

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, December 5, 2016

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](#)

[Edouard Haba, Council President, Ward 4](#)

[Bart Lawrence, Council Vice President, Ward 1](#)

[Kevin Ward, Ward 1](#)

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

[Shani N. Warner, Ward 2](#)

[Patrick A. Paschall, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Paula J. Perry, Ward 4](#)

[Ruth Ann Frazier, Ward 5](#)

[Joseph Solomon, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, 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.

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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.

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
5. **Presentations (8:20 p.m. – 8:25 p.m.)**
 - 5.a) **FY-2015 Audit Update (5 minutes)**

Motion #: Presentation Only

Sponsor(s): At the Request of City Administrator

[FY15 Audit Cover Page.pdf](#)
6. **Consent Items (8:25 p.m. – 8:30 p.m.)**
 - 6.a) **Appointment of City Attorney**

I move that the Mayor, with Council approval, appoint E.I. Cornbrooks IV, Esquire of the firm of Karpinski, Colaresi, and Karp, P.A. as the Attorney for the City effective December 14, 2016 upon the retirement of the Richard Collaresi.

Motion #: 89-12-FY17

Sponsor(s): At the Request of the City Administrator

[City Atty Appointment Cover Page.pdf](#)
 - 6.b) **FY17 Budget Amendment: Approval of Various Ward 4 Sidewalk Construction Installations**

I move that the Mayor and Council amend the FY17 budget and re-appropriate \$20,000 from the Road Improvements Fund to the Sidewalk Improvement Fund Program in the FY17 Capital Improvements Budget and approve the installation of sidewalks on portions of Kimberly Road, Kelliher Road, Madison Street to Lancer Drive, and Nicholson Street to 31st Place, under the existing NZI Construction Contract not to exceed \$80,000.

Motion #: 90-12-FY17

Sponsor(s): At the Request of the City Administrator

[Ward 4 Sidewalk Construction Cover Page.pdf](#)
7. **Action Items (8:00 p.m. – 8:50 p.m.)**
 - 7.a) **Education Enrichment Grants (10 minutes)**

I move that the Mayor and Council accept and appropriate into the FY17 budget \$9,944.08 to support the grant proposals recommended by the Education Advisory Committee and listed in the attached memo.

Motion #: 91-12-FY17

Sponsor(s): Lawrence, Ward, Croslin

[Cover Page Education Enrichment Grants.pdf](#)

[Memo - Recommendations for Funding.docx](#)

[All Applications.pdf](#)

7.b) Remove Motion # 84-11-FY17: Charter Amendment Resolution 2016-01: Reclassification of Department Director Positions (SECOND READING & ADOPTION) from the Table

I move that the Mayor and Council remove from the table Motion # 84-11-FY17 and re-open this item for additional Council discussion and action.

Motion #: N/A

Sponsor(s): Haba, Lawrence, Paschall, Solomon

[Remove from table Motion # 84-11-FY17 Cover Page.pdf](#)

7.c) Hyattsville Charter Amendment 2016-01: Reclassification of Department Director Positions SECOND READING & ADOPTION (5 minutes)

I move that the Mayor and Council adopt Hyattsville Charter Amendment 2016-02, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council rename the positions of Department Heads as Department Directors and reclassify all Department Directors positions, except that of the City Administrator, as classified positions subject to the authority of the City Administrator as to hiring, discipline and termination in the same manner as are other classified employees of the City (SECOND READING).

Motion #: 84-11-FY17

Sponsor(s): Hollingsworth

[Cover Page Hyattsville Charter Amendment Resolution 2016-01.pdf](#)

[Background Information Charter Amendment 2016-02.pdf](#)

[Charter Amend Art V C5-1 and VI - Personnel C6-1 through C6-5 FINAL 120216.docx](#)

7.d) Remove Motion # 85-11-FY17: Hyattsville Ordinance 2016-02: Update to City Code for Reclassification of Department Director Positions (SECOND READING & ADOPTION) from the Table

I move that the Mayor and Council remove from the table Motion # 85-11-FY17 and re-open this item for additional Council discussion and action.

Motion #: N/A

Sponsor(s): Haba, Lawrence, Paschall, Solomon

[Remove from table Motion # 85-11-FY17 Cover Page.pdf](#)

7.e) Hyattsville Ordinance 2016-02: Update to City Code Sections for Reclassification of Department Director Positions SECOND READING & ADOPTION (5 minutes)

I move that the Mayor and Council adopt Hyattsville Ordinance 2016-02, an Ordinance whereby the City Council updates the City Code to conform to a Charter Amendment that restructures the City's chain of command so that Department Directors are classified employees subject to the direct supervision of the City Administrator as to hiring, discipline and termination (SECOND READING).

Motion #: 85-11-FY17

Sponsor(s): Hollingsworth

[Cover Page Hyattsville Ordinance 2016-02.pdf](#)

[Ordinance Ch. 4-114 2016-02 Sections changing Head to Director FINAL 120216.docx](#)

[Background Information Charter Amendment 2016-02.pdf](#)

7.f) Hyattsville Charter Amendment Resolution 2016-02: Qualifications of Voters and Same Day Voter Registration for City Elections SECOND READING & ADOPTION (5 minutes)

I move that the Mayor and Council adopt Hyattsville Charter Amendment 2016-02, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council amend the City Charter to change the qualifications for registering as a voter in City elections so that (1) being a citizen of the United States is no longer a requirement to be a voter or a member of the Board of Elections and (2) residency for thirty (30) days is sufficient provided the individual does not claim the right and vote elsewhere in the United States, or has not been found by a Court to be unable to communicate a desire to vote. The amendment further establishes a voter registry separate from the State and County voter registry and further allows for same day registration of voters in City elections which will be effective on or before January 1, 2019 and further extending the time for the Board of Supervisors of Elections to certify an election until ten (10) calendar days after the election (SECOND READING).

Motion #: 92-12-FY17

Sponsor(s): Haba, Lawrence, Paschall, Solomon

[Cover Page Hyattsville Charter Amendment Resolution 2016-02.pdf](#)

[Charter Amend Art IV FINAL 120216.docx](#)

[Motion Voter Qualifications 7-21-2016 Clean.doc](#)

8. Discussion Items (8:50 p.m. – 10:20 p.m.)

8.a) Hyattsville Resolution 2016-05: Election 2017 Ballot Question: Composition of Council (15 minutes)

I move that the Mayor and Council adopt Hyattsville Resolution 2016-05, a Resolution of the City Council of Hyattsville, Maryland whereby the City Council directs the Board of Supervisors of Elections for the City to place an advisory, non-binding referendum question on the ballot for the upcoming 2017 regular election. The referendum question requests the input of voters regarding the number of Councilmembers on the City Council, as well as requesting information on the number and size of the election wards, the number of Council persons per ward, and whether there should be any Councilmembers elected at large by all the voters of the City.

