

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, January 6, 2020

8:00 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[Kevin Ward, Council President, Ward 1](#)

[Carrianna Suiter, Council Vice President, Ward 3](#)

[Bart Lawrence, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Danny Schaible, Ward 2](#)

[Ben Simasek, Ward 3](#)

[Edouard Haba, Ward 4](#)

[Daniel Peabody, Ward 4](#)

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Douglas, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING! Your participation at this public meeting is valued and appreciated.

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

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

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

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

Public Input: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publically at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

Ways to Watch the Meetings Live: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

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

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

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1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

Hyattsville Boy Scout Troop #224 will preform the annual ceremonial presentation of the flags to open the new year.

3. Approval of Agenda

4. Approval of the Minutes

4.a) Approval of the Minutes

HCC-180-FY20

I move that the Mayor and Council approve the Council Meeting Minutes of January 7 and December 16, 2019.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Approval of the Minutes](#)

[Minutes Jan 7 2019 FINAL.docx](#)

[Minutes Dec 16 2019 FINAL.docx](#)

5. Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker

6. City Administrator Update

7. Presentations (8:25 p.m. - 8:30 p.m.)

7.a) 2019 Claus Applause Award Presentation (5 minutes)

HCC-175-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [2019 Claus Applause Award Presentation \(5 minutes\)](#)

8. Appointments

8.a) Appointments to the Complete Count Committee

HCC-172-FY20

I move that the Mayor and Council appoint Jessica Perez Gutierrez (Ward 4), Mabel Perez Gutierrez (Ward 4), and Leanne Davis (Ward 1) to the Hyattsville Complete Count Committee for a term to expire on November 18, 2020.

Lead Sponsor: Lawrence

Co-Sponsor(s): Peabody

Cover Page: [Appointments to the Complete Count Committee](#)

[CCC Application M. Perez-Gutierrez W4 redacted.pdf](#)

[CCC Application J. Perez Gutierrez W4 redacted.pdf](#)

[CCC Application L. Davis W1 redacted.pdf](#)

8.b) Appointment to the Health, Wellness, and Recreation Advisory Committee

HCC-173-FY20

I move that the Mayor and Council appoint Stephenie Brooks-Maynard (Ward 1) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on March 4, 2021.

Lead Sponsor: Lawrence

Co-Sponsor(s): Peabody

Cover Page: [Appointment to the Health, Wellness, and Recreation Advisory Committee](#)

[HWRAC App P. Woods W3 redacted.pdf](#)

8.c) Re-appointment to the Ethics Commission

HCC-176-FY20

I move that the Mayor, with Council approval, re-appoint T. Carter Ross (Ward 2) to the Ethics Commission for a term of 3 years to expire on January 6, 2022.

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

Cover Page: [Re-appointment to the Ethics Commission](#)

[Ethics Commission T. Carter Ross re-appoint redaction.pdf](#)

9. Consent Items

9.a) Schedule Public Hearing for Traffic Calming Petition - Emerson Street

HCC-174-FY20

I move that the City Council schedule a Public Hearing for Tuesday, February 18, 2020 at 7:30 PM, to consider public testimony regarding a Traffic Calming Petition submitted for the 4500 block of Emerson Street located in Ward 1.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Schedule Public Hearing for Traffic Calming Petition - Emerson Street](#)

[Petition - Traffic Calming 4500 Emerson Redacted.pdf](#)

[GIS Map 4500 Emerson.pdf](#)

[114-8 Traffic Calming Devices.pdf](#)

[Traffic Calming Flowchart 073119.pptx](#)

9.b) Purchase of Entry Weapons for Emergency Response Team

HCC-177-FY20

I move that the Mayor and Council authorize the purchase of Daniel Defense MK18 Carbine weapons for the Emergency Response Team from Atlantic Tactical at a cost not to exceed \$21,690.56.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Purchase of Entry Weapons for Emergency Response Team](#)

9.c) FY20 Budget Amendment: FY20 Police Recruitment and Retention Grant

HCC-178-FY20

I move that the Mayor and Council accept and appropriate the FY20 budget grant award in the amount of \$68,200 for Police Recruitment and Retention from the Governor's Office of Crime Control and Prevention and amend the FY20 Special Revenues Funds Budget by increasing estimated revenues and expenditures by \$68,200.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [FY20 Budget Amendment: FY20 Police Recruitment and Retention Grant](#)

[Grant Award.pdf](#)

10. Action Items (8:35 p.m. - 8:45 p.m.)

10.a) UMD Shuttle MOU (10 minutes)

HCC-182-FY20

I move the City Council authorize the City Administrator to execute a Memorandum of Understanding extension with the University of Maryland Department of Transportation Services to continue the City's participation in the program through June 2020 at a pro rated cost to the City. The staff can provide an update to Council in May. It will be at the Council's discretion whether to continue the City's participation through December 2020. If the City elects to terminate participation in the program, registered users and the general public will receive notice on, or by May 19, 2020.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [UMD Shuttle MOU \(10 minutes\)](#)

[UMD Shuttle MOU Extension Memo - 1.2.2020.docx](#)

11. Discussion Items (8:45 p.m. - 8:55 p.m.)

11.a) Resolution for the Dedication of Sentinel Drive (10 minutes)

HCC-181-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Resolution for the Dedication of Sentinel Drive \(10 minutes\)](#)

[Memo - Dedication of Sentinel Drive.doc](#)

[Resolution with Exhibit 1 and Schedules A and B \(1\).pdf](#)

12. Council Dialogue (8:55 p.m. - 9:05 p.m.)

13. Community Notices and Meetings

13.a) Main City Calendar: January 7 - 21, 2020

HCC-179-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Main City Calendar: January 7 - 21, 2020](#)

[Main City Calendar Jan 7-21.docx](#)

14. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Approval of the Minutes

HCC-180-FY20

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes of January 7 and December 16, 2019.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Minutes_Jan 7 2019_FINAL.docx](#)

[Minutes_Dec 16 2019_FINAL.docx](#)

Summary Background:

Action summaries for Council Meetings are posted to the City website within 48 hours of the meeting. Staff is in the process of reviewing records to ensure all previous meeting minutes have been approved by Council. Please see attached minutes.

Next Steps:

Upon approval, approved minutes will be posted on the City's website.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

Present: Candace Hollingsworth, Mayor
Edouard Haba, W4 (Council President)
Kevin Ward, W1 (Council Vice President)
Robert Croslin, W2
Shani Warner, W2
Carrianna Suiter, W3
Thomas Wright, W3
Joseph A Solomon, W5
Erica Spell, W5

Absent: Bart Lawrence, W1

Also present were the following City staff members:

Tracey E. Douglas, City Administrator
Ron Brooks, City Treasurer
Lesley Riddle, Director of Public Works (departed at 8:39 p.m.)
Chief Amal Awad, City of Hyattsville Police Department
Jake Rollow, Director of Community Services
Vivian Snellman, Director of Human Resources (departed at 8:27 p.m.)
Nicola Konigkramer, Deputy City Clerk
Cheri Everhart, Manager of Recreation, Programs, and Events (departed at 8:39 p.m.)
Colleen Aistis, Community Services Manager (departed at 8:34 p.m.)
Hal Metzler, Department of Public Works Project Manager (departed at 8:39 p.m.)
Lieutenant Chris Purvis, Administrative Services Commander (departed at 9:15 p.m.)

1) [Call to Order and Council Roll Call](#)

Mayor Candace Hollingsworth called the meeting to order at 8:01 p.m. Ward 1 Councilmember Bart Lawrence was absent.

2) [Pledge of Allegiance to the Flag](#)

Hyattsville Boy Scout Troop #224 performed the annual ceremonial presentation of the flags to open the new year.

3) [Approval of Agenda](#)

Amendment to the Agenda

1) ADD Councilmember Croslin as a sponsor to Motion #HCC-223-FY19, Letter of Support – Streetcar 82 Request for Food Truck Hub

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

4) Approval of the Minutes

4.a) Approval of the Minutes

HCC-225-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Minutes_Aug 6 2018 CM_final.docx](#)

[Minutes_Dec 3 2018 CM.docx](#)

[Minutes_Dec 17 2018 PH_final.docx](#)

I move that the Mayor and Council approve the Council Meeting Minutes for the Regular Council Meeting of August 6, 2018, December 3, 2018, and the Public Hearing of December 17, 2018.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

5) Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker

There were no public comments.

6) Presentations (8:20 p.m. - 8:35 p.m.)

6.a) 2018 Claus Applause Award Presentation (5 minutes)

HCC-203-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

Manager of Recreation, Programs, and Events, Cheri Everhart, introduced the Claus Applause Awards and provided background. Ms. Everhart announced the 1st, 2nd, and 3rd place winners for each Ward as well as the Mayor's Choice Award, and Green Awards.

6.b) City Administrator Update (5 minutes)

HCC-221-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

City Administrator Tracey E. Douglas presented the Employee of the Year award to Cheri Everhart, Manager of Recreation, Programs and Events. City Administrator Douglas highlighted Ms. Everhart's efforts throughout the year to make the City's events successful.

Mayor Hollingsworth offered her own accolades for Ms. Everhart and highlighted how Ms. Everhart's events set the City apart and emphasized their consistency and success.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

6.c) FY17 & FY18 Audit Update (5 minutes)

HCC-222-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

City Treasurer Ron Brooks stated that the FY17 audit was near completion and would be filed with the state at the end of the month. He continued that the FY18 audit would begin that Wednesday and would be completed in March.

7) [Consent Items \(8:35 p.m. - 8:40 p.m.\)](#)

7.a) Landscape Maintenance Contract

HCC-171-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

I move that the Mayor and Council authorize the award of a one (1) year contract, renewable by the City Administrator for up to three (3) additional years to Level Green Landscaping LLC for landscape maintenance at various locations in the City at an annual cost not to exceed \$65,000, upon the review and approval by the City Attorney for legal sufficiency.

7.b) Decatur Street Road Surfacing

HCC-205-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Decatur Street Resurfacing.pdf](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$31,000 to NZI Construction for the resurfacing of Decatur Street, under their existing contract.

7.c) Wells Boulevard Green Street Design

HCC-206-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[TO - 11A - Wells Blvd - Green St. Program PCO 1 docx.pdf](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$108,000 to Johnson, Mirmiran, and Thompson, Inc. (JMT) for the design and permitting of Wells Boulevard/Parkway green street improvements under their existing contract with the City.

7.d) Leaf Grinding Services

HCC-209-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Scanned from a Xerox Multifunction Printer \(23\).pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

I move that the Mayor and Council authorize the City Administrator to enter into a contract with Denchfield Landscaping, Inc. to provide Leaf Grinding Services, and authorize an expenditure not to exceed \$14,775 for the life of the contract.

7.e) Re-Appointments to the Board of Supervisors of Elections

HCC-214-FY19

Lead Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Cover Page](#)

[Committee Application_BOE_Bessie McLean W1.pdf](#)

[Committee Application_BOE_Anna Frankle W2.pdf](#)

I move that the Mayor, with Council approval, re-appoint Bessie McLean (Ward 1) and Anna Frankle (Ward 2) to the Board of Supervisors of Elections for a term of four (4) years to expire on January 7, 2023.

7.f) Re-Appointment to Code Compliance Advisory Committee

HCC-215-FY19

Lead Sponsor: Haba

Co-Sponsor(s): N/A

[Cover Page](#)

[Committee Application_Code_Gloria Felix-Thompson W1.pdf](#)

[Committee Application_Code_Paul Koch W1.pdf](#)

I move that the Mayor and Council re-appoint Gloria Felix-Thompson (Ward 1) and Paul Koch (Ward 1) to the Code Compliance Advisory Committee for a term of 2 years, ending on January 7, 2021.

7.g) Re-Appointments to the Planning Committee

HCC-216-FY19

Lead Sponsor: Wright

Co-Sponsor(s): Haba

[Cover Page](#)

[Committee Application_Planning_Maureen Foster W2.pdf](#)

[Committee Application_Planning_Nkosi Yearwood W2.pdf](#)

[Committee Application_Planning_Jonathan Mueller W4.pdf](#)

I move that the Mayor and Council re-appoint Maureen Foster (Ward 2), Nkosi Yearwood (Ward 2), and Jonathan Mueller (Ward 4) to the Planning Committee for a term of two (2) years to expire on January 7, 2021.

7.h) Memorandum of Understanding: Maryland DHCD Grant Funds

HCC-219-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

I move to authorize the City Administrator to execute an agreement between the City of Hyattsville and Urban Investment Partners (UIP) for the purpose of establishing a legal instrument for the administration of the \$250,000 National Capital Strategic Economic Development Fund (NCSEDF) awarded to the City of Hyattsville by the Maryland Department of Housing & Community Development for the purpose of supporting demolition and site development activities for the Hyattsville Armory Apartments project, subject to the legal review of the City Attorney.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

7.i) Proclamation Recognizing the Brothers of Shelton D. Redden Lodge #139 for their Service to the Community

HCC-220-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Proclamation for SDR Lodge 139.docx](#)

I move that the Mayor and Council adopt a proclamation in recognition of the brothers of Shelton D. Redden Lodge #139 for their service to the community.

7.j) Letter of Support - Streetcar82 Request for Food Truck Hub

HCC-223-FY19

Lead Sponsor: Hollingsworth

Co-Sponsor(s): Ward, Wright, Croslin

[Cover Page](#)

[Food Truck Hub Letter of Support.pdf](#)

I move the City Council authorize the Mayor to send a letter to Prince George's County in support of the request made by Streetcar 82 Brewing Co., for the establishment of a Prince George's County Food Truck Hub.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

8) Action Items (8:40 p.m. - 9:10 p.m.)

8.a) Petition for Traffic Calming on Maryhurst Drive (10 minutes)

HCC-224-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

I move that the Mayor and Council deny the petition requesting the installation of permanent traffic calming device(s) on the 5800 block of Maryhurst Drive between 31st Avenue and Nicholson Street but authorize additional measures be implemented, per staff recommendations.

[Cover Page](#)

[Maryhurst_Traffic_Calming-Memo \(1\).docx](#)

[Petition for Traffic Calming_Maryhurst Drive_Final_Redacted.pdf](#)

[Resident Notification Traffic Calming Petition_Maryhurst Drive.pdf](#)

[Traffic Calming Device Map_Maryhurst Dr & Madison Pl_Signage_10292018\[69683\].pdf](#)

[Traffic count Maryhurst Madison Pl to Nicholson St. 10-9-2018.pdf](#)

[Traffic count Maryhurst Madison St to Madison Pl. 10-9-2018.pdf](#)

Administrator Douglas stated that the City conducted additional traffic studies during the holidays and reported that the increased traffic was determined to be a result of school activity. She continued that it was a difficult decision to not approve the traffic calming request and stated that the temporary measure of vehicular deceleration strips was the staff recommendation. Ms. Nicholson suggested assessing the



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

impact of the temporary traffic calming measure after 120 days and if issues persist, further traffic calming initiatives could be considered.

Ward 5 Councilmember Joseph Solomon raised questions about the requirements for Council response and an associated timeline to which City Administrator Douglas responded that the code requires that Council respond in 15 days, but they received an extension to 24 days. She continued that further extension could be made up to 120 days. Director of the Department of Public Works, Lesley Riddle, explained that speed humps and rumble strips were usually the initial measure used, but that the City should consider other alternatives. Councilmember Solomon stated that he did not want to oppose the proposal without collecting more data.

Ward 2 Councilmember Robert Croslin confirmed statements from City staff regarding next steps and stated that he preferred rumble strips as he felt that many accidents still occurred with the installation of speed humps and Councilmember Solomon reiterated that he did not want to discredit any method before more data was collected.

Ward 3 Councilmember Thomas Wright referenced a theoretical instance in which a speed calming device was implemented and, ultimately, residents felt that it was not sufficient and asked whether another petition would be required. Ms. Douglas answered that City staff would work with the residents to find the most effective device she did not foresee the need for a second petition for the same area. She cited City code and relayed that in extraordinary circumstances, the response time can be extended by a majority vote of the City Council. Mayor Hollingsworth added that another option would be to approve with modification to which City Administrator Douglas confirmed and Councilmember Wright voiced his support.

Mayor Hollingsworth noted that the petition was resident initiated and the traffic calming that was considered was in a school zone; an area which is under the jurisdiction of the Mayor and Council and allows them to make and implement decisions promptly.

Council President Edouard Haba stated that he would also like to evaluate a larger area and that traffic mitigation on Nicholson Street still needed to be addressed and the result of those discussion could benefit traffic calming on Maryhurst to which Director Riddle responded that the Department of Public Works had been scrutinizing the area because of it being a school zone and it demonstrated some pedestrian egress issues.

