with the Buy America Act (23 USC 101 Note) which contains the following requirements: Only steel, iron and manufactured products produced in the United States may be purchased with federal funds unless the U.S. Secretary of Transportation determines that such domestic purchases would be inconsistent with the public interest; that such materials are not reasonably available and of a satisfactory quality; or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. Clear justification for the purchase of non-domestic items must be in the form of a waiver submitted to and approved by the U.S. Secretary of Transportation. The MHSO must assist Grantees with the waiver process. Any manufactured product with the exception of all motor vehicles, with a purchase price of \$5,000 or less per unit cost is waived from the Buy America Act requirement (23 U.S.C. 313: Pub. L. 110-161.)

6. Privacy Protection

All agencies and organizations with access to or use of any personal information whatsoever from the Maryland Motor Vehicle Administration records shall comply with MVA's Privacy Protection Policy as a condition precedent to receiving access or use and payment under this grant.

7. Debarment and Suspension

The Grantee is not, nor will it make any award or permit any contract at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 - Debarment and Suspension.

8. Drug-Free Workplace

The signatories for the grant certify that the Grantee will provide a drug-free workplace in accordance with the Federal Drug-free Workplace Act of 1988 (49 CFR Part 29 Subpart F).

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)**9. Lobbying**

With regard to federal contracts, grants, loans, and cooperative agreements, the signatories for the grant certify to the best of their knowledge and belief that pursuant to 31 USC 1352, they are in compliance with the Lobbying Restrictions placed on the use of federal funds.

- a. No federal appropriated funds have been paid or will be paid, by or on behalf of the signatories, to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
- b. If any state or local funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or any employee of a member of Congress in connection with the awarding of this federal contract, grant, loan, or cooperative agreement, the signatory for the grant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions, as found at <http://www.whitehouse.gov/omb/grants/sfllin.pdf>. A copy of any Standard Form-LLL, "Disclosure Form to Report Lobbying" submitted in accordance with this requirement shall be submitted simultaneously to the MHSO.
- c. The Grantee shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-grants, and contracts and subcontracts under grants, sub-grants, loans, and cooperative agreements) and that all such sub-recipients shall certify and disclose accordingly.
- d. None of the funds under this grant will be used for any activity specifically designed to urge or influence a state or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any state or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a state official whose salary is supported with National Highway Traffic Safety Administration (NHTSA) funds from engaging in direct communications with state or local legislative officials, in accordance with customary State practice, such as invited testimony before a legislative body, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.
- e. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

10. Political Activity (Hatch Act)

All individuals employed by a state or local agency whose principal employment is in connection with an activity that is paid in whole or in part by federal funds from a federal agency, including grants from the MHSO, have been informed of the provisions of 5 USC, Government Organization and Employees; Part II, Civil Service Functions and Responsibilities; Chapter 15, Political Activity of Certain State and Local Employees; Sections 1501 through 1508. This statute does not apply to individuals employed by an educational or research institution, establishment, agency, or system which is supported in whole or in part by a state or political subdivision thereof, or by a recognized religious, philanthropic, or cultural organization (5 U.S.C. 1501-1508 and 5 CFR 151).

11. Document Retention and Access

Pursuant to the requirements of 49 CFR Part 18, Sect. 18.42 - Retention and Access Requirements for Records, all records shall be retained for three years from the date the final quarterly report is submitted to the MHSO. If there is an action resulting from an audit or other action started before the expiration of the three-year period, the

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

records shall be retained until completion of the action and resolution of all issues, or the end of the three-year period, whichever is later. The MHSO, other state agencies and appropriate federal authorities have the right of access to any books, documents, papers, or other records in order to perform audits and examinations or make excerpts and transcripts for as long as the records are retained.

12. Program Income

Some highway safety projects conduct activities that generate income to cover present and future costs. When Grantees earn money for their services or products, they may be earning what is defined in the federal regulations as "program income." Income earned by the Grantee with respect to the conduct of the grant (e.g. sale of publications, registration fees, service charges, etc.) must be accounted for fully and applied to project purposes or used to reduce costs. Program income that remains unexpended after the grant ends shall continue to be committed to the original grant objectives.

As defined in 23 CFR, Part 1200.24, program income means gross income earned by the Grantee from grant-supported activities. Such earnings may include but are not limited to:

- Income from service fees
- Sale of commodities fabricated under the grant
- Usage or rental fees of equipment (property) acquired with grant funds
- Conference or training registration fees when the grantee is the host agency

Grantees must record the receipt of program income as a part of the reimbursement claim process. Grantees are required to reduce the amount of grant funds requested for reimbursement based on the amount of income generated from the activity. A note in the reimbursement claim should be placed by the Grantee noting "program income" is offsetting the cost of this claim reimbursement.

13. Local Benefit Requirement

In order to support a high visibility enforcement campaign, coupled with a corresponding education model necessary to change driver behavior, the MHSO will coordinate paid and earned media statewide and in local jurisdictions to complement enforcement efforts. The outreach may include the following: TV and/or radio spots, online ads, billboards, print ads, press releases, posters and or flyers. These outreach efforts will be coordinated statewide so as to ensure effective distribution of media spots for the local benefit. The project director signifies his/her understanding of the media component of the mobilization and approves the use of these public outreach techniques within his/her jurisdiction.

14. Audit

Provisions of the Single Audit Act of 1996 (P.L. 104-156) and OMB Circular A-133 - Audits of States, Local Governments, and Non-Profit Organizations, require an agency/organization which expends more than \$750,000 in federal funds in a year to provide a single or program-specific audit for each year. Any Grantee meeting this criterion shall ensure the submittal of one copy of each required audit report directly to the Federal Audit Clearinghouse within thirty (30) days of the report's issuance. The audit shall study and evaluate the internal accounting and administrative controls to the extent considered necessary to assess the integrity of the systems as required by generally accepted auditing standards, the standards for financial and compliance audits contained in the Standards for Audit of Governmental Organizations, Programs, Activities, and Functions issued by the U.S. General Accounting Office, the Single Audit Act of 1996, and the provisions of OMB Circular 2 CFR 200.501,.516.

Grantees which are not subject to the provisions of OMB Circular A-133 shall provide an annual audit report of their organization's financial statements if requested.

15. Indirect Costs

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

If indirect costs were approved in the grant, the Grantee must furnish required documentation per MHSO's Indirect Cost Policy to receive MHSO's approved negotiation letter before indirect costs shall be reimbursed.

II. Project Management**1. Equipment Approvals, Management & Monitoring**

- a. For all major equipment purchases and replacement purchases with a useful life of more than one year and an acquisition cost of \$5,000 or more in value, MHSO shall receive prior written approval from the NHTSA Regional Administrator. This procedure is required by 23 CFR §1200.31 and NHTSA's Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants. The regulations look to the cost of the equipment regardless of the portion of funding supported by Federal or other funds if the total cost was \$5,000 or more. The unit cost for equipment is the unit's purchase price plus any accessories necessary to make the equipment operational for its intended purpose. The Grantee shall ensure that the purchase has received the appropriate approvals prior to the funds being expended. The Buy America Act must be adhered to at all times when purchasing approved equipment.
- b. All equipment, regardless of the description in the grant proposal requires a pre-approval in the e-grant system.
- c. Grantees are required to complete an Equipment Accountability Form when claiming reimbursement for the approved item(s). The Equipment Accountability Form is to be completed in MHSO's electronic grant system.
- d. It is the responsibility of the Grantee to institute and maintain required inventory records consistent with 49 CFR Part 18.32 DOT Implementation of Common Rule.
- e. The MHSO, as part of its oversight responsibility, shall systematically monitor Grantees with grant-funded equipment to ensure that grantees are in compliance with all federal requirements for property management and inventory. MHSO shall monitor Grantee compliance with applicable federal requirements during on-site monitoring visits. Equipment and other property acquired under a grant for use in highway safety projects shall be used and kept in operation for highway safety purposes. The Grantee agrees to comply with all requirements and accompany the MHSO to the on-site physical inventory inspection.
- f. All equipment approved for purchase by MHSO for the purpose of improving highway safety shall become property of the Grantee. Thus, all maintenance and care of the equipment shall rest with the receiving agency. MHSO recommends that the grantee agency maintain an inventory control system to ensure adequate safeguards to prevent loss, damage, or theft of the property. MHSO recommends that the inventory control system include a record and tagging system.
- g. Equipment shall be used by the Grantee for the purpose for which it was acquired as long as needed, whether or not the program continues to be supported by MHSO funds. When no longer needed for the original program, the equipment may be used in other traffic safety activities. Permission to dispose of the equipment must be obtained from MHSO before any action can be taken regarding the equipment. The Grantee must complete the bottom portion of MHSO's Equipment Accountability Form for disposal approval. If the equipment is no longer needed for the purpose for which it was acquired and will not be used for another highway safety project, the equipment may, at the option of the MHSO, become the property of the MHSO.

2. Other Direct Costs

All Materials under Other Direct Costs need to go through the MHSO approval process. Any items where the MVA/MHSO logo or highway safety messaging is warranted must go through the electronic grants pre-approval process. If the Grantee bypasses the pre-approval processes, the MHSO reserves the right to deny the reimbursement expense. The Grantee should work with their MHSO Program Manager to ensure all pre-approvals are worked through the approval processes correctly.

3. Media & Advertising for Highway Safety Messages

Any funds obligated by this grant for the purchase of paid media are subject to the NHTSA-issued Guidelines

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

for States Using Funds for Purchasing Advertising Space for Highway Safety Messages. The guidelines suggest a strategic communications approach that advocates the use of a sustained high visibility enforcement model coupled with communication resources to be implemented at targeted times and locations based on problem identification. The objective is to influence and sustain year round behavioral change while getting return on investment and future improvements in highway safety.

4. Travel and Training

- a. Grantee travel specifically detailed in the grant proposal does not require a pre-approval in the electronic grant system. However, if a Grantee only provided minimal or generic travel information, the Grantee is required to submit a pre-approval request for the specific travel. The MHSO reserves the right to deny any travel or training expenses if the Grantee bypasses the MHSO's pre-approval process.
- b. Reimbursement for travel costs shall be subject to the requirements and limitations set forth in the State Travel Regulations established by the Maryland Department of Budget and Management.

5. Contractual Services

The Grantee may not enter into a contract with a contractor for any work specified in the grant without prior written consent from the MHSO. The Grantee shall furnish to the MHSO the contract for review and approval prior to contracting the work with the contractor. The MHSO reserves the right to deny reimbursement expenses if the Grantee bypasses MHSO's pre-approval process.

The Grantee, however, shall remain fully responsible for the work to be done by its contractor(s) and shall assure compliance with all the requirements of the grant and Project Terms and Conditions.

6. Project Modifications

If the costs reflected in the cost categories of the grant need to be adjusted, written approval shall be obtained from the MHSO prior to making any expenditure through a project modification. Budget modifications shall be obtained by submitting a Project Modification Request in the electronic grant system, detailing a clear justification to support the request. At no time shall salary and benefits be moved from one position to another without an approved project modification from the MHSO.

7. Other Conditions, as Directed

If the Grantee is a law enforcement agency, the following conditions apply:

- a. Any law enforcement agency receiving funds for overtime enforcement is strongly encouraged to follow the guidelines established for vehicular pursuits currently issued by the International Association of Chiefs of Police.
- b. Due to the number of fatal and serious crashes occurring during nighttime hours, and specifically lower nighttime seat belt usage, impairment and speed, a minimum of 50% of all grant funded overtime enforcement operations are intended to be conducted during the nighttime. Nighttime refers to hours between 9:00 p.m. and 5:00 a.m. Deviation from the above time frame should be supported by crash and/or citation data.
- c. Law enforcement agencies using overtime funds are required to use the best available data to plan and implement enforcement operations (for example: location(s), day of week, time of day should be based on crash and/or citation data).
- d. Scheduled federally funded overtime for a given enforcement detail should not exceed six (6) hours.
- e. The high visibility enforcement model should be used with overtime enforcement operations funded by this grant. This means that when overtime is worked it should be supported by media outreach (for example: press releases, social media, radio and/or television). The MHSO can assist the law enforcement agency

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

with outreach if requested. Participation in all mobilizations/traffic safety enforcement events sponsored by the NHTSA and/or the MHSO is required.

- f. In the event an officer working a MHSO overtime funded assignment is called away from the overtime detail to handle another matter or agency work (calls for service, investigations, lengthy back-ups for incidents other than traffic stops, etc.), the time spent for the non-MHSO work may not be charged to MHSO. Only actual hours worked for the MHSO overtime assignment may be claimed on the law enforcement log for reimbursement. Officers and public safety should always remain a top priority, and responsible discretion should be exercised as to when an officer should be pulled from the MHSO funded effort.

III. Project Reporting**1. Quarterly Reports & Reimbursement Claims**

- a. A quarterly reimbursement claim must be submitted by the Grantee to the MHSO by January 30, April 30, July 30, and October 30 (or monthly as agreed upon by the Grantee and the MHSO). Failure to submit timely, complete and accurate progress reports and claims within thirty (30) days after the quarter ends may constitute Grantees irrevocable waiver of any right to thereafter recover from MHSO any part of those waived grant sums which may thereafter be reallocated or reverted by MHSO.
- b. A completed quarterly report shall be submitted by the Grantee whether or not reimbursable expenditures have been made since submittal of the prior period report.
- c. All quarterly reports shall be accompanied by approved supporting documentation (refer to the MHSO supporting document checklist for a full listing of approved documentation). The approved documentation must be uploaded in the electronic grant system.
- d. Requests for reimbursement shall be limited to those expenditures made consistent with the provisions of this Project Agreement and the cost principles set forth in 22 CFR Part 225 - Cost Principles for State, Local and Indian Tribal Governments (OMB Circular A-87), 2 CFR Part 220 - Cost Principles for Educational Institutions (OMB Circular A-21), or 2 CFR Part 230 - Cost Principles for Nonprofit Organizations (OMB Circular A-122) , as applicable, and the Highway Safety Grant Funding Policy for NHTSA/FHWA Field-Administered Grants.
- e. All grants include a maximum amount eligible for reimbursement (reimbursement limitation). Reimbursement costs are the actual costs not to exceed the originally estimated costs. At no time can salary and benefits be moved from one position to another without an approved project modification from the MHSO.
- f. MHSO will withhold or disallow grant payments, reduce or terminate grant funds, and/or deny future grant funding anytime a Grantee fails to comply with any applicable term or condition of this grant.
- g. Claims received after the cutoff date may not be reimbursed. Grantees are responsible for informing their accounting office of the reimbursement claim submission deadlines.
- h. Expenditures incurred prior to the grant execution date, or for costs not outlined in the approved grant will be denied for reimbursement.

FFY 2016 PROJECT TERMS AND CONDITIONS (Cont'd)

We, the officials named below, hereby certify that we have read and understand the above described Project Terms and Conditions and are duly authorized to legally bind the Grantee to abide by them.

Project Director's Name

Date Signed

Project Director's Signature

Authorizing Official's Name

Date Signed

Authorizing Official's Signature



Consent Items: MOTION #117-09-15 Police Ammunition Purchase

SUBJECT: Police Ammunition Purchase

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #117-09-15

I move that the Mayor & Council authorize the purchase of police ammunition at a cost not to exceed \$15,000.

BACKGROUND:

All police officers in the State of Maryland are required to annually qualify with any firearm that is carried while on duty as a police officer. The Hyattsville City police department purchases approximately 55 cases of various types of ammunition to meet this requirement and maintain a sufficient inventory. The ammunition is purchased from the Gun Shop in Vincenton, New Jersey under a Blanket Purchase Order/Contract for the State of Maryland.

NEXT STEPS:

Purchase and store the ammunition

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Qualified firearms instructors/Patrol Officers.

STRATEGIC GOALS

Goal: Goal 3 - Promote a Safe and Vibrant Community

FISCAL IMPACT:

FY 2016 general fund expenditure of no more than \$15,000



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1248)

5.11

Consent Items: MOTION #117-09-15 Police Ammunition Purchase


Tracey Nicholson, City Administrator 9/16/2015



Hyattsville City Police Department

4310 Gallatin Street
Hyattsville, Maryland 20781
301-985-5060



Marc Tartaro
Mayor

Douglas K. Holland
Chief of Police

Tracey Nicholson
City Administrator

Date: September 3rd, 2015

To: Col. Douglas K. Holland, Chief of Police

From: Det. Cpl. Zach Nemser, Firearms Unit

Reference: Police Department Ammunition Order for FY16

BUDGET LINE #
01 262 001 5499
\$ 47,362

Each year, due to departmental and COMAR regulations, all Police Officers in the state of Maryland must complete firearms qualifications annually. Our agency is not any different. Each Hyattsville City Police Officer completes a live-fire qualification at the shooting range at least three times a year. We use the MPCTC Firearms range in Sykesville, MD free of charge. As a department, we provide the guns, targets, and ammunition used for qualifications.

At a minimum, each HCPD officer shoots 430 rounds of .40 caliber ammunition per year, during our normal qualification courses. Based on the current amount of approved positions, that comes out to a total of approximately 19,000 rounds. On top of that, our HEAT Team must qualify an additional 4 times per year with 3 different weapons. The Team uses 4,200 rounds of .40 caliber ammunition and 1,400 rounds of .223 ammunition (patrol rifle). Patrol officers who are patrol rifle certified (approximately 20 officers), must also shoot 200 rounds per year for a total of 4,000 rounds.

At this time we are requesting the following ammunition order be approved so that a purchase order can be created.

LE223T3 (Patrol Rifle ammo)	\$279.90	10 Cases (5,000 rounds)	\$2,799.00
P40HST3 (Duty Ammo .40 Cal.)	\$329.90	5 Cases (5,000 Rounds)	\$1,649.50
AE40R3 (Practice Ammo .40 Cal)	\$259.95	40 Cases (40,000 Rounds)	\$10,398.50

Total: \$14,847.00

We currently use The Gun Shop as our ammunition supplier. The Gun Shop is located at 60 Main Street, South Hampton, NJ 08088. The Gun Shop's prices are negotiated through a contract with the State of Maryland. We receive the same prices through that State of Maryland contract.





QUOTE

THE GUN SHOP

Quote #

6965

N.J. Retail #2101
FFL #8 22 005 01 4F 01103

60 Main Street #D
Vincentown, NJ 08088-8870
609/859-1997 Fax 609/859-3099
E Mail: info@policeammo.com

EIN 22-2167890

Quote To	Ship To
Hyattsville Police Department Det Cpl Z Nemser 4310 Gallatin Street Hyattsville, MD 20781	Hyattsville Police Department Det Cpl Z Nemser 4310 Gallatin Street 301-985-5082/240-216-4113 Hyattsville, MD 20781

Delivery	Salesperson	Terms	Shipped Via	F.O.B.	Date
Best Way	Beth	Net 30	Drop	Destination	9/2/2015

Quantity	Item	Description	Unit Price	Amount
40.00	AE40R3	Federal, Pistol Cartridges, American Eagle 40 S&W, 165 Gr., FMJ Round Nose (40.00 Cases) (800 Boxes) (40000 Rounds)	\$259.95	\$10,398.00
10.00	LE223T3	Federal, Tactical Rifle Ballistics 223 Rem., 62 Gr., Bonded Soft Point (10.00 Cases) (100 Boxes) (2000 Rounds)	\$279.90	\$2,799.00
5.00	P40HST3	Federal, Premium Pistol Cartridge HST Federal 40 S&W 165 GR. HST HP (5.00 Cases) (100 Boxes) (5000 Rounds)	\$329.90	\$1,649.50

Total Due **\$14,846.50**

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 01

SHIP TO:		
AS SPECIFIED ON INDIVIDUAL ORDERS		
VENDOR ID: 1222167890 GUN SHOP 60 MAIN ST STE D VINCENTOWN, NJ 08088 (609) 859-1997 EXT 1		REFER QUESTIONS TO: CHERYLL BREWTON (410) 767-3183 CHERYLL.BREWTON@MARYLAND.GOV
ITB: 001IT819618	EXPR DATE: 01/02/16 POST DATE: 12/22/14	DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

=====

STATEWIDE CONTRACT
FOR
AMMUNITION

=====

REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AUTHORITY WITH THEIR NEED FOR THE FOLLOWING ITEM(S) FOR THE CONTRACT PERIOD SPECIFIED BELOW.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITY ON AN "AS-REQUIRED" BASIS.

CONTRACT MAY BE EXTENDED FOR ONE (1) ADDITIONAL CONTRACT PERIOD AT THE UNILATERAL DISCRETION OF THE STATE.

CONTRACT PERIOD: ONE YEAR FROM DATE OF AWARD - 01/1/2015.

VENDOR CONTACT : PAULA LEDDY (PLEDDY@POLICEAMMO.COM)
 GEORGE PETRONIS (INFO@POLICEAMMO.COM)
 VENDOR NUMBER : 609-859-1997

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 02

TERMS (cont'd):

CONTRACT TERMINATION: CONTRACTS SHALL REMAIN IN EFFECT FOR THE TIME PERIOD SPECIFIED UNLESS THE CONTRACT IS TERMINATED BY THE DEPARTMENT OF GENERAL SERVICES. THE DEPARTMENT MAY TERMINATE ANY CONTRACT WITHOUT SHOWING CAUSE UPON 30 DAYS WRITTEN NOTICE.

A USAGE REPORT SHALL BE FURNISHED BY THE GUN SHOP EVERY NINETY (90) DAYS DETAILING THE PURCHASE OF ALL ITEMS ON THE CONTRACT. THE FORMAT OF SUBMISSION (E.G. EXCEL) SHALL BE AT THE VENDOR'S DISCRETION PROVIDED THAT, AT A MINIMUM, THE REPORT REFLECTS THE CONTRACT NUMBER, CONTRACT ITEM NUMBER, THE DOLLAR VOLUME PURCHASED OF EACH ITEM, AGENCY IDENTIFICATION AND THE CONTRACT TOTAL. ANY EXCEPTION TO THIS MANDATORY REQUIREMENT MAY RESULT IN CANCELLATION OF THE AWARD. FAILURE TO PROVIDE THE REPORT WITH THE MINIMUM REQUIRED INFORMATION MAY ALSO NEGATE ANY CONTRACT EXTENSION CLAUSES.

PROCESSING FEE:

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE SENT VIA E-MAIL TO THE PROCUREMENT OFFICER AT CHERYLL.BREWTON@MARYLAND.GOV AS WELL AS TO AWAWU SALAKO VIA E-MAIL AT AWAWU.SALAKO@MARYLAND.GOV
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

PURSUANT TO ARTICLE 41, SECTION 18-201 OF THE ANNOTATED CODE OF

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

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TERMS (cont'd):

MARYLAND, EXCEPT AS PROVIDED IN (B) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

- (1) A COUNTY OR BALTIMORE CITY;
- (2) A MUNICIPAL CORPORATION;
- (3) A GOVERNMENTAL AGENCY IN THE STATE;
- (4) A PUBLIC OR QUASI-PUBLIC AGENCY THAT:

- (I) RECEIVES STATE MONEY; AND
- (II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE:

- (5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:

- (I) EITHER HAS BEEN ISSUED A CERTIFICATE OR APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
- (II) IS EXEMPT FROM TAXATION UNDER SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE:

OR

- (6) A NONPUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.

A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTION OF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.

THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY, (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND, (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES, AND (4) MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR, AND THE PURCHASER. CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B5400202

PRINT DATE: 12/22/14

PAGE: 04

TERMS (cont'd):

THE VENDOR/CONTRACTOR HAS TEN (10) CALENDAR DAYS FROM THE DATE OF THE AWARD TO INITIATE THE PROCESS OF PUTTING THEIR ONLINE ECATALOG OF CONTRACT ITEMS ON THE EMARYLAND MARKETPLACE. FAILURE BY THE VENDOR/CONTRACTOR TO DO SO, INCORPORATING THE TERMS AS LISTED ABOVE AND OTHERWISE COMPLYING WITH THE CONTRACT, WILL BE CAUSE TO REASSESS THE CONTRACT WITH THE VENDOR/CONTRACTOR AND MAY RESULT IN DEFAULT OF THE CONTRACT AND/OR BREACH OF THE CONTRACT, AND COULD RESULT IN TERMINATION OF THE CONTRACT FOR DEFAULT.

ALL COSTS AND EXPENSES OF COMPLYING WITH THIS PROVISION SHALL BE BORNE BY THE CONTRACTOR AT NO ADDITIONAL COST TO THE STATE.

FOR ADDITIONAL INFORMATION CONCERNING EMARYLAND MARKETPLACE, PLEASE CONTACT DEWANA DANIEL AL-MATEEN AT 410-767-4024.
E-MAIL AT DEWANA.AL-MATEEN@MARYLAND.GOV

CONTRACT VALUE ESTIMATION: CONTRACT QUANTITY AND VALUE IS ESTIMATED AT \$100,000.00 AND SHOULD NOT BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. THE CONTRACT SHALL BE FOR THE ACTUAL NEEDS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE STATED ESTIMATE(S). RELEASES SHALL BE MADE AS REQUESTED BY THE USING AUTHORITIES ON AN "AS-REQUIRED" BASIS.

CONTRACT ACCEPTANCE: THE BLANKET PURCHASE ORDER (BPO) ISSUED AS A RESULT OF THE INVITATION TO BID (ITB #001IT819618) AND ANY SUBSEQUENT AMENDMENTS, MODIFICATIONS, OR OPTIONS ISSUED RELEVANT TO THE ITB OR BPO, SHALL COMPLY WITH ALL OF THE TERMS, CONDITIONS, AND SPECIFICATIONS ISSUED WITH THE ITB (#001IT819618) AND ARE INCORPORATED HEREIN AND MADE A PART OF THIS BPO.

**BLANKET PURCHASE ORDER
STATE OF MARYLAND**

***** STATE OF MARYLAND *****

BPO NO: 001B5400202**PRINT DATE:** 12/22/14**PAGE:** 05

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	68004	LT	50,000.0000

AMMUNITION

AMMUNITION - REMINGTON - 28% DISCOUNT ON LOT PRICING PER QUOTE
SUBMITTED BY PAULA LEDDY (PLEDDY@POLICEAMMO.COM) AND SIGNED OFF BY
GEORGE PETRONIS ON 8/28/2014.

0002	68004	LT	50,000.0000
------	-------	----	-------------

AMMUNITION

AMMUNITION - FEDERAL - 25% DISCOUNT ON LOT PRICING PER QUOTE
SUBMITTED BY PAULA LEDDY (PLEDDY@POLICEAMMO.COM) AND SIGNED OFF BY
GEORGE PETRONIS ON 8/28/2014.

END OF ITEM LIST

***** LAST PAGE *****

AUTHORIZED BY:

BUYER AUTHORIZED DESIGNEE

DATE:

12/22/14



Consent Items: MOTION #118-09-15 Maryland Energy Administration Grant for Anti Idling Devices

SUBJECT: Maryland Energy Administration Grant for Anti Idling Devices

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #118-09-15

I move that the Mayor & Council accept grant modification 2014-12-520S from the Maryland Energy Administration and authorize a supplemental FY16 budget appropriation of \$45,000 to purchase and install anti idling devices in police vehicles. I further move that the Brekford Corporation be approved as a sole source vendor for purchase and installation of the devices.

BACKGROUND:

In 2014 the Mayor and Council accepted and appropriated the 2014 Smart Energy Communities Grant Agreement and authorized the City Administrator to execute the agreement upon the review and approval by the City Attorney for legal sufficiency (Motion 93-07-14). The project was not completed and the funding was not carried over to the FY16 budget. A grant modification extending the dates of the agreement has been completed and a sales and installation vendor has been identified.

Stealth Power is an Austin Texas based technology company that develops and manufactures smart electric power systems for vehicles and standalone mobile power. These power systems provide power to run a vehicle's electrical equipment to include emergency lights, camera, and communications equipment without running the engine. The technology produced by Stealth Power is unique. Stealth Power has recently partnered with Brekford Corporation of Hanover Maryland for distribution and installation of the devices. Brekford is the only authorized distributor/installer outside of Austin Texas.

NEXT STEPS:

Purchase and install the devices

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Commander of Administrative Services is coordinating the purchase and installation of the devices.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Police Department
Prepared by: Douglas Holland
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1250)

5.12

Consent Items: MOTION #118-09-15 Maryland Energy Administration Grant for Anti Idling Devices

FISCAL IMPACT:

An additional appropriation and expenditure of \$45,000


Tracey Nicholson, City Administrator 9/14/2015

HYAT

SUBJECT: MEA Smart Energy Communities Grant Agreement	
MOTION# 93-07-14	DEPARTMENT: Community & Economic Development
SECTION: Consent	SPONSORED BY: Tartaro
RECOMMENDATION: I move that the Mayor and Council accept and appropriate the 2014 MEA Smart Energy Communities Grant Agreement and authorize the City Administrator to execute the agreement, upon the review and approval by the City Attorney for legal sufficiency.	
BACKGROUND: The Maryland Energy Administration (MEA) has awarded the City of Hyattsville a \$45,000 grant to fund the acquisition and installation of idling devices for our police vehicles. The grant is intended to fully fund five to six anti-idling devices that will be installed on a limited number of Police Department fleet vehicles, allowing the vehicle computer systems to operate when the vehicle is ignition is turned off.	
NEXT STEPS: Staff will proceed with the procurement of contracted services for both the devices and installation services. Once a contractor has been selected, a recommendation and request for authorization will be presented for consideration.	
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: The Police Department, Public Works and Community & Economic Development will coordinate to ensure the devices satisfy the operational needs of the fleet and satisfy the requirements of the grant.	
STRATEGIC GOALS AND ACTIONS: Goal 2 – Ensure the Long-Term Health of the City, Action 2.2 – Apply energy-efficient practices to City operations, facilities, and equipment	
CURRENT YEAR BUDGET IMPACT: Acceptance and appropriation of this grant will modify the FY2015 Budget Special Revenues by a net increase of \$45,000.	
CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):  Tracey E. Nicholson, City Administrator	



Maryland Energy Administration / Maryland Smart Communities Grant Program

Grant Agreement & Supporting Documentation



Larry Hogan, *Governor*
Boyd K. Rutherford, *Lt. Governor*
A. Leigh Williams, *Director*

August 21, 2015

Mr. Jim Chandler
City of Hyattsville
4310 Gallatin St.
Hyattsville, MD 20781-2050

Dear Mr. Chandler:

Enclosed are two original copies of grant modification 2014-12-520S1 between the City of Hyattsville and the Maryland Energy Administration. Please have both copies signed and **return both signed copies of the agreement** to the Maryland Energy Administration. When the grant agreement is fully executed, you will receive a copy.