Motion #: Discussion, Scheduled for Action on 12/19/16

Sponsor(s): Hollingsworth

[Cover Page Resolution 2016-05.pdf](#)

[Resolution 2016-05 Referendum Composition of Council.doc](#)

8.b) Hyattsville Ordinance 2016-03: Revisions to Chapter 8, Elections Code (25 minutes)

Motion #: Discussion Only, Scheduled for Action on 12/19/16

Sponsor(s): At the Request of the City Administrator

[Cover Page Hyattsville Ordinance 2016-03.pdf](#)

[Chapter 8 Revision Summary FINAL.docx](#)

[Chapter 8 Elections FINAL 120216 \(003\) PACKET.pdf](#)

8.c) FY17 Budget Amendment: Full-Time Temporary Elections Coordinator

Motion #: Discussion, Scheduled for Action on 12/19/16

Sponsor(s): At the Request of the City Administrator

[Cover Page Elections Coordinator.pdf](#)

8.d) Prince George's County Zoning Variance Request V-97-16 - 4302 Jefferson Street, Hyattsville (10 minutes)

Motion #: Discussion, Scheduled for Action on 12/19/16

Sponsor(s): At the Request of the City Administrator

[Cover Page Variance 4302 Jefferson St.pdf](#)

[Memo - V-97-16 4302 Jefferson Street.docx](#)

[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11.pdf](#)

[4302 Jefferson St GIS Map.pdf](#)

[V-97-16 - 4302 Jefferson Street.pdf](#)

8.e) FY17 Budget Amendment: Purchase of Call-A-Bus (10 minutes)

Motion #: Discussion, Scheduled for Action on 12/19/16

Sponsor(s): At the Request of the City Administrator

[Cover Page Purchase of Call-a-bus.pdf](#)

[2017 Challenger Proposal.pdf](#)

8.f) Hyattsville Youth@Work/Summer Youth Enrichment Program Partnership (10 minutes)

I move that the Mayor and Council authorize the City Administrator (and/or her designee) to negotiate a memorandum of understanding with Prince George's County Office of Human Resources, Recruitment, Examination and Classification Division on agreeable terms for Hyattsville to serve as a host site for the Prince George's County Youth@Work/Summer Youth Enrichment Program (SYEP).

Motion #: Discussion, Scheduled for Action on 12/19/16

Sponsor(s): Solomon

[Staff Comments on Youth at Work 12-5-2016.docx](#)

[Cover Page Youth at Work.pdf](#)

9. **Council Dialogue (10:20 p.m. – 10:30 p.m.)**
10. **Community Notices and Meetings**
 - 10.a) **City Calendar: December 6 - December 19, 2016**

Motion #: N/A

Sponsor(s): At the Request of the City Administrator

[Main City Calendar Dec 6 to Dec 19.docx](#)
11. **Motion to Adjourn**



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. – 8:25 p.m.)

SUBJECT

FY-2015 Audit Update (5 minutes)

Motion #

Presentation Only

Recommendation:

Sponsor(s):

At the Request of City Administrator

ATTACHMENTS

Summary Background:

The FY-2015 audit is beyond the mid-point and entering the last phase. Team auditors are focused on the analytical review of the Debt Service and Capital Funds and should complete their review within two weeks. They will then begin their review of employee files, procurement policies, budget amendments and adjustments, posting of fixed assets and testing various City contracts. We expect to receive the first draft of the "notes to financials" section for review, comments and adjustments in 2-3 weeks. Shortly thereafter, we expect to receive the first draft of the "remaining sections" of the audit for review and comments. We project closing out this audit the second week of January 2017. As a reminder, and as we get closer to completion there could be issues that arise that will push out the final completion date. If this occurs we will inform everyone immediately.

Next Steps:

As we close out each phase of the audit, we will transfer that information into the draft copy of the FY-2015 financial statements until completed.

Fiscal Impact:

Late audit filings the Department of Administrative Services can result in the loss of various State Grants, loss of revenues from State Highway Funds and create limited opportunities to secure funding for current and future capital improvement needs.

City Administrator Comments:

See summary background above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance.

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (8:25 p.m. – 8:30 p.m.)

SUBJECT

Appointment of City Attorney

Motion #

89-12-FY17

Recommendation:

I move that the Mayor, with Council approval, appoint E.I. Cornbrooks IV, Esquire of the firm of Karpinski, Colaresi, and Karp, P.A. as the Attorney for the City effective December 14, 2016 upon the retirement of the Richard Collaresi.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

Long-time City Attorney Richard T. Colaresi is retiring effective December 14, 2016. To ensure that there is no gap in legal services for the City, staff requests that the Mayor appoint, with Council approval, E.I. Cornbrooks IV, as the City Attorney effective December 15, 2016. Below is the section of the City Charter pertaining to the appointment of the City Attorney.

§ C6-4. City Attorney. [Amended 5-8-06 by HR 2006-05]

Within sixty (60) days after the Mayor and Council just elected are [qualified] sworn in the City Attorney's position shall be subject to review by the City Council for appointment or reappointment. [Amended 3-17-03 by HR 2003-09]
The Mayor, with the approval of the Council, may appoint a City Attorney who shall serve at the pleasure of the Mayor and the City Council. The City Attorney shall be a member of the bar of the Maryland Court of Appeals. The City Attorney shall be the legal adviser of the City and shall perform such duties in this connection as may be required by the Council or the Mayor. His/her compensation shall be determined by the Council. The City shall have the power to employ such legal consultants as it deems necessary from time to time.

Next Steps:

Upon approval the City's legal services will be handled by E.I. Cornbrooks IV, Esquire of the firm of Karpinski, Colaresi, and Karp, P.A.

Fiscal Impact:

Included in Budgeted Funds for FY17 Legal Services

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

N/A

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Consent Items (8:25 p.m. – 8:30 p.m.)

SUBJECT

FY17 Budget Amendment: Approval of Various Ward 4 Sidewalk Construction Installations

Motion #

90-12-FY17

Recommendation:

I move that the Mayor and Council amend the FY17 budget and re-appropriate \$20,000 from the Road Improvements Fund to the Sidewalk Improvement Fund Program in the FY17 Capital Improvements Budget and approve the installation of sidewalks on portions of Kimberly Road, Kelliher Road, Madison Street to Lancer Drive, and Nicholson Street to 31st Place, under the existing NZI Construction Contract not to exceed \$80,000.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The Council approved funding for the staff to conduct a connectivity and safety assessment of Kimberly Road, Kelliher Road, Madison Street to Lancer Drive, and Nicholson Street to 31st Place. Upon completion of the assessment, install, repair, or replace as required to improve walkability and pedestrian safety.

The staff completed the assessment and the following conclusions were determined:

- Sidewalk installation should be completed on Madison Street and Nicholson Street to connect existing sidewalks.
- Sidewalks could be installed on Kelliher Road; this would provide a pedestrian connection to 31st Avenue.
- Sidewalks should not be installed on Kimberly due to the existing mature tree canopy in the right of way, and the low traffic volume on the street.

Next Steps:

With Council approval, the staff will begin community outreach, complete the design and begin construction for next spring.

Fiscal Impact:

The estimated costs is not expected to exceed \$80,000.00 and will be expended from the approved Capital Improvements Projects Streets and Sidewalks budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

City residents adjacent to the construction areas will be informed during planning and prior to execution of this project. 12

Strategic Goals:

Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Budget

Agenda Section: Action Items (8:00 p.m. – 8:50 p.m.)

SUBJECT

Education Enrichment Grants (10 minutes)

Motion #

91-12-FY17

Recommendation:

I move that the Mayor and Council accept and appropriate into the FY17 budget \$9,944.08 to support the grant proposals recommended by the Education Advisory Committee and listed in the attached memo.

Sponsor(s):

Lawrence, Ward, Croslin

ATTACHMENTS

[Memo - Recommendations for Funding.docx](#)

[All Applications.pdf](#)

Summary Background:

The Mayor and Council approved \$10,000 in the FY2017 budget for the Education Enrichment Grant Program. The \$10,000 will allow for all of the applications received to be supported.

Next Steps:

Disburse funds.

Fiscal Impact:

\$9,944.08

City Administrator Comments:

Recommend Approval

Community Engagement:

Significant outreach was conducted to inform schools of this opportunity. The schools submit 20 project proposals for consideration.

Grant recipients from from FY16 expressed enormous gratitude and carried out excellent projects.

Strategic Goals:

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

Legal Review Required?