Councilmember Solomon moved that the motion be amended and approved with modification; Council approved of the amended motion by voice vote.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

8.b) DPW Facility New Construction Project - Purchase of Furniture (10 minutes)

HCC-207-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[JN-25212 HYATTSVILLE DPW-FURN PLAN-BUDGETARY R2 010219.pdf](#)



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

I move that the Mayor and Council authorize the City Administrator to enter into an agreement to purchase furniture for the new DPW Facility, and authorize an expenditure not to exceed \$115,000 to Douron for furniture purchases through the Mid Atlantic Purchasing Team (MAPT) Contract, of which the City is a member.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

8.c) 4310 Gallatin Street - HVAC Repairs and Service (10 minutes)

HCC-208-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[Scanned from a Xerox Multifunction Printer \(22\).pdf](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Wallmark Services Co, LLC. to repair and service the HVAC units at 4310 Gallatin Street in response to RFP #DPW18-008. In addition, it is moved that an expenditure not to exceed \$50,000 be authorized to cover the cost of the proposed repairs and service agreements over the life of the agreement.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

9) Discussion Items (9:10 p.m. - 9:40 p.m.)

9.a) 38th Avenue Park Joint Use Agreement (10 minutes)

HCC-218-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#)

[38th Avenue - memo for Council.docx](#)

[NFC_Item Packet.pdf](#)

[Exhibit A Thirty Eighth Avenue Park.pdf](#)

[MNCPPC Park_Rules_Regs_2018.pdf](#)

[City of Hyattsville Thirty eight Avenue Use Agreement - MNCPPC Final.docx](#)

Director of Public Works, Lesley Riddle, stated that in October of fiscal year 2018 the Council approved the purchase of a fitness court with funds from a grant in accordance with the National Fitness Campaign (NFC). Ms. Riddle reported that a location for the construction of the fitness court was determined in coordination with the Maryland National Capital Park and Planning Commission (MNCPPC), City staff, and the NFC and recommended it be built at the 38th Avenue Park; a gateway between the City of Brentwood and the City of Hyattsville. She stated that a large investment would be made by MNCPPC to renovate the grounds and the City of Hyattsville would enter into a joint use agreement in which the maintenance and



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

planning of the park and its events would be the responsibility of Hyattsville. Ms. Riddle added that the same type of agreement existed with several of the City's existing parks.

Ward 5 Councilmember Erica Spell asked for details regarding the mitigation of storm water management issues in the proposed area to which Director Riddle responded that the issue was being addressed in several ways and that there was an existing levy and drainage ditch and they would attempt mitigation through bioretention.

Councilmember Solomon questioned which side of the park was chosen for the fitness court to which Ms. Riddle replied that it would incorporate both sides of the park over three (3) acres, adjacent to the baseball diamonds and basketball courts.

Mayor Hollingsworth recollected that a different site was initially proposed and stated that the new site was a superior alternate that would allow the distribution of resources and helped to give each park a specific identity. She inquired whether there anything barring approval to which Director Riddle responded that the joint use agreement was attached, maintenance of the park would be approximately 1K per month, and that the maintenance would be absorbed in the operating budget; only the joint use agreement would require signature to proceed. Mayor Hollingsworth confirmed with City Administrator Douglas that the City Attorney had reviewed and approved the documentation, and all was in order to move forward.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Wright
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

9.b) Age-Friendly Action Plan (20 minutes)

HCC-202-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Cover Page](#) 

[City Plan_Council Discussion.pdf](#) 

Director of Community Services, Jake Rollow, addressed the Mayor and Council regarding the Age-Friendly Action Plan stating that before the holiday break, Council was presented with a draft of the plan which had been updated and included in the meeting agenda. Mr. Rollow provided a background of the plan with its connection to the American Association of Retired Persons (AARP) and noted the amount of volunteer work that had been done to create the modified plan. Director Rollow explained that per AARP, the City had until the end of January 2019 to approve and adopt the plan. If the City were to do so, it would commence a three-year timeline to implement all components. He stated that there were community members present who were prepared to answer questions and that the plan was not associated with a budget. Mr. Rollow continued that the item would be agreed to in principle and yearly analysis would be performed to determine what could be included in the budgeting process. He relayed that several different methods could present themselves resulting in various funding requirements depending on how partnerships progressed with other governments and non-profit organizations. Mr. Rollow closed his comments by stating that AARP did not supplement funds to carry out the plan and the benefit of joining the network was to communicate with other municipalities and counties across the country to determine best practices.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

Councilmember Croslin requested confirmation that in order to remain in the network, a decision would have to be finalized before the end of the month to which Director Rollow answered in the affirmative.

Councilmember Spell noted that affordable housing was evident throughout the plan and inquired as to whether the plan would grow enough to effect other demographics also in need of affordable housing. Director Rollow answered that there were multiple entities within the City that had interest in affordable housing and that staff were employing an all-encompassing approach.

Councilmember Wright asked if Hyattsville was the first municipality that participated in the AARP program to which Director Rollow replied that Montgomery County was the first body in the State, but Hyattsville was the first municipality. Mr. Rollow identified the resident members of the workgroup as those who deserved credit and stated that it had an interest in becoming a Council appointed Committee. He continued that discussions had taken place to determine the details of how the group could continue to be helpful in the future citing research assistance and outreach to potential partnering bodies.

Councilmember Wright speculated about a scenario in which the City did not achieve all that it set out to accomplish and how that would affect their standing with AARP to which Director Rollow clarified that staff would make intermittent assessments and that some metrics were available to measure performance. He stated that AARP would be pleased to see progress, but it was not obligatory; any action taken in connection with the program would be perceived as a positive.

Councilmember Wright raised questions regarding progress reports to which Mr. Rollow responded that reports would be produced every three years when new application would be required and that it was not clear what the next steps taken by AARP would be beyond that.

City Administrator Tracey Douglas reiterated that the entirety of the program was largely dependent on the participation of non-profit organizations and the forging of partnerships. She added that there would be some budgetary implications that would need to be investigated but that the goal before them was to adopt framework and not necessarily commit to any action.

Ward 2 Councilmember Shani Warner expressed her support for the measure citing the City of Hyattsville's community-driven process to encourage residents to work with and for the aging population. She stated that, to the extent that the City is capable, it was important to the community and commended the action plan. Councilmember Warner expressed her admiration for the gravity of work that went into the document and opined that three (3) years was a very ambitious timeline to accomplish the set out. She requested that she would like the measure to be available on the City website to confirm their commitment.

Council Vice President Kevin Ward inquired as to whether there would be additional work for current staff or if an increase in staff would need to take place to which Director Rollow replied that Community Services staff would not be able to effectively negotiate the workload alone, but that partnerships and volunteer work would determine what could be accomplished. He stated the possibility of adding minimal additional staff.

Council President Haba stated that he felt the plan was well thought out and, while there was a great financial challenge, the potential was evident for the project to become something of which the City could be proud. He expressed his support of developing the plan with the intent of adopting.

Mayor Hollingsworth questioned the approach with regard to assigning priority to which the question was directed to volunteer Lisa Walker who responded that the group addressed the exploratory steps first and any items that dealt with housing could not be accomplished immediately. She stated that they determined that discussions with the County would take precedent while simultaneously seeking other partnerships.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

JANUARY 7, 2019 – 8:00 PM

Mayor Hollingsworth requested insight on the planning process and inquired whether any items slated for late in the plan were included with any hesitation to which Ms. Walker recalled that in-home care was of high priority but was not something that could receive attention immediately because it would involve policy change. Mayor Hollingsworth reiterated that she was trying to acquire an understanding of the prioritization process; Ms. Walker responded that she felt affordability was at the forefront and wanted to work with Council to determine the final implementation schedule of the plan.

Mayor Hollingsworth recognized that there would be policy and operational requirements and requested that Council Vice President Ward and Councilmember Wright develop the framework for the assembly of a Committee to continue the work of the Age-Friendly group. She also requested that Councilmembers Suiter and Solomon create the framework for advocacy throughout the County identifying organizations and entities with which to create partnerships to assist in the overall plan with a staff focus on a planning schedule and budgeting.

Council President Haba sought clarity regarding the capability of Council to reprioritize items within the plan once it had already been adopted to which Director Rollow stated that Council had flexibility in amending any part of the plan and explained that some phasing was planned in the documentation, but they would move forward and adjust as needed over the three year timeline.

Mayor Hollingsworth stated that in reading the document in its entirety it was clear that there were items of importance and some priority already established. She reinforced that there was some work that would be the responsibility of the Council, but she felt that there was no reason to move forward with passing the measure.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Wright
SECONDER:	Ward
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

10) [Council Dialogue](#)

11) [Community Notices and Meetings](#)

11.a) City Calendar: January 8, 2019 - January 22, 2019

HCC-217-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

In addition to a summary of incoming events contained in the City Calendar, Mayor Hollingsworth highlighted the Mayor's challenge for fitness and invited all to participate.

[Cover Page](#) 

[Main City Calendar_Jan 8 - Jan 22 2019.docx](#) 



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
JANUARY 7, 2019 – 8:00 PM

12) Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Wright
AYES:	Hollingsworth, Haba, Ward, Croslin, Warner, Suiter, Wright, Solomon, Spell
NAYS:	None
ABSENT:	Lawrence

The meeting adjourned at 9:17 p.m.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

Present: Kevin Ward, W1 (Council President)
Carrianna Suiter, W3 (Council Vice President)
Robert Croslin, W2
Danny Schaible, W2
Ben Simasek, W3
Daniel Peabody, W4
Joseph A. Solomon, W5
Erica Spell Wolf, W5

Absent: Candace Hollingsworth, Mayor
Bart Lawrence, W1
Edouard Haba, W4

Also present were the following City staff members:

Tracey E. Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Vivian Snellman, Director of Human Resources
Laura Reams, City Clerk
Sean Corcoran, Deputy City Clerk
Captain Scott Dunklee, City of Hyattsville Police Department
Kate Powers, City Planner

1) Call to Order and Council Roll Call

Council President Kevin Ward called the meeting to order at 8:06 p.m.

2) Pledge of Allegiance to the Flag

Ward 2 Councilmember Robert Croslin requested a moment of silence in recognition of the passing of friend and longtime resident Phyllis Rayburn.

3) Approval of Agenda

Amendments to the Agenda

1. MOVE HCC-167-FY20, Resolution to Support the Community Choice Aggregation Act, from Discussion to Action Item 9.c).

2. AMEND HCC-167-FY20 (Community Choice Aggregation) motion language to read as follows:

I move that the City Council authorize the Mayor to send a letter to the Maryland District-22 and District 47A delegations expressing the City's support for legislation be introduced and passed in the General Assembly's 2020 Regular Session that would allow the City to serve as an



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

“aggregator” for the purpose of procuring renewable energy and power on behalf of its residents, businesses, and municipal accounts from an alternative supplier while concurrently receiving service from their existing utility provider. The letter should request that the City be provided copies of the relevant Bill and any amendments thereto so that it may be kept informed of the progress of any such legislation.

3. MOVE HCC-169-FY20, Prince George's County Animal Services Presentation, to follow HCC-166-FY20, City Treasurer Update.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Solomon
AYES:	Ward, Suiter, Croslin, Schaible, Simasek, Peabody, Solomon, Spell Wolf
ABSENT:	Hollingsworth, Lawrence, Haba

- 4) Approval of the Minutes
4.a) Approval of the Minutes
HCC-164-FY20
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
Cover Page: [Approval of the Minutes](#)
[Minutes_Sept 11 2018 CM_FINAL.docx](#)
[Minutes_Oct 1 2018 CM_FINAL.docx](#)
[Minutes_Dec 2 2019_FINAL.docx](#)

I move that the Mayor and Council approve the Council Meeting Minutes of September 11 and October 1, 2018, and December 2, 2019.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Spell Wolf
AYES:	Ward, Suiter, Croslin, Schaible, Simasek, Peabody, Solomon, Spell Wolf
ABSENT:	Hollingsworth, Lawrence, Haba

- 5) Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker

Ward 3 resident, Chuck Perry, yielded his time to the next speaker for public comment.

Ward 1 resident and owner of Franklin's Restaurant, Mike Franklin, addressed Council thanking them for their part in allowing free parking on the weekends throughout the City and the Shop HVL for the Holidays initiative. Mr. Franklin stated that he was very pleased with the programs and added that he was particularly appreciative of the commercial façade improvement grant for Franklin's restaurant and looked forward to further improvements within the neighborhood.

Ward 3 resident, Jeanne Benas, was joined by fellow volunteers for Residents United for Furry Friends (RUFF) to address Council in support of leash laws and pet ownership. Ms. Benas stated



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

that she had been advocating for animal control in Hyattsville and the Route 1 Corridor for the past 2 years and thanked City staff and Council for the animal control presentation. She stated that she was very pleased with Prince George's County's and Ward 2 Councilmember Danny Schaible's efforts to update and improve animal control policy.

Ward 5 resident, Cliff Mayo, addressed Council with comments regarding housing affordability in the City of Hyattsville. Mr. Mayo cited statistics and trends that were reflective of increased housing costs in the area and expressed concern for the rising prices. He stated his appreciation for the City's appeal of the Magruder Pointe decision adding that he believed it was a matter of public interest.

Ward 2 resident, David Marshall, addressed the Council regarding the agenda. Mr. Marshall stated that the decision for Hyattsville to consent for refugee resettlements should be a decision made by City residents rather than City Council. He addressed the Magruder Pointe project and stated that he is not in favor of spending public funds on appeal litigation. Mr. Marshall closed his comments by thanking the Mayor, City Council, and staff for their hard work throughout the year. He stated that, while he did not always agree with City leadership, he was appreciative, nonetheless.

6) City Administrator Update

City Administrator Tracey E. Douglas provided Council with updates on several items and events. Ms. Douglas reported that the 16th Annual Shop with a Cop event collected over \$11K in donations and provided details to the result of the event. She cited the Sonny Frazier toy drive in which volunteers brought toys to over 70 needy families. She added that the Hyattsville Police Department would be delivering holiday gift baskets to 36 families identified by the public-school system as families that would benefit most from the donations. Ms. Douglas continued by citing free holiday parking for the holidays in all City spaces and lots and the ongoing bike rack program. City Administrator Douglas noted other buildings that would receive commercial façade improvement grants, advised the community on best practices for road and pedestrian safety and updated the Council on the results of the University of Maryland 113 Shuttle survey which was to be discussed at later dates.

7) Presentations (8:25 p.m. - 9:00 p.m.)

7.a) City Treasurer Update (5 minutes)

HCC-166-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [City Treasurer Update \(5 minutes\)](#)

City Treasurer Ron Brooks provided updates regarding the FY18 and FY19 audits stating that they are both nearing conclusion. Mr. Brooks also reported that the FY20 Budget Cycle had begun.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

7.c) Prince George's County Animal Services (15 minutes)

HCC-169-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Prince George's County Animal Services \(15 minutes\)](#)

[ASD Presentation Hyattsville.pptx](#)

Chief Rodney Taylor, Prince George's County Animal Services Division made a presentation that provided information about the purpose and activities of Prince George's Animal Services. Chief Taylor presented information on the division's mission, its facilities, services, staffing, processes, and functionality. He noted that Prince George's County enforced a ban on pit bulls and stated that the County Council would be responsible for removing the ban. Chief Taylor cited ordinance changes that would take place in February 2020 including the implementation of a dangerous dog law that would address dogs that have repeated reports over a short time as well as an irresponsible pet owner regulation that would hold owners accountable for negligence or lack of oversight of their pet. He stated that all pets in the County are required to be microchipped and gave a brief overview of the anti-tethering law. Chief Taylor also cited training, volunteer opportunities, and spay and neutering services provided by Animal Services.

Councilmember Croslin inquired about Chief Taylor's comments regarding the trapping of wild animals to which the Chief confirmed that wild animals would no longer be trapped unless the animal was injured or a danger.

Ward 3 Councilmember Ben Simasek posed questions regarding duty hours for staff and locations. Chief Taylor recounted staff positions and requirements and stated that there is only one location in Upper Marlboro, MD and there was consideration for an adoption center in the north region of the County.

Council Vice President Carrianna Suiter asked how data was recorded regarding the origin of service calls to which Chief Taylor explained that every incident is recorded, assisted by pet microchips, and contained several details including addresses and zip codes that would allow for detailed tracking.

Ward 4 Councilmember Daniel Peabody inquired about the method to which calls are responded and specifically how they would relate to the City of Hyattsville. Chief Taylor replied that when a call came in it would be forwarded to a lead officer in one of six geographical regions within the county and explained that, because of being significantly understaffed, response times during the week are about 15 to 20 minutes with a deceleration on the weekend of about 90 minutes to two hours. Councilmember Peabody asked what would constitute an "emergency" call to which Chief Taylor answered that emergency calls would include a vicious attack, report of animal cruelty, or a trapped animal.