If you have any additional questions, please feel free to call Devan Willemsen at (410) 260-7539. Thank you for your cooperation.

Sincerely,

Jessica Wakefield
Financial Specialist

cc: Devan Willemsen

Enclosures

**MARYLAND SMART ENERGY COMMUNITIES GRANT PROGRAM
GRANT AGREEMENT**

**STATE OF MARYLAND
MARYLAND ENERGY ADMINISTRATION**

60 West Street, Suite 300
Annapolis, Maryland 21401

hereinafter "MEA"

and

CITY OF HYATTSVILLE

4310 Gallatin Street
Hyattsville, MD 20781

hereinafter "Grantee"

AMENDMENT No. 1

The Grant Agreement referenced above (Grant 2014-12-520S1) between MEA and the City of Hyattsville is hereby amended as described below, pursuant to Article III, Section D (entitled "Program Timing and Deadlines") of the Grant Agreement. All additions are shown in italics and all deletions are stricken out.

Article III, "Amount and Duration of the Grant", is amended as follows:

Under no circumstances shall MEA have any obligation to provide the Grantee with any funds in an amount greater than the amounts listed above. The Grant is in effect from the date of execution of this agreement by MEA until ~~June 30, 2015~~ *December 31, 2015* ("the Grant Term"). All invoices and reports, including the MSEC Monthly Report, must be presented to MEA by no later than ~~May 31, 2015~~ *November 30, 2015*.

All other terms of the Grant Agreement that are not hereby amended remain in full force and effect. If there is conflict between this amendment and the Grant Agreement or any earlier amendment, the terms of this amendment shall prevail.

Grant 2014-12-520S1

The effective date of this amendment is the date upon which a fully executed version of this amendment is received by MEA, as evidenced by the MEA Date Stamp, above.

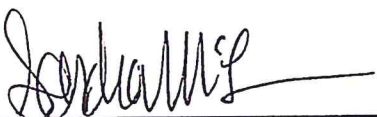
CITY OF HYATTSVILLE

By: 
Jim Chandler, Asst. City Administrator

MARYLAND ENERGY ADMINISTRATION

By: 
A. Leigh Williams, Esq.
Director

Approved for Form and Legal Sufficiency
this 11th day of August, 2015

By: 
Assistant Attorney General, MEA

MSEC FY 14 Grant Extension Form

Community Name
City of Hyattsville GR # 2014-12-520S1
Total Award and Amount Spent to-date:
Total Award: \$45,000 Amount Spent to Date: \$0.00
Justification for Extension
The City has not completed the necessary procurement for the acquisition and installation of vehicle anti-idling devices for Police Department patrol vehicles.
Plan for Spending Funds by December 31, 2015
The City will complete the procurement of the contracted services by August 2015 and will schedule an award of contract by September 21, 2015. All related services will be completed no later than November 6, 2015 and reimbursement request will be submitted to MEA by November 26, 2015.

Approved By (Signed by MEA): Devin WillemoesDate: June 30, 2015

3-557-0200 f. 443-557-0201
www.brekford.com
7020 Dorsey Building # C
Hanover, MD 21076

SALES ESTIMATE

DATE	QUOTE #
8/27/2015	151117Q

FEDERAL ID: 20-4086662

NAME / ADDRESS

Hyattsville City PD
4310 Gallatin Street
Hyattsville, MD 20781

SHIP / DELIVER

Hyattsville City PD
attn:Lt. Chris Purvis
301-985-5041
4310 Gallatin Street
Hyattsville, MD 20781

Acct-REP	TERMS	QUOTE #	QUOTE VERSION	QUOTE VALID THROUGH
S E	Net 30	151117Q		9/26/2015

ITEM	DESCRIPTION	QTY	UNIT COST	TOTAL
	*****STEALTH POWER*****			
GEN ITEM	SP-002 SP2 Edition Unit	1	5,368.00	5,368.00
Arbitrator Install	INS-001 Installation of the SP2 Edition Unit	1	545.00	545.00
CONTRACTS	MARYLAND State Contracts: >DBM-0106-RADEQ (Two Way Radio Equipment) ID # 060B3490002 >eMarylandMarketplace -Maryland State Catalog ****Pricing Structure, Terms and Conditions in accordance with State of Maryland DOIT contract# 060B2490022. **** >MD State Hardware and Associated Equipment and Services and Associated Equipment - BPO# 060B2490022 >St. Mary's County Government # SMC-08-SO-41050 (full build out) >Baltimore County Government # ITB 206581 Panasonic Toughbook >Howard County Government Contract Number: 4400002102 >Anne Arundel Government Vendor Number 387848 - PO#4704 >Montgomery County Government # 1015903 >Prince George's County Government # PO60289M6027(123108)0		0.00	0.00

Brekford Policy: 3 Year Limited Priority Warranty on Mobile Data Computers-hardware/labor (excluding: batteries). This warranty does not cover physically damaged merchandise. Refund is only available on special circumstances and subjected to 25% restocking fee. No refund will be considered after 15 days from the date of purchase. For tech support and RMA service call (443-557-0200).

SIGNATURE (quote approval)

TOTAL

\$5,913.00



Consent Items: MOTION #119-09-15 Hyattsville CDC Grant Application: National Endowment for the Arts

SUBJECT: Hyattsville CDC Grant Application: National Endowment for the Arts

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #119-09-15

I move that the Council authorize the Mayor to send a letter in support the Hyattsville CDC's application to the National Endowment for the Arts (NEA) Our Towns grant program.

BACKGROUND:

The Hyattsville Community Development Corporation (HyCDC) is proposing to submit an application to the National Endowment for the Arts for an Our Town grant and is requesting the City support its application.

The funding request is intended to implement the Stream Valley Artway Plan, originally conceived during land use planning for the Gateway Arts District. The project is proposed to activate the Northwest Branch Stream Valley celebrating the Stream Valley Trail as an integral part of the Arts District by enhancing linkages to surrounding neighborhoods and providing opportunities for artistic expression and programming. The Stream Valley Artway project will transform a natural barrier and geographic divide in our community into a celebrated focal point.

NEXT STEPS:

The Hyattsville CDC is preparing the grant application and expect to receive notification of award sometime in Summer/Fall 2016.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff support for the project will be minimal and will primarily be advisory.

STRATEGIC GOALS

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

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Community & Econ Dev
Prepared by: Jim Chandler
Sponsors: Solomon, Perry, Warner
DOC ID: (ID # 1243)

5.13

Consent Items: MOTION #119-09-15 Hyattsville CDC Grant Application: National Endowment for the Arts


Tracey Nicholson, City Administrator 9/14/2015

City of Hyattsville



Memo

To: Mayor and Council
Tracey Nicholson, City Administrator

From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator

Date: July 10, 2015

Re: Hyattsville CDC Grant Application: National Endowment for the Arts

The Hyattsville Community Development Corporation (HyCDC) is proposing to submit an application to the National Endowment for the Arts for an Our Town grant and is requesting the City support its application.

The funding request is intended to implement the Stream Valley Artway Plan, originally conceived during land use planning for the Gateway Arts District. The project is proposed to activate the Northwest Branch Stream Valley celebrating the Stream Valley Trail as an integral part of the Arts District by enhancing linkages to surrounding neighborhoods and providing opportunities for artistic expression and programming. The Stream Valley Artway project will transform a natural barrier and geographic divide in our community into a celebrated focal point.

Attached is a brief description of the Stream Valley Park as described in the Gateway Arts District Sector Plan, a map of the defined Character Area, sample letter of support and proposed role of the City of Hyattsville is attached to this memorandum. It is anticipated by City Staff that the

Hyattsville CDC will briefly provide the City Council with additional details during the Public Comment period at the Council meeting on Monday, September 21st.



Neighborhood commercial character areas allow residents to easily walk to buy sundries.

NEIGHBORHOOD COMMERCIAL

Neighborhood commercial character areas overlay a large concentration of commercially zoned land on Hamilton Street and scattered properties already developed with commercial uses located throughout Hyattsville, Brentwood, and Mount Rainier.

This development character provides limited retail services such as specialty or convenience grocery stores, dry cleaners, and similar services within walking distance of neighborhoods. It requires compatibility with adjacent residential neighborhoods for new development. This character area also allows for second story retail, office, art studio, or residential uses above first-floor commercial uses.

STREAM VALLEY PARK

The stream valley park character area provides a green oasis in the center of the Arts District, allowing for recreation, contemplative spaces, and arts programming in open-air venues. The stream valley park character area overlays land generally located in the floodplain that has been reserved to protect the tributaries to the Anacostia River and is a part of the Anacostia Trails Heritage Area (ATHA). This character area bisects the Arts District and US 1.



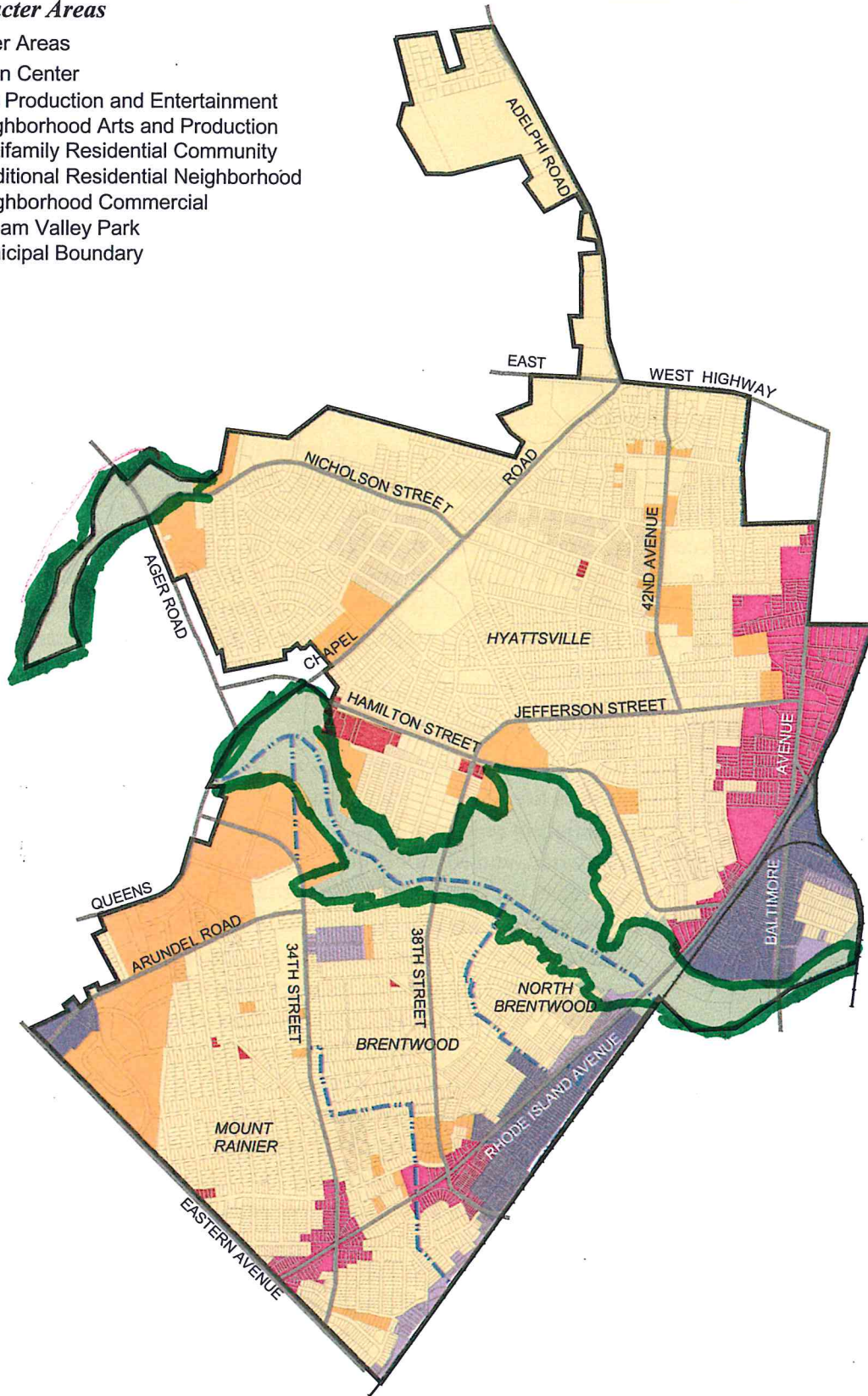
The stream valley, as it exists, is barren and uninviting. With appropriate improvements, the stream valley park can become a destination point in the center of the Arts District.



Map 2: Character Areas

Character Areas

- Town Center
- Arts Production and Entertainment
- Neighborhood Arts and Production
- Multifamily Residential Community
- Traditional Residential Neighborhood
- Neighborhood Commercial
- Stream Valley Park
- Municipal Boundary



1000 0 1000 Feet



National Endowment for the Arts
400 7th Street SW
Washington, DC 20506

Date

Dear National Endowment for the Arts,

As Mayor of Hyattsville, the highest ranking government official in the City of Hyattsville, I am writing to show steadfast support for the Hyattsville Community Development Corporation's (CDC) application for Our Town funding to implement the Stream Valley Artway.

The Artway, originally conceived during land use planning for the Gateway Arts District, will activate the Northwest Branch Stream Valley celebrating the Stream Valley Trail as an integral part of the Arts District by enhancing linkages to surrounding neighborhoods and providing opportunities for artistic expression and programming. The Stream Valley Artway project will transform a natural barrier and geographic divide in our community into a celebrated focal point.

The City has partnered with the Hyattsville CDC on many past projects and programs, and provides continuing annual coordination and support for the CDC's signature event, the Downtown Hyattsville Arts Festival. We value their efforts to promote and improve the quality of life in Hyattsville and surrounding municipalities. We look forward to once again partnering with the Hyattsville CDC in the realization of a long planned-for placemaking endeavor that will benefit the City and all of its partner Gateway Arts District communities.

Thank you for your consideration.

Sincerely,

Primary Partner Information

Primary Partner Legal Name: City of Hyattsville

Date Organization was Incorporated: 1886

Primary Partner Organization Status: Municipal Government

Mission/purpose of partner organization:

The mission of the City of Hyattsville is to provide leadership and effective services that enhance our quality of life and achieve our vision. Specifically, The Department of Community & Economic Development works as a team to provide effective oversight of economic development, community development initiatives and to coordinate planning efforts within or within close proximity of the City of Hyattsville. The Office of Community Services creates, promotes, and enhances the quality of life in Hyattsville by telling our stories, fostering community connections and networks, hosting community celebrations, maintaining civic spaces, and partnering with local initiatives that meet needs and provide opportunities for City residents.

Primary Partner Proposed Role (1500 character limit):

The City of Hyattsville will serve as an advisory partner to the overall project, providing guidance on the project timeline, content, and coordinating outreach and narrative development for the Stream Valley Artway, specifically the section of the Artway located within Hyattsville. One or more members of the City Council will serve as jury panelist(s) for the public art proposal submissions; City staff will assist in outreach to build on local networks; and assist in site planning for the development of additional Artways and placemaking endeavors in Hyattsville.

Primary Partner Organization Description: Government

Bio of Key Individuals:

First Name: James

Last Name: Chandler

Title: Director of Economic and Community Development, City of Hyattsville

Project Role: Project Advisor and outreach coordinator for City

Proposed or committed: committed

Bio: (500 character limit) Mr. Chandler is a certified Economic Development (CEcD) and LEED Accredited Professional specializing in the management of local urban revitalization, community and economic development efforts including capital improvement projects and programs with Federal, State, and local funding. He joined the City of Hyattsville in 2007 and directs the City's grants, capital projects, and development review.

EVENTS					
Year	Event Title	Location	Date	Attendance	Ticket Price
2013	City Anniversary Parade & Carnival	Magruder Park	April 11 th – 14 th , 2013	3,000	Free
2014	City Anniversary Parade & Carnival	Magruder Park	April 3 rd – 6 th , 2014	3,000	Free
2015	City Anniversary Parade & Carnival	Margruder Park	April 16 th -19 th , 2015		Free
2013	Outback Steakhouse Summer Jam Series	City Municipal Building	May 10 th , June 14 th , July 12 th , Aug. 9 th , Sept. 13 th , 2013	300 per event	Free
2014	Outback Steakhouse Summer Jam Series	City Municipal Building	May 9 th , June 13 th , July 11 th , Aug 8 th , Sept 12 th , 2014	300 per event	Free
2015	Outback Steakhouse Summer Jam Series	City Municipal Building	May 8 th , June 12 th , July 10 th , Aug 14 th , Sept 11 th		Free
2013	SpookyFest	University Town Center	Oct. 26 th , 2013	150	Free
2014	Spooky Fest	University Town Center	Oct. 25 th , 2014	100	Free
2014	Prince George's Plaza Transit District Development Plan Community Charrette	City of Hyattsville Municipal Building	Sept. 16 th – 20 th , 2014	250	N/A
2015	Prince George's Plaza Transit District Development Plan Community Charrette	City of Hyattsville Municipal Building	Sept 28 th , 2015		N/A



Consent Items: MOTION #120-09-15 Acceptance & Appropriation of HEAL Grant

SUBJECT: Acceptance & Appropriation of HEAL Grant

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #120-09-15

I move that the Mayor & Council accept and appropriate into the FY16 budget a HEAL Small Grant Award in the amount of \$9,000 from the Institute for Public Health Innovation and authorize the City Administrator to execute the agreement, upon the review and approval by the City Attorney for legal sufficiency.

BACKGROUND:

The City will begin to review neighborhood streets to determine ways to mitigate storm water, improve aesthetics and walkability, and aid in traffic calming by using environmentally friendly, sustainable, low impact design elements. Grant funding will be used to begin a preliminary study of City streets to identify streets and neighborhoods where environmentally friendly resources such as permeable pavers, rain gardens and other low impact design elements may be considered.

NEXT STEPS:

Identify resources to begin preliminary review.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

\$9,000



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator

DOC ID: (ID # 1258)

5.14

Consent Items: MOTION #120-09-15 Acceptance & Appropriation of HEAL Grant


Tracey Nicholson, City Administrator 9/16/2015



Inform. Involve. Inspire.

September 1, 2015

Tracey Nicholson
City Administrator
4310 Gallatin Street
Hyattsville, MD 20781

Dear Ms. Nicholson:

Thank you for submitting a HEAL Cities and Towns Small Grant Program proposal. On behalf of the Institute for Public Health Innovation (IPHI), it is my pleasure to inform you that City of Hyattsville, Maryland (the Grantee) has been awarded a grant in the amount of \$9,000. This letter serves as the grant agreement between IPHI and the Grantee. As such, it outlines the terms and conditions that apply to the HEAL Small Grant program grant. This letter is intended by the parties to be a legally binding document.

Terms and Conditions:

1. Use of Grant Funds – Grant funds distributed by IPHI can be expended only for activities and expenses as presented in your June 2015 request for funding support and any subsequent materials submitted to IPHI related to this request. Alternate use of IPHI grant funds is permissible only if the Grantee has first contacted IPHI to propose such changes, and subsequently has received IPHI approval in writing to proceed with those changes.
2. Changes to the Project Plan – The Grantee is required to alert IPHI to any significant changes to its organization or the project that could potentially impede its ability to undertake the activities or achieve the goals outlined in the Grantee's proposal. Such changes could include significant alterations to the activities/work plan, budget, staffing, funding from other sources, or relationships with other organizations, etc., in effect at the time of the grant agreement. If there is any doubt about the importance of these changes, IPHI should be consulted.
3. Termination of Grant - IPHI reserves the right to terminate this agreement if, in its discretion, it determines that the Grantee has made any misrepresentations, has in any way misappropriated grant funds, or has done anything inconsistent with this grant agreement. IPHI may seek return of any misappropriated funds. A declaration of bankruptcy by your organization will automatically terminate this grant.
4. Grant Period – The grant period for the project being supported by this grant is August 25, 2015 through February 12, 2016. Grant funds must be expended by this date unless otherwise authorized in writing by IPHI.
5. Grant Disbursement – Grant funds will be disbursed by IPHI in one payment of \$9,000 as soon as possible following execution of this letter of agreement.
6. Reversion of Grant Funds – The Grantee will return to IPHI any unexpended funds remaining at the end of the grant period, unless otherwise agreed to by IPHI in writing. Moreover, the

Grantee will promptly return unexpended grant funds if IPHI elects to terminate said grant as outlined above.

7. Grantee Monitoring and Reporting – As part of its commitment to the success of the project, IPHI will be monitoring the activities and outcomes of the Grantee's project. Grantees are expected to arrange bi-monthly (every 2 months) calls with IPHI to check-in on progress. In addition, the Grantee should arrange a site visit for IPHI to observe the project activities and outcomes (IPHI staff time and travel budget permitting.) The Grantee shall be required to submit a final report, due March 11, 2016.

Attached to this agreement are the reporting guidelines for this project, however IPHI will be in touch with you concerning any additional specifics of the report at least one month before its due date. Included in the final report, the Grantee must include a final budget with actual expenditures and actual in-kind donations.

8. Financial Records – Grant funds are to be used for the purposes stated in this letter. The Grantee must be able and willing to prove to IPHI's satisfaction that no portion of the grant funds have been used for purposes other than those stipulated above. To this end, vouchers consisting of bills, invoices, canceled checks, receipts, and other documents shall be retained by the Grantee for at least one year after the final disbursement of the grant, and may be examined by IPHI or its representatives upon reasonable notice during regular business hours. Copies of such documents shall be furnished to the Foundation or its representatives upon request. IPHI or its representatives may, upon reasonable notice to the Grantee inspect, audit, or copy the Grantee's records pertaining to this grant.
9. Public Announcements and Written Documents – IPHI requests that, if appropriate, the Grantee make reference to IPHI's support of the project in all relevant documents and materials generated by the project and in the course of public events held as part of the project. IPHI may also refer to its grant to the Grantee in press releases or other public relations activities.
10. Limit of Commitment – This grant is made with the understanding that IPHI has no obligation to provide other or additional support to the Grantee.

If this letter correctly sets forth your understanding of the terms of this grant, please indicate your organization's agreement by countersigning it, making a copy for your files, and then both scanning a copy to mjones@institutephi.org and returning the original to IPHI. Should you have any questions about any aspect of the grant, please feel free to contact the Program Manager for the HEAL Cities & Towns Campaign, Marisa Jones, at (202) 803-6121 or mjones@institutephi.org.

We look forward to our work with you on this very important project.

Sincerely,



Michael O. Royster, MD, MPH, FACPM
Vice President
Institute for Public Health Innovation

Accepted by:



Authorized Signature

Tracy E. Nicholson

Printed Name

Title

Date



Consent Items: MOTION #123-09-15 Hyattsville Code Compliance Advisory Committee Appointment

SUBJECT: Hyattsville Code Compliance Advisory Committee Appointment

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #123-09-15

I move that the Mayor and Council appoint the following Hyattsville resident to serve as a member of the Hyattsville Code Compliance Advisory Committee for a term expiring on December 31, 2016.

- Jeff Moulton - Ward 1, New Appointment

BACKGROUND:

The Code Compliance Advisory Committee was established to provide resident input to City staff and the City Council in regard to proposed changes, revisions, or new ordinance to the City Code.

The Council Liaisons for the Code Compliance Advisory Committee are Councilmembers Paula Perry, Robert Croslin and Joseph Solomon.

NEXT STEPS:

The next meeting of the Code Compliance Advisory Committee is scheduled for October 21, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

Action: 1.1 Provide information and opportunities for resident participation in civic ende

FISCAL IMPACT:

None



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Solomon, Lawrence
DOC ID: (ID # 1268)

5.15

Consent Items: MOTION #123-09-15 Hyattsville Code Compliance Advisory Committee Appointment


Tracey Nicholson, City Administrator 9/16/2015



**CITY OF HYATTSVILLE
COMMITTEE / BOARD APPLICATION**

**APPLICANT
INFORMATION**

NAME OF COMMITTEE/BOARD:	Code Advisory Committee
NAME OF APPOINTEE:	Jeff Moulton
ADDRESS:	
WARD #:	1
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	Bart Lawrence

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	
Jeff Moulton has been a resident of Hyattsville for 20 years. He has contributed to the city by serving as an officer of the Hyattsville Horticulture Society since 2006 and by being a member of the Hyattsville Preservation Society where he volunteers annually during the Hyattsville Historic House tour. Mr. Moulton understands that in order for a city to serve all its residents, the standards set by the city must be maintained, and he wants to promote this through mutual respect for all residents and differing points of view. He looks forward to serving the city as a member of the code compliance advisory committee.	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	



Presentations: FY-2013 & FY-2014 Audit Update

SUBJECT: FY-2013 & FY-2014 Audit Update

SECTION: Presentations

BACKGROUND:

The FY-2013 audit is complete, closing documents for City Council and filing the FY-2013 audit with the required Uniform Financial Report (UFR) with the State should be completed within a week. The FY-2014 audit is underway beginning with the related party questionnaire and setting up files for review and analysis in the areas of account payables, revenues, expenditures and fixed assets.

NEXT STEPS:

Submit the closing reports to Council and the State for the FY-2013 audit.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The City Treasurer will continue to work with the CohnReznick and Lindsey & Associates to complete all past due audits.

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1266)

6.2

Presentations: Community Survey Results

SUBJECT: Community Survey Results

SECTION: Presentations

BACKGROUND:

The City contracted ETC Institute to survey residents concerning City services and quality of life. Jason Morado, ETC Project Manager, will present a summary of the findings. Full reports have been provided to the Mayor and Council and are also available on the City website.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations


Tracey Nicholson, City Administrator 9/16/2015



City of Hyattsville *2015 Citizen Survey* *Findings*

Presented by

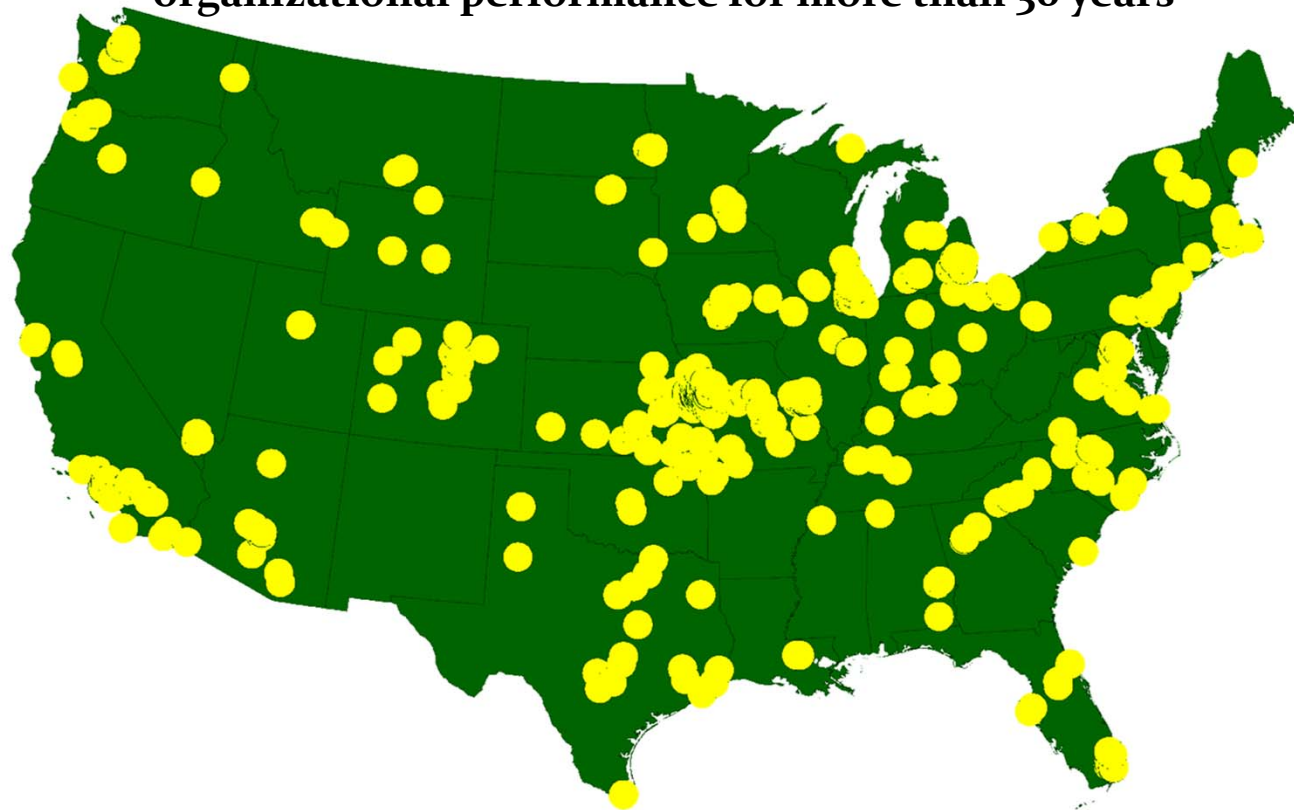


September 2015

ETC Institute

A National Leader in Market Research for Local Governmental Organizations

...helping City and county governments gather and use survey data to enhance
organizational performance for more than 30 years



More than 2,050,000 Persons Surveyed Since 2006
for more than 850 cities in 49 States



Purpose

- **To objectively assess citizen satisfaction with the delivery of major City services**
- **To measure trends from 2011 to 2015**
- **To compare the City's performance with other local and national communities**
- **To help determine priorities for the community**