N/A

MEMO

To: Mayor Candace Hollingsworth and Hyattsville City Council

From: Hyattsville Education Advisory Committee

November 18, 2016

Mayor and Council,

On the evening of November 17, 2016, the Education Advisory Committee met to review applications for the city's first Education Enrichment Grants Program. This program authorized the Committee to seek applications from public elementary, middle, and high schools with attendance boundaries that encompass all or part of the city limits of Hyattsville. The program authorized up to \$500 in awards up to a total of \$10,000.

The response to the grants program from our area schools was impressive. Twenty requests were received from nine schools with a total requested amount of \$9,944.08. The grant requests included everything from STEAM programs to musical instrument repair, projects that would engage parents and community, and projects that would make a difference in the lives of Hyattsville's children.

Fortunately, with \$10,000 in funds available this year, the City is able to fund all requests in full. Below is a list of the proposals recommended for full award:

- Bladensburg High School, \$496.87 for College Application Lock-In and Field Trip
- Bladensburg High School, \$500 for English Language Advocacy Classes for Parents
- Bladensburg High School, \$497.22 for Positive Behavior Celebration
- Bladensburg High School, \$488.70 for Public Transportation Workshop & Family Fun Day
- Edward Felegy Elementary School, \$498.29 for Pollinating in the Garden
- Hyattsville Elementary School, \$500 for Parent Engagement Coffee Chat Meetings
- Hyattsville Elementary School, \$463 for Storybook Art Library
- Hyattsville Middle School, \$500 for Science Museum Field Trip
- Hyattsville Middle School, \$500 for Bladensburg Waterfront Park Field Trip
- Hyattsville Middle School, \$500 for Multicultural Club
- Northwestern High School, \$500 for Concert Band Literature
- Northwestern High School, \$500 for Group Intervention Support
- Northwestern High School, \$500 for Long Term Music Storage
- Northwestern High School, \$500 for Marching Band Plumes
- Northwestern High School, \$500 for Sousaphone Repair
- Nicholas Orem Middle School, \$500 for Visit to Museum of African American History and Culture
- Northwestern Evening High School, \$500 for Parent Engagement Committee
- University Park Elementary School, \$500 for Math Matters Program
- Rosa L. Parks Elementary School, \$500 for Parent Engagement
- Rosa L. Parks Elementary School, \$500 for Family STEAM Nights

This is a total award of \$9,944.08.

The Committee would like to thank the City Council and Mayor for establishing the Educational Enrichment Grant Program, and increasing the amount allocated to awards in FY17. We would also like to thank all of the teachers, administrators, and community members who submitted applications. We believe the EEGP helps to make a difference, and we urge the Mayor and City Council to continue funding the program at the same amount in FY18.

There are many exciting and innovative programs and strategies being pursued in Hyattsville's schools. The Committee would encourage any businesses or community groups or organizations that are looking to make a difference in Hyattsville consider reaching out to the EAC. We would be happy to facilitate connections with our area schools, identifying needs and opportunities for charitable or service-based endeavors.

The Education Advisory Committee

T. Carter Ross, Chair

Dakarai Aarons

Hector Corrada Bravo

Kathy Dow-Burger

Billy Friebele

Jen Kubit

Joe Ludes

Cynthia Totten

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Beth Davis

Position: Parent Engagement Assistant

School: Bladensburg High School

Email Address: beth.davis@pgcps.org

Phone Numbers: 301-887-6700

Amount Requested: \$496.87

Check Should be Payable To: Bladensburg High School

Project Start Date: Jan 3, 2017

Project End Date: March 31, 2017

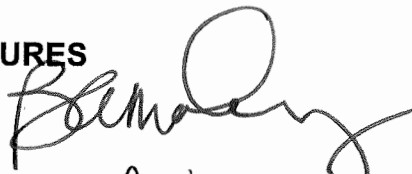
Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:



Date: 11.07.16

Principal's Printed Name:

B. Ashw Mahney

Applicant's Signature:



Date:

11/9/16

Applicant's Printed Name:

Beth Davis

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: College Application Lock-In and College Field Trip

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



Overview:

This grant proposal is to support an initiative of Peer Forward, a student organization working towards creating a strong college-going culture at Bladensburg High School.

Peer Forward is a national, student driven movement to increase college enrollment for low income students. Currently, only 9 percent of low income students complete college; yet 65 percent of all jobs will require a college degree by 2020. The Peer Forward model empowers student leaders to support their peers in changing these numbers. The approach entails:

1. Applying to three or more colleges
2. Early filing for financial aid
3. Connecting academics to college and career

Peer Forward at Bladensburg High School is a student club with 16 dedicated juniors and seniors working together to change our student culture so that going to college is the norm and not the exception. They use marketing campaigns during morning and afternoon announcements to share facts and information about the importance of college. They also frequently do activities during lunch to engage students in thinking about their future such as creating a mural of flags that students filled out with their intended major and top three college choices. And they had the upperclassman write letters to 9th graders about what they wish they had done differently to be better prepared for graduation, and created a “what you know and what you want to know” college wall where students can have a written conversation about college and answer each other’s questions.

Most recently, our Peer Leaders met with over 300 seniors during one week to offer them support as they applied to college or FAFSA. They answered questions and offered encouragement to students as they applied. Many students were unsure how to start an application or if they even wanted to apply. The Peer Forward leaders sat one on one with these students and offered additional support. The peer support they provided was more impactful than what any teacher or counselor could do. It made college “cool” and something to strive towards. Many students asked how they could also become a Peer Leader after seeing the team at work.

Description of Request:

While many students submitted a college application through the first campaign, we want to make sure that students apply to at least three colleges. The reason for this is that studies have shown that three is the magic number to move from interested in college to actually following through and enrolling. It gives students options in case they are not accepted into their dream school or if they did not get the financial aid package they expected. It helps them prepare for the unexpected. We also know that many students do not complete the FAFSA because they find the process too cumbersome and do not get the support they need to do it.

Because of this, we want to have a final push to apply for college and FAFSA in late January. We will do this through a mini “lock-in” where students are able to work on college applications and FAFSA while

receiving peer support. Students will be given a list of colleges with rolling or late deadlines and we will invite representatives from those colleges to attend the event to answer questions. We will also provide a light dinner for participating students and volunteers.

Additionally, we will offer a field trip in March to one of the colleges with rolling or late admission. Students that participate in the lock-in will get to vote which college we visit to ensure that it meets their interests. Possible colleges include Prince George's Community College, Bowie State University, Morgan State University, or Stevenson University. Students that participate in the lock-in get first priority to attend the field trip and this will be an incentive to get more students to participate in applying to college or FAFSA.

Target Population:

Our target population is the senior class, especially those still on the fence about college. There are 390 in this year's graduating class.

Location of the Project:

The lock-in will be in the Bladensburg High School cafeteria since food will be served and we want students to have space to spread out and work on their applications. Carts of laptops will be made available.

Timeline:

The lock-in will occur the last week of January to ensure that Peer Leaders have time to publicize the event after we come back from winter break, but before the February 15th deadline of many colleges.

The field trip will occur in March so that there is time to get the trip approved after students vote on the location.

Detailed Budget Plan:

	Cost	Quantit y	Total
Field Trip Bus - PGCPs	250	1	250
Chick Fil A Large Nugget Platter	75.5	2	151
Chips - Frito Lay Party Pack	9.98	4	39.92
Capri Sun Packs	9.17	3	27.51
Dessert - Chips Ahoy Variety Packs	4.74	6	28.44
Grand Total			496.87

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Beth Davis

Position: Parent Engagement Assistant

School: Bladensburg H.S.