Ward 5 Councilmember Joseph Solomon sought clarity regarding PG Animal Service's partnerships with municipalities to which Chief Taylor described that many municipalities in the county served as satellite stations where pet licenses were sold, and the department regularly works with Greenbelt, College Park, Laurel, and Bowie. He continued that some of those cities



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

employ animal wardens, maintain shelters, and some are primarily used for transport. Chief Taylor stated that College Park and Bowie were equipped with software compatible with the agency that will streamline data informing officials about complaints, emergencies, and service requests. Councilmember Solomon requested that the City of Hyattsville have access to the software and Chief Taylor stated that further discussions would be held to set that request in motion. It was also noted that in each case dealing with municipalities, the respective police department also played a role in the communication and resolution of problems in which the Animal Services were involved.

Council Vice President Suiter inquired as to whether all services were available regardless of the time in which they are requested to which Chief Taylor responded that all calls, regardless of when they are received, are dealt with by priority. He explained that while all services are essentially available, the response time varied regarding the number of available staff to address each issue.

Ward 5 Councilmember Erica Spell Wolf stated that she had been to the new facilities and that they were impressive. She asked Chief Taylor for which entity the animal wardens within the municipalities worked; whether it was Animal Services, Prince George's County, or anything of the like to which the Chief replied that the cities of College Park, Laurel, and Bowie provided their own compensated animal warden. Councilmember Spell Wolf asked if Animal Services instituted volunteers to assist in areas lacking staff to which Chief Taylor explained that volunteer services were in place but could not be utilized in areas of law enforcement.

Councilmember Schaible expressed his appreciation for the changes in the code and supported having a humane educator to provide training for responsible animal ownership. Chief Taylor cited new legislation describing a potential dangerous dog law, among others, that would apply protocol to dogs that were reported two or more times over the course of a year to decrease escapes and possible dangers to residents or other animals.

7.b) Enterprise Community Partners: Affordable Housing Strategy (15 minutes)

HCC-162-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Enterprise Community Partners: Affordable Housing Strategy \(15 minutes\) Hyattsville _ Presentation to Council \(Updated 12.11.19\).pptx](#)

Assistant City Administrator Jim Chandler introduced Orlando Velez, Director of Housing Strategy, who would give an Affordable Housing Strategy presentation on behalf of Enterprise Community Partners. Mr. Velez stated that he was a Hyattsville resident and expressed his excitement with beginning the project from a business perspective, but also as a community member that would see benefit from the project. Mr. Velez presented on the function of Enterprise and their approach for the housing project highlighting the ways in which they receive funding for projects, project team responsibility and hierarchy, past projects and achievements, and explained the ten-year plan for the organization. Mr. Velez stated that they were mindful of the metro purple line that would be implemented into the existing metro rail system and cited some of the several organizations that Enterprise works with throughout the State. He explained



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

what each of the two phases of the project would entail and commented on the prioritizing of steps throughout the project.

Councilmember Peabody sought clarity regarding Mr. Velez's comments that stated that Enterprise based its work on "a variety of market-based strategies" to which Mr. Velez answered that an in-depth analysis of the country's population and transportation trends were assessed in addition to resident feedback. He continued that the analyses were helpful in identifying the capabilities and obstacles of the City and informed the group of lenders and regulations regarding lending.

Councilmember Solomon asked if neighboring municipalities would serve as examples for developing policies for affordable housing to which Mr. Velez stated that they would examine cities throughout the entire country that shared similar characteristics such as population, density, and infrastructure.

Assistant City Administrator Chandler explained that the first phase of the project is conducting due diligence and assessment. He described phase two as identifying aspects that could be beneficial for the City and using them as a foundation for adjustments as they would move forward with the plan.

Councilmember Solomon requested clarity as to the contents of the final product to which Mr. Chandler replied that it would answer questions about project status as well as next steps. Mr. Velez added that the Prince George's County plan created by Enterprise was the document released to the public and that they would be incorporating some of the aspects of that project into the housing project for the City of Hyattsville.

Councilmember Simasek asked how Enterprise was able to make an above market return to investors while providing low-cost housing to residents to which Mr. Velez replied that the question could be more aptly answered by the team responsible for those matters within Enterprise.

Councilmember Schaible expressed his appreciation for Mr. Velez's presentation and stated that he was aware of many constituents that were very close to being displaced from their homes due to rising costs and the plan offered by Enterprise would quell some concerns. He stated that he hoped that the project would be beneficial to the City and its residents, but also set a precedent for future builders and projects in Hyattsville.

Council President Ward posed questions regarding the term "inclusionary housing" and sought detail as to how institutional barriers such as race, sex, age, and the like were considered to which Mr. Velez answered that there was extensive, thorough, analysis performed on several aspects including the National Initiatives Program and national market data and trends.

Councilmember Spell Wolf stated her familiarity with and appreciation for Enterprise's work with Habitat for Humanity and inquired as to whether the tools provided to the City from the analysis and recommendations would also be available to residents to educate about financial regulation and ways in which they could benefit. Mr. Velez responded that the most benefit came from one-



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

on-one conversations with Council and stakeholders, but other discussions with different parties were pending. Councilmember Spell Wolf highlighted the importance of resident input and education and suggested further conversation with community members.

8) Consent Items (9:00 p.m. - 9:05 p.m.)

8.a) Board of Zoning Appeals Variance (V-130-19): 3709 Jefferson Street, Hyattsville
HCC-160-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Board of Zoning Appeals Variance \(V-130-19\): 3709 Jefferson Street, Hyattsville](#)

[Memo - V-130-19.docx](#)

[Application V-130-19.pdf](#)

[Site Plan V-130-19.pdf](#)

I move the City Council authorize the Mayor to provide correspondence to the Prince George's County Board of Zoning Appeals in support of zoning variance application V-130-19, a request to permit variances of 5-feet front building line width and 2-feet side lot line setback for an accessory building for the subject property located at 3709 Jefferson Street, Hyattsville.

8.b) FY20 Budget Amendment: Accept and Appropriate of Maryland Department of Housing & Community Development Grant Funds

HCC-161-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [FY20 Budget Amendment: Accept and Appropriate of Maryland Department of Housing & Community Development Grant Funds](#)

I move that the Mayor and Council accept and appropriate \$300,000 in National Capital Strategic Economic Development Fund grants from the Maryland Department of Housing & Community Development and amend the FY20 Special Revenues Funds Budget by increasing estimated revenues and expenditures by \$300,000.

8.c) Managed Information Technology Services Agreement

HCC-163-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Managed Information Technology Services Agreement](#)

I move the Mayor and Council authorize the City Administrator to extend its contract for managed information technology and licensing services with Dataprise Inc, for a term of six (6) months at a monthly cost not to exceed \$24,500.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

8.d) Council of Governments Policy Committee Appointments

HCC-168-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Council of Governments Policy Committee Appointments
MWCOG Policy Committees.pdf](#)

I move that the Mayor and Council make the following appointments to the Council of Governments Policy Committees for a term of one-year, beginning on January 1, 2020:

- Region Forward Coalition: Mayor Candace B. Hollingsworth, with staff alternate Jim Chandler
- Human Services & Public Safety Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Police Chief Amal Awad and Marci LeFevre
- Climate Energy & Environment Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle
- Chesapeake Bay & Water Resources Policy Committee: Mayor Candace B. Hollingsworth, with staff alternate Lesley Riddle

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Suiter
SECONDER:	Solomon
AYES:	Ward, Suiter, Croslin, Schaible, Simasek, Peabody, Solomon, Spell Wolf
ABSENT:	Hollingsworth, Lawrence, Haba

9) Action Items (9:05 p.m. - 9:25 p.m.)

9.a) 2019 Commercial Façade Improvement Program – Grant Award Recommendations (10 minutes)

HCC-165-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [2019 Commercial Façade Improvement Program – Grant Award
Recommendations \(10 minutes\)
Memo - CFI Award Recommendations - 12.16.19.doc](#)

I move that the Mayor and Council accept the recommendations of the Staff and approve 2019 Commercial Façade Improvement Program grant awards for the following commercial properties:

- 4311 Hamilton Street, Hyattsville: \$30,000
- 5115 & 5117 Baltimore Avenue, Hyattsville: \$20,000

Assistant City Administrator Jim Chandler explained the process in which the City awards a Commercial Façade Improvement Grant and provided background on how the two properties were chosen for recommendation.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Croslin
AYES:	Ward, Suiter, Croslin, Schaible, Simasek, Peabody, Solomon, Spell Wolf
ABSENT:	Hollingsworth, Lawrence, Haba

9.b) Hyattsville Resolution 2019-07: Consent for Refugee Resettlements (10 minutes)

HCC-170-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Hyattsville Resolution 2019-07: Consent for Refugee Resettlements \(10 minutes\)](#)

[Consent Letter Request_Mayor Hollingsworth.pdf](#)

[Resolution 2019-07 Consent - Refugee 12.9.19.docx](#)

[Refugee Resettlement Letter_112519.docx](#)

[Important Information Regarding Refugee Resettlement and Executive Order 13888.pdf](#)

I move that the Mayor and Council adopt Hyattsville Resolution 2019-07, a Resolution of the City of Hyattsville, Maryland to consent to the resettling of refugees by the United States Department of State within the territorial limits of the City of Hyattsville pursuant to Executive Order 13888 and the federal Reception and Placement Program (INTRODUCTION and ADOPTION).

Councilmember Solomon stated that he would have liked to see the letter more clearly state the City's position on the matter but was in support of the measure.

Councilmember Schaible expressed his support for the item and his discontent for the need of municipalities or organizations to make the proclamation as opposed to the stance on the issue being understood without a formal statement.

Councilmember Simasek offered his comments on the item stating that he appreciated the efforts to continue to make the City of Hyattsville a diverse and welcoming community. He stated the importance of making a position on the matter known in an era of misinformation and the spread of divisiveness throughout the country. Councilmember Simasek cited multiple organizations within the City involved in aiding refugee resettlements.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Solomon
AYES:	Ward, Suiter, Croslin, Schaible, Simasek, Peabody, Solomon, Spell Wolf
ABSENT:	Hollingsworth, Lawrence, Haba

9.c) Resolution to Support the Community Choice Aggregation Act (20 minutes)

HCC-167-FY20

Lead Sponsor: Schaible

Co-Sponsor(s): Ward, Simasek



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

Cover Page: [Resolution to Support the Community Choice Aggregation Act \(20 minutes\)](#)

[Draft Resolution Language.docx](#)

[HEC Analysis of the Community Choice Aggregation Act.docx](#)

[Letter of Support, MD Senate and House.docx](#)

[Maryland-2019-HB730-Introduced.pdf](#)

[Maryland-2019-SB660-Introduced.pdf](#)

I move that the City Council authorize the Mayor to send a letter to the Maryland District-22 and District 47A delegations expressing the City's support for legislation be introduced and passed in the General Assembly's 2020 Regular Session that would allow the City to serve as an "aggregator" for the purpose of procuring renewable energy and power on behalf of its residents, businesses, and municipal accounts from an alternative supplier while concurrently receiving service from their existing utility provider. The letter should request that the City be provided copies of the relevant Bill and any amendments thereto so that it may be kept informed of the progress of any such legislation.

Councilmember Schaible reiterated the purpose of the legislation and cited details as to how the program would be implemented. He expressed his full support for a Community Choice Aggregation (CCA) Act and requested support from his colleagues.

Councilmember Peabody recalled that more information was being sought with regard to the reason the State had not passed the Act to which City Administrator Tracey Douglas responded that discussions were held with Councilmember Schaible and the City Attorney and a decision was made to withhold a written resolution until a 2020 version of the Act was introduced. The item in question was to state support of the concept of a CCA until such time as a new bill was created and assessed.

Councilmember Spell Wolf suggested that Council use caution when considering support of legislation before language was finalized. She stated that language not concurrent with the position of the City could be inserted and a resolution at that time would be premature. City Administrator Douglas clarified that what the Council would be voting on is a letter to be sent to State legislators supporting the "concept" of a CCA with the intention of helping to motivate new legislation to be written and enacted.

Councilmember Schaible stated that he felt showing support for the measure was important to identify to the State legislature that this item was of interest to many entities including the City of Hyattsville. He speculated that it would help State lawmakers determine CCA legislation as a priority when scheduling what issues would be addressed in the 2020 legislative session.

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Schaible
AYES:	Ward, Suiter, Croslin, Schaible, Simasek, Peabody, Solomon, Spell Wolf
ABSENT:	Hollingsworth, Lawrence, Haba



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD

DECEMBER 16, 2019 – 8:00 p.m.

10) Discussion Items (9:25 p.m. - 9:45 p.m.)

Councilmember Croslin spoke of the passing of a mentor and friend who was captured and imprisoned for 21 days in South Africa during apartheid. She fled to the United States where she fought against apartheid spreading information and awareness about its injustices and working toward freedom for all who were oppressed.

Councilmember Schaible thanked colleagues and staff and expressed his appreciation for the position of Hyattsville Councilmember. He cited RUFF and support for their efforts in animal control and safety.

Councilmember Peabody thanked colleagues and staff for their efforts and noted his participation in the Wellness Walk that took place with members of the Hyattsville Police Department. He expressed his gratitude for the Police Department in their efforts to forge positive relationships with the community and how it would promote a sense of safety for residents. Councilmember Peabody acknowledged the rising costs of living in the City and its effect on long-time residents. He encouraged Council to consider how the tax burden could be stabilized to offer relief to residents and allow them to continue to live in the City.

Council President Ward expressed his appreciation for the work of his colleagues and cited events in the City that were taking place over the holidays. He referenced the comments made by Councilmember Croslin and stated the importance of remembering the struggles and challenges suffered by those who immigrate to the United States in the hopes of a better life and future for their families.

11) Council Dialogue (9:45 p.m. - 9:55 p.m.)

12) Community Notices and Meetings

12.a) Main City Calendar: December 17, 2019 - January 6, 2020

HCC-171-FY20

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

Cover Page: [Main City Calendar: December 17, 2019 - January 6, 2020](#)

[Main City Calendar_ Dec 17-Jan 6, 2020.pdf](#)

13) Motion to Adjourn

The meeting adjourned at 9:57 p.m.



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020

Submitted by: Laura Reams

Submitting Department: Community Services

Item Type: Presentation

Agenda Section:

SUBJECT

2019 Claus Applause Award Presentation (5 minutes)

HCC-175-FY20

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Claus Applause Awards are presented to select homes creatively decorated for the holidays. First, second, and third place winners are selected in each ward. A green award and a Mayor's Choice award are also selected.

Next Steps:

The following winners will be presented with gift certificates:

Mayor's Award – City-wide (Department of Public Works!)

Green Award – 3300 Gumwood Drive

Ward 1

1st – 4201 Queensbury Road

2nd – 6217 Carrollton Terrace

3rd – 6206 42nd Avenue

Ward 2

1st – 5703 40th Avenue

2nd – 4204 Kennedy Street

3rd – 4222 Jefferson Street

Ward 3

1st – 3300 Gumwood Drive

2nd – 3301 Pennsylvania Street

3rd – 3312 Rosemary Lane

Ward 4

1st – 2900 Lancer Drive

2nd – 5705 31st Place

3rd – 5701 31st Place

Ward 5

1st – 5021 37th Place

2nd – 5025 37th Place

3rd – 5009 37th Place

Fiscal Impact:

N/A

City Administrator Comments:

Congratulations to Award Winners

Community Engagement:

Winners are posted on the City's website.

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Laura Reams
Submitting Department: Legislative
Item Type: Appointment
Agenda Section:

SUBJECT

Appointments to the Complete Count Committee

HCC-172-FY20

Recommendation:

I move that the Mayor and Council appoint Jessica Perez Gutierrez (Ward 4), Mabel Perez Gutierrez (Ward 4), and Leanne Davis (Ward 1) to the Hyattsville Complete Count Committee for a term to expire on November 18, 2020.

Sponsor(s):

Lawrence

Co-Sponsor(s):

Peabody

ATTACHMENTS

[CCC Application M. Perez-Gutierrez_W4_redacted.pdf](#)

[CCC Application_J. Perez Gutierrez_W4_redacted.pdf](#)

[CCC Application_L. Davis_W1_redacted.pdf](#)

Summary Background:

See attached applications.

Next Steps:

Staff will continue to recruit members up to 15. An initial meeting will be held on November 20.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend support

Community Engagement:

Agendas for the Complete Count Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Mabel

First Name

Perez-gutierrez

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 4

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

HVL Counts! Census 2020 Complete Count Committee: Submitted

Referred By:

Steven Blanco

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

By way of background, I have experience as a project and project specialist in which I coordinated efforts to collect toiletries for families in Puerto Rico. I believe my experience in community outreach would be a great asset to this committee to be able to outreach to the immigrant and Latino demographic in Hyattsville.

Board, Committee and Commission Application

Profile

Jessica

First Name

Perez Gutierrez

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 4

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

HVL Counts! Census 2020 Complete Count Committee: Submitted

Referred By:

Steven Blanco

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

I understand the importance of the Census and the distribution of federal funds it holds over my community. I want to volunteer my time to help identify prospective national and local partners. I want to build awareness for the 2020 Census in my local community.