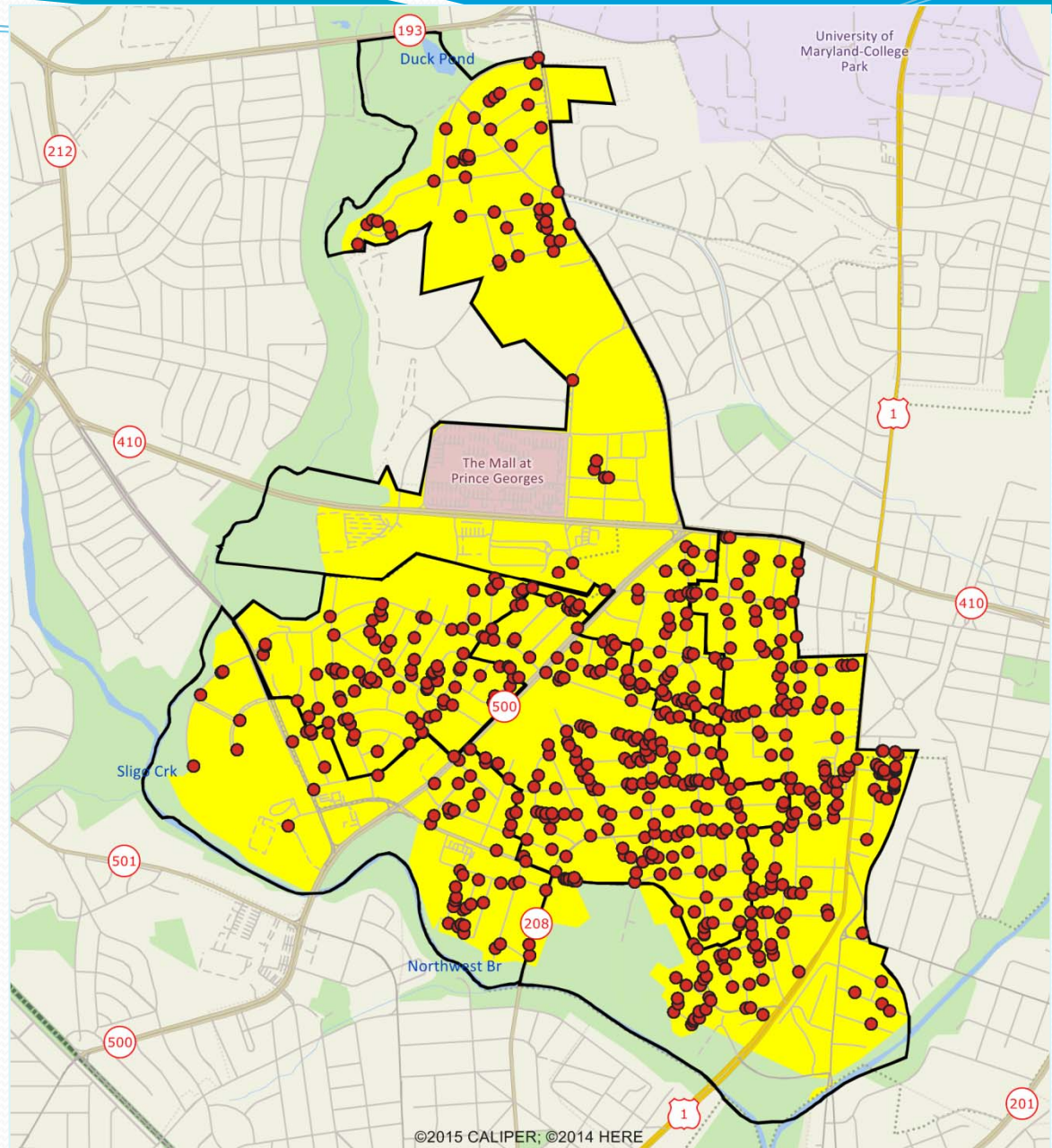
Methodology

- **Survey Description**
 - ❑ seven-page survey
 - ❑ included many of the same questions that were asked in the 2011 survey
- **Method of Administration**
 - ❑ by mail, phone and online
 - ❑ each survey took approximately 15-20 minutes to complete
- **Sample size:**
 - ❑ goal number of surveys: 650
 - ❑ goal far exceeded: 714 completed surveys
- **Confidence level: 95%**
- **Margin of error: +/- 3.6% overall**

Location of Survey Respondents

Good Distribution
Throughout the City

City of Hyattsville
2015 Citizen Survey



Bottom Line Up Front

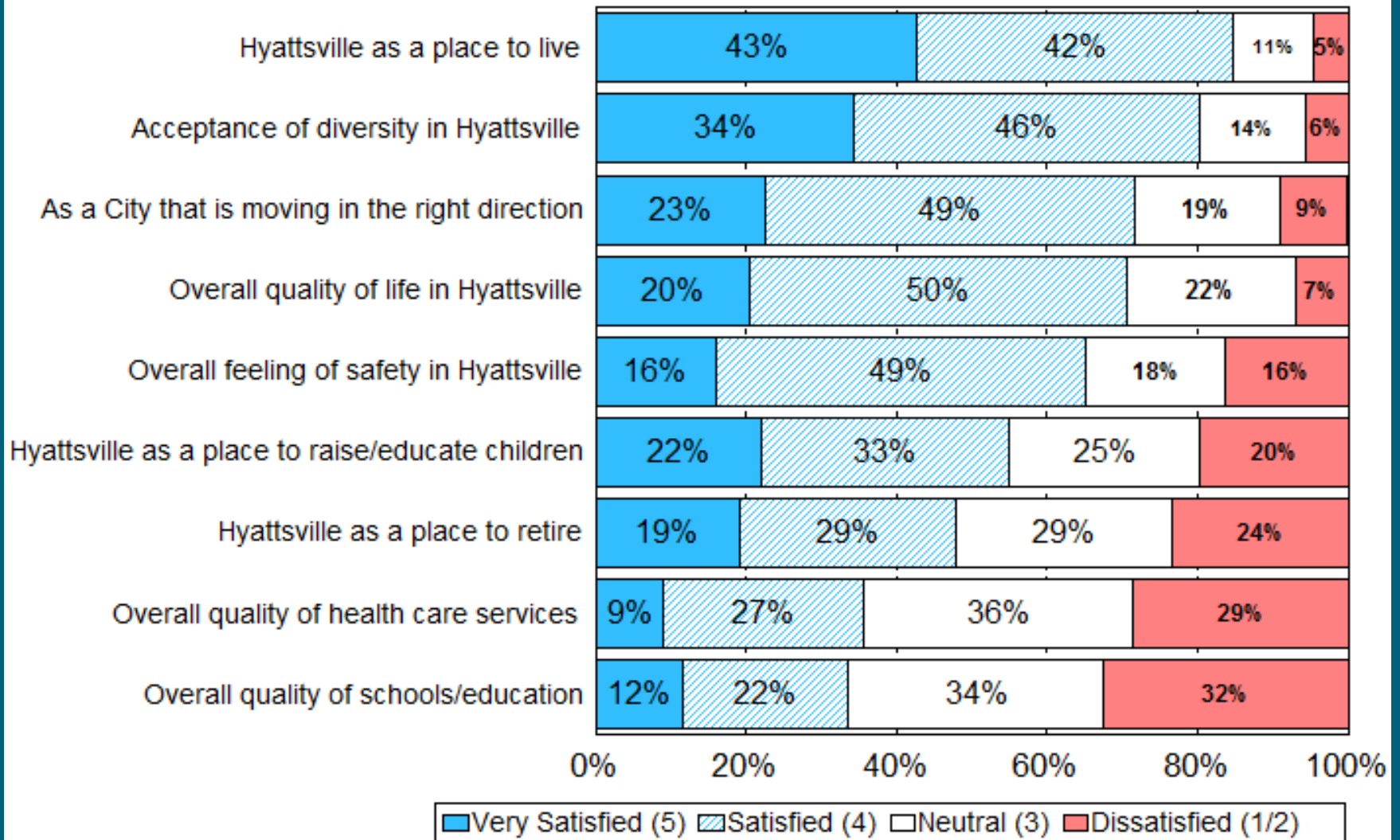
- **Residents Have a Positive Perception of the City**
 - ❑ 85% are satisfied with the Hyattsville as a place to live; only 5% are dissatisfied
 - ❑ 72% are satisfied that the City is moving in the right direction; only 9% are dissatisfied
- **Overall Satisfaction Ratings Are Similar to the 2011 Survey**
 - ❑ Satisfaction ratings have increased or stayed the same in 25 of 46 areas since the 2011 survey
- **The City Is Moving in the Right Direction**
 - ❑ The City rated 12% above the Regional Average and 10% above the National Average in the City moving in the right direction
- **Overall priorities for improvement over the next 2 years:**
 - ❑ Flow of traffic
 - ❑ Condition of streets and sidewalks
 - ❑ Quality of economic development

Major Finding #1

Residents Have a Positive
Perception of the City

Q3. Overall Quality of Life

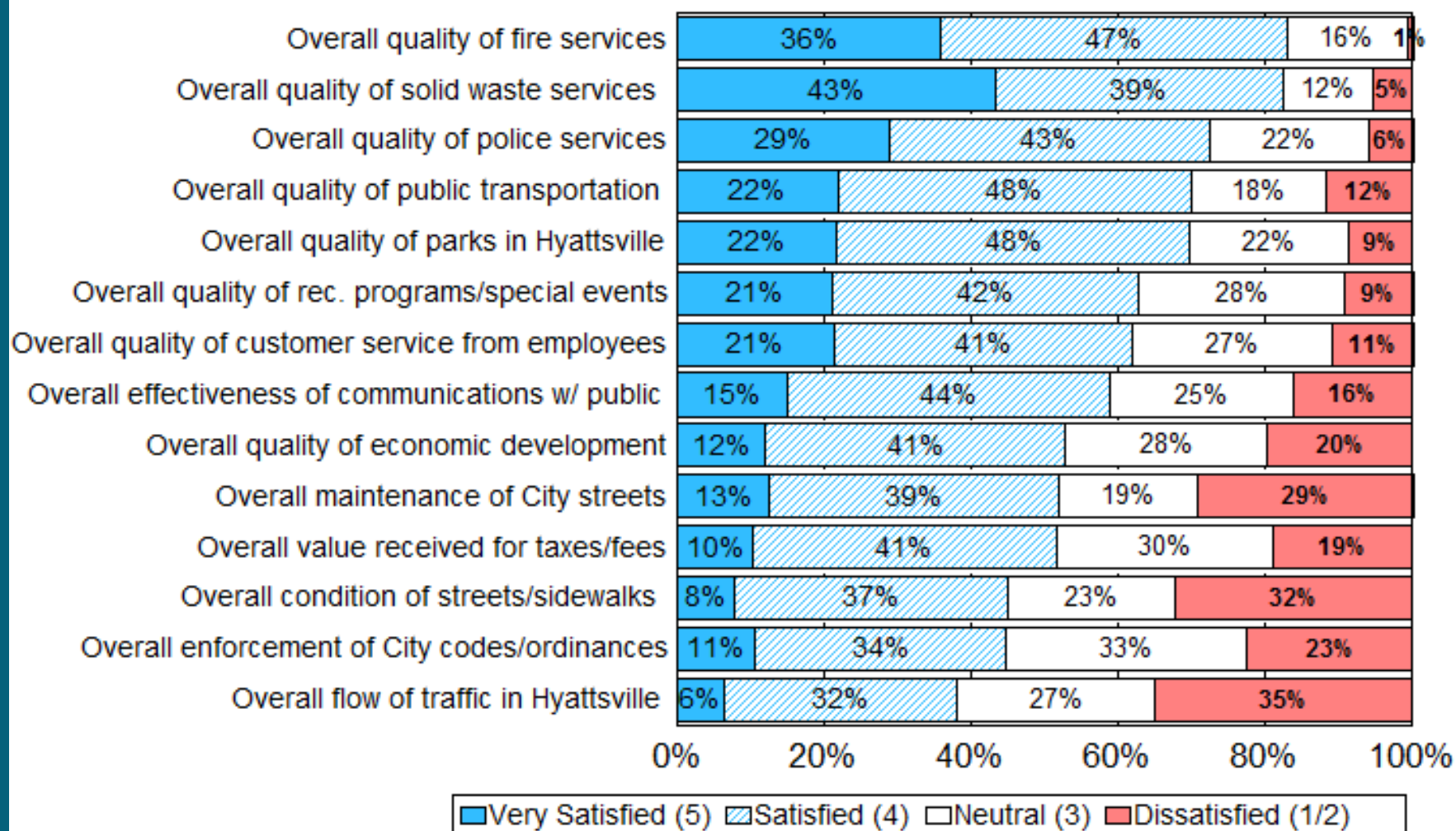
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



72% of residents are satisfied that the City is moving in the right direction, compared to only 9% who are dissatisfied

Q1. Overall Satisfaction with City Services

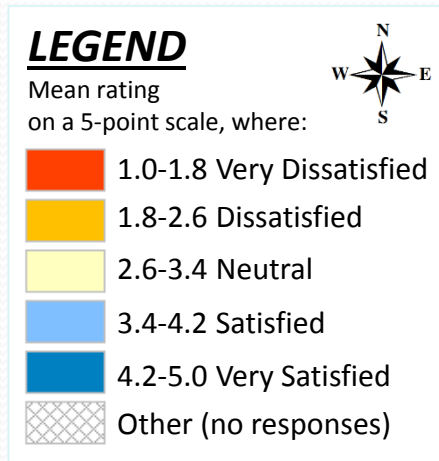
by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



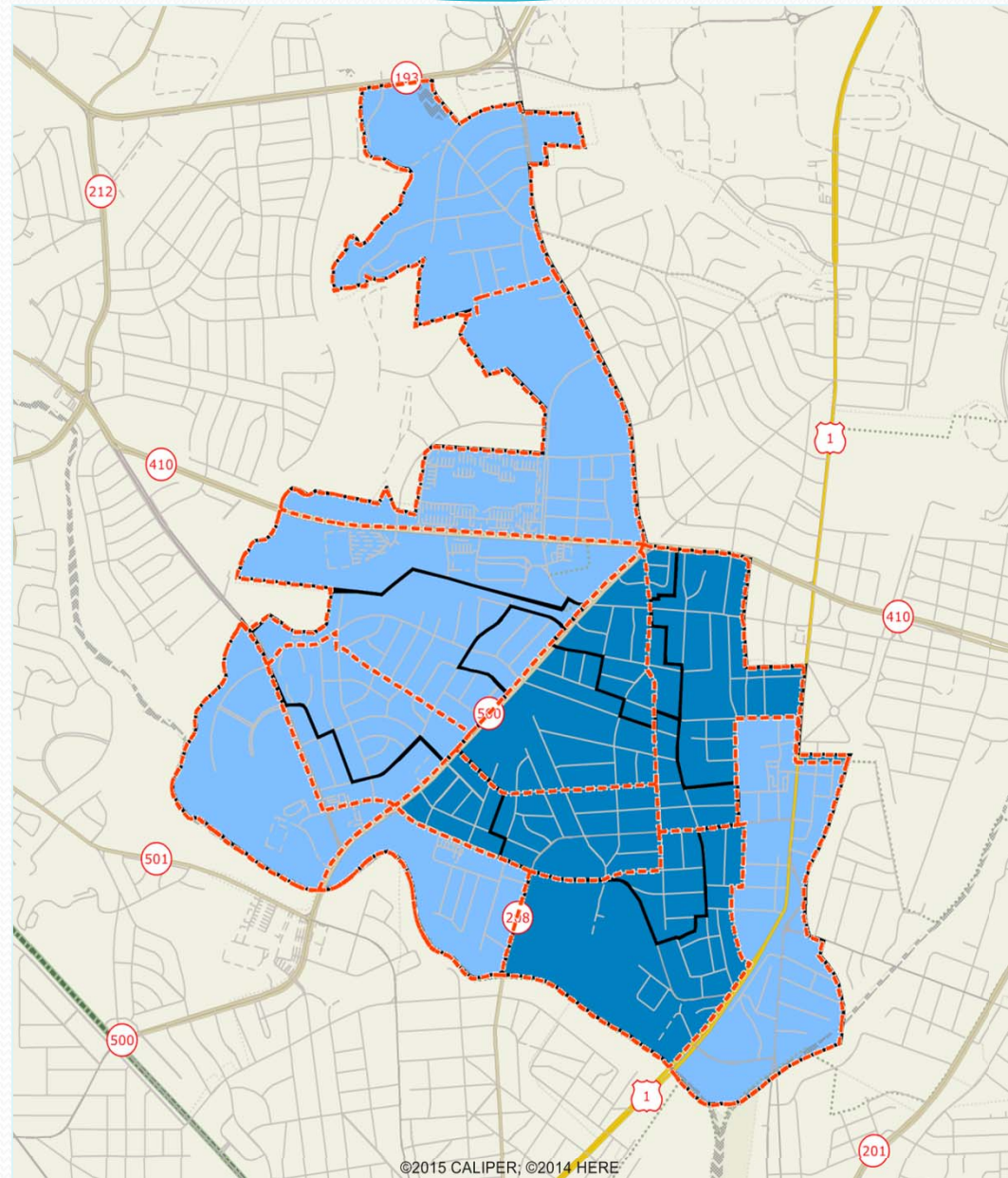
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Overall Satisfaction Ratings Are Much Higher Than Dissatisfaction Ratings

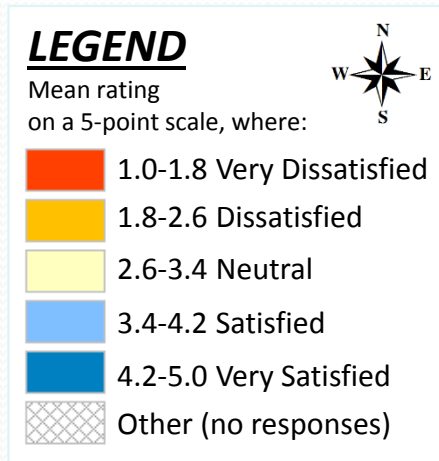
Q3a. Overall Satisfaction with Hyattsville as a Place to Live



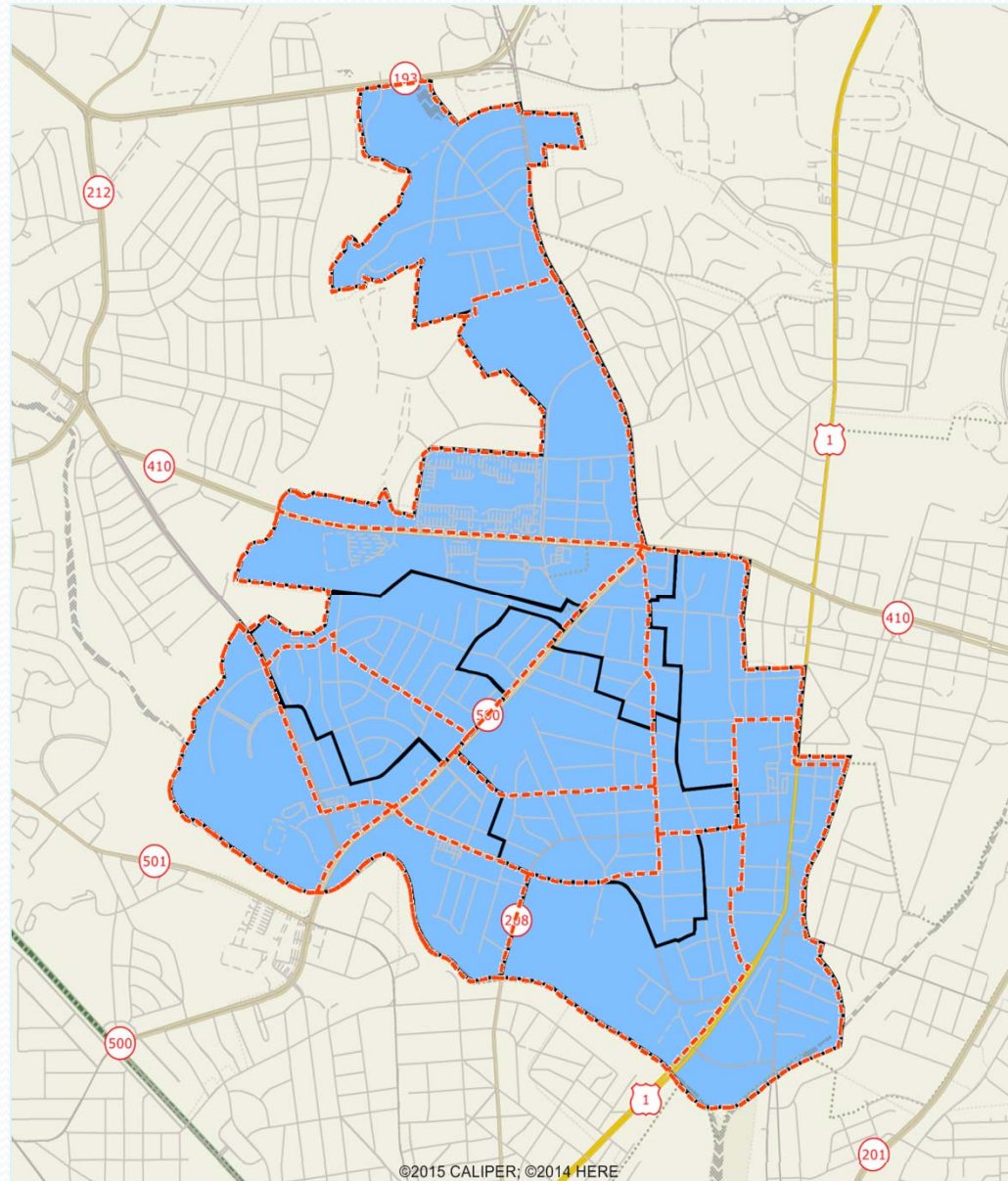
All areas are in BLUE, which indicates that residents in all parts of the City are satisfied



Q3g. Overall Satisfaction that the City of Hyattsville is Moving in the Right Direction



All areas are in BLUE, which
indicates that residents in all
parts of the City are satisfied

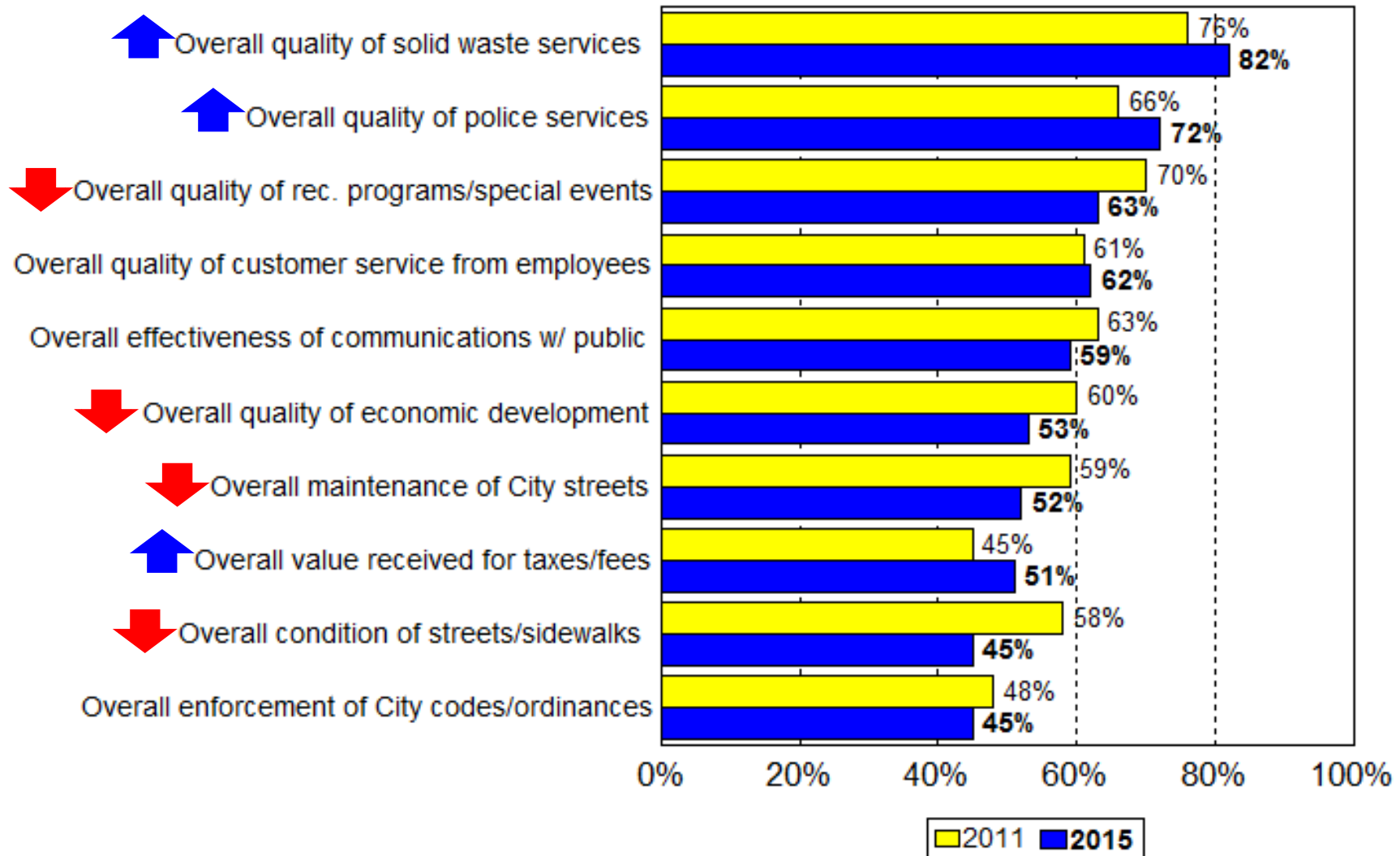


Major Finding #2

Satisfaction Ratings Are Similar
to the 2011 Survey

Overall Satisfaction with City Services

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



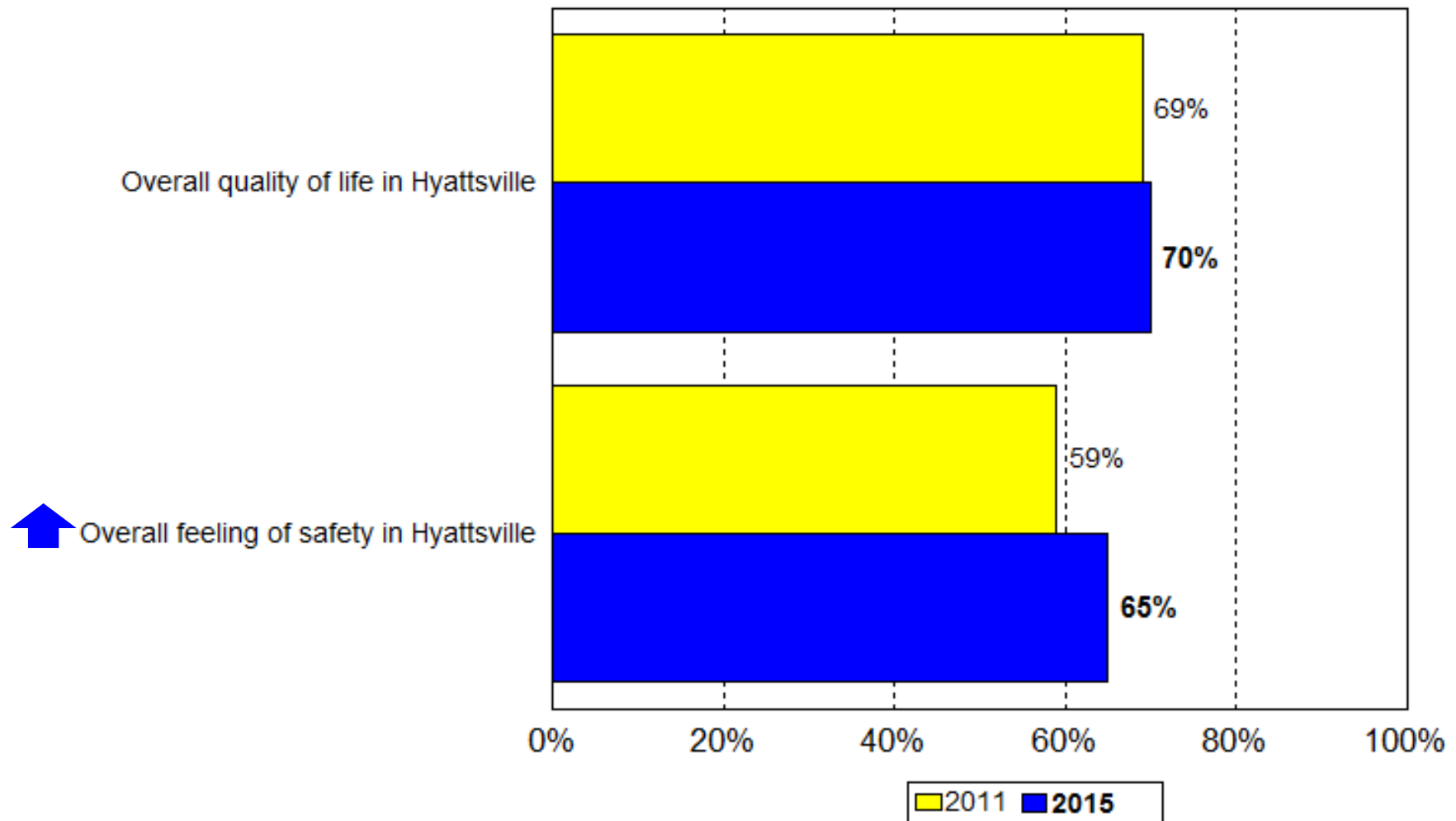
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

Overall Quality of Life

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



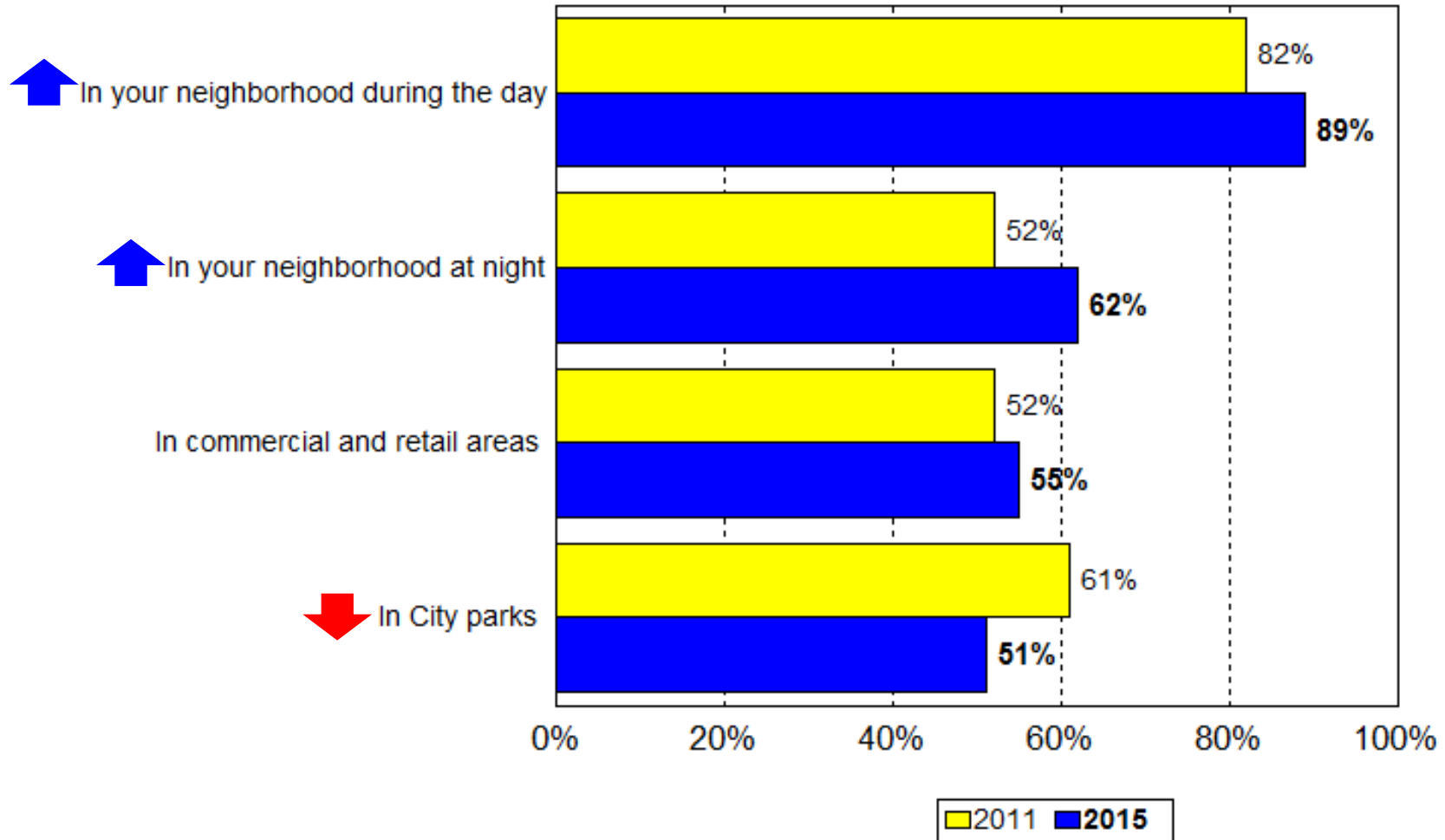
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

How Safe Do You Feel...