Email Address: beth.davis@pgcps.org

Phone Numbers: 301-887-6700

Amount Requested: \$500

Check Should be Payable To: Bladensburg Mustang PTSA

Project Start Date: Jan 15, 2017 Project End Date: April 30, 2017

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:  Date: 11.07.16

Principal's Printed Name: B. Asha Mahmay

Applicant's Signature:  Date: 11/9/16

Applicant's Printed Name: Beth Davis

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: English Language Advocacy Classes for Parents

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:



Overview:

Language barriers are a real challenge for parents to navigate the educational system and to best support their children at school. Frequently, at Bladensburg High School PTSA meetings, parents request English classes at school to help them get more comfortable with the language they need to do basic things like checking on their student's attendance or requesting a parent teacher conference.

The PTSA wishes to support these parents by offering English classes to teach only the basics and the trigger words that can help parents at school. In doing this, the PTSA hopes to get non-English speaking parents more engaged with the PTSA and the school in general, which will support our students.

Project Description:

The PTSA will offer ten weeks of English classes that meet for two hours once a week. The classes will focus on literacy pieces like:

- How to read a report card
- How to navigate the school and PGCPs website
- Common correspondence letters sent home

Classes will also practice oral language skills needed to ask for help at school. For example:

- Common questions to ask at a parent teacher conference
- How to ask for help at the front desk
- Explaining your concerns to school staff

These classes will also utilize technology to familiarize parents with basic computer skills.

The purpose of the classes are not to make parents fluent in English, but to support them in feeling comfortable using English in the school setting to advocate for their children and to be engaged in their child's school.

Target Population:

The classes will be offered to any Bladensburg High School parent who wishes to participate, but specifically those who predominantly speak a foreign language. The classes will be limited to 30 parents to ensure quality.

Location of the Project:

The classes will be held in the media center from 5:30-7:30, after student extracurricular use ends.

Project Timeline:

The classes will run from February to April. Advertising will begin in January.

Budget:

A \$500 volunteer stipend will be given to the instructor of the class for time and dedication to the program. It will be given in two increments to ensure follow through.

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Beth Davis

Position: Parent Engagement Assistant

School: Bladensburg High School

Email Address: beth.davis@pgcps.org

Phone Numbers: 301-887-6700

Amount Requested: \$497.22

Check Should be Payable To: Bladensburg High School

Project Start Date: April 1, 2017 Project End Date: April 30, 2017

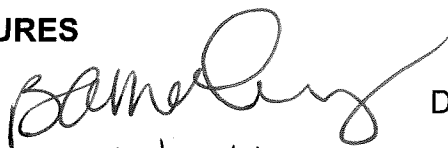
Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:



Date: 11.07.16

Principal's Printed Name: B. Asha Mahoney

Applicant's Signature: Beth Davis

Date: 11/9/16

Applicant's Printed Name: Beth Davis

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Positive Behavior Celebration

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:



Overview:

PBIS stands for Positive Behavior Interventions and Supports. Bladensburg High School is transforming to a PBIS school to recognize and celebrate the strengths of our student body. We wish to focus on the positive accomplishments of the majority of our students as a means to change the negative behavior of a few.

Project Description:

At the end of each quarter, we celebrate our students through an event recognizing their positive behavior and accomplishments. The students who have a 2.5 GPA or higher, have 3 tardies or less, and have less than 3 missed days of school are invited to participate in the event. Additionally, we invite teachers to nominate students for different positive behavior traits such as respect or integrity. Special awards are given to the nominated students, those with perfect attendance, and those with a 4.0 GPA.

For our third quarter celebration, we wish to plan something special to celebrate the nearing end of the school year and to encourage students to finish the year strong. The event will happen during the last period of the day and include:

1. Medal/trophy for the Model Mustangs from each grade (1 boy and 1 girl based on a rubric given to teachers for nomination)
2. Ice cream bar for all students who meet the requirements
3. Inspirational speaker – a former student who is doing well professionally or academically
4. DJ for students to have fun at the end of the program

The program will begin with the inspirational speaker who will discuss his/her career path since graduating from Bladensburg and offer advice to students. Then we will present awards to our Model Mustangs. This will take approximately 25 minutes. The remainder of the period will be for an ice cream bar and a dance for students to enjoy themselves as an award for their accomplishments. We hope that the award of an ice cream dance party during the day will inspire other students to want to be part of future PBIS celebrations.

Target Population:

This will impact all 1,900 plus students at Bladensburg High School, including our ESOL and special education population. We expect approximately 800 students will meet the qualifications established to participate in the program. (2.5 GPA or higher, 3 or less tardies, and 3 or less absences)

Location of the Project:

This event will happen in the gym.

Project Timeline:

The event will happen the week of April 10th, 2017. This is the week that third quarter grades are released and the week before Spring Break, which provides a good time to encourage positive behavior during break.

Detailed Budget Plan:

	Cost	Quantit y	Total
Mustang Model Medals	6.99	8	55.92
DJ	100	1	100
Ice Cream - Kemp's Family Size Tubs	7.99	20	159.8
Chocolate Syrup	4.18	8	33.44
Sprinkles - Rainbow	3.28	8	26.24
Sprinkles - Chocolate	3.28	8	26.24
Candy Toppings	3.24	10	32.4
Bowels	2.17	17	36.89
Spoons - 1,00 pack	18.33	1	18.33
Napkins	3.98	2	7.96
Grand Total			497.22

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Beth Davis

Position: Parent Engagement Assistant

School: Bladensburg H.S.

Email Address: beth.davis@pgcps.org

Phone Numbers: 301-887-6700

Amount Requested: \$488.70

Check Should be Payable To: Bladensburg Mustang PTSA

Project Start Date: April 1, 2017

Project End Date: May 30, 2017

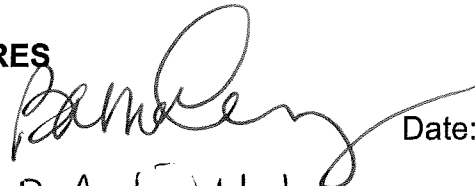
Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:



Date: 11.07.16

Principal's Printed Name: B. Anshu Mahoney

Applicant's Signature: Beth Davis

Date: 11/9/16

Applicant's Printed Name: Beth Davis

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Public Transportation Workshop & Family Fun Day

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:



Overview:

Our PTSA is in its second year of operation. One of its goals is to offer quarterly family workshops that will help our families support their children in all areas of wellbeing. This proposal is to fund the fourth quarter workshop.

Program Description:

Many of our families are new to the area or even the country. Because of this, they are unfamiliar with using our bus and metro system and miss out on enjoying in the many family-friendly and free opportunities that the DC area offers.

We will have a mini orientation on how to use public transportation, including literacy training on using metro/bus maps and how to use Trip Planner to make the ride go smoothly. Additionally, we will show a mini slide show of the free places for families to visit in the area like the various Smithsonian museums, the National Zoo, and nature sites. Families will receive a handout with the information and the corresponding metro stops to visit each.

As a group, we will take the T18 bus to the New Carrollton metro station and metro to the National Mall. We will tour two Smithsonian museums and enjoy a picnic lunch on the National Mall.

This workshop aims to not only educate our families and students with metro literacy, but to build strong relationships between our families and their new community. We want our families to feel comfortable participating in fun school activities and this will help break the ice. It will also introduce families to new areas of DC, which many report a curiosity to explore but a fear of actually doing it because of how unfamiliar it is to them. It is our goal that families will continue to visit these places to strengthen the relationship between parents and their teenagers, which is often a challenge.

Target Population:

We will offer this opportunity to any families interested in participating, but especially encourage our English Language Learners to participate.

Location of the Project:

We will originate with a presentation at Bladensburg High School and from there move to the Smithsonian/National Mall. We will allow students and families to decide which Smithsonian museum we visit.

Project Timeline:

We will start advertising this opportunity in early April and have the actual event in May. We will encourage families to continue to utilize these opportunities throughout their summer break.