City of Hyattsville

Board, Committee and Commission Application

Profile

Leanne _____ Davis _____
First Name Last Name

_____ _____
Email Address

_____ _____
Street Address Suite or Apt

_____ _____
City State Postal Code

1 _____
City Ward

_____ _____
_____ Alternate Phone

Referred By: _____

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

In my job as an education researcher, I rely on census data to accurately describe communities, evaluate the effectiveness of programs, and to determine which communities should receive targeted education programs and interventions. If the census data is not accurate, then our ability to effectively create programs and advocate for policy solutions is hampered. Likewise, if residents of a county are not accurately counted, then critical funding is lost.

There are many fears surrounding government collection of data. I am hopeful that sharing information, taking the time to speak with residents about the importance of the census, and showing Hyattsville residents that we hear their concerns by making individual contact will help assuage some of those fears.

We're all in this together – let's make Hyattsville count!



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Appointment to the Health, Wellness, and Recreation Advisory Committee

HCC-173-FY20

Recommendation:

I move that the Mayor and Council appoint Stephenie Brooks-Maynard (Ward 1) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on March 4, 2021.

Sponsor(s):

Lawrence

Co-Sponsor(s):

Peabody

ATTACHMENTS

[HWRAC App_P. Woods_W3_redacted.pdf](#)

Summary Background:

Please see attached application.

Next Steps:

Staff liaisons for HWRAC Committee will reach out to the new appointee to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the HWRAC Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Patrice

First Name

Woods

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 3

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Hyattsville Environment Committee: Appointed

Health, Wellness and Recreation Advisory Committee: Submitted

Referred By:

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

Patrice Woods is an accomplished marketer and brand strategist with 10+ years of experience working with Fortune 500 companies in the areas of strategic marketing management and corporate strategy. Currently, she is a social media brand manager at AARP. Before coming to AARP, Patrice devised marketing strategy for Capital One, Kimberly Clark, and McDonald's. In her free time, she is a volunteer with Horton's Kids, a community-based organization that serves 500 children in grades K through 12, living in Washington, DC's Ward 8. I am interested in joining the Health, Wellness, and Recreation Committee because living a healthy lifestyle is important to me and I understand the impacts it can have on a community. I want to help Hyattsville residents improve their health behaviors, reduce health risks, and increase productivity.



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Appointment
Agenda Section:

SUBJECT

Re-appointment to the Ethics Commission

HCC-176-FY20

Recommendation:

I move that the Mayor, with Council approval, re-appoint T. Carter Ross (Ward 2) to the Ethics Commission for a term of 3 years to expire on January 6, 2022.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

N/A

ATTACHMENTS

[Ethics Commission_T. Carter Ross re-appoint_redaction.pdf](#)

Summary Background:

Please see attached re-appointment application. The current term for this member expired on December 19, 2019.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Agendas for the Ethics Commission Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

T. Carter

First Name

Ross

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 2

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Ethics Commission: Submitted

Referred By:

Edouard Haba

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

A resident of Hyattsville since 1998, I have served on the Ethics Commission since October 2013 and as its chair since September 2014. I have two daughters in PGCPs schools in Hyattsville and am actively involved with our city, county, and state government. Professionally, I handle communications for a construction sector trade association and previously I worked as a trade media journalist covering broadcast technologies.

Question applies to Ethics Commission

The Ethics Commission is composed of five (5) members, appointed by the Mayor and approved by Council for a term of three (3) years.

The Commission's responsibilities include adopting regulations in accordance with the City's Ethics Code, providing advisory opinions, and certifying compliance to the State Ethics Commission. In addition to these responsibilities, the Commission is appointed by the Board of Supervisors of Elections to review all campaign finance documents for the 2019 Election.

The Commission has adopted the following meeting dates for 2019. Commissioners must attend the meetings.

- Monday, March 4, 6 PM: Candidate Information Session
- Saturday, March 23, 10 AM: Candidate Information Session
- Tuesday, April 2, 7 PM
- Thursday, April 4, 6 PM: Certified Candidate Information Session
- Tuesday, April 16, 7 PM
- Friday, April 19, 7 PM
- Tuesday, April 30, 7 PM
- Friday, May 3, 7 PM
- Tuesday, May 14, 7 PM

No meetings June - August

- Thursday, September 5, 7 PM
- Thursday, September 26, 7 PM

Question applies to Ethics Commission

What skills and experience will you bring to the Commission? Include any governmental experience, activities with civic and business organizations, accounting experience, or any other experience that would contribute to your effectiveness as a Commissioner.

I have been involved with the Commission since 2013 and have been through three city campaigns. I also am familiar with Maryland Elections Board processes and policies having served as campaign committee chair for a district council candidate's campaign in 2018.



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section:

SUBJECT

Schedule Public Hearing for Traffic Calming Petition - Emerson Street

HCC-174-FY20

Recommendation:

I move that the City Council schedule a Public Hearing for Tuesday, February 18, 2020 at 7:30 PM, to consider public testimony regarding a Traffic Calming Petition submitted for the 4500 block of Emerson Street located in Ward 1.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Petition - Traffic Calming 4500 Emerson_Redacted.pdf](#)

[GIS Map 4500 Emerson.pdf](#)

[114-8 Traffic Calming Devices.pdf](#)

[Traffic Calming Flowchart_073119.pptx](#)

Summary Background:

The City received a petition for traffic calming device(s) for the 4500 block of Emerson Street on October 14, 2019. The petitions was validated by the City Clerk's office to meet the required 60% signature threshold.

Per Section 114-8 of the Hyattsville Charter and Code, the City has begun traffic studies to determine if a traffic calming device is in the interests of both best traffic engineering practice and public safety.

Next Steps:

The City of Hyattsville Mayor & Council will conduct a Public Hearing on Tuesday, February 18, 2019 at 7:30 p.m. (prior to the City Council Meeting).

The Mayor & Council will announce their decision to approve, approve with modifications, or deny the requested traffic calming device within fifteen (15) days of the close of the hearing, unless, due to extraordinary circumstances, the time limit is extended by a majority vote of the City Council. The petitioners will be notified of the decision of the Mayor and City Council by the City Clerk and the decision will be published in the Hyattsville City Council Meeting Minutes.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A

RECEIVED
PETITION TO THE CITY OF HYATTSVILLE
FOR A TRAFFIC CALMING DEVICE

OCT 14 2019

Location:

City of Hyattsville
 Emerson Street in Hyattsville - between McDonald Auto Body and Gasch's Funeral Home,
 P.A.

Petition Summary & Background Information:

(Please print, attach additional sheets as needed)

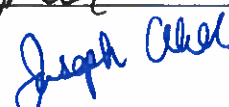
We need a traffic calming device installed on Emerson Street to slow down the
 traffic. There are numerous small children who reside on this street and the
 families fear for their safety. The families have called and complained to no avail.

Action petitioned for:

(Please print)

Installation of at least two (2) calming devices on Emerson Street.

Contact Person	Address	Phone Number	Email Address
Bill Lanning	4739 Baltimore Ave. Hyattsville, MD	301-927-6100	Bill.lanning@gaschs.com

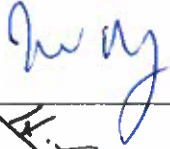
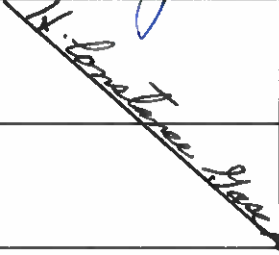
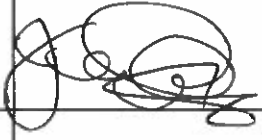
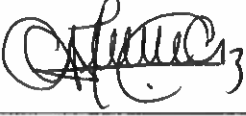
#	Date	Name (Please Print)	Signature	Address	Phone #
	10-7-19	Joan Cardenas		[REDACTED]	[REDACTED]
	10-7-19	Korrett McAndrews		[REDACTED]	[REDACTED]
	10-7-19	Marisol Cáceres		[REDACTED]	[REDACTED]
	10/7/19	Rocio Cáceres		[REDACTED]	[REDACTED]
	10/8/2019	Joseph Abell		[REDACTED]	[REDACTED]

PETITION TO THE CITY OF HYATTSVILLE FOR A TRAFFIC CALMING DEVICE

Location:

Action petitioned for:

(Please print)

#	Date	Name (Please Print)	Signature	Address	Phone #
	10-8	John Brady			
	10-9-19	H. Constance Gasch			
	10-9-19	H Constance Gasch			
	10-12-19	Joe C. C. C.			
		CR C. C. C.			
	10-10-20	Andy Abel Caceres-Valdez			

City Clerk Request 4500 block of Emerson St

Legend

- Street of Interest
- Properties selection
-  Buildings
-  Parks
-  Metro Stations
-  City Boundary

Coordinate System: NAD 1983 StatePlane
Maryland FIPS 1900 Feet



Map Produced by Taylor Robey
November 18, 2019

Department of Community &
Economic Development
www.hyattsville.org
(301) 985-5000



§ 114-8. Traffic calming devices. [Added 8-1-94 by HB No. 8-94, Amended 2-21-95 by HB No. 8-94, 2-21-95 by HB No. 01-95, Amended on 3-27-11 by HO-2011-01]

A. Definitions: As used in this Ordinance, all terms shall have the definitions and meanings provided in the Maryland Code Annotated, Transportation Article, unless otherwise indicated. The following terms shall have the meanings indicated:

(1) "Traffic calming device" is a physical device used to regulate, guide, slow, and/or control traffic, for the purpose of pedestrian and traffic safety. The term traffic calming device includes but is not limited to the following devices:

(a) Speed zones: an identifiable area of reduced speed, indicated by signage or otherwise.

(b) Speed humps: a raised or manually installed section of asphalt or other construction material constructed on a roadway, with a dip and crown shaped as viewed in cross section, on a base ordinarily twenty-two feet (22'), measured parallel to the curb of the roadway, and with a height not less than three (3) inches nor more than four (4) inches.

(c) Raised intersections: contrasting surfaces such as brick, cobblestones, concrete, or other construction material in place of street surfaces at the intersection of two streets.

(d) Traffic islands, circles and lateral shifts: physical barriers placed in the street to direct traffic in a specific direction including both temporary and permanent structures which do or do not contain landscaping.

(e) Rumble strips: physical devices attached to, or constructed in the road surface to provide contrast to the road surface in order to slow traffic.

(f) Chokers: a portion of the sidewalk extending out approximately six (6) to eight (8) feet into the street.

(2) "Unit block": unit block shall mean a subsection of, or a separate and distinct, but attached portion of a street, of no specific length or width, but which has been numerically designated and identified a part of that street. Each street may consist of numerous unit blocks.

(3) "Dwelling unit": one (1) or more rooms arranged for the use of one (1) or more individuals living together as a single housekeeping unit, with cooking, living, sanitary and sleeping facilities as defined by the Prince George's County Housing Code.

(4) "Eligible signature": the signature of an individual, over the age of eighteen (18), residing in a dwelling unit located on a street:

(A) upon which the installation of a traffic calming device is being considered, or

(B) within one (1) unit block of such streets upon where the installation of a traffic calming device is being considered for only a portion of such street , or

(C) that is only accessible over a street for which the installation of the traffic calming device is being considered and provides the only means of ingress and egress, or

(D) or in an area which the City Clerk pursuant to the discretion granted in subsection B (2) (b) determines should be surveyed.

Only one eligible signature per dwelling unit will be considered for any of the purposes set forth in this Ordinance.

HYATTSVILLE CHARTER AND CODE

B. Request for traffic calming device installation:

Requests for the installation of a traffic calming device may be made by petition subject to the following conditions.

(1) Residents of a street may request the installation of a traffic calming device by submitting a petition to the City Administrator containing eligible signatures from at least sixty percent (60%) of dwelling units located on the street, stating that such individuals want a traffic calming device. Such petition need not conform to the requirements in the Charter for petitions.

(2) If the traffic calming device is being requested for only a portion of a street, the petition containing at least sixty percent (60%) of eligible signatures must be circulated to individuals residing in dwelling units located on the unit block on which the traffic calming device will be installed and to individuals residing in dwelling units located within one (1) unit block of the block containing the requested installation site.

(a) If the street upon which the traffic calming device is to be installed provides the only means of ingress and/or egress for other streets, the petition containing at least sixty (60%) of eligible signatures must be circulated to the residents of such other streets.

(b) The City Clerk retains sole discretion to determine if residents of additional streets will be surveyed, based upon circumstances that could impact such residents.

(3) The City Clerk will validate petitions submitted to the City Administrator to determine that said petitions are in compliance with applicable provision of this Article. The City Clerk shall inform the City Council, petitioners, the City Administrator, Director of Public Works and the Police Chief, as to whether the petition complies with this Article. If the petition is in compliance, the department heads will jointly undertake to assess the location of the request and determine if a traffic calming device is in the interests of both best traffic engineering practice and public safety; and the Mayor who will schedule a public hearing in accordance with subsection C, below.

(4) The City Clerk shall develop and distribute a standardized “request for traffic calming device” petition form sufficient for use in accordance with this subsection.

C. Procedures for public hearings on traffic calming device installations:

(1) Conduct of Public Hearing: the Mayor shall schedule a public hearing after being notified by the City Clerk in accordance with subsection B. (3) that the petition is valid.

(a) Notice of the hearing will be given to all residents of the street upon which the proposed traffic calming device is to be installed; and

(b) If the traffic calming device is being requested for only a portion of the street, notice will be given to residents of dwelling units located on the unit block on which the traffic calming device will be installed and also to individuals residing in dwelling units located within one (1) unit block of the block containing the requested installation site; and

(c) If the traffic calming device is to be installed on a street which provides the only means of ingress and/or egress for other streets, the notice will be given to residents of such other streets, by the following means:

(i) Publication in the Hyattsville Reporter or in a paper having circulation in the City.

(ii) Advertisement on the City of Hyattsville’s cable television channel.

HYATTSVILLE CHARTER AND CODE

(2) Factors considered: The following factors shall be taken into consideration as guidance in determining whether to install a traffic calming device. The factors listed below shall not be considered exclusive.

(a) Whether the street where installation of a traffic calming device is proposed has a speeding problem, which has been identified through a combination of residents' complaints, police radar surveillance and ticketing practices, accident statistics, electronic traffic counts and/or a history of previous efforts to control speeding which cannot be alleviated in any way other than a traffic calming device. The Department of Public Works shall provide a report of the electronic traffic count data of the proposed street to determine the traffic and speed issues.

(b) Whether the street carries a sufficient volume of non-residential traffic in addition to the general residential traffic, so that the requested traffic calming device is appropriate.

(c) The impact of a traffic calming device on public transportation, police and fire apparatus.

(d) The impact of a traffic calming device on adjacent neighborhoods.

(3) Decision: The Mayor and City Council will announce their decision to approve, approve with modifications, or deny the requested traffic calming device within fifteen (15) days of the close of the hearing unless, due to extraordinary circumstances, the time limit is extended by majority vote of the City Council.

(4) Notification of decision: The petitioners will be notified of the decision of the Mayor and City Council by the City Clerk and the decision will be published in the Hyattsville City Council Meeting Minutes.

D. Procedures for removing a traffic calming device installation:

(1) A request for removal of a traffic calming device, installed pursuant to subsection C above, may be by petition containing eligible signatures from sixty percent (60%) of the dwelling units located on the street upon which the traffic calming device has been installed or

(2) If the traffic calming device has been installed for only a portion of the street, the petition requesting removal may be signed by eligible signatures from sixty percent (60%) of the dwelling units located on the unit block on which the traffic calming device was installed and dwelling units located within one (1) unit block of the requested removal site; or

(3) If the traffic calming device has been installed on a street that provides the only means of ingress and/or egress for other streets, the petition requesting removal may be signed by eligible signatures from sixty percent (60%) of the dwelling units located on the street and such other streets.

(4) No petition will be considered until six (6) months have elapsed since the initial installation of the traffic calming device.

E. Miscellaneous:

(1) Placement of traffic calming device near schools, parks and playgrounds: the Mayor and Council may initiate the installation of traffic calming device on streets adjacent to neighborhood parks, playgrounds, and schools or on commercial areas.

(2) Authority of City over traffic calming devices.

HYATTSVILLE CHARTER AND CODE

(a) Nothing in these guidelines shall be construed as preempting the City, at its initiative, from installing, altering, maintaining or removing a traffic calming device installation. The City Administrator will notify, pursuant to the notice provisions stated in subsection c. above, the appropriate affected residents of the proposed changes regarding a traffic calming device.

F. Installation and maintenance:

(1) In the regulation and supervision of traffic, the Public Works Director is authorized to construct, install, place, erect, and maintain upon the public highways of the City those traffic calming device installations and proper signage as the Mayor and Council have or may direct at the locations designated by the Mayor and Council.