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

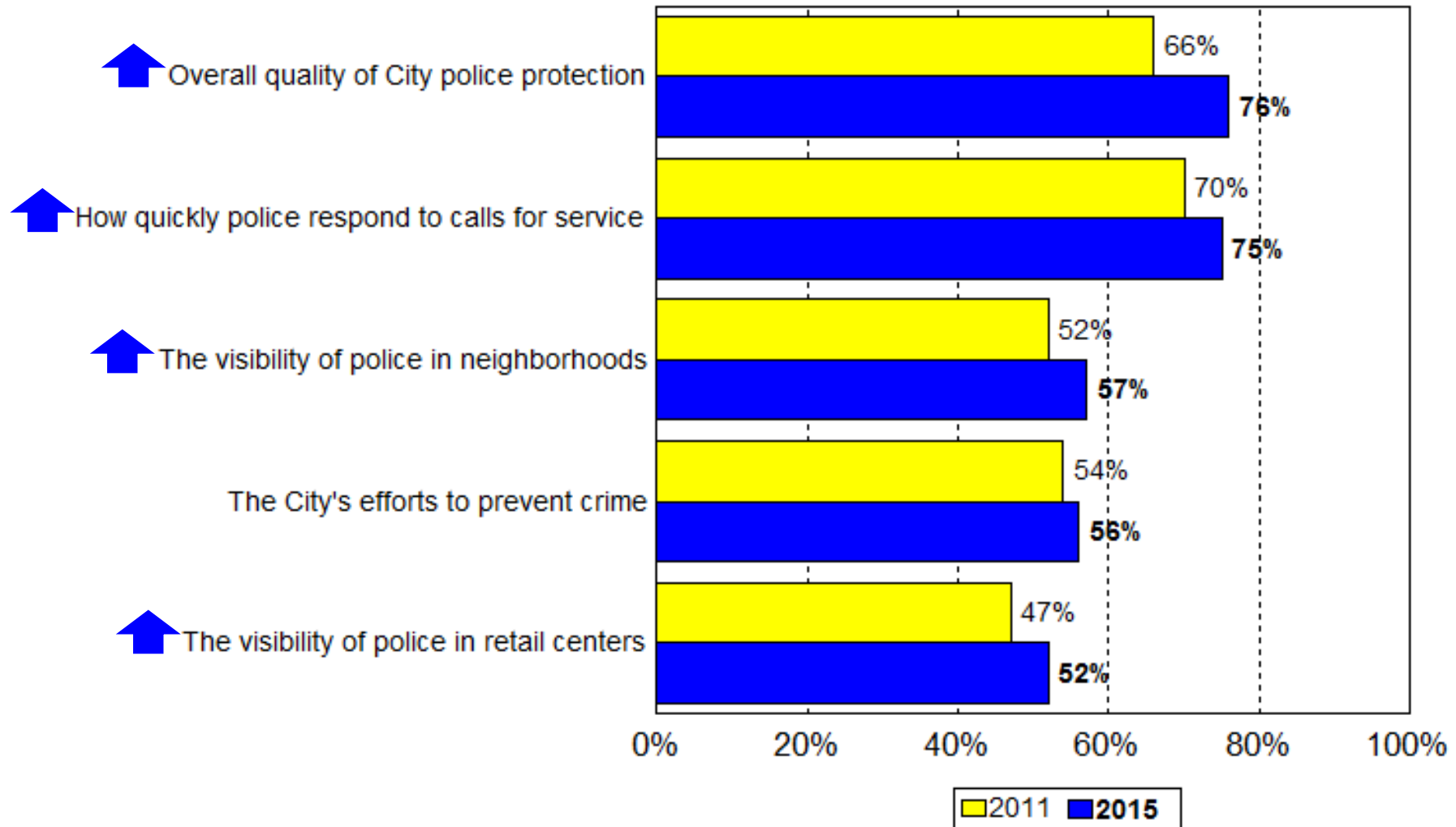


Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases :  **Significant Decreases :** 

Satisfaction with Police Service in Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases :

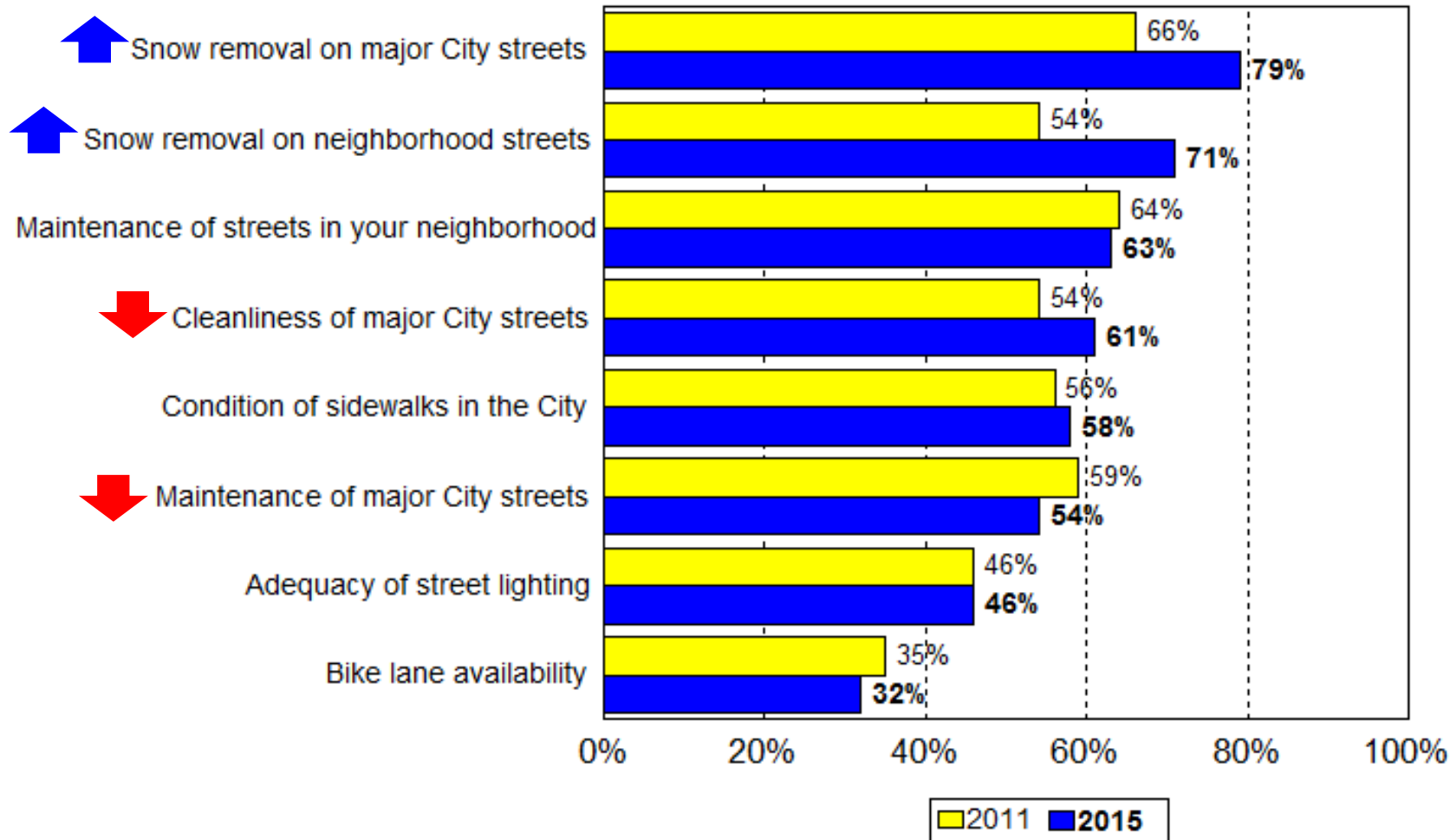


Significant Decreases :



Satisfaction with Streets & Sidewalks in the City of Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)

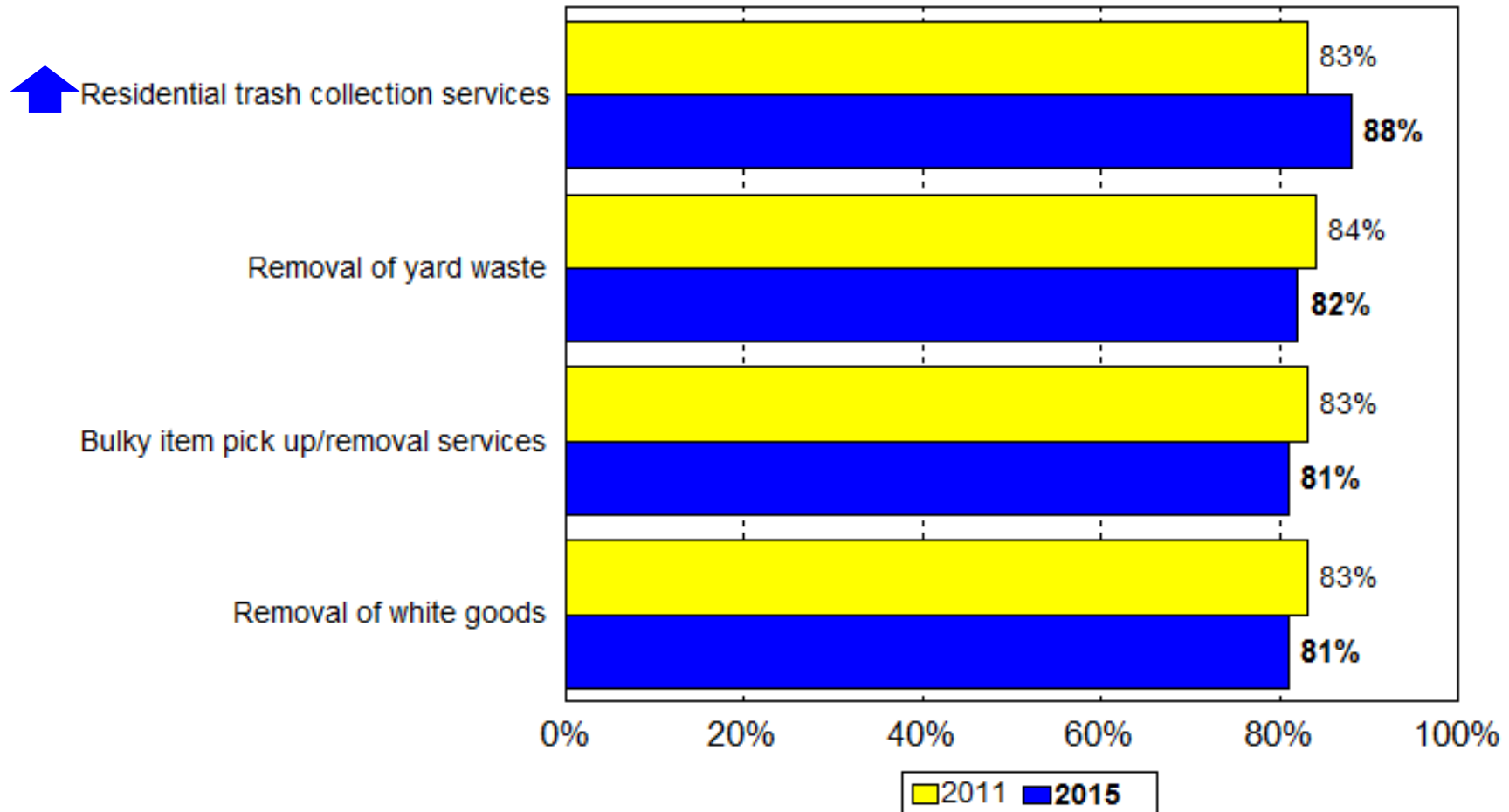


Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑ **Significant Decreases :** ↓

Satisfaction with Solid Waste Services in the City of Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



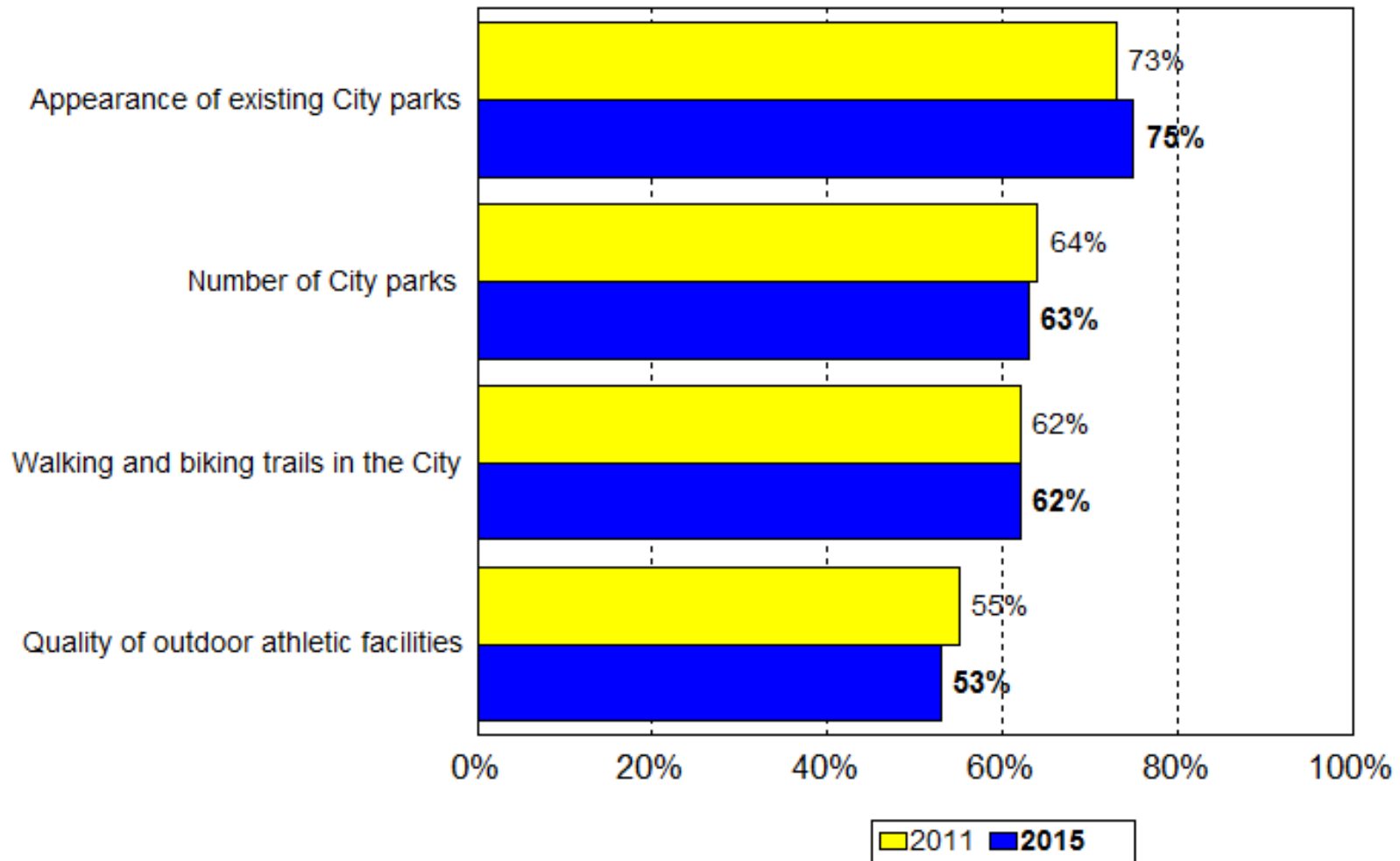
Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

Significant Decreases : ↓

Satisfaction with Park Services in the City of Hyattsville

by percentage of respondents who rated the item as a 1 to 5 on a 5-point scale (excluding don't knows)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Significant Increases : ↑

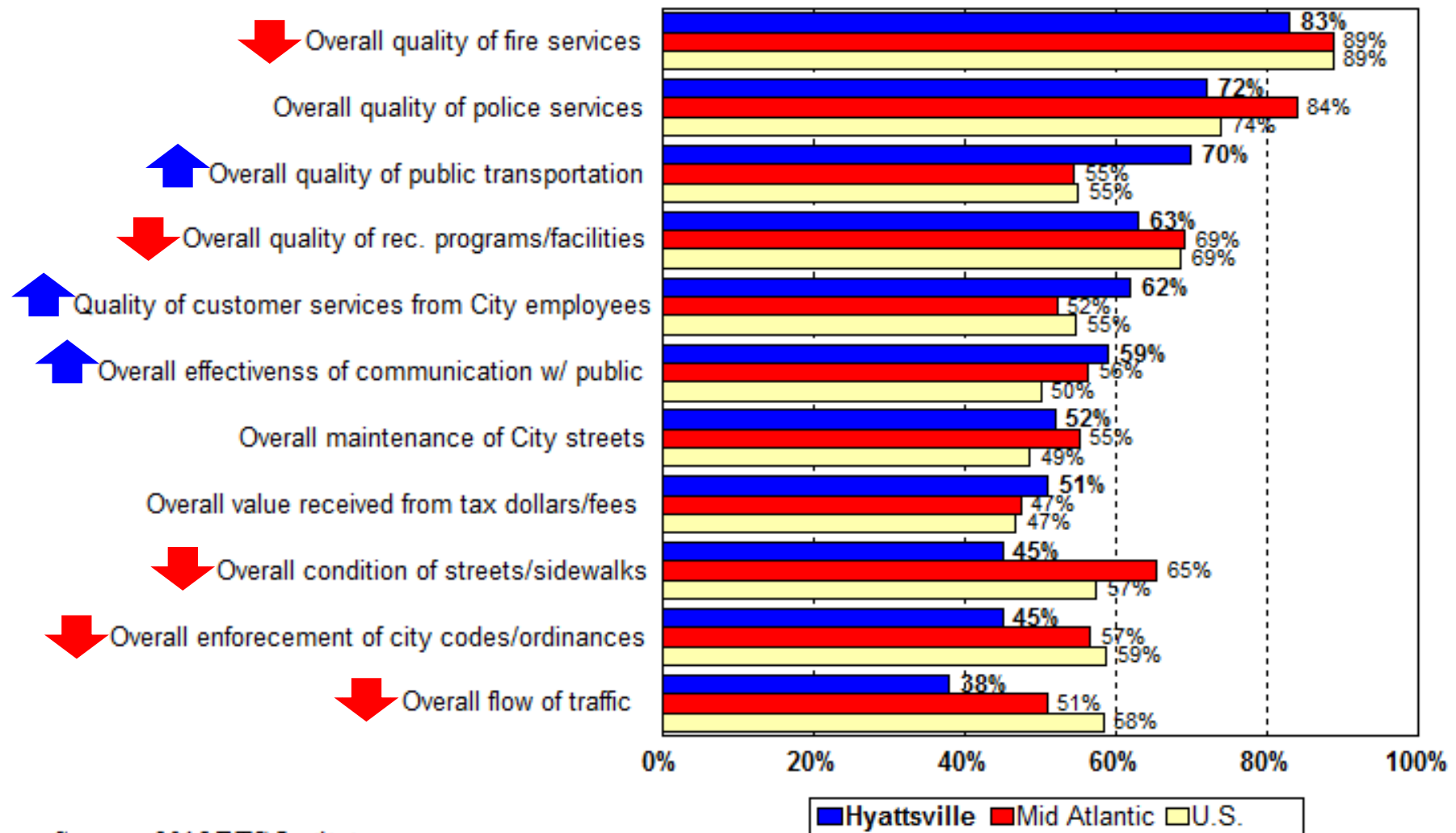
Significant Decreases : ↓

Major Finding #3

Comparisons to Other Communities

Overall Satisfaction with Various City Services Hyattsville vs. Mid Atlantic vs. the U.S

by percentage of respondents who rated the item 4 or 5 on a 5-point scale
where 5 was "very satisfied" and 1 was "very dissatisfied" (excluding don't knows)



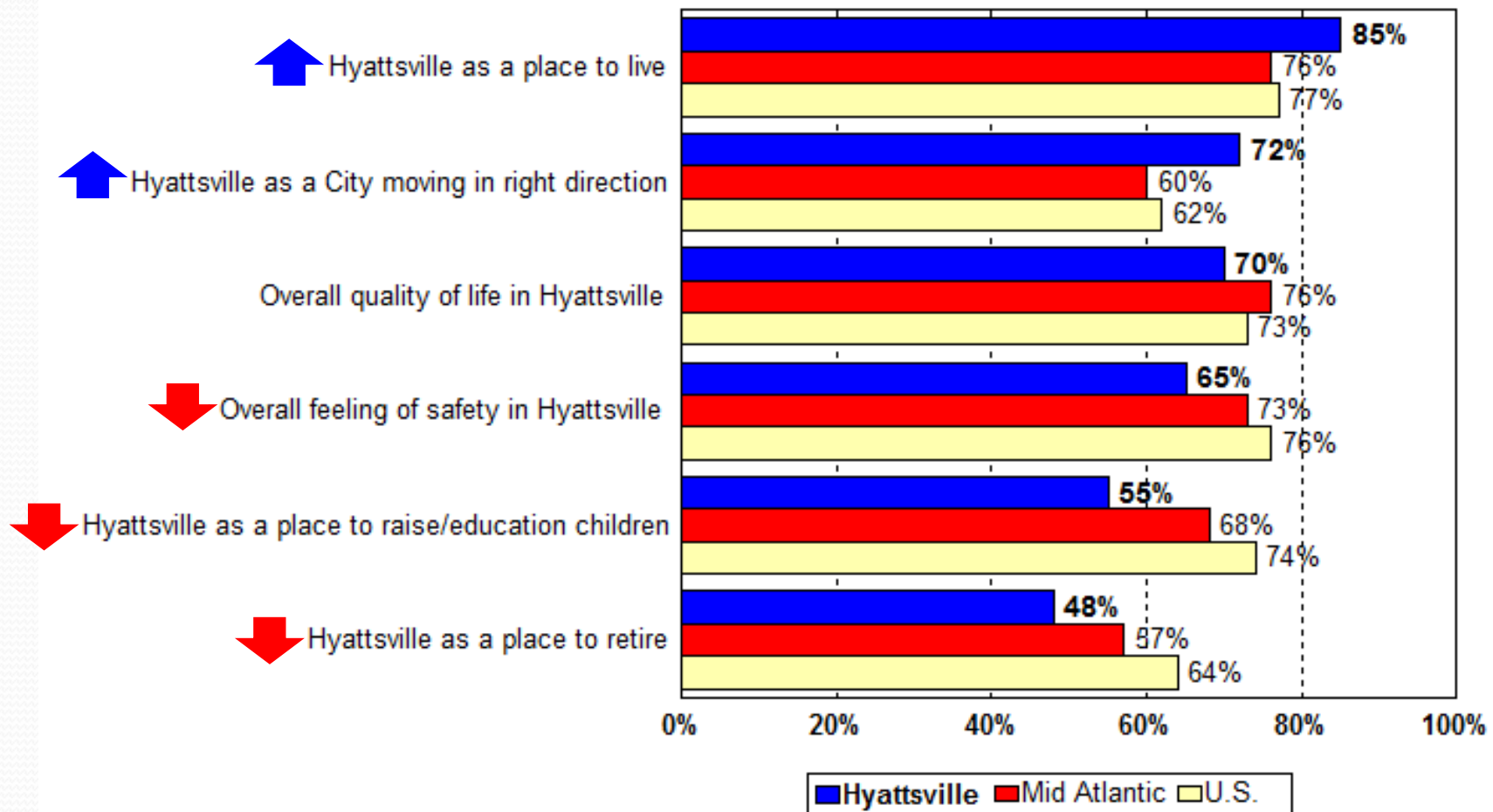
Source: 2015 ETC Institute

Significantly Higher: ↑

Significantly Lower: ↓

Satisfaction with the Overall Quality of Life Hyattsville vs. Mid Atlantic vs. the U.S

by percentage of respondents who rated the item 4 or 5 on a 5-point scale
where 5 was "very satisfied" and 1 was "very dissatisfied" (excluding don't knows)



Source: 2015 ETC Institute

Significantly Higher: ↑

Significantly Lower: ↓

Major Finding #4 Priorities for Investment

Importance-Satisfaction Rating

City of Hyattsville

OVERALL

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<i>Very High Priority (IS > .20)</i>						
Flow of traffic	42%	1	38%	13	0.2600	1
<i>High Priority (IS .10-.20)</i>						
Condition of streets and sidewalks	36%	3	45%	11	0.1967	2
Quality of Economic development	37%	2	53%	8	0.1764	3
Maintenance of City streets	28%	4	52%	9	0.1323	4
Enforcement of City codes & ordinances	19%	7	45%	12	0.1023	5
<i>Medium Priority (IS < .10)</i>						
Value received for tax dollars/fees	19%	6	52%	10	0.0902	6
Police services	22%	5	72%	3	0.0612	7
City communication with the public	12%	10	59%	7	0.0479	8
Quality of parks	13%	8	70%	5	0.0406	9
City parks & recreation programs	10%	11	63%	5	0.0379	10
Public transportation	12%	9	70%	4	0.0355	11
Customer service provided by City employees	4%	13	62%	6	0.0160	12
Trash & yard waste collection services	5%	12	82%	2	0.0094	13
Fire services	4%	14	83%	1	0.0062	14

Overall Priorities:

Importance-Satisfaction Rating

City of Hyattsville

Police Services

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>Very High Priority (IS ≥ .20)</u>						
The visibility of police in neighborhoods	47%	1	57%	4	0.2008	1
<u>High Priority (IS .10-.20)</u>						
The City's efforts to prevent crime	42%	2	57%	5	0.1827	2
How officers interact with residents	32%	3	65%	3	0.1123	3
<u>Medium Priority (IS < .10)</u>						
Visibility of police in retail/commercial areas	20%	4	52%	6	0.0972	4
How quickly police respond to calls	15%	5	75%	2	0.0377	5
Overall quality of local police protection	15%	6	75%	1	0.0362	6

Police Priorities:

Importance-Satisfaction Rating

City of Hyattsville

Transportation and Traffic

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<u>Very High Priority (IS > .20)</u>						
Flow of traffic on major City streets	40%	1	33%	10	0.2716	1
Pedestrian safety	39%	2	45%	6	0.2121	2
<u>High Priority (IS .10-.20)</u>						
Prevention of speeding on residential streets	33%	3	43%	7	0.1880	3
Bicyclist safety	20%	5	36%	9	0.1307	4
Flow of traffic on residential streets	24%	4	47%	5	0.1264	5
<u>Medium Priority (IS < .10)</u>						
WMATA Bus service	7%	6%	62%	2	0.0253	6
Prince George's County "The Bus"	5%	8	54%	4	0.0212	7
" Call-A-Bus" (for seniors/disabled)	3%	9	39%	8	0.0153	8
WMATA Metro service	6%	7	78%	1	0.0130	9
University of Maryland Shuttle Bus	1%	1	54%	3	0.0059	10

Transportation and Traffic Priorities

Importance-Satisfaction Rating

City of Hyattsville

Streets and Sidewalks

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance-Satisfaction Rating	I-S Rating Rank
<i>High Priority (IS .10-.20)</i>						
Adequacy of street lighting	36%	1	46%	11	0.1962	1
Commercial parking availability	28%	2	37%	12	0.1724	2
Bike lane availability	21%	5	32%	13	0.1455	3
Residential parking availability	25%	3	48%	10	0.1318	4
<i>Medium Priority (IS <.10)</i>						
Maintenance of major City streets	22%	4	54%	8	0.0996	5
Crosswalk availability	18%	7	55%	7	0.0812	6
Maintenance of neighborhood streets	21%	6	63%	3	0.0775	7
Sidewalk availability	16%	8	54%	9	0.0745	8
Condition of sidewalks in the City	15%	10	58%	6	0.0622	9
Cleanliness of residential streets	16%	9	61%	4	0.0614	10
Cleanliness of major City streets	13%	11	61%	5	0.0502	11
Snow removal on neighborhood streets	9%	12	71%	2	0.0276	12
Snow removal on major City streets	5%	13	79%	1	0.0096	13