Detailed Budget:

	Cost	Quantit y	Total
Metro Fare Cards w/roundtrip fee	11.6	27	313.2
Subway Catering Box to Go	6.5	27	175.5
Grand Total			488.7

We budgeted for two Bladensburg HS staff to attend to lead the workshop and trip. We expect a minimum of ten parents and ten students to participate. An additional five is budgeted for families with both parents attending or with more than one student at the school who wishes to participate.

SECTION 1 – APPLICANT INFORMATION

Name: Eileen Jacqueline Lengenfelder

Position: STEAM teacher

School: Edward M. Felegy Elementary

Email Address: eileen.lengenfelder@pgcps.org

Phone Numbers: school: 301-386-1610 cell: 301-717-9506

Amount Requested: \$498.29

Check Should be Payable To: *Edward M. Felegy Elementary*

Project Start Date: March 6, 2017

Project End Date: April 10, 2017

SECTION 2 – SIGNATURES

Principal's Signature: *Ursula A. Golladay*

Date: *11/14/2016*

Principal's Printed Name: *Ursula A. Golladay*

Applicant's Signature: *Eileen J. Lengenfelder*

Date: *11/14/2016*

Applicant's Printed Name: *Eileen J. Lengenfelder*

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: **Pollinating in the garden**

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:

Description of Grant Request

This grant proposal requests funds to purchase the **Designing Hand Pollinator** Unit by Engineering is Elementary. This unit was developed by The National Center for Technological Literacy at the Museum of Science in Boston. In this unit, the students learn to think like agricultural engineers. Students will apply their knowledge of bugs, insect life cycles, pollination and natural systems as they test a variety of materials, then engineer their own technologies to pollinate plants.

The monies from this grant will be used to purchase the materials and resources to perform STEAM labs to engross garden learning at Edward M. Felegy Elementary. Books will also be purchased to keep in classroom libraries to remind students of the lab and further their learning of the topic.

Target Population

The target population is the 225+ students in grades 1-3 at Edward M. Felegy Elementary. A breakdown of Felegy's enrollment is:

- 91% are eligible for FARMS (Free and Reduced Meals)
- 68% Hispanic
- 29% African American
- 6% American Indian, 2% White, and 3% Asian/Native Hawaiian
- 48% qualify for ESOL services, 22% SPED

Location of Project

This project will take place in the STEAM lab at Edward M. Felegy.

Project Timeline

March 6, 2017-April 10, 2017

During this five week period, three third grade classes, three first grade classes and three second grade classes will attend a 45 minute STEAM lab to participate in this Pollination Unit.

This is a total of nine classes. Each accommodating a minimum of 23 students. Each class will get 3 hours and 45 minutes of time to engage in this unit activity in groups of three.

Detailed budget plan

Item	Quantity	Price
Cup, paper, non waxed, 3 oz.	200	\$15.41
Eraser, smile face, 1.25" pk/48	3	\$35.94
Foil, Aluminum standard weight 1 x 25 ft	3	\$14.97
Pipe cleaner, green 12" pk/100	3	\$14.97
Pom Pom, 1" assorted, pk/100	3	\$14.97
Stick, craft, pkg/50	2	\$6.98
Straw, plastic, pk/50	1	\$8.49
Tape, cellophane, 3/4" wide	4	\$19.96
Twine, Pink (masons line) 275 ft.	8	\$27.68
Wire, Copper, bare 20 ga, 100 ft.	8	\$63.92
Designing Hand Pollinators Teacher Guide	1	\$50.00
Designing Hand Pollinators Material kit	1	\$225.00
Total		\$498.29

[Click here to see a video of a teacher explaining the lab and students doing the activity.](#)

<http://www.eie.org/engineering-elementary/resources/what-does-good-pollinator-do>

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.
Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Cecilia Penate

Position: Bilingual Parent Engagement Assistant

School: Hyattsville Elementary School

Email Address: cecilia.penate@pgcps.org

Phone Numbers: 301-209-5800 x054721

Amount Requested: \$500.00

Check Should be Payable To: Hyattsville Elementary School

Project Start Date: September 22, 2016 Project End Date: May 2017

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature: *Teresa Bey*

Date: October 10, 2016

Principal's Printed Name: Teresa Bey

Applicant's Signature: *Cecilia Penate*

Date: October 10, 2016

Applicant's Printed Name: Cecilia Penate

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Coffee Chat Meeting. (please see attachment)

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



Hyattsville City Officials,

Hyattsville Elementary School will be conducting monthly meetings during the current school (2016-2017) year named Coffee-Chat. The purpose of the meetings is to bring speakers with different resources and also staff members and their role within Hyattsville Elementary School community to determine the existing needs within our parents. The quarterly Coffee-Chat, meeting provides comprehensive access to our staff in a more easy and approachable manner.

The demographics for the current SY2016-2017 at Hyattsville Elementary School is compose as follows:

White 16.10 %

African American 34.60%

Hispanic 43.10%

Asian 2.50%

2 or more races 2.10%

We have a diverse community and we are very proud to foster an ambient that welcomes everybody. The scheduling timeline for this project is one meeting every quarter scheduling the meetings to occur in morning (am) session of the school day.

For the second year Hyattsville Elementary is enthusiastic about these monthly meeting and eager to continued doing it in the months ahead. Hyattsville Elementary School finds and believes in the importance of being inclusive at the same time to give our parents and community the opportunity to express them.

Upon your approval of funds our budget will allow us to provide a light breakfast (coffee, juice, fruit, pastry/doughnuts, bagels and cream) to our families at every meeting held at school.

Thank you for your kind consideration of our request. Pending your decision and if you have any questions please do not hesitate to contact me via email or phone.

Sincerely,

Cecilia Penate

Bilingual Parent Engagement Assistant

Hyattsville Elementary School

301-209-5800 x 54721

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Sarah Yazvac

Position: Art Teacher

School: Hyattsville Elementary

Email Address: Sarah.Yazvac@pgcps.org

Phone Numbers: 412-303-4168

Amount Requested: \$463.00

Check Should be Payable To: Sarah Yazvac

Project Start Date: 1/3/2017

Project End Date: 5/9/2017

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:



Date:

11/4/16

Principal's Printed Name: Teresa Bey

Applicant's Signature:



Date:

11/4/16

Applicant's Printed Name: Sarah Yazvac

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Storybook Library for Art

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



The Hyattsville Elementary Art Department, under the direction of Sarah Yazvac, was brought back to Hyattsville Elementary in 2014, after many years of not having a formal or consistent art education program. Since then, it has served more than 700 elementary aged children in Prince George's County, many of whom had never before been exposed to regularly scheduled art classes. The program continues to grow as a well-rounded and immersive creative program.

This grant from the city of Hyattsville would provide Miss Yazvac's art classroom with 42 art-themed books, allowing for the implementation of interdisciplinary lessons in the classroom that integrate reading, art practice, and art history. Dr. Maxwell, our CEO, is currently pushing for more arts integration and literacy across content areas and this art room library will support both of these initiatives.

Miss Yazvac is requesting a grant in the amount of \$463.00. This money will be used to purchase 42 books to build an art room library. All of the books have a connection to art. Some incorporate art history, some contain inspirations, and others describe art methods. These books are written at a variety of levels so they will appeal to all 557 of our students. The books will be utilized in multiple ways. For example, Miss Yazvac may read a story to the class and then plan a lesson based on its content. Students will also have the option to select and read the books after they have completed their assignment. Tying reading to artwork is one of the strongest ways to achieve "literacy across the content areas" as the county is encouraging.

The library will be housed in the art room on a shelf that is easy for all students to access. These books will remain exclusively in the art room. Use of the library will begin as soon as the books arrive and will continue for years to come. Hopefully the library will grow with the program.

Below is a chart depicting the titles and prices of the books to be used in the Library. All prices listed are from Barnes and Noble.