(2) All speed humps installed pursuant with this Ordinance shall ordinarily:

(A) Consist of one (1) or more speed humps spaced every two hundred (200) to five hundred (500) feet along public street or alley;

(B) Not be placed within two hundred (200) feet of a stop sign unless required by special circumstances as determined by the Director of Public Works; and

(C) Be painted with distinctive markings which should include reflective paint or tape.

(3) Warning signs marked “speed humps” shall be placed on the right hand side of the street at the approach to each speed hump.

§ 114-9. Speed monitoring systems. [Rewritten on 3-27-11 by HO-2011-01, Amended 3-18-13 by HO-39-03-13, Amended 8-4-14 by HO 2014-06]

A. A “speed monitoring system,” as defined in Maryland law, means a device with one or more motor vehicle sensors producing recorded images of motor vehicles traveling at least twelve (12) miles per hour above the posted speed limit.

B. No more than ten (10) school zone speed monitoring systems as outlined in §21-809 of the Transportation Article of the Annotated Code of Maryland are hereby authorized at locations, determined by the Chief of Police or his/her designee after consultation with and agreement of the City Administrator, in school zones within the City, as established under §21-803.1 of the Transportation Article of the Annotated Code of Maryland.

C. Before activating a speed monitoring system in any school zone at any location where such a system had not been previously moved or placed, the City shall:

1. Publish notice of the location(s) of the speed monitoring system(s) on the City website and in a newspaper of general circulation within the City; and

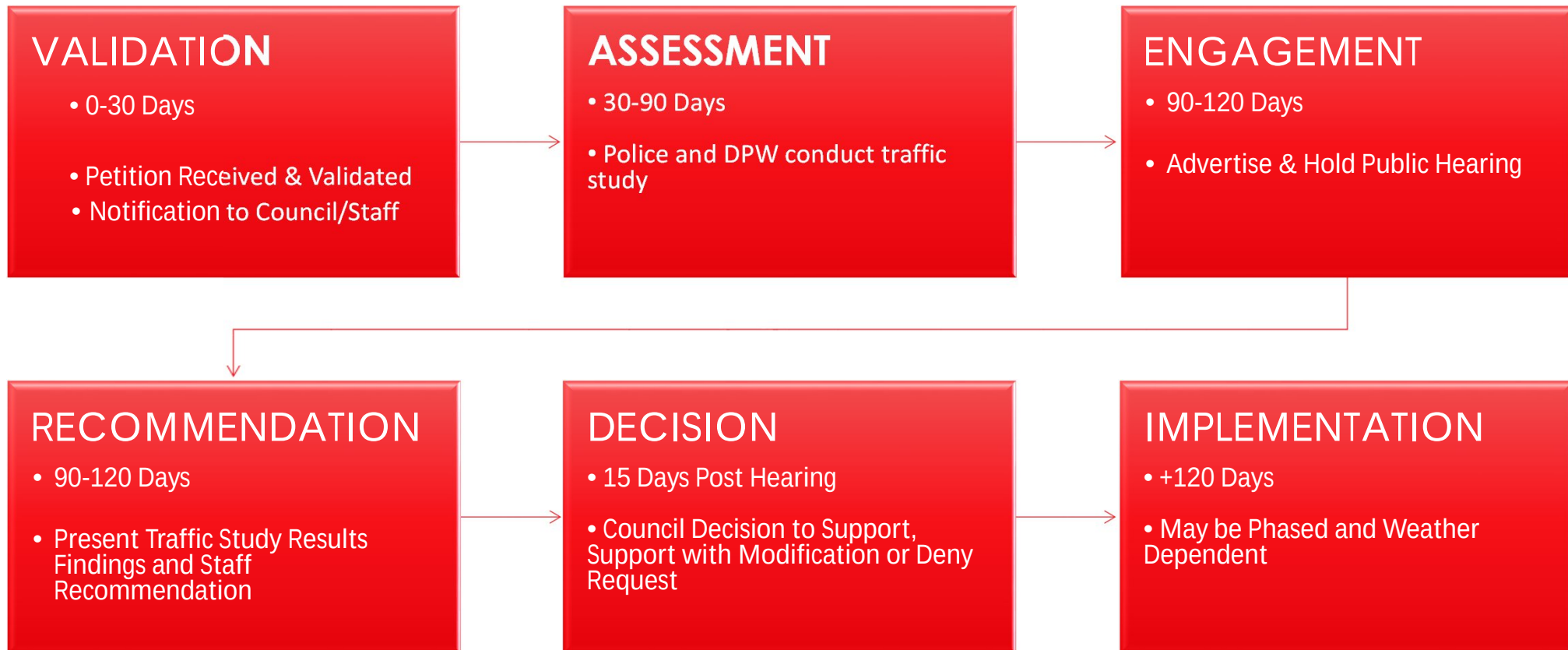
2. Ensure that each sign that designates a school zone has in close proximity to it a sign that indicates that speed monitoring systems are in use in the school zone and that the signage is in accordance with the manual for and that the specifications for a uniform system of traffic control devices adopted by the State Highway Administration.

D. The City shall name a City employee as Program Administrator to oversee the contract with the speed monitoring system contractor and shall also name another City employee who has not been involved in monitoring system citations, to investigate and respond to questions or concerns about the City’s speed monitoring systems as outlined in §21-809(b)(1)(ix) of the Transportation Article.

E. Unless otherwise provided by law, the school zone speed monitoring system may operate



TRAFFIC CALMING PROCEDURES





Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Michelle Dunklee
Submitting Department: Police Department
Item Type: Purchase
Agenda Section:

SUBJECT

Purchase of Entry Weapons for Emergency Response Team

HCC-177-FY20

Recommendation:

I move that the Mayor and Council authorize the purchase of Daniel Defense MK18 Carbine weapons for the Emergency Response Team from Atlantic Tactical at a cost not to exceed \$21,690.56.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City of Hyattsville Police Department Emergency Response Team is seeking to replace the current primary entry weapons used by the team members. The current entry weapons; the H&K UMP 40, are reaching the end of their service life. Two of the weapons are currently inoperable and would have to be shipped to Germany for expensive repairs. Members of the Emergency Response Team tested and evaluated several entry weapon replacements. The overwhelming majority of ERT members selected the Daniel Defense MK18 Carbine as the best performing entry weapon.

Funding to purchase these new entry weapons was requested in the FY20 Capital Budget, which currently has the amount of \$25,000.00. We are requesting permission to move forward with the purchase of the Daniel Defense MK18 Carbine entry weapons and associated equipment from Atlantic Tactical at a cost not to exceed \$21,690.56.

Next Steps:

Upon approval, staff will proceed with the purchase.

Fiscal Impact:

\$21,690.56

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Michelle Dunklee
Submitting Department: Police Department
Item Type: Budget
Agenda Section:

SUBJECT

FY20 Budget Amendment: FY20 Police Recruitment and Retention Grant

HCC-178-FY20

Recommendation:

I move that the Mayor and Council accept and appropriate the FY20 budget grant award in the amount of \$68,200 for Police Recruitment and Retention from the Governor's Office of Crime Control and Prevention and amend the FY20 Special Revenues Funds Budget by increasing estimated revenues and expenditures by \$68,200.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Grant Award.pdf](#)

Summary Background:

The City of Hyattsville Police Department was awarded a grant from the Governor's Office of Crime Control and Prevention entitled "Police Recruitment and Retention" in the amount of \$68,200. This grant award is to assist with our efforts to attract and retain qualified sworn law enforcement officers. Grant funds provide, incentives, software, training and equipment.

Next Steps:

Acceptance and appropriation of funds.

Fiscal Impact:

\$68,200.00

City Administrator Comments:

The staff is working on a retention program/policy for officers at the 5, 10, 15 and 20 year career marks. This grant may help offset some of these retention incentives as well as offset costs for uniform maintenance, leadership, physical fitness and participation in undergraduate degree programs.

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



GOVERNOR'S COORDINATING OFFICES

COMMUNITY INITIATIVES • SERVICE & VOLUNTEERISM • PERFORMANCE IMPROVEMENT
CRIME CONTROL & PREVENTION • SMALL, MINORITY & WOMEN BUSINESS AFFAIRS
CHILDREN • DEAF & HARD OF HEARING

December 19, 2019

The Honorable Candace B. Hollingsworth
Mayor
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

RE: PRAR-2020-0020

Dear Mayor Hollingsworth:

I am pleased to inform you that your grant application submitted by **City of Hyattsville**, entitled "**Police Recruitment and Retention**," in the amount of \$68,200.00 has received approval under the Police Recruitment and Retention program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Hyattsville Police Department's Recruitment and Retention initiative assists with the efforts to attract and maintain qualified sworn law enforcement officers. Grant funds provide, incentives, software, training and equipment.

Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at www.goccp.maryland.gov. The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this grant award, please contact **Angela Carpintieri**, your program manager, or **Dana Maddox**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,

V. Glenn Fueston, Jr.
Executive Director

cc: Mr. Scott Dunklee



12/19/2019

Governor's Office of Crime Control and Prevention



Control Number:

38569

Regional Monitor:

Carpintieri, Angela

Fiscal Specialist:

Maddox, Dana

Grant Award & Acceptance Form

Grant Award Number: PRAR-2020-0020

Sub-recipient: City of Hyattsville

Project Title: Police Recruitment and Retention

Implementing Agency: Hyattsville City Police Department

Award Period: 07/01/2019 - 06/30/2020

CFDA: N/A

Funding Summary	Grant Funds	100.0 %	\$68,200.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$68,200.00

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the

State

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

FOR THE STATE OF MARYLAND:

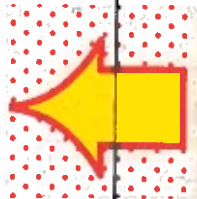
 Executive Director

 Governor's Office of Crime Control and Prevention

SUB-RECIPIENT ACCEPTANCE:

 Signature of Authorized Official

 Typed Name And Title

 Date


To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor:
GOCCP Fiscal Specialist

Carpintieri, Angela
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 1 Approved by the Governor's Office of Crime Control & Prevention (GOCCP) of the submitted application, and the sub-award that it has generated, is for the time period stated in this Sub-award Package and constitutes no commitment for the continuation of funding beyond that time period.
- 2 This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.
- 3 This sub-award is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the GOCCP website, as accepted by the Authorized Official on the official Award Acceptance document. GOCCP retains the right to add Special Conditions, if and when needed, during the life of the award period. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from GOCCP for grant funds, irrelevant of the funding source.
- 4 The original Award Acceptance document containing the original signature of the Executive Director of GOCCP must be signed, preferably in BLUE INK, by the Authorized Official noted on the submitted application. This document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Acceptance of this sub-award constitutes a commitment. Failure to comply will prevent program/project activity and result in the delay of reimbursement.

The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the sub-award.

- 5 The Notice of Project Commencement/Delay form must be signed (initialed in Section II, AND signed at the bottom) by the Project Director and must be uploaded in the Grants Management System (GMS) WITHIN 30 CALENDAR DAYS of the receipt of the award package. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by GOCCP.

NOTE: If the project will not commence within 30 calendar days of the Starting Date of the Period of Award, an explanation of the steps taken to initiate the project, the reason for delay, and the expected commencement date must be explained and justified on the Notice of Project Commencement/Delay Form in Section III. Failure to comply will result in delay of reimbursement.

ANY delay of your project AFTER submission of the Project Commencement/Delay Form will require the submission of a Grant Modification Form and approval by GOCCP. One blank Modification form is sent with every award package. For potential future modifications of any kind you may access the form through the GOCCP GMS.

Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.

- 6 The Federal Civil Rights Questionnaire (FCRQ) and Certification Form are a post award process that occurs bi-annually (2011, 2013, etc), and are for federal funds only. Submission of certification is completed through online registration. These documents must be completed and returned, with any additional attachments (posters, complaint forms), to GOCCP within 90 CALENDAR DAYS of the receipt of the Award and may be uploaded electronically to GMS. For internal assistance please contact your Department of Human Resources, Personnel Department, Fair Practices, or internal Human Resource/Personnel contact. The FIRST PAGE of the actual questionnaire MUST reference only ONE sub-award number. This must always be the second page of your response packet, with a copy of the federal Certification Form being the first. The certification process must be completed online as the Office of Justice Programs (OJP) no longer accepts paper forms. The Certification Form and additional instructions may be obtained at <http://www.ojp.gov/about/ocr/eeop.htm>.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor
GOCCP Fiscal Specialist

Carpintieri, Angela
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 7 The Start Date of the Period of Award is the earliest date that can be used as the project commencement date. No obligation or expenditure of funds is allowed prior to this date.

The sub-award may be terminated by one or both parties with written notice. If the sub-award is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses MUST be provided within 60 calendar days. Also see General Condition #35.

- 8 The sub-recipient must implement this project according to the goals, objectives, and plans as proposed, accepted, and set-forth in this sub-award.
- 9 The attached Budget Notice is made part of the final grant proposal and sub-award. Where this Budget Notice may have been modified from the project budget submitted in the original application, it represents final approved expenses for the project and governs expenditures accordingly.

All NEW project personnel supported with grant funding MUST BE HIRED WITHIN 45 CALENDAR DAYS of receipt of the sub-award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the sub-award package. If project personnel are not hired within 45 calendar days, project personnel ALLOCATIONS MAY BE DE-OBLIGATED at the discretion of GOCCP. Also see General Condition #14.

- 10 SUPPLANTING is the use of GOCCP grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this sub-award has been awarded. Any salaries, positions, personnel expenses, contractual expenses, equipment, travel, and other expenses paid for with GOCCP grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.
- 11 The sub-recipient's acceptance of this sub-award constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award.

The sub-recipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this sub-award. Any requested change to this match (if applicable) must be submitted in writing on a GOCCP Grant Modification form and is subject to prior approval by GOCCP. Also see General Condition # 13.

- 12 All grant funds related to the sub-award project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the sub-award period or any pre-authorized extension thereof.

Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the sub-recipient.



Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 13** ANY requests for changes or modifications of any kind to any portion of this sub-award **MUST BE SUBMITTED IN WRITING PRIOR TO OCCURRENCE** using the GOCCP GRANT MODIFICATION FORM and may not take place until the Authorized Official or Project Director receives written approval from GOCCP. Written approval is sent in the form of a Grant Adjustment Notice (GAN).

This includes, but is not limited to: 1) budget revisions of any type, including proposed expenditures in a budget category that was not previously approved in the application stage; 2) change to award period; 3) change to Project Director or Fiscal Officer; 4) change to staff specified in the personnel category; 5) change to scope of program; and 6) ANY change that was not approved when the funds were originally awarded.

These changes may not be requested via telephone, fax, or email. See the Grantee's Toolbox area of the GOCCP website for specific instructions: <http://www.goccp.maryland.gov/grants/grantee-toolbox.php>

- 14** ANY intended or proposed changes to Key Personnel whose salary is funded in whole or part by this sub-award **MAY NOT TAKE PLACE UNTIL** a Grant Modification Form has been signed by the Authorized Official or Project Director, and submitted to GOCCP 15 CALENDAR DAYS PRIOR TO the intended change AND written approval (Grant Adjustment Notice - GAN) has been sent by GOCCP to the requesting sub-recipient. In addition, accurate and identifiable time and attendance records must be maintained on-site for all personnel hired/employed under this project. See the Grantees Toolbox area of the GOCCP website. Look under the section entitled Time and Effort Reports (timesheets).
- 15** If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to GOCCP, acknowledging the replacement and signed by the person exiting the position. However, should said person have already vacated the position, then the letter must come from the entities actual Authorized Official, acknowledging the change and name of the replacement person. If documentation is available please attach it to the original letter (e.g. Executive Order, acknowledgement of election, Board notes acknowledging confirmation, etc.).
- 16** The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer.

To authorize an alternate signature, the person granting authorization for another party to sign on their behalf must submit a letter, on letterhead, to GOCCP with their original signature in blue ink. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.).

If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings, etc.

- 17** If the sub-recipient does not have written procurement guidelines, the sub-recipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed via the internet at: <http://www.michie.com/maryland>.

Double click "MARYLAND CODE", select "STATE FINANCES AND PROCUREMENT", select "TITLE 13: SOURCE SELECTION, select: "SUBTITLE 1, 2, 3, or 4" based on applicability.

- 18** The submission of the Property Inventory Report Form (PIRF) is a requirement for any equipment that costs \$5,000 or more per unit cost, that is approved under this sub-award. The form is included in the Project Director's award package.