Streets and Sidewalks Priorities

Importance-Satisfaction Rating

City of Hyattsville

Programs and Events

Category of Service	Most Important %	Most Important Rank	Satisfaction %	Satisfaction Rank	Importance- Satisfaction Rating	I-S Rating Rank
<i>High Priority (IS .10-.20)</i>						
Programs/services for seniors/disabled	29%	2	38%	6	0.1838	1
Programs and services for children and teens	33%	1	48%	5	0.1725	2
Programs for immigrants	21%	3	33%	7	0.1402	3
<i>Medium Priority (IS <.10)</i>						
Quality of City events & celebrations	20%	4	63%	2	0.0744	4
Opportunities to volunteer	12%	6	55%	4	0.0554	5
Quantity of City events and celebrations	13%	5	64%	1	0.0482	6
Diversity of City events & celebrations	11%	7	62%	3	0.0427	7

Program and Events Priorities

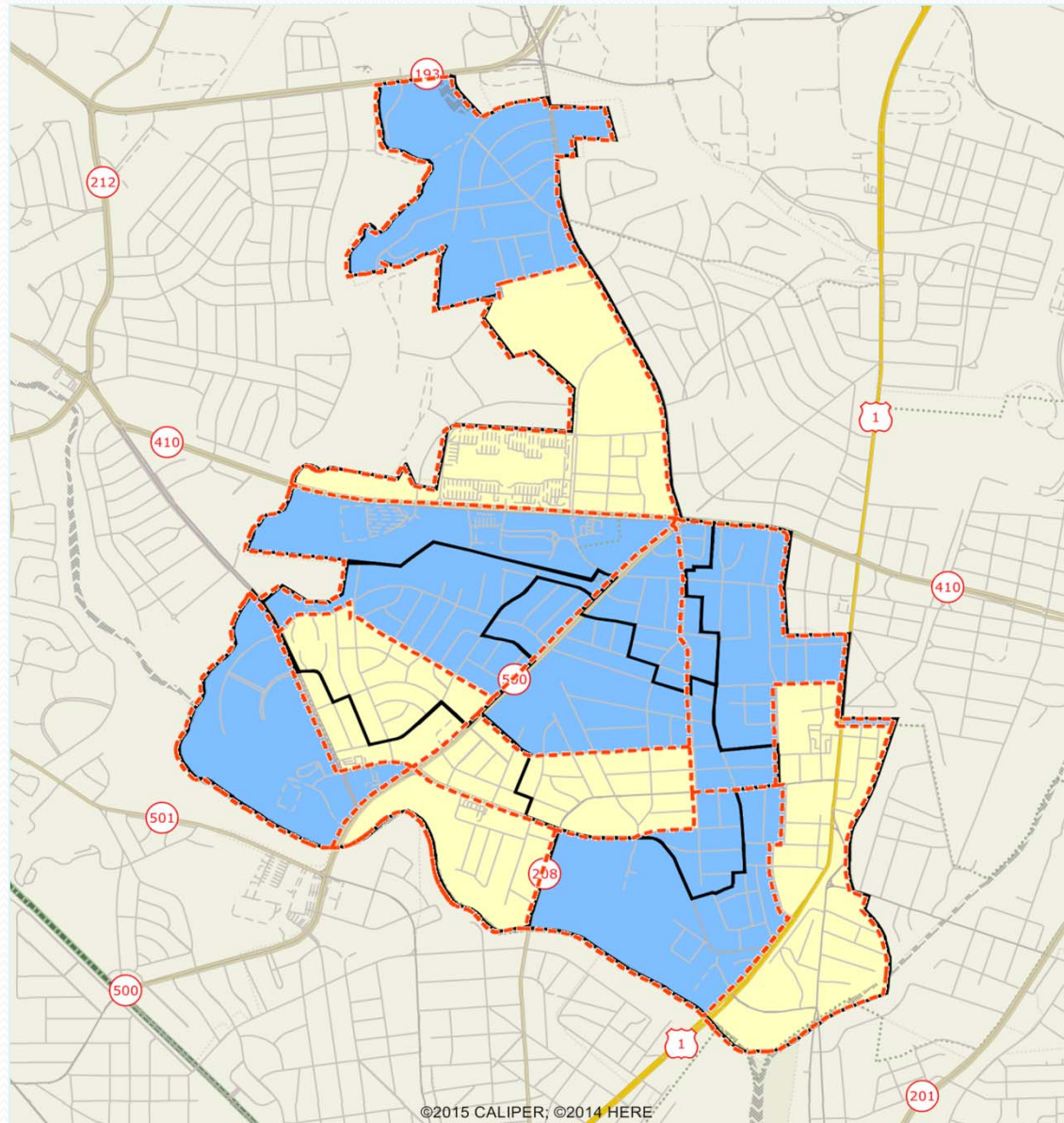
Other Findings

Q1i: Satisfaction with the Overall Quality of Economic Development

LEGEND

Mean rating
on a 5-point scale, where:

- 1.0-1.8 Very Dissatisfied
- 1.8-2.6 Dissatisfied
- 2.6-3.4 Neutral
- 3.4-4.2 Satisfied
- 4.2-5.0 Very Satisfied
- Other (no responses)



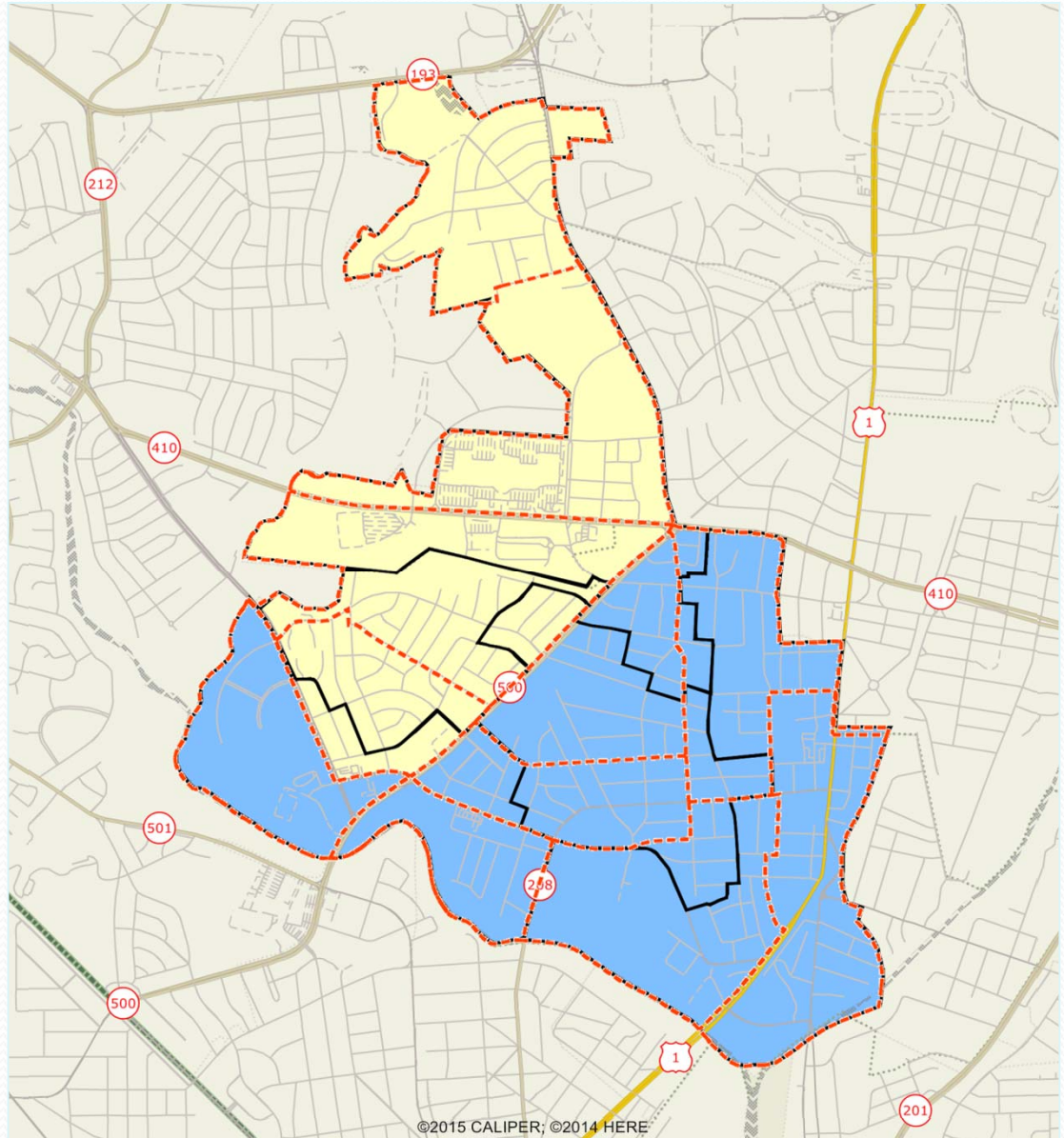
Q3i: Satisfaction with the Overall Feeling of Safety in Hyattsville

LEGEND

Mean rating
on a 5-point scale, where:



- 1.0-1.8 Very Dissatisfied
- 1.8-2.6 Dissatisfied
- 2.6-3.4 Neutral
- 3.4-4.2 Satisfied
- 4.2-5.0 Very Satisfied
- Other (no responses)

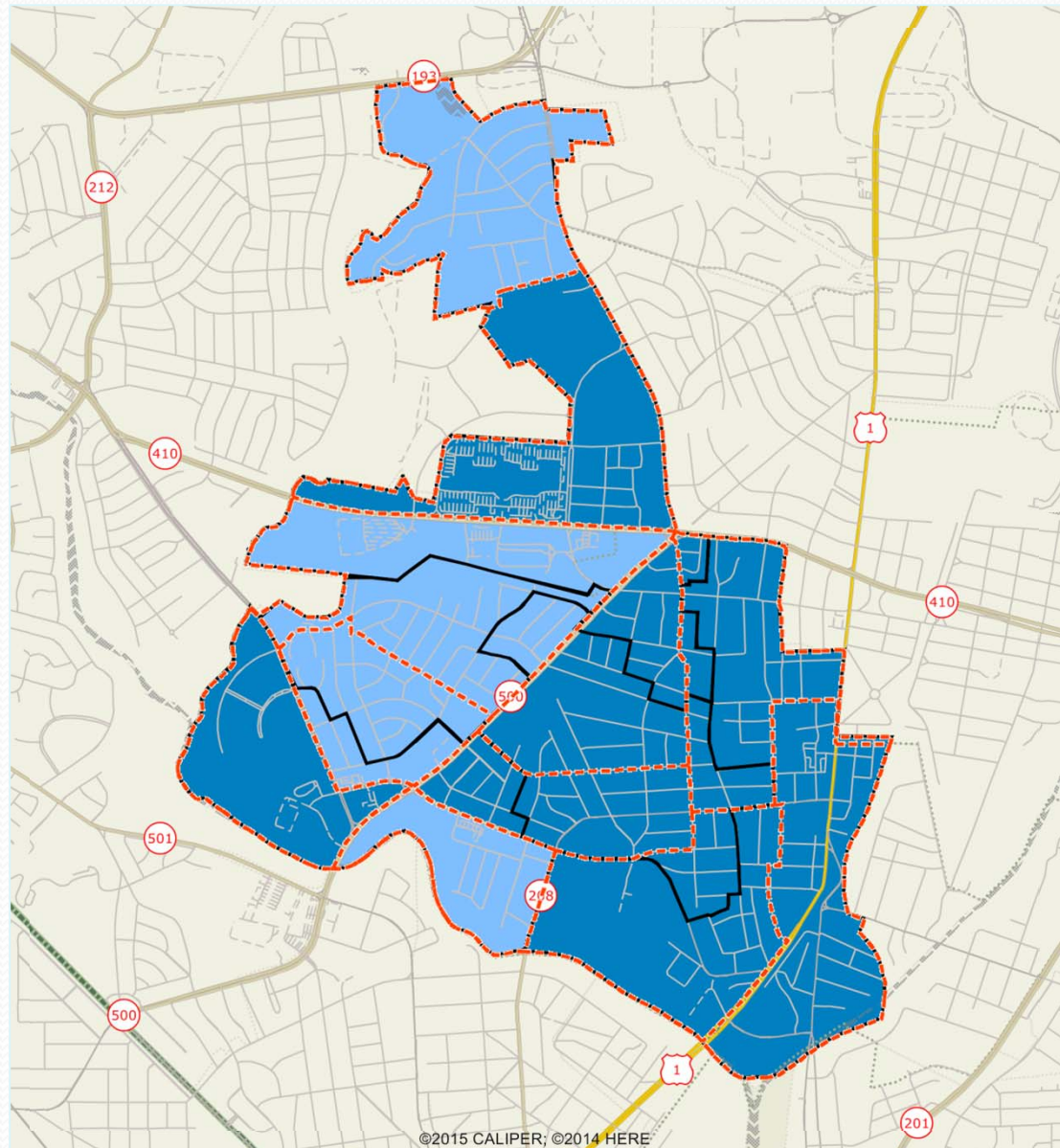


Q4a: Overall Feeling of Safety in Your Neighborhood During the Day

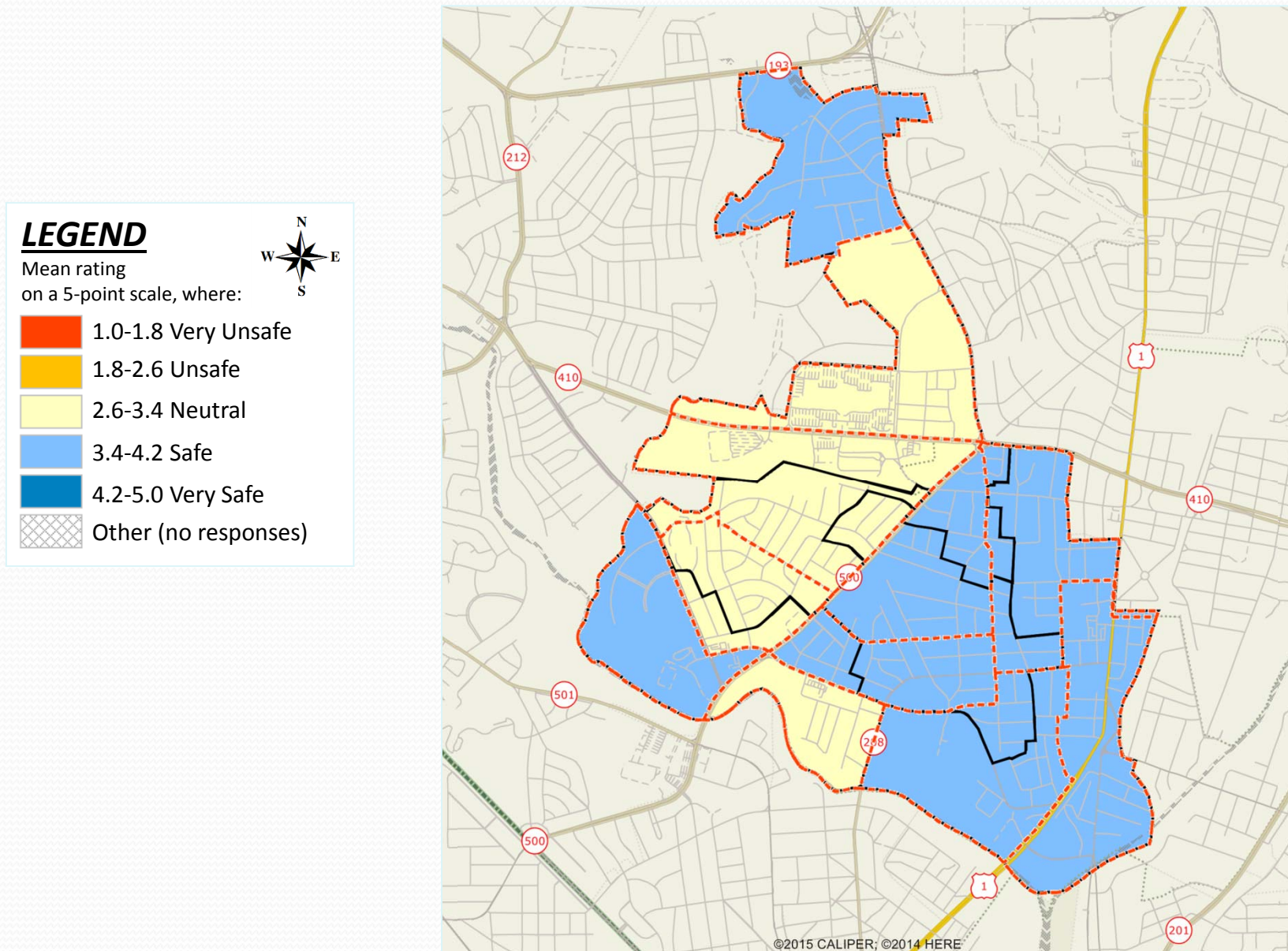
LEGEND

Mean rating
on a 5-point scale, where:

- 1.0-1.8 Very Unsafe
- 1.8-2.6 Unsafe
- 2.6-3.4 Neutral
- 3.4-4.2 Safe
- 4.2-5.0 Very Safe
- Other (no responses)



Q4b: Overall Feeling of Safety in Your Neighborhood at Night



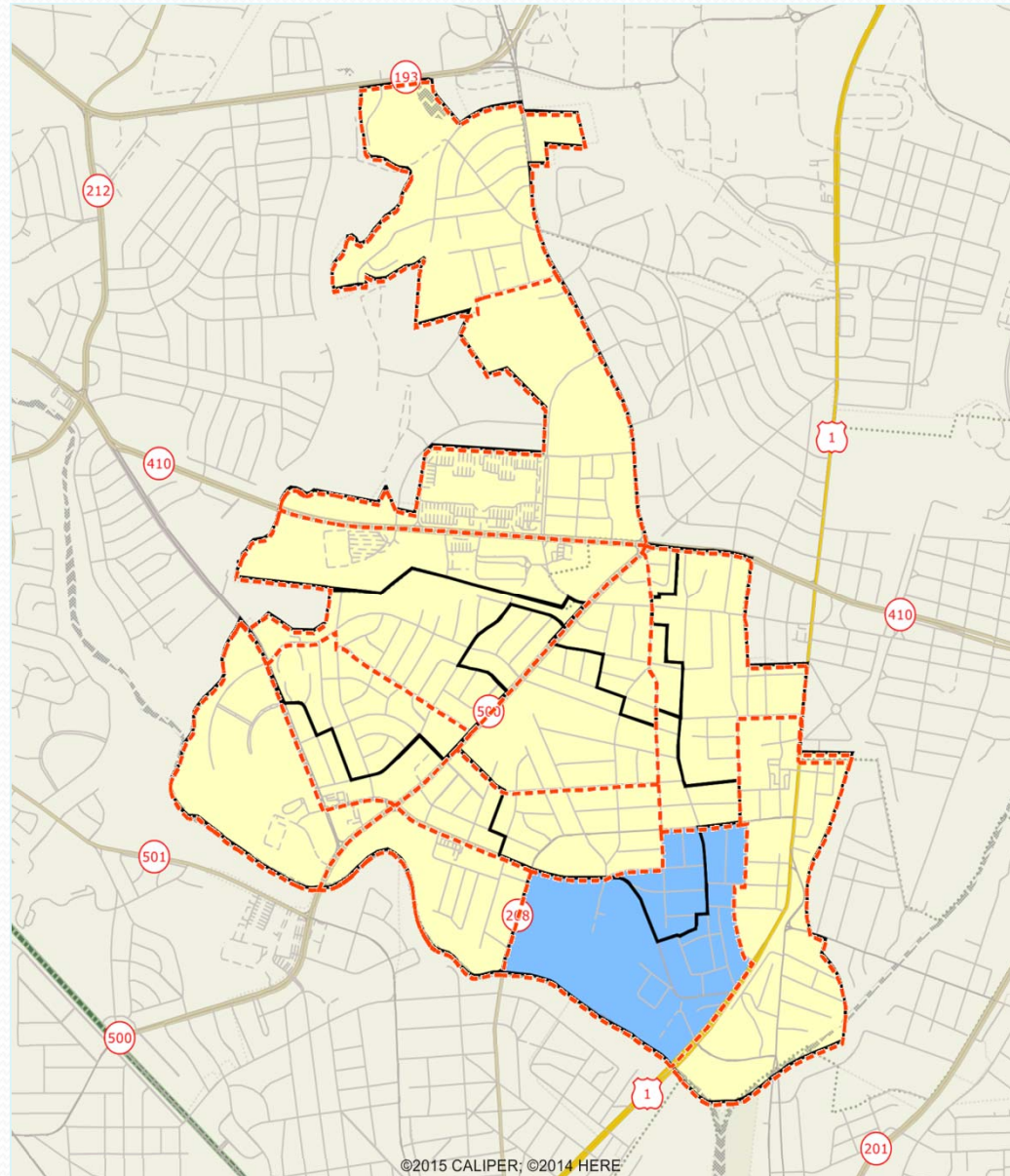
Q9h: Satisfaction with the Adequacy of Street Lighting

LEGEND

Mean rating
on a 5-point scale, where:

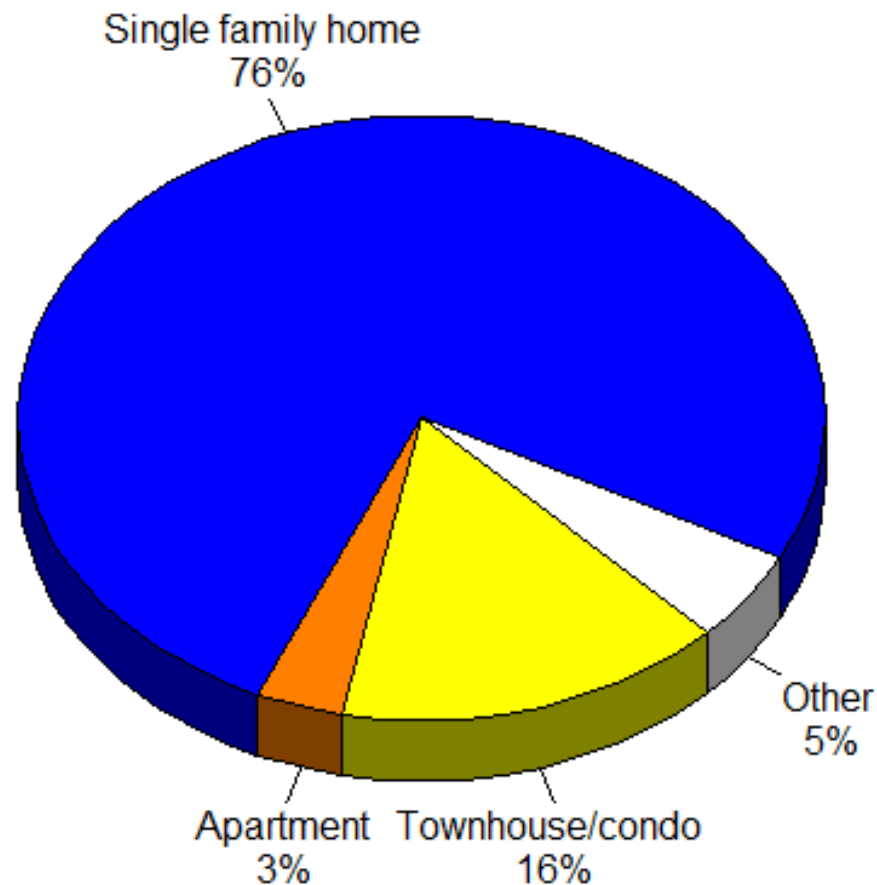


- 1.0-1.8 Very Dissatisfied
- 1.8-2.6 Dissatisfied
- 2.6-3.4 Neutral
- 3.4-4.2 Satisfied
- 4.2-5.0 Very Satisfied
- Other (no responses)



Q17. In 10 years, what type of housing to you expect to live in?

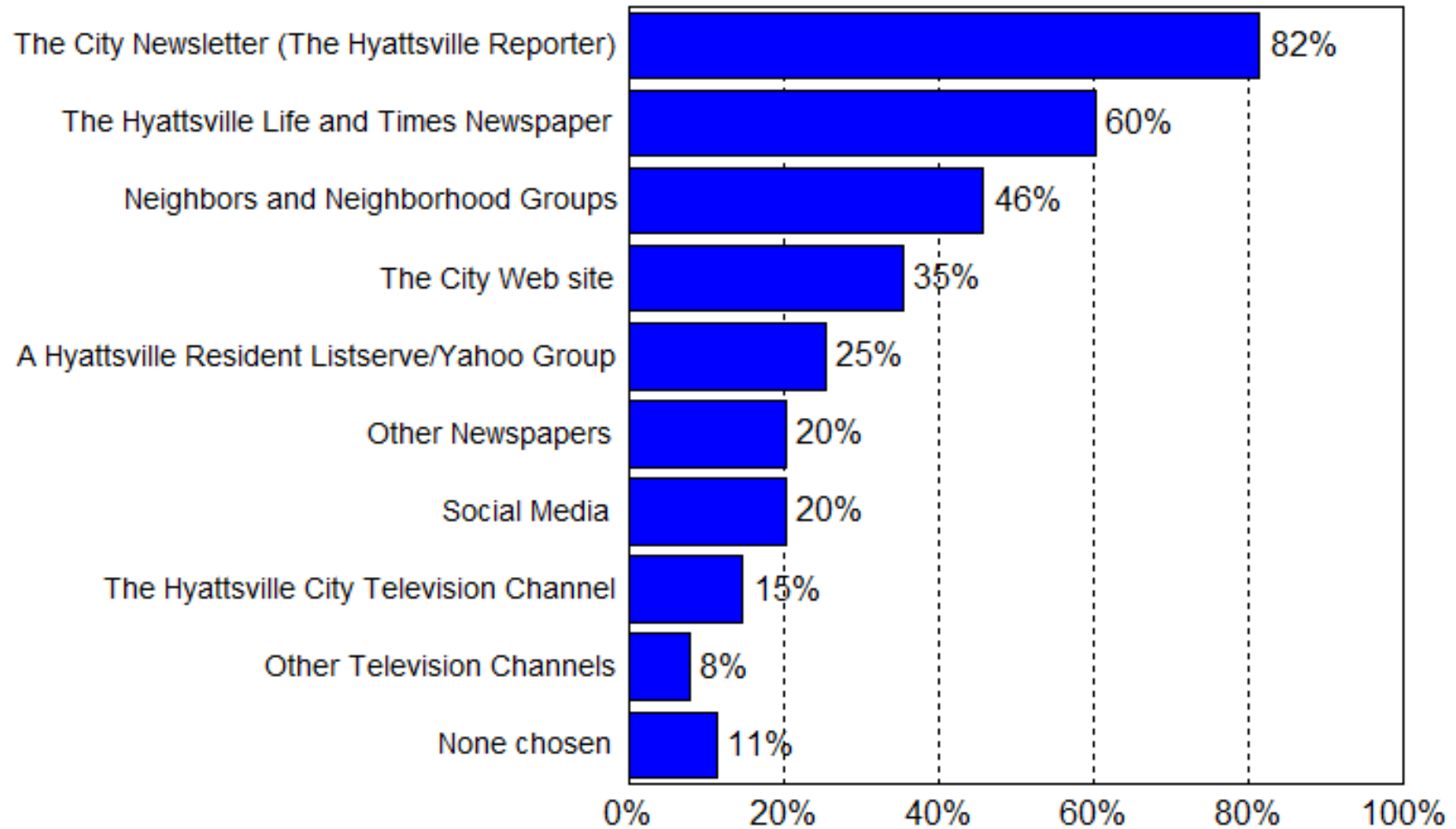
by percentage of respondents



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Q22. Current Sources of Information About the City of Hyattsville

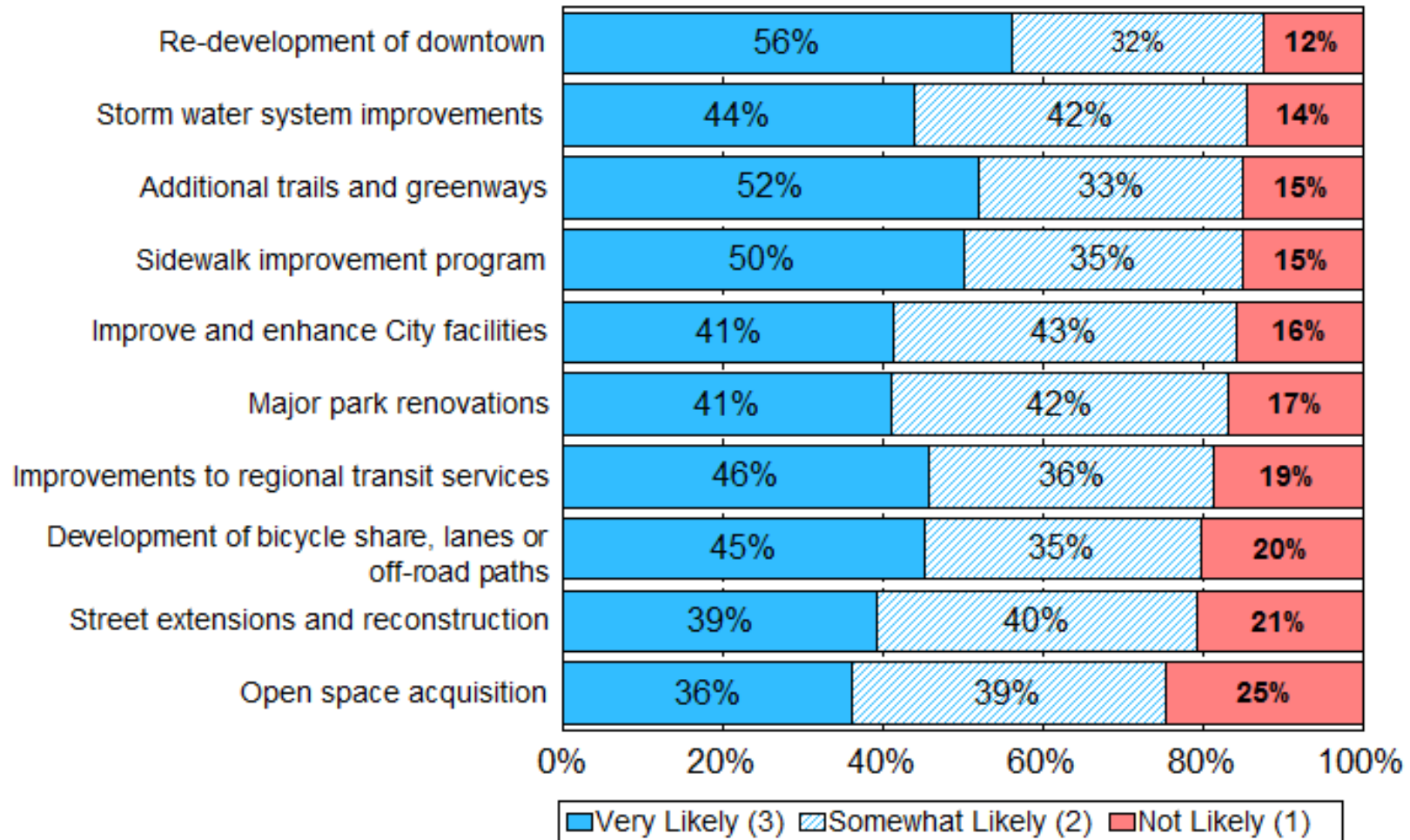
by percentage of respondents (multiple responses were allowed)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Q23. How Likely Would You Be to Support Investment of City Resources in Capital Project Areas

by percentage of respondents who rated the item as a 1 to 3 on a 3-point scale (excluding don't knows)



Source: ETC Institute DirectionFinder (2015 - Hyattsville, MD)

Summary

- **Residents Have a Positive Perception of the City**
 - ❑ 85% are satisfied with the Hyattsville as a place to live; only 5% are dissatisfied
 - ❑ 72% are satisfied that the City is moving in the right direction; only 9% are dissatisfied
- **Overall Satisfaction Ratings Are Similar to the 2011 Survey**
 - ❑ Satisfaction ratings have increased or stayed the same in 25 of 46 areas since the 2011 survey
- **The City Is Moving in the Right Direction**
 - ❑ The City rated 12% above the Regional Average and 10% above the National Average in the City moving in the right direction
- **Overall priorities for improvement over the next 2 years:**
 - ❑ Flow of traffic
 - ❑ Condition of streets and sidewalks
 - ❑ Quality of economic development

Questions?