<i>The Dot</i> by Peter H. Reynolds	10.01	<i>Ish</i> by Peter H. Reynolds	10.01
<i>Art Dog</i> by Thatcher Hurd	6.99	<i>When Pigasso met Moonise</i> by Nina Laden	12.80
<i>When a Line Bends a Shape Forms</i> by James Kaczman, Rhonda Gowler Greene	6.92	<i>Me and Uncle Romie</i> by Claire Hartfield, Jerome LaGarrigue	13.79
<i>Action Jackson</i> by Jan Greenberg, Sandra Jordan, Robert Andrew Parker	6.58	<i>Uncle Andy's</i> by James Warhola	5.99
<i>I Ain't Gonna Paint No More!</i> by Karen Beaumont, David Catrow	13.99	<i>The Art Lesson</i> by Tomie dePaola	6.99
<i>Mouse Paint</i> by Ellen Stoll Walsh	6.00	<i>Regina's Big Mistake</i> by Marissa Moss	6.95

<i>Beautiful Oops</i> by Barney Saltzberg	11.41	<i>M is for Masterpiece</i> by David Domeniconi, Will Bullas	16.07
<i>Lines That Wiggle</i> by Candace Whitman, Steve Wilson	10.66	<i>Perfect Square</i> by Michael Hall	13.12
<i>The Shape of Things</i> by Dayle Ann Dodds, Julie Lacombe	6.99	<i>The Shape of my Heart</i> by Mark Sperring, Alys Paterson	16.99
<i>Not a Box</i> by Antoinette Portis	12.01	<i>Harold and the Purple Crayon</i> by Crockett Johnson	13.41
<i>Art and Max</i> by David Wiesner	13.43	<i>The Day the Crayons Quit</i> by Drew Daywalt, Oliver Jeffers	11.24
<i>A Day with No Crayons</i> by Elizabeth Rusch, Chad Cameron	15.95	<i>Uncle Andy's Cats</i> by James Warhola	15.05
<i>Sandy's Circus: A Story about Alexander Calder</i> by Tanya Lee Stone, Boris Kulikov	12.68	<i>Why is Blue Dog Blue?</i> by George Rodrigue, Bruce Goldstone	17.47
<i>Wax to Crayons</i> by Inez Snyder, Mindy Liu, Cindy Reiman, Jennifer Silate	4.95	<i>Dave the Potter: Artist, Poet, Slave</i> by Laban Carrick Hill, Bryan Collie	12.00
<i>Sunday with Seurat</i> by Julie Merberg, Suzanne Boke	6.95	<i>13 Artists Children Should Know</i> by Annette Wenzel	12.04
<i>Math-Terpieces</i> by Greg Tang, Greg Paprocki	15.30	<i>Henri's Scissors</i> by Jeanette Winter	14.01
<i>The Noisy Paint Box</i> by Barb Rosenstock, Mary GrandPre	13.26	<i>My Name is Georgia</i> by Jeanette Winter	6.09
<i>Klimt and his Cat</i> by Berenice Capatti, Octavia Monaco	14.69	<i>Me, Frida</i> by Amy Novesky, David Diaz	9.95
<i>Don't Let the Pigeon Drive the Bus</i> by Mo Willems	10.86	<i>I'm the Best Artist in the Ocean</i> by Kevin Sherry	15.03
<i>The Art Book for Children</i> by Editors of Phaidon Press	14.42	<i>Counting with Wayne Thiebaud</i> by Susan Goldman Rubin	5.14
<i>Touch the Art: Find King Henry's Treasure</i> by Julie Appel, Amy Guglielmo	10.37	<i>My Many Colored Days</i> by Dr. Seuss	10.24
		Estimated Shipping	0.00
		Estimated Tax	0.00
		Total	462.99

This grant will allow the current art program to become more integrated with the reading and Language Arts curriculum at HES. Allowing both students and other classroom teachers to have access to these cross curricular titles will be of great benefit to both parties and support a county wide initiative to encourage learning across all content areas. Thank you for your consideration for this grant. If questions arise concerning the details of this request, please contact Sarah Yazvac at sarah.yazvac@pgcps.org.

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Dr. David A. Crocker

Position: Director, KEMS - Kids Excelling in Math and Science

School: Hyattsville Middle School

Email Address: dcrocker@umd.edu

Phone Numbers: 301-699-5969, 240-678-6267

Amount Requested: \$500.00

Check Should be Payable To: Hyattsville Middle School

Attention: Joann McDonald

Project Start Date: April 2017 Project End Date: April 2017

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature: *Theresa Ben* Date: 11/14/16

Principal's Printed Name:

Applicant's Signature: David A. Crocker Date: November 14, 2016

Applicant's Printed Name: David A. Crocker

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: KEMS/HMS FIELD TRIP TRANSPORTATION

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:



City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Dr. David A. Crocker

Position: Director, KEMS – Kids Excelling in Math + Science

School: Hyattsville Middle School

Email Address: dcrocker@umd.edu

Phone Numbers: 301-699-5969, 240-678-6267

Amount Requested: \$500.00

Check Should be Payable To: Hyattsville Middle School Attention: Joann McDonald

Project Start Date: Dec. 13, 2016 Project End Date: Jan. 1, 2017
Invoice to be paid Jan. 1, 2017 Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature: Thornton Boone Date: 11/14/16

Principal's Printed Name: Thornton Boone

Applicant's Signature: David A. Crocker Date: November 14, 2016

Applicant's Printed Name: David A. Crocker

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: KEMS/HMS FIELD Trip Transportation

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:





UNIVERSITY OF MARYLAND

2101 Van Munching Hall
College Park, Maryland 20742
301.405.6330 PHONE
301.403.8107 FAX

SCHOOL OF PUBLIC POLICY

Date: 13 November 2016

To: Jake Rollow, Education Enrichment Grants, City of Hyattsville

From: Dr. David A. Crocker, Director, KEMS

Re: Application for Education Enrichment Grant

Description of Grant Request

On behalf of Kids Excelling in Math and Science – KEMS, I am applying for an Education Enrichment Grant from the City of Hyattsville. Launched in February 2016, KEMS is in its second semester as an after-school enrichment program in which students in Hyattsville Middle School (HMS) in Prince George's County, Maryland, USA partner with students in the International Leadership Academy of Ethiopia (ILAE) in Addis Ababa, Ethiopia. The curriculum ranges over the environmental sciences and policy with an emphasis on doing science and using science to help solve societal problems. Activities encourage questions, exploration, scientific inquiry, critical thinking, and the application of scientific and math skills to real world problems. The theme for 2016-17 is "Climate Change and Citizen Responsibility."

HMS will continue to work with University of Maryland (UMD), local NGOs and enterprises and DC institutions, such as the Anacostia Watershed Society (AWS), Shagga Restaurant, ECO-City Farms, the Riverdale Farmers Market, and the Koshland Science Museum to create innovative curriculum programs relevant to the needs and resources of HMS and its neighborhoods. Students in HMS and ILAE schools communicate with each other through the internet, social media, and student-made videos. Eight UMD graduate students (in the School of Public Policy) and 2 undergraduate students (in International Development and Conflict Management and in Engineering) serve as KEMS mentors and role models. Our current mentors, who hail from India, Kenya, Pakistan, and the United States, conduct weekly sessions at HMS. Several will travel to Ethiopia for three weeks in June and engage with ILAE faculty and students in a repeat of a UMD Education-abroad trip in June 2015.

KEMS requests an Education Enrichment Grant of \$500.00 to defray expenses for bus transportation during 2016 (paid for in 2017) to Koshland Science Museum or 2017 for a rice planting and watershed reforestation field trip to Bladensburg Waterfront Park and the Anacostia River. In AWS's "Rice Rangers Program" KEMS scholars in February will plant rice in the KEMS "grow lab" and in April travel by barge on the Anacostia and transplant the seedlings to an AWS watershed. The role of watersheds and reforestation in reducing greenhouse gases will be emphasized.