BPVP sub-awards are additionally referred to their Special Condition for the PIRF, all other conditions remain the same.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor
GOCCP Fiscal Specialist

Carpintieri, Angela
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 19** The principal activities of this project may NOT be sub-contracted to another organization WITHOUT PRIOR APPROVAL by GOCCP. If prior approval was not obtained through the application process and is required after the program has been awarded, a Grant Modification Form must be submitted with detailed information and justification. Activities cannot occur until written approval in the form of a Grant Adjustment Notice (GAN) is received from GOCCP.
- 20** Sub-recipients are subject to the applicable requirements regarding the Drug Free Workplace of the governor's Drug and Alcohol Free Workplace executive order and implementing policies. This information may be obtained through the State of Maryland website at www.maryland.gov.
- 21** When issuing requests for proposals, bid solicitations, or other procurement requests, all sub-recipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.
- 22** When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the sub-recipient agrees that the source of funding of this project and the role of GOCCP must and will be clearly acknowledged. The sub-recipient will ensure that all publications resulting from this project will have the following language on the publication:

"The Governor's Office of Crime Control & Prevention funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."
- 23** GOCCP has the rights to reproduce, with attribution, and share any and all materials and documents generated as a result of this sub-award and project.
- 24** All sub-recipients are required to view the GOCCP Grants Management System (GMS) Training Videos, which can be accessed at: <http://www.goccp.maryland.gov/gms-training/>.

These videos provide step-by-step guidance through the online system, from application to reporting.

If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the GOCCP IT Staff at support@goccp.freshdesk.com.
- 25** The sub-recipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.
- 26** All GOCCP required forms must be generated by GOCCP or printed from the GOCCP web-based Grants Management System (GMS). Applications, and or reports, that are not in "Submitted" status online, will print with verbiage that includes the words "PENDING SUBMISSION." These forms will be rejected.

Rejected forms will be returned to the sub-recipient with a Notice of Dispute. The return of forms may delay programmatic and/or financial activity of this sub-award including, but not limited to, reimbursement of funds.
- 27** ALL Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the GOCCP web-based Grants Management System (GMS). Hard copies of reports are not required. Reports that are not in "Submitted" status online will have the words "Pending Submission" on them and will be returned with a Notice of Dispute.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

In accordance with policy, GOCCP may freeze the release of funds until a sub-recipient is current in the filing of all programmatic and financial reports.



Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 28** PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GOCCP Grants Management System (GMS) on a quarterly basis. Hard copies of programmatic reports are not required. ** All programmatic reports (including matrix, DCTAT and PMT if applicable) are due NO LATER THAN 15 CALENDAR DAYS after the end of each quarter. This due date is PRIOR to submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online.

Where the start date of any sub-award may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30 reports due 10/15
10/01 - 12/31 reports due 01/15
01/01 - 03/31 reports due 04/15
04/01 - 06/30 reports due 07/15

In addition the GOCCP Regional Division Chief, Program Fund Manager, or Program Monitor, may request an Annual Progress Report. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

- 29** The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. In order to process a Financial Report, the Programmatic Reports must be in "Submitted" status.

The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to any financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned with a Notice of Dispute.

Where the start date of any sub-award may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

07/01 - 09/30 reports due 10/30
10/01 - 12/31 reports due 01/30
01/01 - 03/31 reports due 04/30
04/01 - 06/30 reports due 07/30

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor
GOCCP Fiscal Specialist

Carpintieri, Angela
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 30** Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be electronically submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports submitted with Programmatic reports cannot be processed for payment unless programmatic reports are in "Submitted" status online.

FINAL Financial Reports must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, the sub-recipient must email the Fiscal Specialist and copy the Regional Monitor stating that the report is not final.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. All final financials must be submitted within 60 days or GOCCP reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written across the top of the report. The corrections must be actual expenditures, not the variance. New signatures and current dates are required and can the report can be either emailed to the Fiscal Specialist and copying the Regional Monitor or uploaded into the documents tab of the grants management system.

- 31** Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the de-obligation of funds. Financial reports cannot be processed for payment unless programmatic reports are in "Submitted" status in the online system (GMS).

If late reporting occurs, the expenditure or obligation may become the responsibility of the sub-recipient.

BARM and BPVP MUST review their SPECIAL CONDITIONS for reporting requirements and/or deadlines.

- 32** In accordance with policy, GOCCP will freeze the release of funds until a sub-recipient is current in the filing of all reports, submission of documentation, and have resolved any remaining Notices of Disputes or issues.
- 33** In order to verify the appropriateness of all grant fund related expenditures, the GOCCP program staff will monitor the use of grant fund proceeds as reported by sub-recipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this sub-award and other such standards as they apply, are being met.

At any time during normal business hours, and as deemed necessary by GOCCP, the sub-recipient shall make available to GOCCP, fund source agencies, or State Legislative Auditors, or any of their authorized representatives, any of the fiscal and/or program records for inspection and audit. Also see General Condition # 39.

- 34** GOCCP may allow or require that a sub-recipient report, and be reimbursed, in increments other than quarterly under such conditions that are deemed appropriate.



Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 35 The performance of work under this award may be terminated by GOCCP in accordance with this clause in whole, or in part, whenever GOCCP determines that such termination is in the best interest of the State.

If the sub-recipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the sub-award, GOCCP may terminate the award by written notice to the sub-recipient. The notice shall specify the acts or omissions relied upon as cause for termination.

All finished or unfinished supplies and services provided by the sub-recipient shall become GOCCP property. GOCCP will pay all reasonable costs associated with this program that the sub-recipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the sub-award. An accounting of the current quarterly and year-to-date expenditures must be provided within 60 calendar days of the termination date. Also see General Condition #7.

- 36 The sub-recipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The sub-recipient also agrees to include a provision similar to that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. Also see General Condition # 6 (above).

The sub-recipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors, to file a discrimination complaint directly with the Implementing Agency or Grantee (sub-recipient via complaint form), the GOCCP (prime recipient via website), and/or directly with the Maryland Commission on Human Relations, St. Paul Street, 9th Floor, Baltimore, MD 21201 (410-767-8600), the Baltimore Office of the U.S. Equal Employment Opportunity Commission (EEOC), 10 South Howard Street, 3rd Floor, Baltimore, MD 21201 (410-962-3932), or directly with the Office of Civil Rights Office of Justice Programs in Washington, D.C.

- 37 ALL submissions of ANY kind to GOCCP (U.S. mail, hand delivered, etc.), should be mailed to:

Governor's Office of Crime Control and Prevention
100 Community Place
Crownsville, MD 21032

- 38 All sub-recipients must have proper documentation to present to GOCCP upon request, to prove compliance with the following Audit Regulations that apply:

Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their sub-award.

Non-Profit Organizations that have gross income from charitable contributions of at least \$500K must have proof that they received an annual audit by a certified public accountant.

Non-Profit Organizations that have a gross income between \$200K - \$500K must have proof that they have been reviewed by an independent auditor.

Proof must be provided that each of the above reports has been submitted to the Secretary of State within 6 months of the end of the entity's fiscal year.

Non-Profits that have gross income of less than \$200K must provide proof that they filed a 990-Form to the IRS for their fiscal year.



Governor's Office of Crime Control and Prevention

GOCCP Regional Monitor
GOCCP Fiscal SpecialistCarpintieri, Angela
Maddox, Dana

Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 39** All financial and programmatic information and receipts/back-up documentation must be retained during the award period, and for 3 years from the date of last activity, for monitoring and auditing purposes, and be made available upon request.
- 40** The sub-recipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or sub-award to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.
- 41** The sub-recipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.
- 42** In addition to GOCCP's General (Post Award Instructions) and Special Conditions, the sub-recipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by GOCCP. The financial guide may be accessed at the following web URL:
http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf
- 43** On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding newly enacted conference costs and reporting requirements
([http://www.in.gov/cji/files/Memorandum_to_All_OJP_Grantees_and_Contractors_Regarding_Revised_Conference_Cost_Guidelines_October_2011_\(2\).pdf](http://www.in.gov/cji/files/Memorandum_to_All_OJP_Grantees_and_Contractors_Regarding_Revised_Conference_Cost_Guidelines_October_2011_(2).pdf)).

In order to follow the federal guidelines, GOCCP will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the new federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

GOCCP may consider exceptions to this General Condition for non-OJP funded grants.

- 44** All sub-recipients of federal funds must comply (and will require any sub-contracts or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. § 10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Civil Rights Act of 1964 (42 U.S.C. § 2000(d)); the Rehabilitation Act of 1973 (29 U.S.C. § 704); the Americans with Disabilities Act of 1990 (42 U.S.C. § 12131-34); the Education Amendments of 1972 (20 U.S.C. § 1681, 1683, 1685-86); the Age Discrimination Act of 1975 (42 U.S.C. § 6101-07); and the Department of Justice (DOJ's) Equal Treatment Regulations (28 C.F.R. pt. 38).
- 45** Throughout the entire period of the grant, the sub-recipient must maintain a valid DUNS Number and current registration with SAM.Gov, previously the Central Contractor Registry (CCR).
- A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. Information about the registration procedure for SAM can be found at www.sam.gov. Note: previous CCR (Central Contract Registry) information was migrated to SAM.gov.
- 46** No award funds may be used to maintain or establish a computer network unless such network blocks the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.
- 47** All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of GOCCP.



Grant Award - General Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 48 Sub-recipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.
- 49 The sub-recipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document, see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: <http://www.archives.gov/eo/laws/title-vi.html>
- 50 Your entity falls under the following federal requirement: Sub-recipients that are governmental or for-profit entities, that have fifty or more employees and that receive a single award of \$500,000 or more under the Safe Streets Act or other Department of Justice (DOJ) program statutes are required to submit their Equal Employment Opportunity Plan (EEO) to the federal Office of Civil Rights (OCR). The sub-recipients are not required to submit a copy to the Governor's Office of Crime Control & Prevention (GOCCP), but must have a copy available on site for monitoring purposes. Those sub-recipients that are subject to the OCR's EEO Certification Form may access this form at: <http://www.ojp.usdoj.gov/about/ocr/eop/eop.htm>.
- 51 Sub-recipients need to pay particular attention to the type of records that need to be maintained to support reimbursement claims for salaries, wages, and fringe benefits. Guidance can be referenced on page 70 of the OJP Financial Guide.
- The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include time sheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor.
- When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.
- 52 If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514 to be submitted to the Federal Audit Clearinghouse. If the audit discloses findings on GOCCP grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the sub-recipient from the pass-through entity as required by §200.521 Management decision.



Regional Monitor:
Fiscal Specialist:

Carpintieri, Angela
Maddox, Dana

Governor's Office of Crime Control and Prevention

Grant Award - Special Conditions

Grant Award Number:	PRAR-2020-0020	Sub-Recipient:	City of Hyattsville
Award Period:	07/01/2019 - 06/30/2020	Implementing Agency:	Hyattsville City Police Department
Project Title:	Police Recruitment and Retention		

- 1 This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCCP website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Grantees Toolbox is provided as a resource on the GOCCP website (<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>) to address frequently asked questions.
- 2 Due to a previous audit finding, receipts and/or back-up documentation reflecting actual expenditures must be submitted with each quarterly Financial Report form. Reimbursements to sub-recipients will not exceed actual costs.
- 3 All awardees will be required to submit a fiscal year-end report that reflects the overall successes that were accomplished through the use of these grant funds. The report must describe in detail how law enforcement staffing has changed and provide a comparison of the recruitment and retention efforts over the previous year. Specifically, agencies must provide the retention rate and the average number of new hires prior to this funding, and after as a result of this funding. This fiscal year-end report will be due by July 15th and must also be uploaded into the online grants management system.



Governor's Office of Crime Control and Prevention

Regional Monitor:
Fiscal Specialist

Carpintieri, Angela
Maddox, Dana

Budget Notice

Grant Award Number: PRAR-2020-0020

Sub-recipient: City of Hyattsville

Project Title: Police Recruitment and Retention

Implementing Agency: Hyattsville City Police Department

Award Period: 07/01/2019 - 06/30/2020

CFDA: N/A

Funding Summary	Grant Funds	100.0 %	\$68,200.00
	Cash Match	0.0 %	\$0.00
	In-Kind Match	0.0 %	\$0.00
	Total Project Funds		\$68,200.00

Other

Description	Funding	Quantity	Unit Cost	Total Budget
Recruitment Software App	Grant Funds	130	\$25.00	\$3,250.00
Recruitment Tablet	Grant Funds	2	\$850.00	\$1,700.00
Sworn Officer - Bilingual Proficiency Bonus	Grant Funds	5	\$1,000.00	\$5,000.00
Sworn Officer - Fitness Incentive	Grant Funds	210	\$25.00	\$5,250.00
Sworn Officer - Leadership Development Training	Grant Funds	2	\$4,500.00	\$9,000.00
Sworn Officer - Shoe/Boot Allowance	Grant Funds	40	\$225.00	\$9,000.00
Sworn Officer - Undergrad Degree Bonus	Grant Funds	9	\$1,000.00	\$9,000.00
Sworn Officer - Uniform Maintenance	Grant Funds	1	\$26,000.00	\$26,000.00
Other Total:				\$68,200.00

Approved: _____

Governor's Office of Crime Control and Prevention Authorized
Representative

Effective Date: 12/18/2019



Governor's Office of Crime Control and Prevention



Control Number:

38569

Regional Monitor:

Carpintieri, Angela

Fiscal Specialist:

Maddox, Dana

Submitted Date:

Programmatic Reporting

Grant Award Number: PRAR-2020-0020
Sub-recipient: City of Hyattsville
Project Title: Police Recruitment and Retention
Implementing Agency: Hyattsville City Police Department
Award Period: 07/01/2019 - 06/30/2020

CFDA: N/A

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

Performance Measures (5)

1	Number of sworn officers who received PRAR recruitment incentives during this quarter.	
2	Number of sworn officers who received PRAR retention incentives during this quarter.	
3	Number of sworn officer vacancies at the beginning of this quarter.	
4	Number of sworn officer vacancies at the end of this quarter.	
5	Number of sworn officers who resigned during this quarter.	

Progress Report Questions (5)

1	Explain in detail how this program has increased and retained patrol officers during this reporting period. Include the total number of newly hired officers and that number of officers retained through use of incentives.
2	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.
3	If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
4	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
5	Per the special condition a "Fiscal Year-End Report" is due July 15th of the current award cycle. Has this task been completed and uploaded? If, not explain why.

Signed: _____ **Date:** _____

Project Director - Dunklee, Scott *(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

Printed Name: _____ **Phone:** _____



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Jim Chandler
Submitting Department: Administration
Item Type: Memorandum of Understanding
Agenda Section:

SUBJECT

UMD Shuttle MOU (10 minutes)

HCC-182-FY20

Recommendation:

I move the City Council authorize the City Administrator to execute a Memorandum of Understanding extension with the University of Maryland Department of Transportation Services to continue the City's participation in the program through June 2020 at a pro rated cost to the City. The staff can provide an update to Council in May. It will be at the Council's discretion whether to continue the City's participation through December 2020. If the City elects to terminate participation in the program, registered users and the general public will receive notice on, or by May 19, 2020.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[UMD_Shuttle_MOU_Extension Memo_- _1.2.2020.docx](#)

Summary Background:

The purpose of this memorandum is to provide the Mayor and City Council with an update of the City's participation in the University of Maryland (UMD) Shuttle 113 Route and a recommendation for the City to continue to participate in the program through June, 2020.

At the request of the City Council, the City surveyed registered UMD Shuttle users, the results of which are included in this memorandum.

Additionally, UMD Department of Transportation Director David Allen has verbally approved the City participating on a prorated basis as it determines whether to continue participating in the program.

Next Steps:

The City Administrator will provide updates and a recommendation to the City Council in May 2020 on whether the City should continue to participate in the program for the balance of the calendar year.

Fiscal Impact:

Funding for this activity is included in the FY2020 budget.

City Administrator Comments:

Recommend the program be extended for a period of 3 to 6 mos through June 30, 2020. During that time period, staff can again survey riders to determine if demand, ridership and uses have changed. If not, the Council can determine whether to continue the program for the remaining 6 months thru December 2020.

Community Engagement:

At the request of the City Council, the City surveyed registered UMD Shuttle users, the results of which are included the attached memorandum.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Memo

To: Mayor and Council
From: Jim Chandler, Assistant CA, Director, Community & Economic Development
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Date: January 2, 2020
Re: University of Maryland Shuttle Program MOU – 2020 Extension

The purpose of this memorandum is to provide the Mayor and City Council with an update summary of the City's participation in the University of Maryland (UMD) Shuttle 113 Route and a recommendation for the City to continue to participate in the program through December 31, 2020.

At the request of the City Council, the City surveyed registered UMD Shuttle users, the results of which are included in this memorandum.

Additionally, UMD Department of Transportation Director David Allen has verbally approved the City participating on a prorated basis as it determines whether to continue participating in the program.

Summary

Since 2015, the City of Hyattsville has participated in the University of Maryland Department of Transportation Shuttle Service program which provides City residents with access to the existing UMD Shuttle 113 route at no direct cost to the user. The City contributes \$6,000 annually to the program and provides Hyattsville residents with a UMD pass.