THANK YOU!!



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM

Department: Clerk's Office

Prepared by: Laura Reams

Sponsors: At the Request of the City Administrator
DOC ID: (ID # 1257)

6.3

Presentations: Healthy Eating, Active Living (HEAL) Presentation

SUBJECT: Healthy Eating, Active Living (HEAL) Presentation

SECTION: Presentations

BACKGROUND:

Provide the Mayor and Council w/ an update on the City's Healthy Eating, Active Living program initiatives.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 9/16/2015

HEALTHY EATING, ACTIVE LIVING

Update

What Is HEAL: Healthy Eating, Active Living (HEAL) is an initiative introduced by the Institute for Public Health and Innovation to encourage municipalities to adopt policies, programs, and initiatives to support health and wellness in their communities and workplace. The Institute cited increased medical costs, chronic disease, excessive weight gain, inactivity, and poor eating habits as major factors to decreased health and wellness in Cities and throughout the Country. In 2013, they implemented the HEAL Cities, Towns & Counties Campaign and encouraged municipalities to create environments to combat many of the challenges plaguing communities. In October 2014, The City of Hyattsville affirmed their commitment to HEAL by adopting a resolution that encourages Physical Activity, Active Transportation and Land Use; Access to Affordable Nutritious Foods; and Workplace Wellness.

Announcements/Accomplishments:

- Hyattsville received a Grant Award of \$9K for Low Impact Design Study.
- Hyattsville was recognized as a HEAL Gold City (One of only 3 Maryland Cities to receive that designation).

New/Ongoing Programs & Services:

- Hyattsville Farmers Market
 - ~ New Location and Time – 3799 East West Highway, Tuesdays 3-7pm
 - ~ Call-A-Bus – Free rides for residents to and from farmers market
 - ~ SNAP/WIC – Vendors that accept SNAP & WIC benefits
 - ~ Hyattsville Matching Money Program – Provides \$10 to verified low income residents to purchase fresh healthy food
 - ~ Healthy Eating Food Demonstrations and Samplings
- Acquisition of Healthy Eating/Drinking Vending Machines in Municipal Building
- Nutrition Tours – Partnership with Share Our Strength, Cooking Matters program; tours of the farmers market and select grocery stores
- Movin' w/ The Mayor Program
 - ~ Coordination w/ local businesses to offer monthly Exercise Classes & Activity

Food Forest/Community Garden/Composting:

- Currently preparing forest area for installation in the Fall of 2016 (Emerson Park)
- Renewed agreement with Hyatt Park Community Garden Association in 2015
- The pilot composting program implemented in 42 single family homes.

Low Impact Design:

- Currently reviewing options to implement environmentally friendly design elements within the City.



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1259)

6.4

Presentations: City Committee Overview: Roles & Functions

SUBJECT: City Committee Overview: Roles & Functions

SECTION: Presentations

BACKGROUND:

Please see attached memo summarizing the City's various committees, commissions and board. Also attached are the worksheets or relevant sections of the City Charter/Code for each organization.

NEXT STEPS:

Council discussion

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 4 – Foster Excellence in all City Operations


Tracey Nicholson, City Administrator 9/16/2015



MEMO

To: Mayor Hollingsworth and Council

From: Laura Reams, City Clerk

CC: Tracey Nicholson, City Administrator

Date: September 16, 2015

RE: City Committees

The City currently has a total of eight (8) active resident advisory organizations, referred to as committees, boards or commissions. There are four (4) organizations that are not currently active, as noted below.

City Code and Charter Established Committees:

There are five (5) City Committees established by Charter or Code.

1. Board of Supervisors of Elections (City Charter, §C4-2)
2. Ethics Commission (City Code, §10-2)
3. Shade Tree Board (City Code, §112-3)
4. Parks and Recreation Committee (City Code, §84-2) NOT ACTIVE
5. Design Review Board (City Code, §46-3(G)) NOT ACTIVE
6. Compensation Commission (City Charter §C2-6.1, Limited term, every 4 years) NOT ACTIVE

Mayor and Council Created Committees

City Code Chapter 4, Article 2 addresses the creation and required responsibilities of special committees. The City currently has 5 special committees. The worksheet detailing the mission, scope and makeup of each committee is attached to this memo.

1. Hyattsville Planning Committee
2. Hyattsville Environment Committee
3. Hyattsville Code Compliance Advisory Committee
4. Hyattsville Education Advisory Committee
5. Hyattsville Teen Advisory Committee NOT ACTIVE

Council Rules of Procedure (HR 2015-01)

On June 1, 2015 the Council adopted Hyattsville Resolution 2015-01, Council Rules of Procedure (ROP). Section 4 of the ROP addresses the establishment of Ad Hoc Committees. A copy of this section of the ROP is attached to this memo. Currently the Council does not have any active Ad Hoc Committees.

Hyattsville Committee Appointments

Hyattsville Planning Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Maureen	Foster	2	Chair	12/15/2014	31-Dec-16	176-12-14
Nkosi	Yearwood	2	Member	12/15/2014	31-Dec-16	176-12-14
David	Marshall	2	Member	12/15/2014	31-Dec-16	176-12-14
Jonathan	Mueller	4	Member	12/15/2014	31-Dec-16	176-12-14
William	Doerner	1	Member	12/15/2014	31-Dec-16	176-12-14
Thomas	Sheffer	1	Member	12/15/2014	31-Dec-16	176-12-14
Chad	Copeland	1	Member	12/15/2014	31-Dec-16	176-12-14
Gia	Maxwell	5	Member	12/15/2014	31-Dec-16	176-12-14
Adam	Weissmann	1	Member	3/16/2015	31-Dec-16	40-04-15
Council Liaison(s)						
Tom	Wright	3	Liaison	5/18/2015	15-May-17	74-05-15
Edward	Haba	4	Liaison	5/18/2015	15-May-17	74-05-15
Staff Liaison						
Jim	Chandler	n/a	Liaison			
Hyattsville Environmental Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Jim	Groves	2	Chair	4/20/2015	12/31/2016	46-04-15
Marcus	Shappirio	4	Member	4/20/2015	12/31/2016	46-04-15
Rebecca	Schaaf	2	Member	4/20/2015	12/31/2016	46-04-15
Alan	Mattlage	2	Member	4/20/2015	12/31/2016	46-04-15
Elizabeth	Arnold	2	Member	4/20/2015	12/31/2016	46-04-15
Alyson	Reed	3	Member	9/15/2014	12/31/2016	123-09-14
Julie	Wolf	2	Member	5/4/2015	12/31/2016	51-05-15
Jack	Nackoney	2	Member	5/4/2015	12/31/2016	51-05-15
Council Liaison(s)						
Patrick	Paschall	3	Liaison	18-May-15	15-May-17	74-05-15
Staff Liaison						
Lesley	Riddle	n/a	Liaison			
Hyattsville Board of Supervisors of Elections						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Greta	Mosher	1	Chair	1/1/2013	1/1/2017	217-12-12
Ana	Pineda	2	Member	1/1/2013	1/1/2017	217-12-12
Andrea	Ross	2	Member	1/1/2015	1/1/2019	177-12-14

Anna	Frankle	2	Member	1/1/2015	1/1/2019	177-12-14
Bessie	McLean	1	Member	1/1/2015	1/1/2019	177-12-14
Staff Liaison						
Laura	Reams	n/a	Liaison			
Hyattsville Ethics Commission						
First	Last	Ward	Position	Appointment	Expiration	Motion #
T. Carter	Ross	2	Chair	10/21/2013	12/31/2016	177-10-13
Chris	Currie	1	Member	11/5/2012	12/31/2015	184-11-12
Christopher	Arthur	1	Member	11/5/2012	12/31/2015	184-11-12
Council Liaison(s)						
Edouard	Haba	4	Liaison	5/18/2015	5/15/2017	74-05-15
Staff Liaison						
Laura	Reams	n/a	Liaison			
Hyattsville Shade Tree Board						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Gloria	Felix-Thompson	4	Chair	12/3/2012	12/31/2015	214-12-12
Millard	Smith	2	Member	12/3/2012	12/31/2015	214-12-12
Joe	Luebke	3	Member	12/3/2012	12/31/2015	214-12-12
Robert	Riddle	2	Member	1/22/2013	12/31/2015	03-01-13
Alexi	Boado	4	Member	3/4/2013	12/31/2015	29-03-13
Theresa	Creel	5	Member	11/3/2014	12/31/2017	150-11-14
Dawn	Taft		City Arborist			
Staff Liaison						
Lesley	Riddle	n/a	Liaison			
Hyattsville Code Compliance Advisory Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Paul	Koch	1	Chair	2/2/2015	12/31/2016	14-02-15
Nina	Faye	3	Secretary	2/2/2015	12/31/2016	14-02-15
Pat	Yinkey	2	Member	2/2/2015	12/31/2016	14-02-15
Gloria	Felix-Thompson	1	Member	2/17/2015	12/31/2016	23-02-15
Joy M.	Jeffries	1	Member	2/17/2015	12/31/2016	23-02-15
Deanna	McDermon	5	Member	7/20/2015	12/31/2016	90-07-15
Shirley	Fisher	5	Member	2/2/2015	12/31/2016	14-02-15
Council Liaison(s)						
Paula	Perry	4	Liaison	5/18/2015	5/15/2017	74-05-15
Joseph	Solomon	5	Liaison	7/20/2015	5/15/2017	90-07-15

Robert	Croslin	2	Liaison	5/18/2015	5/15/2017	74-05-15
Staff Liaison						
Chris	Giunta	n/a	Liaison			
Hyattsville Education Advisory Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Michael	Mineiro	2	Chair	9/15/2014	12/31/2016	124-09-14
T. Carter	Ross	2	Secretary	9/15/2014	12/31/2016	124-09-14
Hector	Corrada Bravo	1	Member	9/15/2014	12/31/2016	124-09-14
Billy	Friebele	3	Member	9/15/2014	12/31/2016	124-09-14
Jen	Kubit	4	Member	9/15/2014	12/31/2016	124-09-14
Joe	Ludes	1	Member	10/20/2014	12/31/2016	146-10-14
Dakarai I.	Aarons	5	Member	7/20/2015	12/31/2016	89-07-15
Cynthia	Totten	4	Member	5/4/2015	12/31/2016	50-05-15
Staff Liaison						
Jake	Rollow	n/a	Liaison			
Council Liaison(s)						
Bart	Lawrence	1	Liaison	5/18/2015	15-May-17	74-05-15
Kevin	Ward	1	Liaison	5/18/2015	15-May-17	74-05-15
Robert	Croslin	2	Liaison	5/18/2015	15-May-17	74-05-15
Teen Advisory Committee						
First	Last	Ward	Position	Appointment	Expiration	Motion #
Council Liaison(s)						
Shani	Warner	2	Liaison	5/18/2015	15-May-17	74-05-15
Kevin	Ward	1	Liaison	5/18/2015	15-May-17	74-05-15
Robert	Croslin	2	Liaison	5/18/2015	15-May-17	74-05-15

**HYATTSVILLE CITY CODE, CHAPTER 4: ADMINISTRATION OF GOVERNMENT
SECTION II, SPECIAL COMMITTEE AND CITY DEPARTMENTS**

§ 4-5. Creation of special committees; nominations. [Amended 3-3-08 by HO-2008-03, Amended 11-1-10 by HO-2010-03]

A. The Mayor or the City Council may create special committees, commissions, and task forces as they deem necessary. Nominations to bodies created by the Mayor shall be made by the Mayor and approved by the Council. Nominations to Council created bodies shall be determined by the Council.

B. Prior to the creation of any new committee, commission or task force, the following information shall be presented at a public meeting of the City Council:

- (1) A mission statement, including the purpose, scope, and deliverables required;
- (2) The frequency of meetings, the minimum number of meetings per year and whether it is permanent or temporary (in which event an estimated time for its existence shall be included);
- (3) The composition of its members, any applicable qualifications, the scope of participation by Council liaison, Council members, or City staff and whether participation by all wards is recommended or required;
- (4) The term of office of members including renewal/reappointment dates and times;
- (5) The applicable grounds for removal of any member and the City bodies with such removal authority

C. Each special committee, commission, or task force is required to do the following:

- (1) Notify the public in advance of all meetings;
- (2) Maintain minutes for each meeting;
- (3) Provide the City Administrator and Council with a copy of the minutes for each meeting;
- (4) Notify the City Administrator and Council if a scheduled meeting is cancelled;
- (5) Comply with the Open Meetings Act, currently codified at State Government Article §§10-501-10-512;
- (6) Close meetings only in accordance with the Open Meetings Act;
- (7) Notify the City Administrator and Council in the event a member is involuntarily removed;
- (8) Notify the Council in the event the special committee, commission, or task force dissolves prior to the expiration of its term, including the reason for the dissolution.

D. The City Clerk shall maintain a list of the members of each special committee, commission, or task force, and the time for appointment or replacement.

E. The names of all members nominated for each committee, commission or task force shall be publicized prior to Council vote.

F. The City Council shall have the authority to remove any person from any committee, commission or task force for good cause after affording the person reasonable notice and the opportunity to be heard by Council or its designee.

**HY RESOLUTION 2015-01, COUNCIL RULES OF PROCEDURE
SECTION 4, OTHER COMMITTEES AND ASSOCIATIONS**

A. 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. Council members 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.

COMMITTEE WORKSHEET

Planning Committee

Mission Statement: The Hyattsville Planning Committee is a volunteer advisory group to the Mayor and Council on matters related to planning and development.

Scope: The Committee is responsible for reviewing proposed development site plans, as well as legislative items related to planning and zoning and providing the Mayor and Council with specific recommendations for their consideration.

Deliverables: The Committee shall provide the Mayor and Council with meeting minutes and specific written recommendations on planning and development matters.

Frequency of meetings: The Committee is scheduled to meet the third Tuesday of each month except for the months of August and December.

Minimum number of meetings per year: The Committee is required to meet a minimum of six times per year.

Is the committee permanent or temporary? The Planning Committee is intended as a permanent standing committee.

Composition of members (all wards recommended or required): The Committee should not be required to have members from all Wards, however a minimum of one representative from each Ward is preferred. The total recommended number of members is 5 – 7.

Council liaison required? A Council Liaison is required, as this individual will be responsible for communicating committee work to their colleagues on the Council.

City staff required? A City staff member is required, as this individual will be responsible for providing the committee with preparation and distribution of materials and scheduling of presentations.

Committee member term of office: In order to provide stability to the Committee, it is recommended that the appointment to the Committee be a 2 year term. If the total number of Committee members falls below five active members, that the Mayor be required to appoint a substitute Member.

Grounds for removal for any Committee member: Removal of a Committee member will be made by a written request by the Chair to the Mayor and Council and will specify the reason for the request. The removal of a Committee member may only be approved by the Mayor and Council.

DRAFT

COMMITTEE WORKSHEET

Hyattsville Environment Committee

Mission Statement: The general mission of the Environment Committee is to provide Council and staff recommendations regarding parks usage and maintenance, waste reduction / recycling, and sustainable practices. The Committee may establish work groups among the members to facilitate work in the areas of waste reduction and recycling, energy conservation, and tree plantings and native species protection, and is encouraged to communicate with other groups in the City that are addressing similar issues.

Scope: The Hyattsville Environment Committee works to provide information and recommendations, ad hoc or at the request of City Council or Staff, to the City Council and Staff that positively affects the City of Hyattsville's efforts, rules and codes on environmental and sustainability issues.

Deliverables: The environment committee provides recommendations and requests to the City Council and Staff on environmental and sustainability issues. The Committee reviews information provided to it from the City for comment as well as raises issues that would it feels would benefit the City in its environmental/sustainability efforts.

Frequency of meetings: The Environment Committee meets once a month on the third Wednesday of the month.

Minimum number of meetings per year: Ten

Is the committee permanent or temporary? The Committee believes that it should be a permanent committee.

Composition of members (all wards recommended or required): The Committee is open to all citizens who live in the City of Hyattsville. The Committee prefers at least two members from every ward. Currently, the Committee only has four "official" members who were appointed by the City:

Jim Groves, Alan Mattlage, Rebecca Schaaf and Elizabeth Arnold. All of the current members are from Ward 2. Meetings are open to all Citizens of the City of Hyattsville as is the use of the Hyattsville Environment Committee email list. The Committee nominates a Chair to run the meetings.

Council liaison required? The Environment Committee prefers to have a Council liaison that can bring issues to the Committee and provide insight into programs and issues under

discussion by the City Council. Our current Council liaison is Nicole Hinds, although she has not been at a meeting in a very long time.

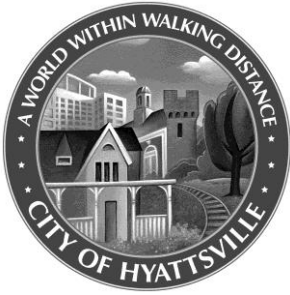
City staff required? The Environment Committee would very much like to have the Director of Public Works and/or someone who works with the City Administrator (or the City Administrator her/himself). Jim Chandler, Director of Community & Economic Development has attended several meeting.

Committee member term of office: This is for the Council to decide. However, the Committee would prefer that once appointed, there is no end date and that members do not need to be reappointed. We are a volunteer group that works on behalf and at the pleasure of the City Council. The City Council can remove/replace any Committee member at any time and any Committee member may remove him/herself from the Committee at any time.

Grounds for removal for any Committee member:

1. A citizen moving outside the boundaries of the City of Hyattsville
2. At the request of the Chair of the Committee
3. By majority of the City Council

Council Agenda Form



MOTION # 185-11-13		DRAFT # 2
DATE SUBMITTED: April 22, 2013	DATE TO GO BEFORE COUNCIL: August 5, 2013	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Legislative		

TITLE OF MOTION: Education Advisory Committee (EAC)**RECOMMENDATION:**

I move that the Mayor and Council establish an Education Advisory Committee. The EAC shall be a 9-member committee consisting of a Chair, Vice-Chair, and 7 at-large members. At least 50%+1 of the sitting committee members must be residents of the City of Hyattsville. Members of the EAC shall be appointed by the Mayor and Council to serve two-year, renewable terms.

I further move that the Mayor and Council adopt the following statement of goals and objectives for the EAC:

Education Advisory Committee

The Education Advisory Committee (EAC) is established to help strengthen the relationship between the City and the schools/organizations providing educational services to students in the City of Hyattsville. The goal of the Education Advisory Committee is to help the City identify positive and meaningful opportunities to influence student achievement.

The EAC works on behalf of the Mayor and City Council to:

- Develop and recommend educational programs, projects or other initiatives impacting the educational development of residents in the City of Hyattsville;
- Develop high-impact community and school partnerships;
- Serve as a resource to staff in the development of Citywide programs serving youth and young adults;
- Receive and review grant applications from eligible entities for education-related programs and make recommendations for funding; and
- Advise the Mayor and City Council in the development of policies and positions to advocate on behalf of students in the City of Hyattsville

BACKGROUND:

The City's education committee is no longer active. In 2011, the Mayor and Council developed a list of objectives to accomplish in the following year. Many of those efforts are complete or in progress. Establishing an EAC including goals and objectives was identified as one of those legislative priorities. The City of Hyattsville would join the company of several municipalities in the region with similar bodies formed for this purpose.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff liaison and council liaison shall be required to attend regular meetings of the body.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:**FUNCTION AND OBJECTIVES:**

Included in the body text of the motion.

SUPPORTING DOCUMENTATION: N/A**CURRENT YEAR BUDGET IMPACT:**

NONE

COMMITTEE WORKSHEET

Hyattsville Code Compliance Advisory Committee

Mission Statement: The mission of the Hyattsville Code Compliance Advisory Committee is to provide Resident input to the City Staff and City Council of Hyattsville in regards to proposed changes, revisions, or new ordinances for the City Code.

Scope: The scope of the Committee includes responding to requests from City Staff, City Council Members, the Mayor, Resident groups, and Residents by providing input, suggestions, and recommendations on Code related issues.

Deliverables: The Committee reviews information provided to it by City Council Members, the Mayor, City Staff, or Residents, and provides recommendations to the City Council or City Staff on changes or additions to the City Code.

Frequency of meetings: The Committee meets monthly, except in unusual circumstances. The Committee may meet more than once a month.

Minimum number of meetings per year: Ten

The Committee is permanent: The Committee is a permanent committee. The Code often requires adaptation to the changing needs of the City and its Residents.

Composition of members: The Committee is open to all City of Hyattsville Residents. It is preferable that there be members from each ward. All meetings are open to the public. The Committee elects a Chair to coordinate meeting dates, to coordinate agendas, and to conduct meetings. The Committee elects a Secretary to record minutes.

Council Liaison: The Committee shall have two Council Member Liaisons who provide insight into issues under discussion. Council Member liaisons are non-voting.

City Staff: The Manager of Parking and Code Compliance, or staff designee, shall attend Committee meetings to bring issues to the Committee and provide in-depth knowledge of code compliance and practices.

Committee Member term of office: Members proposed and approved by the City Council serve two year terms. The City Clerk shall notify Council Member Liaisons, the Committee Chair, and the Committee Member 60 days in advance of the Member's term expiration date.

Grounds for removal for any Committee Member:

1. The Member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the City Council



Consent Items: MOTION #35-03-15 Teen Advisory Committee

SUBJECT: Teen Advisory Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #35-03-15

I move that the Mayor & Council establish a Teen Advisory Committee (TAC).

BACKGROUND:

City staff, the Mayor, and Council endeavor to positively engage Hyattsville's youth, as evidenced by the recent extension of the right to vote in municipal elections to 16- and 17-year-olds. Establishment of this Committee would further demonstrate Hyattsville's commitment to its youth.

The details and mission of the Committee are listed below:

The TAC shall be a 9-member committee consisting of a Chair, Secretary, and 7 at-large members. Committee members must be 13- to 19-years-olds who live within the City of Hyattsville or attend a school within the City's boundaries. At least 50%+1 of the sitting committee members must be residents of the City of Hyattsville. Members of the TAC shall be appointed by the Mayor and Council to serve one-year, renewable terms.

The Committee shall provide the Mayor and Council with meeting minutes and specific written recommendations on youth-related matters. The Committee is required to hold a minimum of eight monthly meetings each year.

Goals and Objective:

The Teen Advisory Committee (TAC) is established to nurture youth engagement and facilitate a voice for youth concerns in our community. The goal of TAC is to help the City identify supportive and meaningful actions to improve or address issues of importance to the residents of Hyattsville.

The TAC works on behalf of the Mayor and City Council to:

- Develop and recommend programs, projects, or other initiatives affecting the quality of life of residents in the City of Hyattsville;



Consent Items: MOTION #35-03-15 Teen Advisory Committee

- Develop high-impact partnerships within the community to serve residents' interests, with a focus on youth-related matters;
- Serve as a resource to staff in the development of Citywide programs serving youth;

Advise the Mayor and City Council in the development of policies and positions to advocate on behalf of youth in the City of Hyattsville.

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff liaison and council liaison shall be required to attend regular meetings of the body.

STRATEGIC GOALS AND ACTIONS:

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

Action: 1.1 Provide information and opportunities for resident participation in civic ende

FISCAL IMPACT:

Staff Time


Tracey Nicholson, City Administrator 3/12/2015

Tracey E. Nicholson, City Administrator

BOARD OF SUPERVISORS OF ELECTIONS – ESTABLISHMENT, MISSION, DUTIES**§ C4-2. Board of Supervisors of Elections. [Amended 12-19-83 by HR No. 17-83; Amended 2-9-09 by HR 2009-01]**

There shall be a Board of Supervisors of Elections consisting of five (5) members, who shall be appointed by the Mayor with the approval of the Council. Three (3) of the members shall be appointed and approved on or before the second Monday in January of 2011 and thereafter in every second odd-numbered year. Two (2) members shall be appointed and approved on or before the second Monday in January of 2013 and thereafter in every second odd-numbered year. Upon the effective date of this Charter provision, the current three members of the Board shall retain their membership on the Board and the Mayor with the approval of the Council may appoint an additional two (2) members, one (1) member whose term of office shall be until January of 2011, and the other member whose term of office shall be until January 2013. The terms of members of the Board of Supervisors of Elections shall begin on the second Monday in January in the year in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors of Elections shall be qualified voters of the City and shall not hold or be candidates for any elective office during their term of office. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

§ C4-3. Removal of members.

Any member of the Board of Supervisors of Elections may be removed for good cause by the Council. Before removal, the member of the Board of Supervisors of Elections to be removed shall be given a written copy of the charges against him and shall have a public hearing on them before the Council if he so requests within ten (10) days after receiving the written copy of the charges against him.

§ C4-4. Powers and duties. [Amended 1-30-89 by HR No. 1-89]

The Board of Supervisors of Elections shall be in charge of the conduct of all City elections. The Board may appoint election clerks or other employees to assist it in any of its duties.

ETHICS COMMISSION – ESTABLISHMENT, MISSION, DUTIES**§ 10-2. Establishment of Ethics Commission; responsibilities.**

A. Appointment & Term. There shall be a City Ethics Commission, composed of five (5) members, appointed by the Mayor and approved by the City Council. The tenure of each member shall be three (3) years or until a successor is appointed, whichever is longer, and members may only be removed for cause. The Commission shall be advised by the advisor to the Commission who shall ordinarily be the City Attorney. The advisor to the Commission shall assist the Commission in fulfilling its duties and powers and shall act on behalf of the Commission if it is unable to do so for any reason.

B. Duties and Powers

1. To devise, receive and maintain all forms generated by this chapter.
2. To provide published advisory opinions to persons subject to this chapter as to the applicability of the provisions of this chapter or that may violate this chapter or any election finance law of the City.
3. To investigate, process and make determinations as to any conduct or violations of this chapter, complaints filed by any person alleging violations of this chapter or any election finance law by persons subject to this act.
4. To conduct a public information program regarding the purposes and application of this Chapter.
5. To adopt regulations to implement this Chapter.
6. To act in an official capacity only when a quorum of at least three (3) members are present. If the Commission is unable to assemble a quorum, the advisor to the Commission shall act in their absence.
7. To issue subpoenas for persons and evidence and to judicially enforce such subpoenas.
8. The Commission shall certify to the State Ethics Commission on or before October 1 of each year that the City of Hyattsville is in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, for elected local officials.
9. The Commission shall determine if changes to this chapter are required to be in compliance with the requirements of State Government Article, Title 15, Subtitle 8, Annotated Code of Maryland, and shall forward any recommended changes and amendments to the City Council for enactment.

SHADE TREE BOARD – ESTABLISHMENT, MISSION, DUTIES

§ 112-3. Shade Tree Board. [Amended 4-18-94 by HB No. 02-94, Amended 3-21-05 by HB No. 01-05]

A. Creation. There shall be created a board to be known and designated as the “Shade Tree Board” composed of nine (9) members. Eight (8) of said members shall be appointed by the Mayor with approval of the Council. The ninth shall be the Director of Public Works/Municipal Arborist. The term of office of the members appointed by the Mayor shall be three (3) years. All members shall serve without pay. Vacancies caused by death, resignations or otherwise shall be filled by the Mayor with approval of the City Council.

B. Duties and responsibilities. It shall be the responsibility of the Board to study, investigate, counsel and assist the City’s municipal arborist in developing and/or updating a written plan for the care, preservation, pruning, planting, replanting, removal or disposition of trees and shrubs in parks, along streets and in other public and private areas, as defined in § 112-2 B-E of this chapter. Such a plan will be presented annually to the City Council and upon their acceptance and approval shall constitute the official comprehensive City tree plan for the City.