Target Population

When KEMS began, our aim was to have 25 eighth grade HMS students enrolled as KEMS scholars. In February 2016, we launched with 5 students and finished in May with 12 KEMS

scholars. Now, with a cohort of 25 and an average attendance of 20 students, we include both seventh and eighth grade science and social studies students. (The HMS PTSO had encouraged us to include seventh graders.) Working closely with 8th grade science teacher Mr. Jesse Vavrek and social science teacher Ms. Anne Williams, we have constructed a curriculum that provides a review of material covered in 6th and 7th grade science classes and is a useful preparation for the 8th grade science examinations. Many students in KEMS are also members of the HMS Garden Club. Many of the ILAE students come from under-privileged homes or neighborhoods, and HMS KEMS scholars are ethnically and economically diverse, including Title I or FARM students. Our mentors come from variety of backgrounds, and both directors and one mentor are fluent in Spanish and other languages.

It should also be noted that this KEMS provided two opportunities for all of HMS. First, Dr. Joe Allen, a 1980's scientist-astronaut spoke to an assembly of all HMS science students. His theme was "The Sense of Place from Space," and he entranced us with his account of circling the earth and seeing the effects of climate change on the planet, which is our common home. Second, KEMS invited the HMS community to join the KEMS staff in enjoying an Ethiopian singer at the UMD's Clarice Center. We anticipate offering other opportunities to HMS this spring.

KEMS Goals

- Increase students' interest in pursuing further studies and careers in science, engineering, and mathematics
- Instill an appreciation for the social values of science, technology, engineering and mathematics (STEM) and the roles they play in different societies
- Improve student understanding of the nature, causes, and impact of climate change and citizen responsibilities to think globally and act locally
- Illustrate scientific and ecological principles and their relation to the HMS garden and AWS watershed reforestation
- Encourage parental support and its role in student achievement
- Enhance cross-cultural experience, knowledge, and competencies through new technologies

KEMS Staff

The directors of KEMS are Dr. David A. Crocker and Ms. Edna Crocker. Dr. Crocker is a Senior Research Scholar at the University of Maryland's School of Public Policy and Director of the School's International Development Specialization as well as its study trips to Ethiopia, Morocco, and Peru. For more than 30 years, Ms. Crocker has taught ESOL, reading, and administered a federally-funded diversity program in Colorado, Washington DC, and Prince George's County, Maryland. She was a founder of GEMS- Girls Excelling in Math and Science in 2006 and was its director until 2014. Mr. Jesse Vavrek and Ms. Anne Williams, the HMS sponsors of KEMS, have been essential in KEMS curriculum planning, instruction, and field trips logistics. Kate Brolley, KEMS Assistant Director and Lead Mentor, assisted the Ethiopia Study-abroad trip in 2015 and will do so again in 2017. Two KEMS mentor are Ph.D. students in environmental policy; three MPP students are studying climate change science and policy; two undergrads are studying international development or engineering.

Location of the Project

Hyattsville Middle School is the fiscal agent of the grant, and the primary location of KEMS will be the Hyattsville Middle School and its surrounding school grounds and neighborhoods. In addition, the abundant resources of the DC metropolitan area will continue to provide for field trips and site visits -- a valuable aspect of the program and especially important in enriching classroom instruction and activities. A school flower and vegetable garden, one that attracts pollinators such as bees and butterflies, complements KEMS use of the school yard as a science laboratory.

KEMS Themes and Activities

The KEMS curriculum began with four related themes and hands-on activities related to environmental science in several different locations: the HMS school grounds, the Anacostia Watershed, the HMS garden and Eco City Farm, and the classroom projects and interaction with Ethiopia. Our theme for 2016-17 is "Climate Change and Citizen Responsibility." We are emphasizing: (1) Climate Change Around the World and from Outer Space, (2) What Causes Climate Change: Thinking Like a Scientist and Debating like a Citizen, (3) The Impact of Climate Change, (4) Citizen Responsibilities: What Can and Should Be Done About Climate Change and Who Should do it?

Project Timeline

KEMS has strong support from the HMS principal, Thornton Boone; three science teachers; and the PTSO (and its leadership). A field trip to Koshland Science Museum will take place December 13, 2016 (and will be paid for in 2017). The field trip to the Anacostia River will take place in April, 2017.

Detailed Budget Plan

For KEMS second year we are requesting from the City of Hyattsville an Educational Enrichment Grant of \$500.00 These funds will be used to pay bus transportation expenses (UMD transportation facility) for either the 2016 Koshland field trip on climate change or the Anacostia field trip on watershed restoration. The Cost of a UMD for either trip is \$500.00. On November 9, 2016, KEMS was awarded a grant of \$500 by the UMD Do Good Challenge Seed Fund. Additional funds will be sought from Councilwoman Deni Taveras, the Prince George's County Councilwoman. By January 31, 2017, the KEMS staff will have prepared a comprehensive budget for the spring semester and made plans for non-profit status.

Respectfully submitted,

Dr. David A. Crocker

Director, KEMS

Senior Research Scholar

Director, International Development Specialization

Director, Morocco Education-Abroad Trip

School of Public Policy

University of Maryland



TRANSPORTATION SERVICES

Bus / SUV / "TERPRIDE" CHARTER SERVICE ESTIMATE

8537 Paint Branch Dr #1100J, College Park, MD 20742 — 301 314 7271 (o), 301 314 9314 (f) — charterum@umd.edu

Customer Information

Department Name School of Public Policy
Sub-Department Institute for Philosophy & Public Policy
Office Address 3111G Van Munching Hall
Primary Contact David Crocker
Primary E-Mail dcrocker@umd.edu
Primary Ofc Phone x5-4763
Billing Contact Thornton Boone (Hyattsville MS)
Billing E-Mail thornton.boone@pgcps.org
Billing Phone 301 209 5830
Group Contact David Crocker
Contact Cell Number 240 678 6267
Authorized Changers _____

Estimate and Fees Information

Estimate Number 106-2108 **Revision Number** 1
Estimate Created 11/2/2016 **Valid Thru** 11/16/2016
\$500.00 **Hours-Based Fees**
Mileage Fees (motorcoaches only)

\$500.00 **TOTAL ESTIMATE** **Payment Method** check

Trip Information and Itinerary

Trip Date Tue 12/13/2016 **Group Size** 30
Bus Type Transit-32 **Seats** 32

TIME	INSTRUCTION / LOCATION
11:15 AM	arrive & begin boarding, Hyattsville Middle School — 6001 42nd Avenue, Hyattsville, MD
11:30 AM	depart for Koshland Science Museum — 525 E St NW, Washington, DC
	arrive, dropoff, find nearby layover loc per driver discretion
3:00 PM	arrive & begin re-boarding, Koshland Science Museum
3:15 PM	depart for Hyattsville Middle School arrive, dropoff, end-of-service

Special Instructions

This is an estimate only. Do not assume your trip is on the schedule until signing and returning this document, and receiving a confirmation in response.

By signing and returning this document, you accept this estimate, and agree that the University of Maryland Department of Transportation Services shall provide the service described above; which, except for the SUV service, must be used only for official business of the University System of Maryland or one of its affiliates. You also agree that you, or the department or organization you represent, shall be separately responsible for all parking and lodging fees incurred by the vehicle and driver during this service (notwithstanding those incurred by the driver while on layover per his or her own discretion), unless specified otherwise above.