The Route 113 of the University of Maryland Shuttle Bus loops through Hyattsville, stops at the Prince George's Plaza Metro, and then heads to the University. Hyattsville residents are eligible to receive a pass to ride free by bringing photo ID and proof of residence to the Municipal Building, 4310 Gallatin Street, Monday through Friday, 8:30 a.m. – 5:00 p.m.

The following represents registered Hyattsville users by calendar year through November 18, 2019*:

Calendar Year	UMD Shuttle Registrations
2015	105
2016	42
2017	47
2018	202
2019	152*

The Action is necessary by the City Council to authorize the City Administrator to execute the Memorandum of Understanding (MOU) for the current term.

UMD Shuttle User Survey

On December 6, 2019 a survey was emailed to the addresses of all recorded shuttle pass holders (2017-2019) in the City to determine other aspects of resident usage regarding frequency, schedule, and purpose. The survey closed on December 11, 2019 and a summary of the survey and its results are provided below:

- The survey was sent to 258 addresses and yielded only 29 responses (11.2%). 40 of the emails sent did not reach the intended recipient and three (3) recipients opted out of the survey.
- Of the 29 survey participants, 21 answered that they held a 2019 UMD Shuttle Pass while the remaining eight (8) held passes from 2018.
- When asked about the frequency with which they utilized Shuttle 113, 42.86% of the responders stated that they did not use the shuttle for the entirety of 2019. The next most popular responses were: Once per Month (21.43%), Once per Year (17.86%), 1 – 3 Times per Week (10.71%), and Daily (7.14%).
- When asked what transportation would be used as an alternative to Shuttle 113, 34.48% of residents stated that they would use a personal vehicle and another 34.48% stated they would rely on another bus service such as WMATA or the Prince George's County Bus Service. 13.79% responded that they would walk, and the remaining participants answered that they would rely on a personal bicycle, a rideshare such as Uber or Lyft, or "Other". The option for "Capital Bikeshare" received 0%.
- The survey reflected overall positivity regarding the quality and riding experience of the shuttle. The most popular response was "Excellent" followed by "Good" for

a combined 92.31%; while only two (2) respondents gave a rating of “Satisfactory” and none found it to be “Unfavorable”.

An overwhelming majority of those surveyed stated that they used the shuttle for transport to metro rail access and the time of year was not a determinate of frequency of use as all four seasons reflected nearly equal responses.

Overall, the sample data collected from this survey shows minimal participation in the program and does not demonstrate a considerable need to residents of the City of Hyattsville.

Recommendation

Throughout the past two calendar years, the City has actively advertised the UMD Shuttle as a free option for Hyattsville residents, and in doing so experienced a healthy increase in UMD Shuttle registrations over the past two years. Though based on the 11.2 % of the participants that responded to the survey, the frequency of ridership is scarce.

Staff is of the opinion that the ridership over the past two cycles along with baseline data collected through the recently completed survey warrants the City to conditionally continue participation in the program offered by the UMD Department of Transportation.

Staff is recommending the City Council authorize the City Administrator to execute a MOU extension with UMD to continue the City’s participation in the program through June 2020 at a pro rated cost and it can be at the City Administrator’s discretion or Council discretion whether to continue the City’s participation through December 2020. The City can increase advertising and outreach during that time and survey users again in early May 2020. Based on the results, the City can determine whether to continue with the program. If the City elects to terminate participation in the program, registered users and the general public will receive notice on, or by May 19, 2020.



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Resolution

Agenda Section:

SUBJECT

Resolution for the Dedication of Sentinel Drive (10 minutes)

HCC-181-FY20

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo - Dedication of Sentinel Drive.doc](#)

[Resolution with Exhibit 1 and Schedules A and B \(1\).pdf](#)

Summary Background:

Sentinel Drive was constructed as part of the redevelopment of the Editor's Press property. Consistent with the transportation and mobility goals of the Prince George's Plaza Transit District Development Plan (TDDP) of creating an urban road network to support the goals of the TDDP.

As requested by the City of Hyattsville, Sentinel Drive is a roadway constructed within the 'right-of-way' between the intersection of Editor's Park Drive and Toledo Terrace as described in the attached exhibits.

Over the past six months, the owner has worked with staff of both the Department of Community & Economic Development and Department of Public Works to complete improvements to the roadway necessary to conform with adopted City standards. The roadway has been inspected and approved for conformance by DPW Director Lesley Riddle.

Next Steps:

The attached resolution is scheduled to be adopted by the City Council on January 21, 2020. City staff is anticipating dedication effective February 1, 2020, at which point the City will performing the servicing of the roadway.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

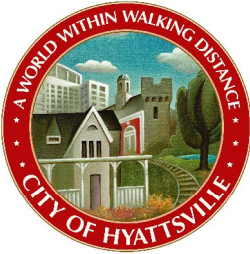
The dedication of Sentinel Drive was a condition for support of the applicant's preliminary plan of subdivision application by the Hyattsville City Council.

Strategic Goals:

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

Legal Review Required?

Complete



Memo

To: Mayor and City Council

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

CC: Tracey Nicholson, City Administrator
Lesley Riddle, Director, Department of Public Works

Date: January 2, 2020

Re: Resolution for the Dedication of Sentinel Drive

Summary

Sentinel Drive was constructed as part of the redevelopment of the Editor's Press property. Consistent with the transportation and mobility goals of the Prince George's Plaza Transit District Development Plan (TDDP) of creating an urban road network to support the goals of the TDDP.

As requested by the City of Hyattsville, Sentinel Drive is a roadway constructed within the 'right-of-way' between the intersection of Editor's Park Drive and Toledo Terrace as described in the attached exhibits.

Over the past six months, the owner has worked with staff of both the Department of Community & Economic Development and Department of Public Works to complete improvements to the roadway necessary to conform with adopted City standards. The roadway has been inspected and approved for conformance by DPW Director Lesley Riddle.

The attached resolution is scheduled to be adopted by the City Council on January 21, 2020. City staff is anticipating dedication effective February 1, 2020, at which point the City will performing the servicing of the roadway.

RESOLUTION _____

Accepting the Dedication of Sentinel Drive to the City of Hyattsville as a Public Way

A Resolution of the City Council of Hyattsville, Maryland, accepting the dedication of Sentinel Drive at Kiplinger Editors Park, between the intersection of Sentinel Drive with Editor's Park Drive and the intersection of Sentinel Drive with Toledo Terrace, to the City of Hyattsville as a Public Road.

WHEREAS, sections C7-3 and C7-5 of the City of Hyattsville Charter and Code authorize the City to establish, open, and make new City public ways and to accept streets, avenues, and roads as public ways; and

WHEREAS, Detailed Site Plans have been approved for development, including a multifamily residence and townhomes, at Kiplinger Editors Park, located at the former Editor's Press site on East-West Highway and adjacent to the Prince George's Plaza Metro Station, and shown on the attached recorded plat of subdivision known as PARCELS 1, 2 & 3 ADDITION TO PRINCE GEORGE'S PLAZA, recorded among the Plat Records for Prince George's County, Maryland at Plat Book MMB 243 at Plat No. 98 (the "Record Plat") a copy of which is attached hereto and incorporated by reference herein as **Exhibit 1**; and

WHEREAS, construction has been completed of a multifamily residence in the Kiplinger Editors Park project, and construction is in process of townhomes in the Kiplinger Editors Park project; and

WHEREAS, Sentinel Drive is a roadway constructed within the variable-width right-of-way ("Right-of-Way") on the Record Plat, between the intersection of Sentinel Drive with Editor's Park Drive and the intersection of Sentinel Drive with Toledo Terrace, which is further described in the description and in the sketch attached hereto and incorporated herein as **Schedule A** and **Schedule B** (hereinafter "Sentinel Drive"); and

WHEREAS, Sentinel Drive provides access to public highways for the multifamily residence and for townhomes in Kiplinger Editors Park; and

WHEREAS, Sentinel Drive has been graded and has been graveled or paved and approved for acceptance by the Director of Public Works; and

WHEREAS, The Kiplinger Washington Editors, Inc., the owner in fee simple of Kiplinger Editors Park, including of the Right-of-Way on which Sentinel Drive is built, has dedicated Sentinel Drive to public use, as a public way, as is described in the attached recorded Confirmatory Quit-Claim Deed between the Kiplinger Washington Editors, Inc., and The City of Hyattsville, Maryland, a copy of which is attached hereto and incorporated by reference herein as **Exhibit 2**; and

WHEREAS, the Mayor and Council has authority to accept the dedication of Sentinel Drive to public use, to accept Sentinel Drive as a public way, and to accept Sentinel Drive for maintenance by the City of Hyattsville; and

WHEREAS, the Mayor and Council, after deliberation, has determined by motion on _____ to accept the dedication of Sentinel Drive to public use, to accept Sentinel Drive as a public way, and to accept Sentinel Drive for maintenance by the City of Hyattsville.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hyattsville that the City Council in regular session assembled, hereby approves and accepts the dedication of Sentinel Drive to public use, accepts Sentinel Drive as a public way, and accepts Sentinel Drive for maintenance by the City of Hyattsville.

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, **2020**, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on _____, **2020**, and will take effect immediately upon adoption.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace Hollingsworth, Mayor

Owner's Dedication

We, The Kiplinger Washington Editors, Inc., owner of the property shown hereon and described in the Surveyor's Certificate, hereby adopt this plat of subdivision, establish the minimum building restriction lines; and grant to the public utilities, their successors and assigns, a 10' public utility easement, as shown, subject to the terms and provisions recorded among the Land Records of Prince George's County, Maryland in Liber 3703 at folio 748.

Property markers will be placed in accordance with Section 24-120(b)(6)(F)(ii) of the Subdivision Regulations of the Prince George's County Code.

There are no suits, actions at law, liens, leases, mortgages, or trusts affecting the property included in this plat of subdivision.

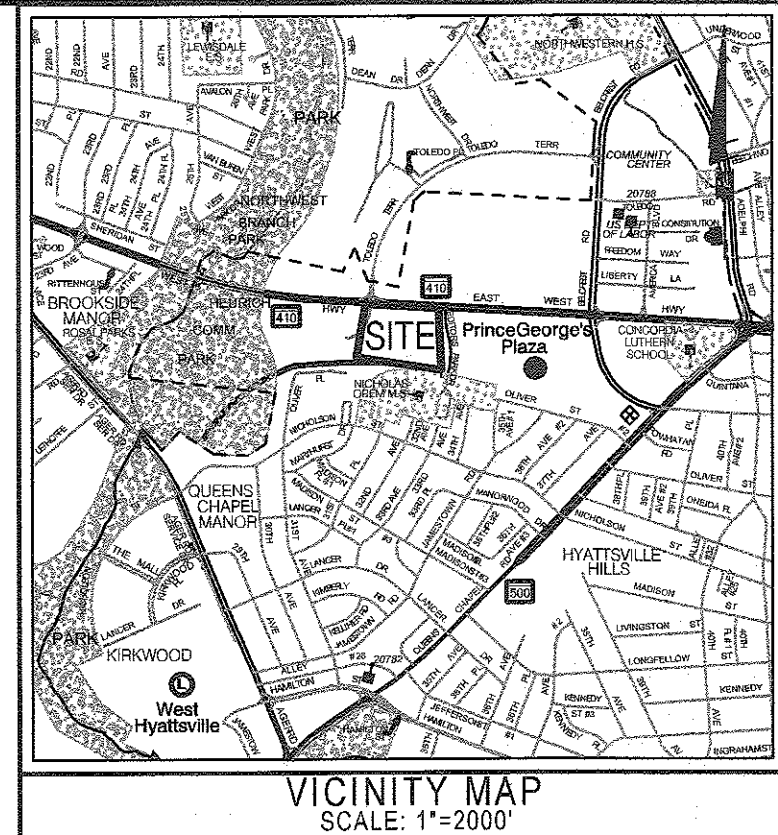
BY: Chad W. Kiplinger
BY: Executive VP + COO

DATE
10/20/2015

WITNESS
Chad W. Kiplinger

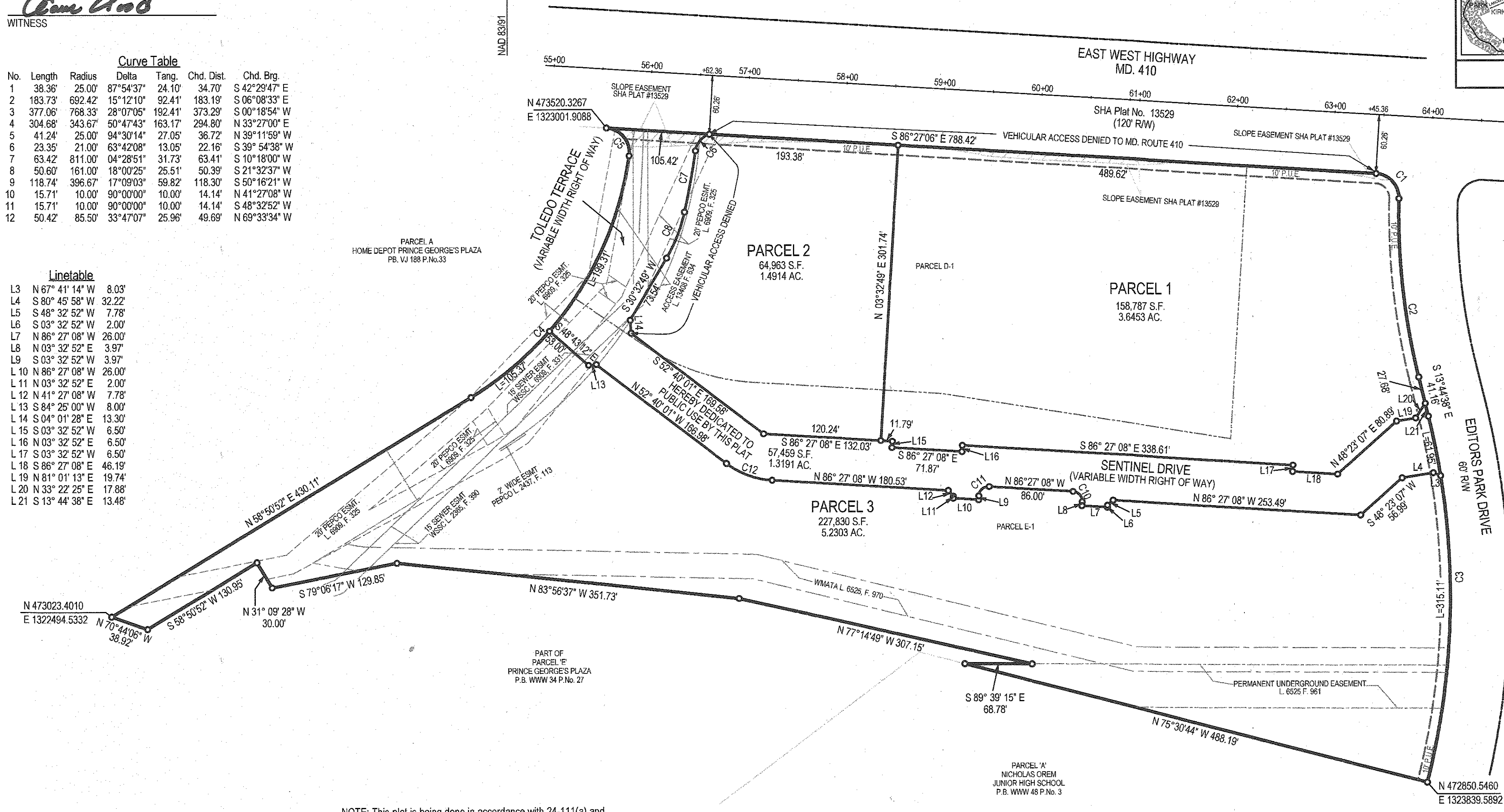
Notes

1. Approval of this plat is based upon a reasonable expectation that public water and sewer service will be available when needed and is conditioned on fulfilling all of the commitments contained in the Washington Suburban Sanitary Commission project/authorization # DA 59552.15
2. Development of Parcel 1 is pursuant to Section 24-111(c)(4) of the Subdivision Regulations. The development of more than 5,000 square feet of gross floor area, which constitutes at least ten percent of the total area of the site that is not subject to a regulating plan approved in accordance with Subtitle 27A of the County Code, has been constructed pursuant to a building permit issued on or before December 31, 1991.
3. Prior to the issuance of building permits for Parcel 2 and Parcel 3, a new final plat shall be approved in accordance with Preliminary Plan 4-14013.
4. Development of this property must conform to Detailed Site Plan DSP-14010, approved by the Prince George's County District Council on May 12, 2015, or any subsequent revisions.