C. Operations. The Board shall choose its own officers, make its own rules and regulations and keep records of its proceedings. A majority of the members shall be a quorum for the transaction of business.

D. The Shade Tree Board shall prepare an annual report summarizing its activities, shall recommend changes in the law or other actions that the Mayor and City Council may wish to take to protect and promote the urban forest; and shall notify the Mayor and City Council of significant events related to the urban forest.

E. The Shade Tree Board shall perform the functions described in §112-4 and §112-9 below.

§ 112-4. Prohibited Acts and Permits. [Amended 4-18 94 by HB No. 02-94, Amended 3-21-05 by HB No. 01-05, Amended 10-15-07 by HO-2007-11]

- A. No person shall remove or destroy or cause the removal or destruction of a public tree or a tree worthy of preservation, as defined in § 112-2 of this chapter or undertake construction or other action that significantly and permanently detracts from the health or growth of a public tree or a tree worthy of preservation without first having obtained a permit from the City of Hyattsville which shall only be issued upon the presentation of an application. However, upon a determination by the City that a tree protected by this Ordinance should be removed, pursuant to the tree being diseased, dead, dying or a hazard as outlined in § 112-4.1(A), the person/entity responsible for the tree or its removal shall be exempt from obtaining a permit to remove the tree, but shall not be exempt from any of the removal and replacement requirements in Section 112-4.2 of this Chapter.

§ 112-9. Appeals procedure. [Added 4-18-94 by HB No. 02-94, Amended 3-21-05 by HB No. 01-05]

- A. Upon the filing of an appeal, the City arborist shall within ten (10) days transmit to the City Administrator the record pertaining to the appeal. In addition, the property shall be posted with a sign, which shall include the case number, nature of the application, and the date, time and place of

SHADE TREE BOARD – ESTABLISHMENT, MISSION, DUTIES

the hearing. The sign shall be located so as to be readable from the roadway abutting the property and should be placed five (5) feet from the sidewalk, if one exists, or five (5) feet from the curb or the edge of the paved portion of the street if there is no curb. In the case of lots abutting more than one (1) street, a sign shall be posted for each abutting street.

B. At the hearing, any party may appear in person or by agent or by attorney. The decision by the appeals panel shall be made within sixty (60) days following the hearing.

C. In exercising its powers, the Appeals Panel may affirm the denial of a permit, may direct that a permit be issued, or may order that a permit be issued upon such conditions, terms or restrictions as the appeals panel may deem necessary in keeping with this chapter.

D. A recording shall be made of all appeal hearings and records shall be kept of the City's examinations and other official action, all of which shall be filed in the office of the City Clerk and shall be public record. The decision of the appeals panel shall be final.

COMPENSATION REVIEW COMMISSION – ESTABLISHMENT, MISSION, DUTIES**§ C2-6.1. Compensation Review Committee. [Amended 3-3-08 by HR 2008-07, Amended 2-19-15 by HR 2015-02]**

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

PARKS AND RECREATION COMMITTEE – ESTABLISHMENT, MISSION, DUTIES**§ 84-2. Responsibilities of Parks and Recreation Committee. [Amended 3-3-75]**

The Parks and Recreation Committee shall make recommendations to the City Council for improvements to parks and recreation and shall carry out orders and directions of the City Council respecting same. Such Committee shall see that the parks and recreation budget is sufficient for improvements and maintenance and that the provisions thereof are properly carried out. Such Committee shall also see that the provisions of this chapter are complied with.

§ 84-7. Application and issuance of permits. [Amended 3-3-75]

D. All permits issued for any area are subject to revocation at any time if, in the opinion of the Director or Chairman of the Parks and Recreation Committee, the weather is unfavorable or the condition of the area is such as not to be usable.

§ 84-20. Special permit required for use of alcoholic beverages. [Amended 3-3-75]

No whiskey, beer, wine, spirituous or malt liquor or any intoxicating drink of any kind shall be kept, carried or consumed at any time within the confines of the parks except by special permit. The Parks and Recreation Committee shall review all special permits before approval is granted.

DESIGN REVIEW BOARD – ESTABLISHMENT, MISSION, DUTIES

§ 46-3. Hyattsville Commercial Revitalization District Design Plan. [Added 4-1-85 by HB No. 2-85; Amended 9-15-86 by HB No. 11-86]

G. Design review and approval.

(1) A Design Review Board is hereby established, which shall consist of five (5) persons; at least two (2) members shall be property or business owners or tenants in the boundary description, and at least one (1) member shall have an architectural or building design background. Three (3) members shall be appointed by the Mayor and Council for two year terms and two (2) members appointed for one-year terms.

(2) Designs for all building improvements, alterations, repair, rehabilitation or painting concerning the exterior of the existing buildings, their yards or their show windows and for all signs within the boundary description shall be submitted to the Design Review Board, and written approval by the Design Review Board shall be required before proceeding with the work. The Design Review Board shall act upon any request no later than thirty (30) days of such request.

(3) The Design Review Board shall be concerned with implementing and interpreting the design plan and the working manual incorporated therein.

(4) On its own initiative or at the request of any owner preparing a design plan, an inspection of the property shall be made by the Design Review Board to determine the minimum improvements which must be undertaken to provide safe, sound and sanitary conditions. The Design Review Board will also advise the owner of the necessary external improvements which will be required to attain compliance with the objectives of the design plan.

H. Hearings. The Design Review Board, upon written application from anyone aggrieved by the requirements imposed by the design plan, shall schedule a hearing on the matter within a reasonable time thereafter. The applicant shall be notified by registered mail of the scheduled hearing at least fifteen (15) days in advance of the scheduled meeting. On the scheduled date of the hearing, the Design Review Board shall hear the applicant or his or her designated agent, if either shall appear, and may also hear additional evidence or verified information which may have a bearing upon the case. After such hearing, the Design Review Board shall issue its decision in writing within fifteen (15) days of said hearing, which shall be binding upon the property owner or business owner.

I. Appeal. A decision of the Design Review Board may be appealed to the Hyattsville Mayor and City Council by filing a notice of appeal with said body in writing within thirty (30) days of the decision of the Design Review Board. Such appeal shall be governed by the Maryland Administrative Procedure Act then in effect.



Consent Items: MOTION #121-09-15 Hyattsville Police and Public Safety Citizens Advisory Committee

SUBJECT: Hyattsville Police and Public Safety Citizens Advisory Committee

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #121-09-15

I move that the Mayor & Council establish the Hyattsville Police and Public Safety Advisory Committee (PPSAC) as described in the PPSAC committee worksheet.

BACKGROUND:

Please see attached motion and committee worksheet submitted by Councilmember Solomon. The item was discussed during the Council Meeting of August 3, 2015.

NEXT STEPS:

Upon establishment of the Committee, the City Administrator will appoint a staff liaison(s) and Councilmembers may submit nominations for appointments to the committee.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff Liaison(s)

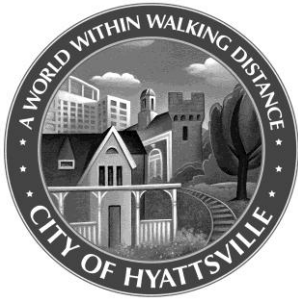
STRATEGIC GOALS

Goal: Goal 1 - Ensure Transparent and Accessible Governance

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 9/16/2015



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED:	DATE TO GO BEFORE COUNCIL:	
SUBMITTED BY: CM Joseph Solomon		
DEPARTMENT: Hyattsville City Council, Hyattsville Police Department		

TITLE OF MOTION: Establishing Hyattsville Police and Public Safety Advisory Committee

RECOMMENDATION:

I move that the Mayor and Council establish the Hyattsville Police and Public Safety Advisory Committee (PPSAC) as described in the PPSAC committee worksheet.

BACKGROUND:

The City of Hyattsville, Mayor, Council, Staff and residents desire to promote and positively engage residents in community oriented policing, foster open lines of communication between sworn officers and residents, and provide awareness and assist in the dissemination information related to crime trends and activity in Hyattsville and throughout Northern Prince George's County.

The PPSAC shall facilitate community engagement in understanding resident concerns on crime, provide a venue for sharing information on criminal activity, and promote a level of transparency between police activity and community involvement.

The PPSAC shall work on behalf of the Mayor and City Council to:

- Advise council and make recommendations on issues related to public safety throughout the City
- Advise council on educating the community about public safety issues, concerns, and programs
- Advise council on public safety policies and practices (e.g., best practices)
- Advise council on facilitating/increasing community involvement in and awareness of public safety
- Advise council on improving and promoting cooperation and coordination between the community and public safety agencies
- Work with residents and advise council on methods of strengthening and promoting Hyattsville's community policing model
- Advise council on methods for developing partnerships within communities to serve residents' interests with a focus on reducing crime and fear/perception of crime such as establishing and/or growing neighborhood watch programs
- Establish a forum where residents feel comfortable sharing concerns on health, safety, and policing with residents and community leaders with the intent of providing back to the Mayor and council on methods addressing such concerns

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff Liaison

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City

Attachment: Hyattsville Policing And Public Safety Advisory Committee Motion_v20150914 (1264 : Hyattsville Police and Public Safety

Administrator):

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Action 1.2 – Quickly and clearly share information on all City policies, programs, and projects

Action 3.2 – Provide effective, data-driven public safety and property standards services

Action 5.4 – Work with other organizations and communities to broaden the range of resources and services provided to City residents

SUPPORTING DOCUMENTATION: PPSAC Committee worksheet attached.

CURRENT YEAR BUDGET IMPACT:

COMMITTEE WORKSHEET

Hyattsville Police and Public Safety Citizens' Advisory Committee

Mission Statement: The City of Hyattsville Police and Public Safety Citizens' Advisory Committee (PPSCAC) is established to promote civic participation and provide advisement and relevant feedback to the Mayor, City Council, and City Administration on issues related to community policing and public safety, including but not limited to policies and procedures, throughout the City.

PPSCAC Objectives:

- Provide a venue for residents to assist in developing public awareness campaigns on issues of public safety;
- Provide an opportunity for residents to assist in the dissemination of information to communities on the roles, responsibilities and on-going activities of the Hyattsville City Police Department (HCPD) and other public safety agencies of the City Hyattsville as requested;
- Provide an opportunity for resident to assist in the solicitation of views from its members' neighborhoods in order to advise the City Administrator, Mayor, and City Council on issues and concerns that, in general, impact the wellbeing of residents, business owners and guests.

PPSCAC Scope: The work associated with Hyattsville Policing and Public Safety Advisory Citizen's Committee shall include but not be limited to:

1. Provide an opportunity for residents to assist in improving the public's knowledge and understanding of the roles and responsibilities of members of the City of Hyattsville's public safety agencies;
2. Provide an opportunity to strengthen citizen and resident identification with the Hyattsville public safety agencies by promoting its responsiveness, innovation and importance to the safety and well-being of the community;
3. Provide feedback from a community perspective on crime trends, fear of crime and strategies to address public safety concerns;
4. Provide an opportunity to create an atmosphere of comfort related to the public discussion on the roles, responsibilities and actions of the City of Hyattsville's public safety agencies in effort to improve transparency, mutual trust, respect and understanding;
5. Coordinating regular reporting and presentations from external policing partners and enforcement organizations (Prince George's County, Maryland Park Police, Metro Transit Police, etc) on issues of public health and safety, and crime trends.
6. Advise council and make recommendations on issues related to public safety throughout the City

7. Advise council on educating the community about public safety issues, concerns, and programs
8. Advise council on public safety policies and practices (e.g., best practices)
9. Advise council on facilitating/increasing community involvement in and awareness of public safety
10. Advise council on improving and promoting cooperation and coordination between the community and public safety agencies
11. Work with residents and advise council on methods of strengthening and promoting Hyattsville's community policing model
12. Advise council on methods for developing partnerships within communities to serve residents' interests with a focus on reducing crime and fear/perception of crime such as establishing and/or growing neighborhood watch programs
13. Establish a forum where residents feel comfortable sharing concerns on health, safety, and policing with residents and community leaders with the intent of providing back to the Mayor and council on methods addressing such concerns

Deliverables: The PPSCAC will, at a minimum, report its advisory findings annually to the Mayor and Council. The PPSCAC will also report on legislation referred to it by the Council within a timeframe determined by the Council.

Frequency of meetings: The Committee shall attempt to meet monthly.

Minimum number of meetings per year: The PPSCAC will meet at least eight (8) times per year conducting at least one meeting per year in each of the five City wards. All PPSCAC meetings are open to the public.

A special meeting of the PPSCAC may be called at any time by the Chairperson, with advance notice to the Staff and Council liaisons. Absence from a special meeting shall not be counted against PPSCAC members.

Members are allowed two (2) absences from scheduled meetings during one calendar year. Additional absences may constitute removal from the PPSCAC by called vote of the PPSCAC members present at the next PPSCAC regular or special meeting.

Quorum: The presence of 50% + 1 voting members shall constitute a quorum. No formal actions may be voted without a quorum.

The Committee is permanent: The Committee is a permanent committee.

Composition of members: The PPSCAC shall be comprised of a maximum of 11 (eleven) voting members. The Council recommends at least two voting members from each of the City's five voting wards, which may include residents, business owners, and students appointed by the Mayor and City Council.

The Committee shall elect a Chairperson, a Vice-Chairperson, and secretary.

Council Liaison: The Committee shall have two Council liaisons. Councilmember liaisons are considered non-voting members.

City Staff: There shall be two staff liaisons, with at least one designated by the City Administrator with advice from Chief of Police. Staff Liaisons are considered non-voting members.

Committee Member term of office: Members proposed and approved by the City Council serve two year renewable terms. The City Clerk shall notify Council Liaisons, the Committee Chair, and the committee member 60 days in advance of the member's term expiration date.

Grounds for removal for any Committee Member:

1. The member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the committee or the City Council



Action Items: MOTION #122-09-15 Department of Public Works RFQ Selection

SUBJECT: Department of Public Works RFQ Selection

SECTION: Action Items

RECOMMENDED ACTION:

Motion #122-09-15

I move that the Mayor & Council approve the contract with Bignall, Watkins, Hasser, Architects to begin the Design/build phase of the Department of Public Works Renovation Project, funding not to exceed \$3,300,000.00, upon the legal review and approval by the City Attorney.

BACKGROUND:

In February of 2015, the City solicited a Request for Qualification (RFQ) for the design/build of the Department of Public Works renovation project.

The City established a review process comprised of department heads and staff to evaluate each firm. The team held interviews with the six firms that achieved the highest scores.

Four firms were selected to receive the Owners Project Requirements (OPR) and enter into preliminary design and proposal development. During these negotiations, interested firms were required to conduct a site visit and tour the Public Works area. The four final firms were then given four weeks to return their proposals to the City.

The City received the preliminary cost proposals from the firms in mid-May and the review team evaluated each proposal based on cost, design, and overall proposal recommendations. Two firms were selected for a final interview to present their proposals.

After an extensive review process, the staff recommends the firm of Bignall Watkins Hasser Architects and Nichols Contracting (NCI) for the design/build project at a cost not to exceed \$3.3M.

All of the proposals exceeded the Capital Improvement Plan FY-2016 projected budgeted amount of \$2.0M. The cost proposals from the interested firms were \$1.3M (+) higher than the original staff projections. The original projections were based on a 2013 consultant study and did not include the costs for design, engineering and on-site management. In addition, it did not account for the rapid rise in construction and material costs and the new storm water management regulatory guidance. This resulted in a cost differential of \$1.3M from Bignall Watkins Hasser and over \$1.3M from other submissions. Bignall, Watkins Hasser proved to be the best value, and met all design and site regulations and requirements.



Action Items: MOTION #122-09-15 Department of Public Works RFQ Selection

NEXT STEPS:

The City will use solar energy and other sustainable energy sources in this project. Solar energy is the cleanest and most abundant renewable energy source available in the United States. Harnessing that energy will reduce costs, generate electricity, and provide light for the interior environment.

The design of the parking lot will include pervious areas of pave-drain blocks along the margins of the lots to capture rainwater. Rain gardens and bio-swales will be installed throughout the site to capture sheet flow off the roof lines and impervious surfaces.

The costs for storm water, environmental design, and passive energy can be defrayed by applying for County, federal, and non-profit grants. The City intends to take full advantage of these grant opportunities for stormwater mitigation and sustainable energy sources.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Director of Public Works and the Project Manager will be significantly involved in the design and management of this project. The staff will be asked and encouraged to provide input and recommendations.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

This design/build project is in the FY2016 Capital Improvements Project budget.


Tracey Nicholson, City Administrator 9/16/2015



Discussion Items: Prince George's Plaza TDDP Draft Plan

SUBJECT: Prince George's Plaza TDDP Draft Plan

SECTION: Discussion Items

BACKGROUND:

The purpose of this discussion item is to solicit initial feedback from the Mayor and Council on the Prince George's Plaza Transit District Development Plan (TDDP) Draft as presented by the Maryland-National Capital Park & Planning Commission staff.

NEXT STEPS:

The City Council, Staff and members of the Hyattsville Planning Committee have been provided printed copies of the Draft Plan, which is scheduled for Committee discussion on September 29th and a recommendation will be provided to the City Council for consideration on October 5th and 19th.

A community workshop to discuss the Draft Plan is scheduled for September 28th at 6:30 PM in the City Administration Building, 1st Floor Multipurpose Room.

The M-NCPPC Planning Board hearing date is scheduled for 7:00 PM on October 22nd at the County Administration Building in Upper Marlboro.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

City Staff is reviewing the Draft plan and will provide the City Council with a set of recommendations to consider on October 5, 2015.

STRATEGIC GOALS

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


Tracey Nicholson, City Administrator 9/16/2015

City of Hyattsville



Memo

To: Mayor and Council
Tracey Nicholson, City Administrator

From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator

Date: July 10, 2015

Re: Prince George's Plaza TDDP Discussion

The purpose of this discussion item is to solicit initial feedback from the City Council with respect to the Prince George's Plaza Transit District Development Plan (TDDP) presentation by the Maryland-National Capital Park & Planning Commission staff.

The City Council, Staff and members of the Hyattsville Planning Committee have been provided printed copies of the Draft Plan, which is scheduled for Committee discussion and a recommendation in October.

A community workshop to discuss the Draft Plan is scheduled for September 28th at 6:30 PM in the City Administration Building, 1st Floor Multipurpose Room.

The M-NCPPC Planning Board Hearing Date is scheduled 7:00 PM on October 22nd

PRINCE GEORGE'S PLAZA

Transit District Development Plan and Transit District Overlay Zone Update

BRIEFING FOR THE MAYOR AND COUNCIL, CITY OF HYATTSVILLE
SEPTEMBER 21, 2015

Prince George's County Planning Department
The Maryland-National Capital Park and Planning Commission (M-NCPPC)
*In partnership with the City of Hyattsville, the Town of University Park,
and Prince George's County*



8.1.b

Transit-Oriented
Development

Economic &
Housing
Opportunities

Neighborhood
Conservation

Environmental
Enhancements

Transportation

Urban Design

Environmental
Protection

Public Facilities

M-NCPPC

City of
Hyattsville

Town of
University Park

WMATA

SHA

DPW&T

DPIE

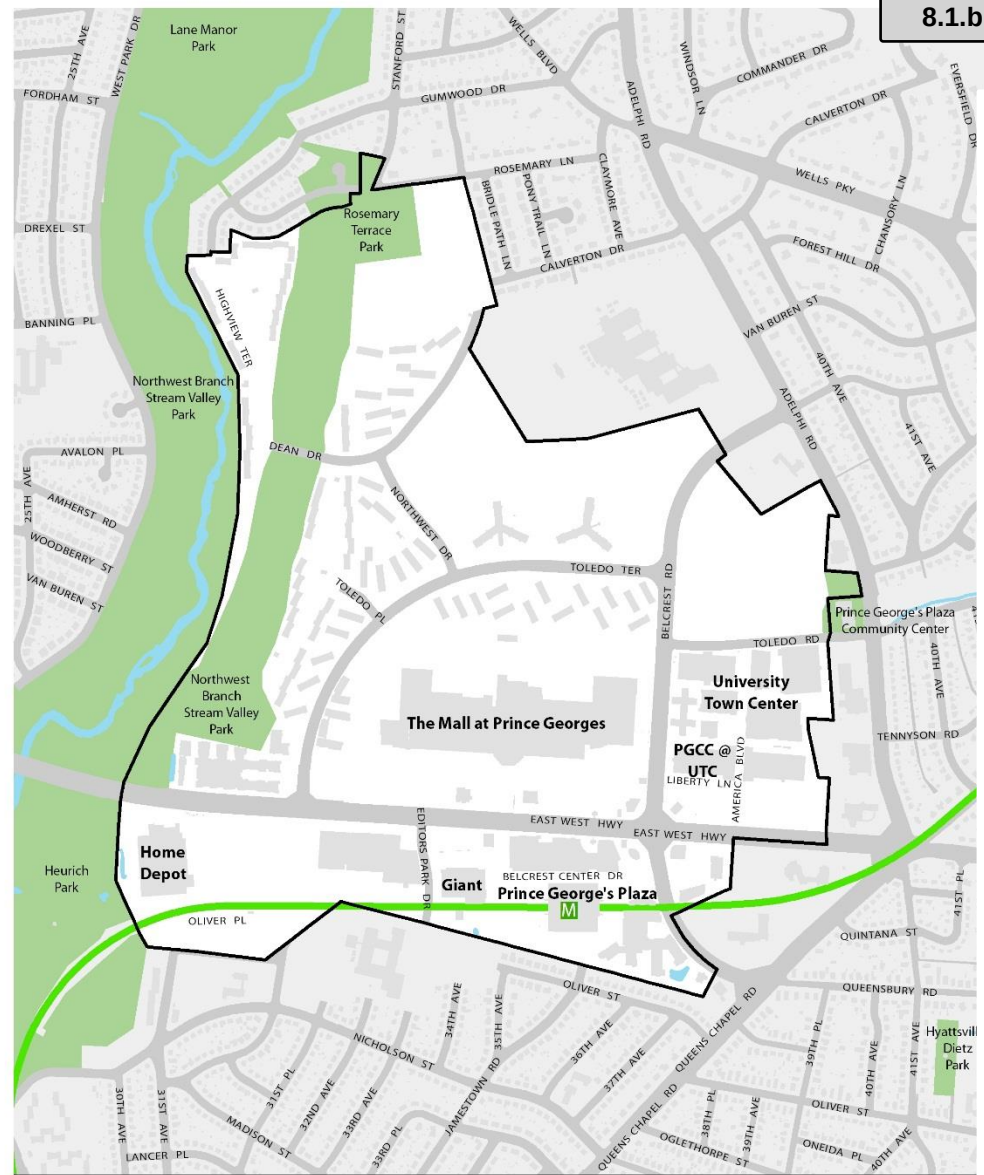
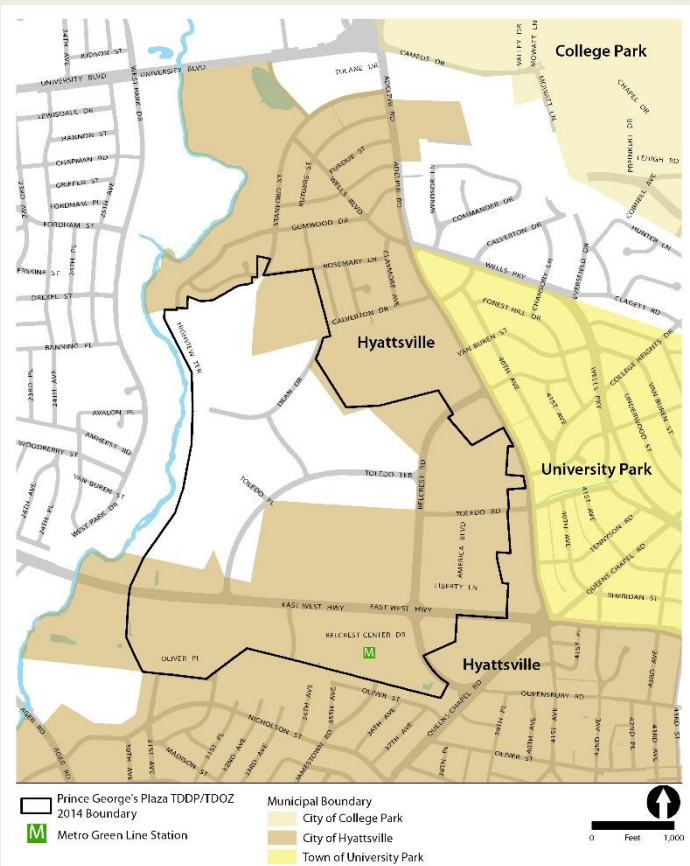
DOE

Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

OVERVIEW

- Project Objectives
 - Vision
 - Framework
 - Concept
- Public Engagement
- Plan Organization
- Key Plan Recommendations
- Zoning Map Amendment
- Development Standards and Guidelines
- Timeline for Adoption and Approval

TDOZ BOUNDARY



8.1.b

Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

PROJECT OBJECTIVES

- Create a new Downtown
- Create a walkable urban destination
- Focus on form and place
- Provide multimodal transportation options
- Maximize Metro use

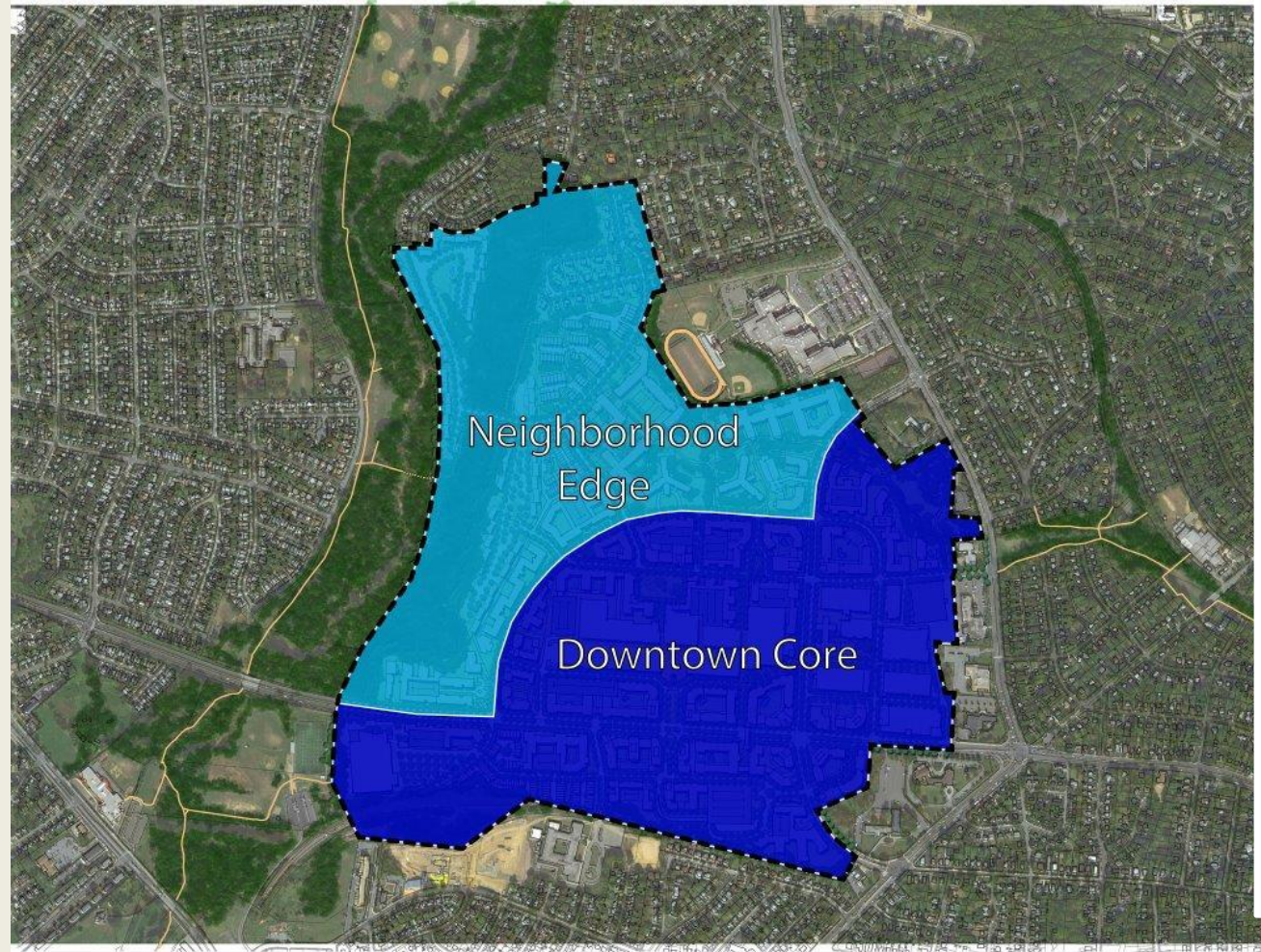
VISION

A vibrant new compact, mixed-use Downtown with a variety of housing, retail, and entertainment choices and attractive, safe, pedestrian- and bicyclist-friendly streets and public spaces



FRAMEWORK FOR DEVELOPMENT

Character Area Map



ILLUSTRATIVE 2035 CONCEPT PLAN

8.1.b

- Existing Buildings
- New Buildings
- Parking
- Green Space



Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

STAKEHOLDER ENGAGEMENT

- Community meetings
- Briefings with Hyattsville and University Park elected officials
- key property owner meetings
- Key agency meetings (DPW&T, DPIE, DOE, and MDOT/SHA)
- Two-day ULI TAP
- Four-day community planning charrette

PLAN ORGANIZATION

- **Chapter 1 – Blueprint for Tomorrow**
 - Purpose
 - Themes
- **Chapter 2 – Defining the Context**
 - Existing Conditions
 - Trends
 - Engagement
 - Challenges/Opportunities
- **Chapter 3 – Plan Elements**
 - Recommendations for land use, economic prosperity, transportation, heritage and community design, etc.
- **Chapter 4 – Implementation**
 - Short-term critical implementation actions
 - Implementation matrix
- **Chapter 5 – TDOZMA and Transit District Standards**
 - Zoning Map Amendment
 - Transit District Standards and Guidelines
 - Tables of Uses