Curve Table						
No.	Length	Radius	Delta	Tang.	Chd. Dist.	Chd. Brg.
1	38.36'	25.00'	87°54'37"	24.10'	34.70'	S 42°29'47" E
2	183.73'	692.42'	15°12'10"	92.41'	183.19'	S 06°08'33" E
3	377.06'	768.33'	28°07'05"	192.41'	373.29'	S 00°18'54" W
4	304.68'	343.67'	50°47'43"	163.17'	294.80'	N 33°27'00" E
5	41.24'	25.00'	94°30'14"	27.05'	36.72'	N 39°11'59" W
6	23.35'	21.00'	63°42'08"	13.05'	22.16'	S 39°54'38" W
7	63.42'	811.00'	04°28'51"	31.73'	63.41'	S 10°18'00" W
8	50.60'	161.00'	18°00'25"	25.51'	50.39'	S 21°32'37" W
9	118.74'	396.67'	17°09'03"	59.82'	118.30'	S 50°16'21" W
10	15.71'	10.00'	90°00'00"	10.00'	14.14'	N 41°27'08" W
11	15.71'	10.00'	90°00'00"	10.00'	14.14'	S 48°32'52" W
12	50.42'	85.50'	33°47'07"	25.96'	49.69'	N 69°33'34" W

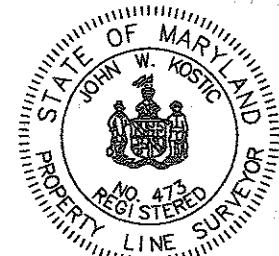
Linetable		
L3	N 67° 41' 14" W	8.03'
L4	S 80° 45' 58" W	32.22'
L5	S 48° 32' 52" W	7.78'
L6	S 03° 32' 52" W	2.00'
L7	N 86° 27' 08" W	26.00'
L8	N 03° 32' 52" E	3.97'
L9	S 03° 32' 52" W	3.97'
L10	N 86° 27' 08" W	26.00'
L11	N 03° 32' 52" E	2.00'
L12	N 41° 27' 08" W	7.78'
L13	S 84° 25' 00" W	8.00'
L14	S 04° 01' 28" E	13.30'
L15	S 03° 32' 52" W	6.50'
L16	N 03° 32' 52" E	6.50'
L17	S 03° 32' 52" W	6.50'
L18	S 86° 27' 08" E	46.19'
L19	N 81° 01' 13" E	19.74'
L20	N 33° 22' 25" E	17.88'
L21	S 13° 44' 38" E	13.48'



NOTE: This plat is being done in accordance with 24-111(a) and 24-107(c)(5) to adjust lot lines and dedicate public right-of-way.

Surveyor's Certification

I hereby certify that the plat shown hereon is correct, that it is a subdivision of all of the land conveyed to The Kiplinger Washington Editors, Inc., by deeds recorded among the Land Records of Prince George's County Maryland in Liber 2297 at folio 301, dated February 18, 1959, and Liber 3443 at folio 498, dated February 13, 1967; also being a resubdivision of Parcels D-1 and D-2 as shown on the plat entitled "Parcel D-1 Parcel D-2 Addition to Prince George's Plaza" and recorded among the Land Records of Prince George's County, Maryland in Plat Book NLP 140 at Plat No. 86; and that the total area included in this plat of subdivision is 509,040 square feet or 11.6859 acres of land, of which 57,459 square feet or 1.3191 acres of land are dedicated to public use by this plat.



John W. Kostic
Property Line Surveyor
MD. Reg. No. 473
License Expiration Date: January 6, 2017

M-X-T-T-D_O
207NE03

RECORDED 1-4-16
PLAT BOOK MMB 243
PLAT NO. 98

DEPARTMENT OF THE ENVIRONMENT
PRINCE GEORGE'S COUNTY, MD.
APPROVED December 11, 2015
Dawn H. [Signature]
DIRECTOR OR DESIGNEE

THE MARYLAND NATIONAL CAPITAL PARK AND PLANNING COMMISSION
PRINCE GEORGE'S COUNTY PLANNING
APPROVED December 17, 2015
Jana Piret Walter G. [Signature]
PLANNING DIRECTOR WITNESS

MNCPPC FILE NO. 5-15111

PARCELS 1, 2 & 3
ADDITION TO
PRINCE GEORGE'S PLAZA
RESUBDIVISION PARCELS D-1 & E-1
P.B. NLP 140 Pg. No. 86
CHILLUM (17th) ELECTION DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND
SCALE 1" = 80' OCTOBER, 2015



SOLTESZ

LANHAM OFFICE
4300 Forbes Boulevard, Suite 230 Lanham, MD 20706 P.301.794.7555 F.301.794.7656
Engineering Planning Environmental Sciences
www.solteszco.com

SCHEDULE 'A'

DESCRIPTION OF A ROAD RIGHT OF WAY DEDICATION PROPERTY OF THE KIPLINGER WASHINGTON EDITORS, INC. CHILLUM (17TH) ELECTION DISTRICT PRINCE GEORGE'S COUNTY, MARYLAND

BEING one piece or parcel of land, hereinafter described as running in, through, over and across part of the property described in a deed dated February 18, 1959 by and between Byrd Development Corporation and The Kiplinger Washington Editors, Inc., recorded in Liber 2297 at folio 301, part of the property described in a deed dated February 13, 1967 by and between H. Max Ammerman, Trustee and The Kiplinger Washington Editors, Inc., recorded in Liber 3443 at folio 498, both among the Land Records of Prince George's County, Maryland, and being more particularly described, in the MD State Plane NAD 83 datum, as follows:

BEGINNING at a point on the western right of way of Editors Park Drive at the end of the South 13°44'38" East 27.68 foot line as shown on a plat of subdivision titled Prince George's Plaza as recorded among the aforesaid land records in Plat Book 243 at plat number 98; thence binding on said road right of way line

1. South 13°44'38" East, 13.48 feet to a point of curvature; thence
2. 61.95 feet along the arc of a tangent curve deflecting to the right, having a radius of 768.33 feet and a chord of South 11°26'03" East, 61.93 feet; thence departing said right of way line
3. North 67°41'14" West, 8.03 feet; thence
4. South 80°45'58" West, 32.22 feet; thence
5. South 48°23'07" West, 56.99 feet; thence
6. North 86°27'08" West, 253.49 feet; thence
7. South 48°32'52" West, 7.78 feet; thence
8. South 03°32'52" West, 2.00 feet; thence
9. North 86°27'08" West, 26.00 feet; thence
10. North 03°32'52" East, 3.97 feet to a point of curvature; thence
11. 15.71 feet along the arc of a tangent curve deflecting to the left, having a radius of 10.00 feet and a chord of North 41°27'08" West, 14.14 feet; thence
12. North 86°27'08" West, 86.00 feet to a point of curvature; thence

13. 15.71 feet along the arc of a tangent curve deflecting to the left, having a radius of 10.00 feet and a chord of South 48°32'52" West, 14.14 feet; thence
14. South 03°32'52" West, 3.97 feet; thence
15. North 86°27'08" West, 26.00 feet; thence
16. North 03°32'52" East, 2.00 feet; thence
17. North 41°27'08" West, 7.78 feet; thence
18. North 86°27'08" West, 180.53 feet to a point of curvature; thence
19. 50.42 feet along the arc of a tangent curve deflecting to the right, having a radius of 85.50 feet and a chord of North 69°33'34" West, 49.69 feet; thence
20. North 52°40'01" West, 166.98 feet; thence
21. South 84°25'00" West, 8.00 feet; thence
22. North 48°43'12" West, 53.00 feet to a point of curvature; thence
23. 199.31 feet along the arc of a non-tangent curve deflecting to the left, having a radius of 343.67 feet and a chord of North 24°39'58" East, 196.52 feet to a point of compound curvature; thence
24. 41.24 feet along the arc of a tangent curve deflecting to the left, having a radius of 25.00 feet and a chord of North 39°11'59" West, 36.72 feet to intersect the south right of way line of East West Highway, a.k.a. Maryland Route 410; thence binding on said right of way
25. South 86°27'06" East, 105.42 feet to a point of curvature; thence departing said south right of way line of East West highway
26. 23.35 feet along the arc of a non-tangent curve deflecting to the left, having a radius of 21.00 feet and a chord of South 39°54'38" West, 22.16 feet to a point of reverse curvature; thence
27. 63.42 feet along the arc of a tangent curve deflecting to the right, having a radius of 811.00 feet and a chord of South 10°18'00" West, 63.41 feet to a point of compound curvature; thence
28. 50.60 feet along the arc of a tangent curve deflecting to the right, having a radius of 161.00 feet and a chord of South 21°32'37" West, 50.39 feet; thence
29. South 30°32'49" West, 73.54 feet; thence
30. South 04°01'28" East, 13.30 feet; thence

31. South 52°40'01" East, 169.58 feet; thence
32. South 86°27'08" East, 132.03 feet; thence
33. South 03°32'52" West, 6.50 feet; thence
34. South 86°27'08" East, 71.87 feet; thence
35. North 03°32'52" East, 6.50 feet; thence
36. South 86°27'08" East, 338.61 feet; thence
37. South 03°32'52" West, 6.50 feet; thence
38. South 86°27'08" East, 46.19 feet; thence
39. North 48°23'07" East, 80.89 feet; thence
40. North 81°01'13" East, 19.74 feet; thence
41. North 33°22'25" East, 17.88 feet to the point of beginning. Containing 57,459 square feet or 1.3191 acres of land.

I hereby certify to the best of my professional knowledge, information and belief that: this metes and bounds description was prepared by me or under my direct supervision and that it is in compliance with the requirements set forth in COMAR Title 09, Subtitle 13, Chapter 06, Regulation 12 of the minimum practice for Land Surveyors.

 12-11-19

John W. Kostic

Date

Property Line Surveyor

Md. Reg. No. 473

License Expiration Date: January 6, 2021



SCHEDULE "B"

EAST WEST HIGHWAY
MD. 410

Prince George's Plaza
P.B. 243 P. 98
Parcel 1

Property of: The Kiplinger Washington Editors, Inc.
Liber 2297 at folio 301
Liber 3443 at folio 498

Curve Table					
No.	Length	Radius	Delta	Tang.	Chd. Dist.
1	15.71'	10.00'	90°00'00"	10.00'	14.14'
2	15.71'	10.00'	90°00'00"	10.00'	14.14'
3	50.42'	85.50'	33°47'07"	25.96'	49.69'
4	199.31'	343.67'	33°13'40"	102.54'	196.52'
5	41.24'	25.00'	94°30'14"	27.05'	36.72'
6	23.35'	21.00'	63°42'08"	13.05'	22.16'
7	63.42'	81.00'	04°28'51"	31.73'	63.41'
8	50.60'	161.00'	18°00'25"	25.51'	50.39'
9	61.95'	768.33'	04°37'11"	30.99'	61.93'

Kiplinger
Plat Two
P.B. 244 P. 43
Parcel 1

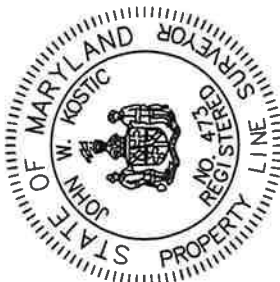
S 13°44'38"E
27.68' line of
Prince George's Plaza
P.B. 243 P. 98
Parcel 1

EDITORS PARK DRIVE
60' RW

Linetable

L3	N 67° 41' 14" W	8.03'
L4	S 80° 45' 58" W	32.22'
L5	S 48° 32' 52" W	7.78'
L6	S 03° 32' 52" W	2.00'
L7	N 86° 27' 08" W	26.00'
L8	N 03° 32' 52" E	3.97'
L9	S 03° 32' 52" W	3.97'
L10	N 86° 27' 08" W	26.00'
L11	N 03° 32' 52" E	2.00'
L12	N 41° 27' 08" W	7.78'
L13	S 84° 25' 00" W	8.00'
L14	S 04° 01' 28" E	13.30'
L15	S 03° 32' 52" W	6.50'
L16	N 03° 32' 52" E	6.50'
L17	S 03° 32' 52" W	6.50'
L18	S 86° 27' 08" E	46.19'
L19	N 81° 01' 13" E	19.74'
L20	N 33° 22' 25" E	17.88'
L21	S 13° 44' 38" E	13.48'

Kiplinger
Plat Three
P.B. 245 P. 80



THE LICENSEE BELOW WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS METES AND BOUNDS DESCRIPTION AND THE SURVEY WORK REFLECTED IN IT. ALL COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR TITLE 09, SUBTITLE 13, CHAPTER 06, REGULATION .12 OF THE MINIMUM PRACTICE FOR LAND SURVEYORS. AS TO THE ESTABLISHMENT OF BOUNDARY LINES.



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Engineering // Surveying // Planning // Environmental Sciences

www.solteszco.com

DATE

JOHN W. KOSTIC
PROPERTY LINE SURVEYOR
MD REG. NO. 473
LICENSE EXPIRES: 1-6-21

JWK 12-11-19



Hyattsville City Council Agenda Item Report

Meeting Date: January 6, 2020
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Community Notices
Agenda Section:

SUBJECT

Main City Calendar: January 7 - 21, 2020

HCC-179-FY20

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Main City Calendar_Jan 7-21.docx](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Main City Calendar: January 7 – January 21, 2020

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM – 11:00 AM, City Municipal Building (1st Floor Multipurpose Room)

Teen Center

Center Hours: Monday-Thursday 3:30 PM - 7:00 PM, Fridays 3:30 PM – 10:00 PM (3911 Hamilton Street)

Community Yoga

Sundays, 5:00 PM - 6:00 PM, City Municipal Building (2nd Floor Prangley Room)

City Calendar: January 7 – January 21, 2020

Board of Supervisors of Elections Meeting

January 7, 2020, 4:00 PM, City Municipal Building (3rd Floor Mayor's Office)

Race and Equity Task Force Meeting

January 7, 2020, 7:30 PM, City Municipal Building (2nd Floor Prangley Room)

Senior Dining and Lecture Series

January 8, 2020, 2:30 PM – 5:00 PM, Laurel Regional Hospital (7300 Van Dusen Road)

For more information, please call (301) 985-5058.

Shade Tree Board Meeting

January 8, 2020, 6:30 PM, City Municipal Building (1st Floor Multipurpose Room)

Estate Planning Clinic

January 11, 2020, 10:00 AM - 4:00 PM City Municipal Building (1st Floor Multipurpose Room)

On Saturday, January 11th, seniors that meet income eligibility guidelines and are over the age of 60 can meet with attorneys, free of charge, to help prepare wills, advance medical directives, and power of attorney documents. Appointments can be made between 10:00AM to 4:00PM at the City Municipal Building. Reservations must be made by Monday, January 6th by calling the Pro Bono Resource Center at (443) 703-3052.

Call-A-Bus Grocery Trips

January 13, 2020, 9:00 AM – 11:00 AM, Citywide

Bus pick-ups at Friendship Arms and participating residents' homes by appointment. To make an appointment, please call (301) 985-5000 no later than 2:00 PM on January 12, 2020.

Complete Count Census Committee Meeting

January 13, 2020, 7:30 PM, City Municipal Building (2nd Floor Prangley Room)

Hyattsville Environment Committee Meeting

January 14, 2020, 7:00 PM, City Municipal Building (2nd Floor Prangley Room)

Code Compliance Advisory Committee Meeting

January 15, 2020, 7:00 PM, City Municipal Building (1st Floor Multipurpose Room)

Education Facilities Task Force Meeting

January 16, 2020, 7:00 PM, City Municipal Building (1st Floor Multipurpose Room)

Main City Calendar: January 7 – January 21, 2020

Thrive Grant Applications Due

January 17, 2020, 5:00 PM

Applications for the Thrive Grant program, an initiative of the Health, Wellness, and Recreation Advisory Committee, are now being accepted. Grants of up to \$500 are available to support activities that enhance overall community participation in the promotion of health, wellness, and recreation activities throughout Hyattsville. Individuals, organizations, and businesses that reside or work within the City are eligible to apply. Applications must be submitted by 5:00 PM on Friday, January 17, 2020. To learn more and apply, visit www.hyattsville.org/health-and-wellness.

Volunteer Opportunity

January 18, 2020, 10:00 AM - 2:00 PM, Magruder Woods

Join us at Magruder Park to learn how to identify and properly remove non-native, invasive, plants from Magruder Woods. Please note that participation helps to satisfy the State of Maryland Student Service-Learning Requirement. For more information, please contact Dawn Taft at (301) 852-8790.

CITY OFFICES CLOSED: Martin Luther King Jr. Day

Offices will be closed January 20, 2020 in observance of Martin Luther King Jr. Day.

Hyattsville Business Roundtable

January 21, 2020, 9:00 AM - 11:00 AM, City Municipal Building (2nd Floor Prangley Room)

City Council Meeting: Discussion of FY21 Council Budget Priorities

January 21, 2020, 8:00 PM, City Municipal Building (3rd Floor Council Chambers)