KEY PLAN RECOMMENDATIONS

- Transform East West Highway into a Complete Street
- Rebrand the Prince George's Plaza Transit District
- Develop a network of pedestrian and bicycle pathways
- Create a western entrance at the Metro station

KEY PLAN RECOMMENDATIONS

- Promote new infill development
- Permit building heights from one to 32 stories
- Allow density bonuses in exchange for public improvements
- Support mixed-income workforce housing

KEY PLAN RECOMMENDATIONS

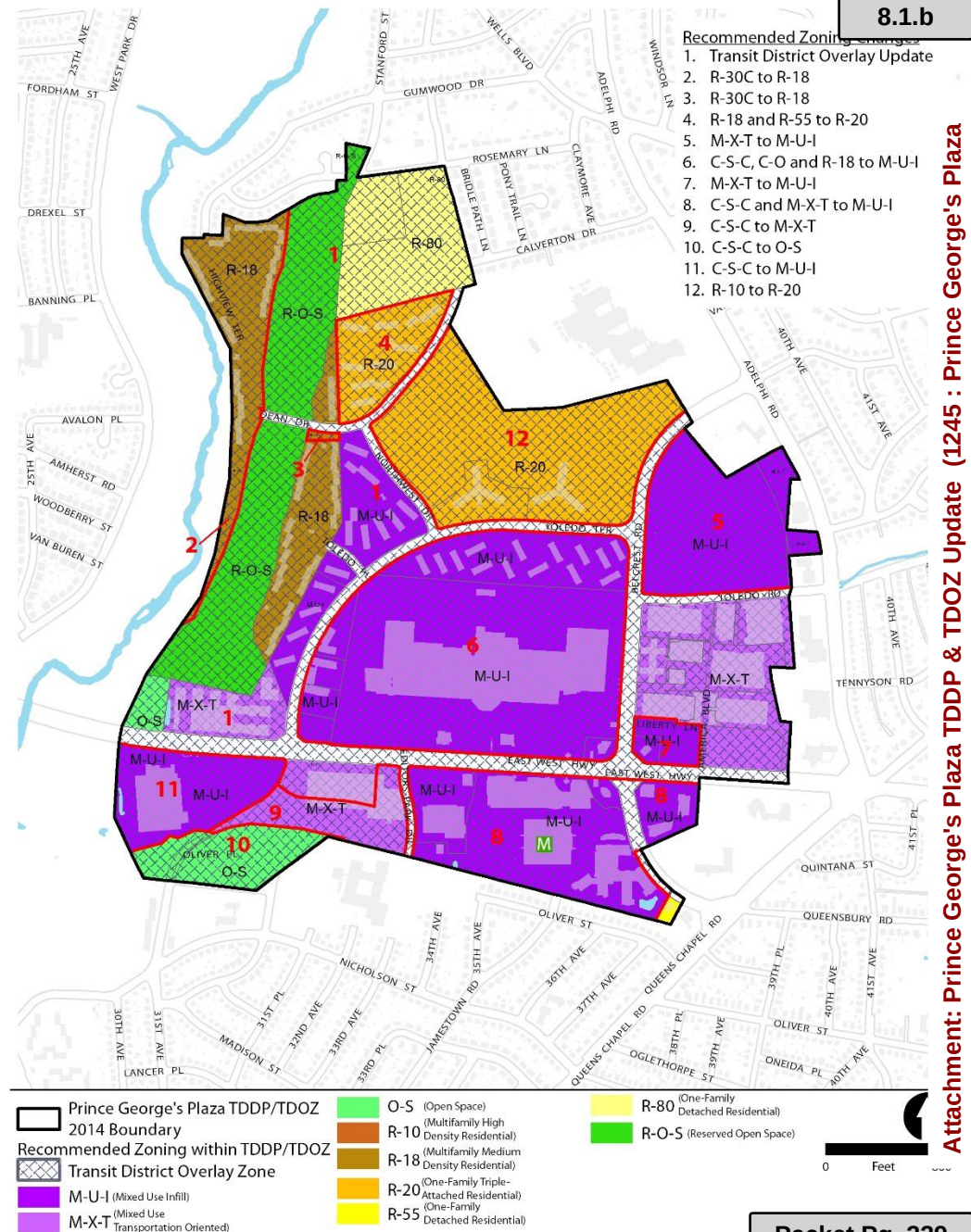
- Minimum 20-foot first-floor height in the Downtown Core
- Allow iconic buildings greater than 16 stories
- Develop a regional solution to stormwater management

IMPLEMENTATION ACTION PLAN

- Task Force
- Marketing and Branding
- Legislation/Regulations
- Investment Authority
- Permanent Management Entity
- Pedestrian Improvements
- Stormwater Management
- MD 410 Road Diet
- Event Programming
- Comprehensive Parking Plan

ZONING MAP AMENDMENT

- Rezone selected properties to M-U-I in the Downtown Core
- Rezone selected properties to R-20 in the Neighborhood Edge



TDOZ APPLICABILITY AND EXEMPTIONS

What's Affected

- New development
- Signs
- Landscaping
- Major modifications to commercial and multifamily residential buildings
- Site plan submission requirements
 - No CSP required
 - Reduced statements of justification

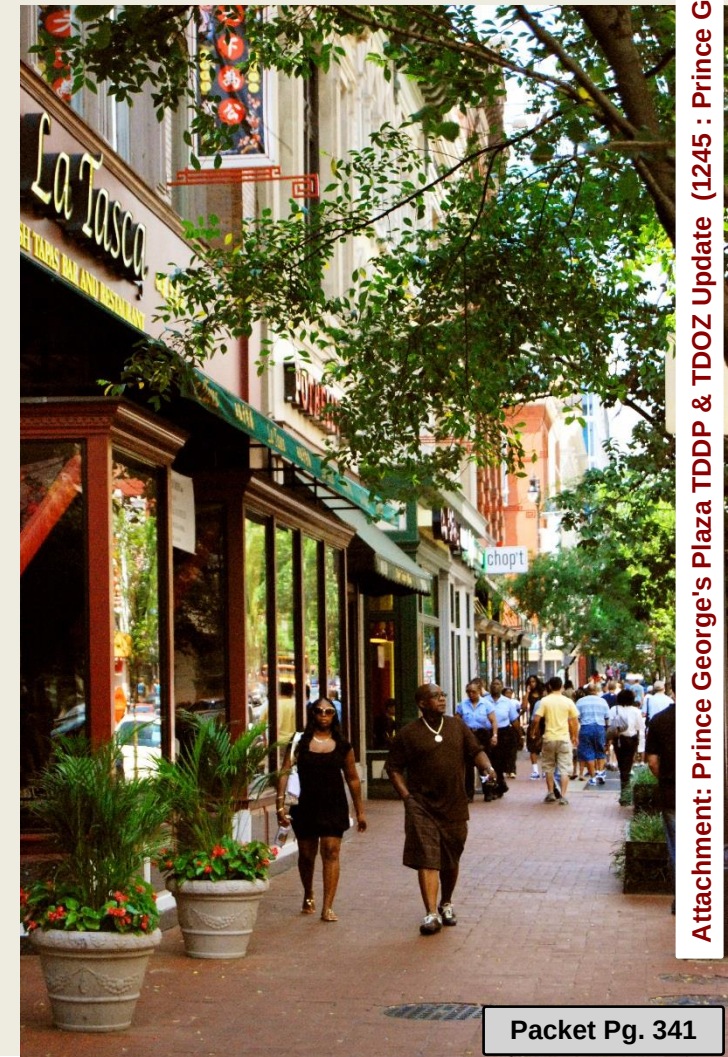
What's Not Affected

- Existing development
- Additions to single-family residences
- Existing signs, including refacing
- Parking lot modifications to accommodate stormwater management retrofits

DEVELOPMENT STANDARDS AND GUIDELINES

Regulated Features

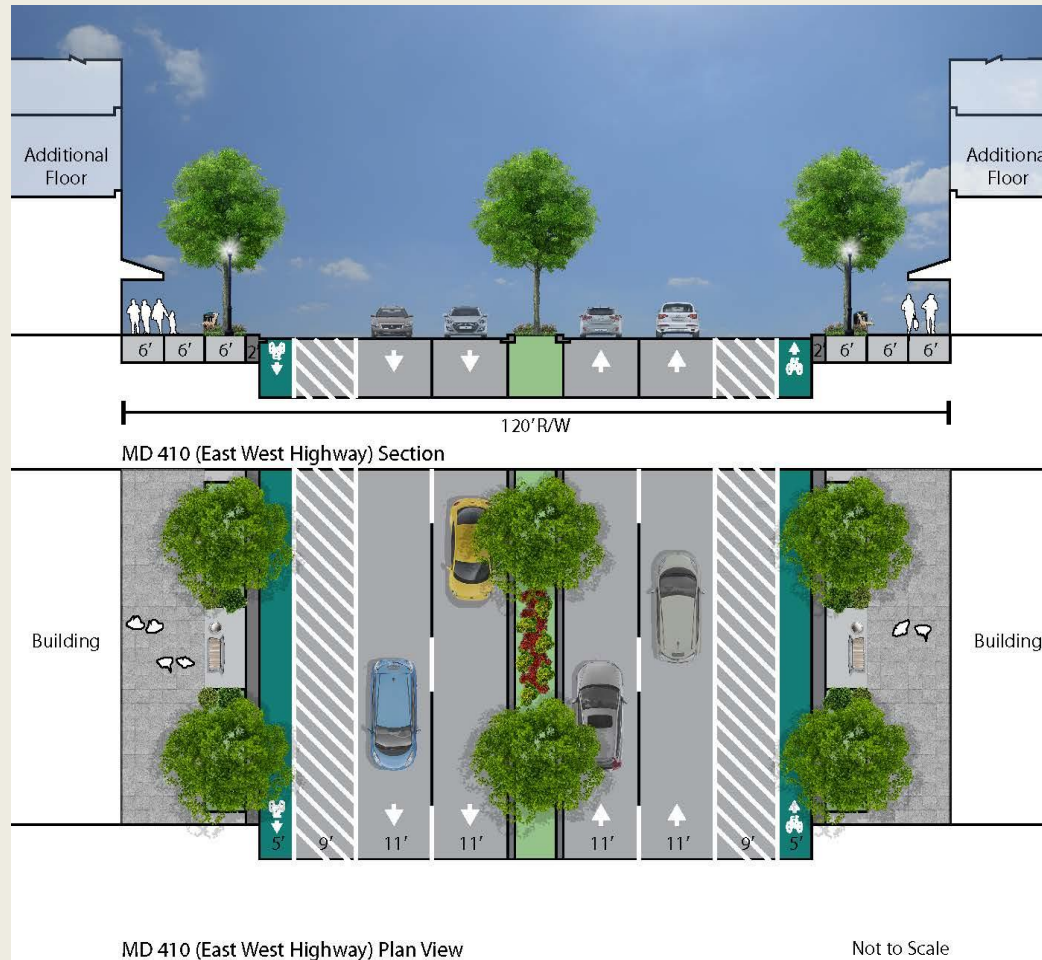
- Streets and Blocks
- Frontage Zones
- Density, Building Heights, Setbacks, and Form
- Signage and Awnings
- Parking
- Transportation Adequacy



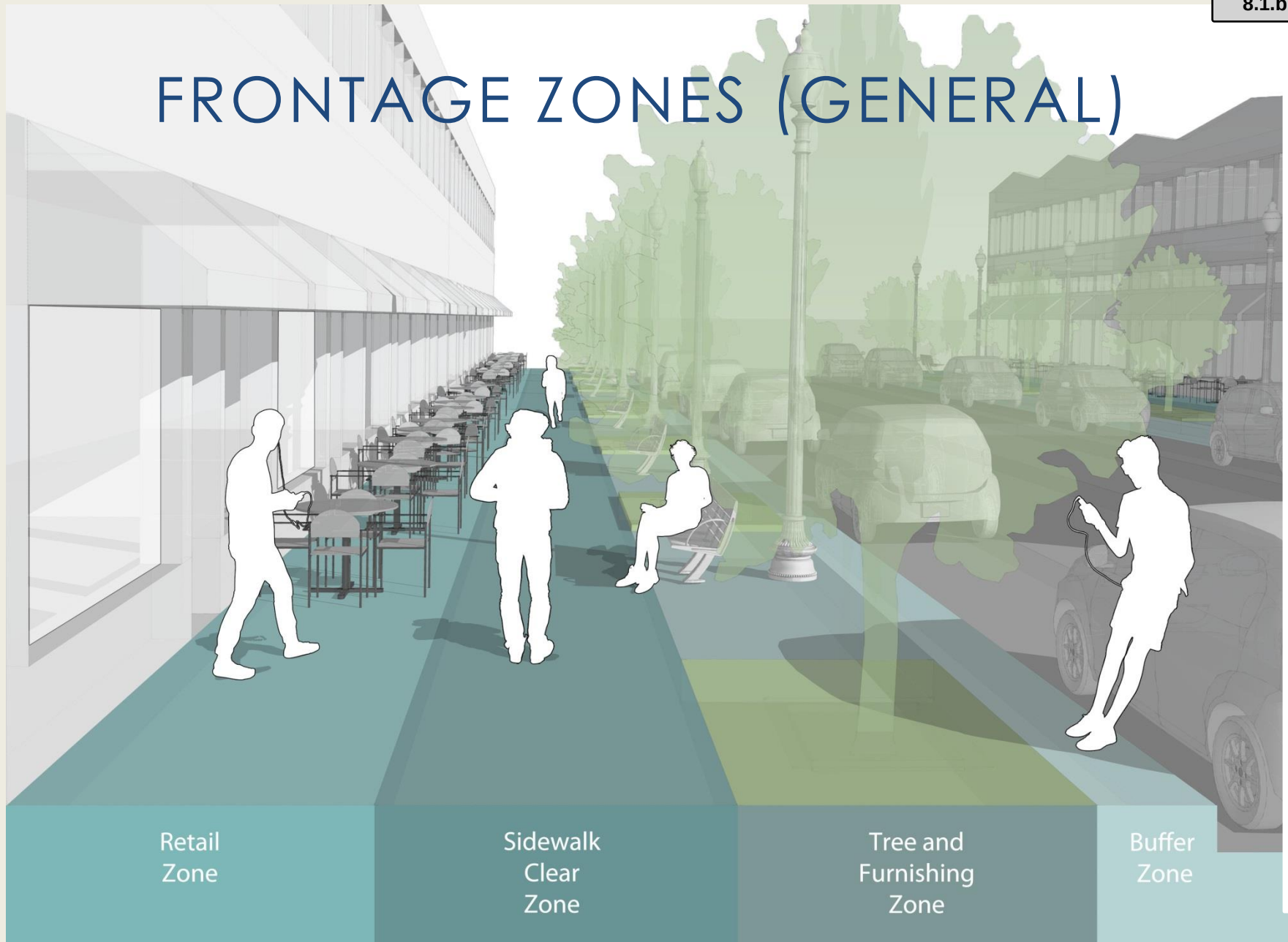
STREETS AND BLOCKS

- Streets classified based on function
 - Downtown Core A Street
 - Downtown Core B Street
 - Pedestrian Street
 - Promenade
 - Neighborhood Edge A Street
 - Neighborhood Edge B Street
 - Alley
- Construction standards based on location
 - New streets in City of Hyattsville to City standards
 - New private streets to Transit District Standards
- Frontage and access requirements based on street classification
- 500-foot maximum block size

ILLUSTRATIVE STREET STANDARDS

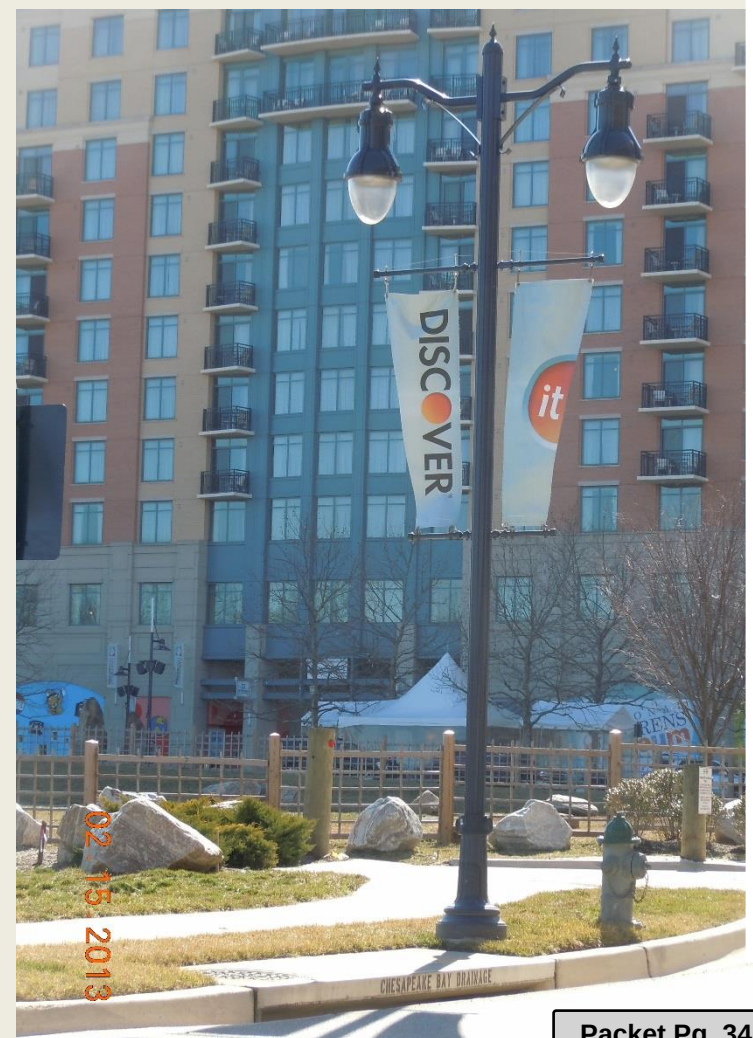


FRONTAGE ZONES (GENERAL)



FRONTAGE ZONE STANDARDS

- Street trees
- Tree boxes
- Landscape screening
- Street lights
- Additional lighting



DENSITY AND BUILDING HEIGHT

- Minimum one-story buildings
- Height maximums by zoning districts
 - 2.5 stories
 - 4 stories
 - 6 stories
 - 10 stories
 - 16 stories
 - 32 stories
- Stepbacks and transitions
- Major amenity bonuses



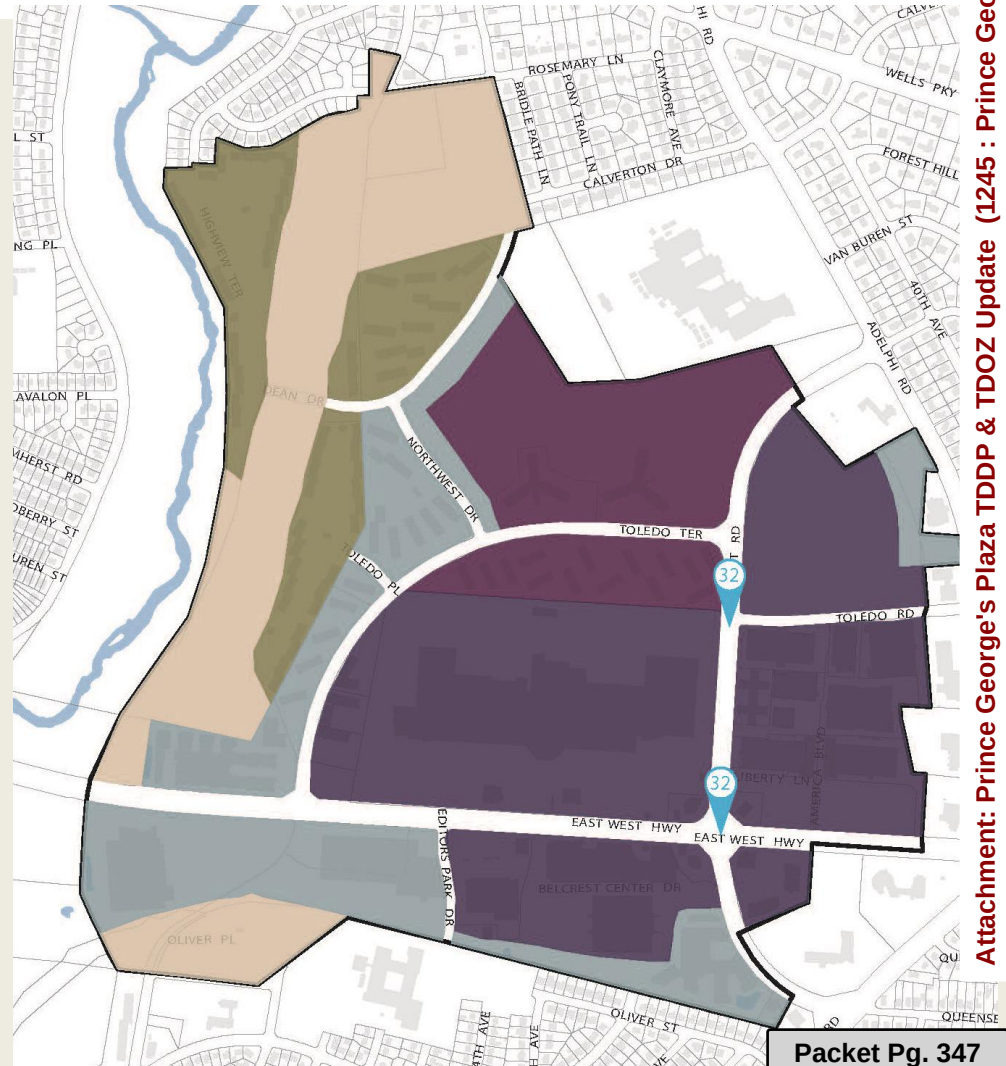
Attachment: Prince George's Plaza TDDP & TDOZ Update (1245 : Prince George's Plaza

MAXIMUM BUILDING HEIGHTS MAP

-  Prince George's Plaza TDDP/TDOZ Preliminary Boundary (2014)
-  Metro Green Line Station
-  Building (2009)
-  16 Stories
-  10 Stories
-  6 Stories
-  4 Stories

 2.5 Stories

 250 feet of the intersection



SIGNAGE AND AWNINGS

- Attached signs
- Projecting signs
- High rise building identification signs
- Monument signs
- Residential development identification signs
- Awning standards



PARKING

- No minimum
- Maximums
 - Downtown Core: 1.25 spaces/DU, 2.5 spaces/1,000 SF commercial space
 - Neighborhood Edge (Multifamily): 1.5 spaces/DU
 - Neighborhood Edge (Single-Family): 2.0 spaces/DU
- Cap on number of surface parking spaces (excluding single-family residences)
- Limits on construction of new surface parking lots
- Bicycle parking requirements

TRANSPORTATION ADEQUACY

- Minimum adequacy: Intersection LOS E
- Transportation demand management (TDM) measures or contribution required for LOS F

PLAN PROCESS SCHEDULE: NEXT STEPS

- Planning Board Public Hearing – October 22
- Planning Board Worksession – November 19
- Planning Board Adoption – December 3
- District Council Public Hearing – February 16, 2016
- District Council Consideration of Approval/Amendments – April 5, 2016*

*Amendments to the adopted TDDP trigger a second public hearing.

CONTACT US!

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Project Manager
brandon.rowe@ppd.mncppc.org
301-952-3972

www.pgplanning.org/PGPlazaTDDP.htm
@gopgplaza

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*In partnership with the City of Hyattsville, the Town of University Park,
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Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Lawrence
DOC ID: (ID # 1265)

8.2

Discussion Items: Residential Parking Zone Committee

SUBJECT: Residential Parking Zone Committee

SECTION: Discussion Items

BACKGROUND:

Please see attached motion submitted by Councilmember Lawrence.

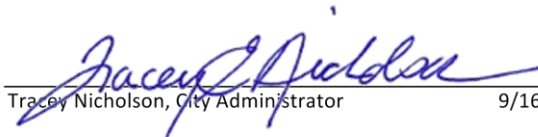
NEXT STEPS:

This item tentatively on the consent agenda for the Council Meeting of October 5, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 9/16/2015



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL:	
SUBMITTED BY: Lawrence		
DEPARTMENT: Legislative		

TITLE OF MOTION: Residential Parking Zone Committee

RECOMMENDATION:

I move that the Mayor appoint, with Council approval, a seven-person Residential Parking Zone Committee, to review and make recommendations on City policies related to the City's residential parking zone program. The Mayor and Council shall strive to include at least one member on the committee from each Ward of the City. The committee shall conduct a review of the City's current residential parking zone program, exploring gaps in service, needs, and best practices, with the intent of developing a set of recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City. The committee shall make its recommendations to the Council within 120 days of its inception, after which the committee's charter shall end.

BACKGROUND:

The intent of residential parking zones is to protect the rights of residents and provide for the effective usage, safety and management of on-street parking. Residential parking zones have been created to manage on-street parking in proximity to businesses, Metro stations, multi-family homes, and schools. The City currently has 11 residential parking zones that, according to City staff, operate with varying degrees of effectiveness. The purpose of the Residential Parking Zone Committee is to leverage the knowledge and skills of residents and volunteers to conduct a review of the City's current residential parking zone program, exploring gaps in service, needs, and best practices, with the intent of developing a set of recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City.

The committee's review shall include such aspects of the program as—

- Permitting (e.g., duration of validity, number of guest permits per household, allowable capacity for permitting)
- Grace period (i.e., the allowable amount of time that someone can park in a residential parking zone before being ticketed)
- Enforcement (e.g., policies that allow the City to reasonably enforce parking restrictions, policies that are fair to residents and visitors)
- Signage (e.g., consistency, if necessary, and clarity)
- Capacity (e.g., ability of streets to support two-way on-street parking)
- Efficiency of use of available off-street parking

In addition to the general intent of the City's residential parking program, the following principles that shall guide the committee's review and policy recommendations:

- Ensure the safety of residents and visitors
- Strive for adequate evening and nighttime (e.g., 5 p.m. to 6 a.m.) residential parking
- Allow for residential parking to support local businesses during business hours (e.g., 6 a.m. to 5 p.m.)
- Avoid policies that negatively affect local businesses

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

none

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT: (must be approved by City Administrator):

Tracey Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 1 – Ensure transparent and accessible governance

Action 1.1 – Encourage resident participation in City committees, meetings, and elections

Action 1.2 – Quickly and clearly share information on all City policies, programs, and projects

Goal 3 – Enhance a safe and pleasant community

Action 3.3 – Effectively manage and invest in community amenities and City infrastructure including streets, sidewalks and other public facilities

Goal 4 – Foster Excellence in all City Operations

Action: Action 4.1 (Goal 4) – Provide exceptional customer service

Goal 5 – Strengthen the City's identity as a diverse, creative, and welcoming community

Action 5.2 – Encourage volunteerism and resident creativity in support of the City's goals and approved program activities

SUPPORTING DOCUMENTATION:

- January 6, 2015 memo titled "Residential Parking Zones" from Jim Chandler, Assistant City Administrator and Director, Community & Economic.
- Associated Code Committee Meeting Minutes

CURRENT YEAR BUDGET IMPACT: none



Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 9/21/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1267)

8.3

Discussion Items: Legislative Breakfast Planning

SUBJECT: Legislative Breakfast Planning

SECTION: Discussion Items

BACKGROUND:

Please see attached memo from Mayor Hollingsworth.

NEXT STEPS:

There is a tentative action item for legislative breakfast items on the agenda for the Council Meeting of October 5, 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS

Goal: Goal 1 – Ensure Transparent and Accessible Governance


Tracey Nicholson, City Administrator 9/16/2015



MEMO

To: Council

From: Candace B. Hollingsworth

Date: September 16, 2015

RE: Legislative Breakfast Planning

Colleagues:

The legislative breakfast will be held on November 4, 2015 at Busboys and Poets in Hyattsville.

This will be our main opportunity to have audience with the stakeholders and decision makers on issues related to, occurring in, or impacting the City of Hyattsville. The breakfast will also serve a dual marketing purpose by showcasing the strong work we are doing in Hyattsville and making the clear case for our involvement in collaborative projects in the County and Gateway Arts District. Jim Chandler, Laura Reams, and Jake Rollow and their teams are working closely to execute what is sure to be a great event.

I would like to solicit the Council's input on items that you feel should be brought forward to the attention of the County Executive, Prince George's County Council, the State Senators and Delegates for Districts 22 and 47, the Prince George's County School Board, the Prince George's County Chamber of Commerce, and other municipal, business, and community leaders.

Items for the breakfast should a) be able to be briefed within 2-3 minutes, b) have a clear request/case for support, and c) directly and immediately impact the residents of the City of Hyattsville, the Mayor and Council's ability to govern effectively, or execution/completion of existing projects.

Items for consideration should be submitted to Ms. Reams by COB on Monday, September 28th for discussion on October 5th.

Main City Calendar for September 22 – October 11, 2015

Hyattsville Farmer's Market

Tuesdays, through Sept 29, 3:00 PM - 7:00 PM @ 3779 East West Highway (At the corner of East West Highway and Queens Chapel Road, in the parking lot of Redeemer Lutheran Church)

Education Advisory Committee

September 24, 6:30 PM - 8:00 PM @ 4310 Gallatin Street

International Festival

September 26, 3:00 - 9:00 PM @ Heurich Park

Come celebrate the cultures of our community. We'll have food from around the world, live music and performances all day, kids activities in the afternoon, and beer for sale in the evening. Check the City website and social media for updates.

Planning Committee

September 29, 7:30 PM - 9:30 PM @ 4310 Gallatin Street

Sunset Movie Series at Heurich Park - Paddington

October 2, 7:00 PM - 9:00 PM @ Heurich Park

Bring a blanket and watch Paddington under the stars.

Hyattsville Cyclocross

October 4, 8:00 AM - 5:00 PM @ Magruder Park

City Council Meeting

October 5, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

Environmental Committee Meeting

October 7, 7:30 PM - 8:30 PM @ City Municipal Building - 2nd Floor Prangley Room

Fall Community Yard Sale Weekend

October 9, 8:00 AM - October 11, 5:00 PM @ City-wide

Registration is now open! The 3-day event begins on Friday, October 9, continues on Saturday, October 10 and concludes on Sunday, October 11. Please contact Maria Cardoso by phone at 301-985-5000