You agree that you, or the organization you represent, shall pay the amount by "TOTAL ESTIMATE" as well as any added fees incurred in performing the service, within 30 days of receipt of the finalized invoice. Added fees could include fees for additional service duration or distance incurred due to the actions of the group, parking or lodging fees not paid by the group as agreed, fees for specialized cleaning if required due to the actions of the group, and/or fees for damage to the vehicle caused by the actions of the group. Added fees could also include a rush-order fee (\$100 for bus and TERPride service, \$30 for SUV service), applicable to each vehicle, trip, and instance for which the details of the itinerary are modified at or after one week prior to the service start time, or for added duration in excess of one hour on the day-of-service; the rush fee will be applied in addition to recalculating the fees due based on the revised service duration. You attest that you are authorized to incur this financial obligation on behalf of your group or organization.

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x David A. Crocker
(Signature of Representative)

x David A. Crocker
(Printed Name of Representative)

x 12 Nov. 2016
(Date)

Thornton Boone

Thornton Boone

14 Nov. 2016



UNIVERSITY OF MARYLAND

2101 Van Munching Hall
College Park, Maryland 20742
301.405.6330 PHONE
301.403.8107 FAX

SCHOOL OF PUBLIC POLICY

Date: 13 November 2016

To: Jake Rollow, Education Enrichment Grants, City of Hyattsville

From: Dr. David A. Crocker, Director, KEMS

Re: Application for Education Enrichment Grant

Description of Grant Request

On behalf of Kids Excelling in Math and Science – KEMS, I am applying for an Education Enrichment Grant from the City of Hyattsville. Launched in February 2016, KEMS is in its second semester as an after-school enrichment program in which students in Hyattsville Middle School (HMS) in Prince George's County, Maryland, USA partner with students in the International Leadership Academy of Ethiopia (ILAE) in Addis Ababa, Ethiopia. The curriculum ranges over the environmental sciences and policy with an emphasis on doing science and using science to help solve societal problems. Activities encourage questions, exploration, scientific inquiry, critical thinking, and the application of scientific and math skills to real world problems. The theme for 2016-17 is "Climate Change and Citizen Responsibility."

HMS will continue to work with University of Maryland (UMD), local NGOs and enterprises and DC institutions, such as the Anacostia Watershed Society (AWS), Shagga Restaurant, ECO-City Farms, the Riverdale Farmers Market, and the Koshland Science Museum to create innovative curriculum programs relevant to the needs and resources of HMS and its neighborhoods. Students in HMS and ILAE schools communicate with each other through the internet, social media, and student-made videos. Eight UMD graduate students (in the School of Public Policy) and 2 undergraduate students (in International Development and Conflict Management and in Engineering) serve as KEMS mentors and role models. Our current mentors, who hail from India, Kenya, Pakistan, and the United States, conduct weekly sessions at HMS. Several will travel to Ethiopia for three weeks in June and engage with ILAE faculty and students in a repeat of a UMD Education-abroad trip in June 2015.

KEMS requests an Education Enrichment Grant of \$500.00 to defray expenses for bus transportation during 2016 (paid for in 2017) to Koshland Science Museum or 2017 for a rice planting and watershed reforestation field trip to Bladensburg Waterfront Park and the Anacostia River. In AWS's "Rice Rangers Program" KEMS scholars in February will plant rice in the KEMS "grow lab" and in April travel by barge on the Anacostia and transplant the seedlings to an AWS watershed. The role of watersheds and reforestation in reducing greenhouse gases will be emphasized.

Target Population

When KEMS began, our aim was to have 25 eighth grade HMS students enrolled as KEMS scholars. In February 2016, we launched with 5 students and finished in May with 12 KEMS

scholars. Now, with a cohort of 25 and an average attendance of 20 students, we include both seventh and eighth grade science and social studies students. (The HMS PTSO had encouraged us to include seventh graders.) Working closely with 8th grade science teacher Mr. Jesse Vavrek and social science teacher Ms. Anne Williams, we have constructed a curriculum that provides a review of material covered in 6th and 7th grade science classes and is a useful preparation for the 8th grade science examinations. Many students in KEMS are also members of the HMS Garden Club. Many of the ILAE students come from under-privileged homes or neighborhoods, and HMS KEMS scholars are ethnically and economically diverse, including Title I or FARM students. Our mentors come from variety of backgrounds, and both directors and one mentor are fluent in Spanish and other languages.

It should also be noted that this KEMS provided two opportunities for all of HMS. First, Dr. Joe Allen, a 1980's scientist-astronaut spoke to an assembly of all HMS science students. His theme was "The Sense of Place from Space," and he entranced us with his account of circling the earth and seeing the effects of climate change on the planet, which is our common home. Second, KEMS invited the HMS community to join the KEMS staff in enjoying an Ethiopian singer at the UMD's Clarice Center. We anticipate offering other opportunities to HMS this spring.

KEMS Goals

- Increase students' interest in pursuing further studies and careers in science, engineering, and mathematics
- Instill an appreciation for the social values of science, technology, engineering and mathematics (STEM) and the roles they play in different societies
- Improve student understanding of the nature, causes, and impact of climate change and citizen responsibilities to think globally and act locally
- Illustrate scientific and ecological principles and their relation to the HMS garden and AWS watershed reforestation
- Encourage parental support and its role in student achievement
- Enhance cross-cultural experience, knowledge, and competencies through new technologies

KEMS Staff

The directors of KEMS are Dr. David A. Crocker and Ms. Edna Crocker. Dr. Crocker is a Senior Research Scholar at the University of Maryland's School of Public Policy and Director of the School's International Development Specialization as well as its study trips to Ethiopia, Morocco, and Peru. For more than 30 years, Ms. Crocker has taught ESOL, reading, and administered a federally-funded diversity program in Colorado, Washington DC, and Prince George's County, Maryland. She was a founder of GEMS- Girls Excelling in Math and Science in 2006 and was its director until 2014. Mr. Jesse Vavrek and Ms. Anne Williams, the HMS sponsors of KEMS, have been essential in KEMS curriculum planning, instruction, and field trips logistics. Kate Brolley, KEMS Assistant Director and Lead Mentor, assisted the Ethiopia Study-abroad trip in 2015 and will do so again in 2017. Two KEMS mentor are Ph.D. students in environmental policy; three MPP students are studying climate change science and policy; two undergrads are studying international development or engineering.

Location of the Project

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Respectfully submitted,

Dr. David A. Crocker

Director, KEMS

Senior Research Scholar

Director, International Development Specialization

Director, Morocco Education-Abroad Trip

School of Public Policy

University of Maryland



TRANSPORTATION SERVICES

Bus / SUV / "TERPRIDE" CHARTER SERVICE ESTIMATE

8537 Paint Branch Dr #1100J, College Park, MD 20742 — 301 314 7271 (o), 301 314 9314 (f) — charterum@umd.edu

Customer Information	Trip Information and Itinerary
Department Name <u>School of Public Policy</u>	Trip Date <u>Tue 12/13/2016</u> Group Size <u>30</u>
Sub-Department <u>Institute for Philosophy & Public Policy</u>	Bus Type <u>Transit-32</u> Seats <u>32</u>
Office Address <u>3111G Van Munching Hall</u>	
Primary Contact <u>David Crocker</u>	
Primary E-Mail <u>dcrocker@umd.edu</u>	
Primary Ofc Phone <u>x5-4763</u>	
Billing Contact <u>Thornton Boone (Hyattsville MS)</u>	
Billing E-Mail <u>thornton.boone@pgcps.org</u>	
Billing Phone <u>301 209 5830</u>	
Group Contact <u>David Crocker</u>	
Contact Cell Number <u>240 678 6267</u>	
Authorized Changers _____	
Estimate and Fees Information	
Estimate Number <u>106-2108</u> Revision Number <u>1</u>	
Estimate Created <u>11/2/2016</u> Valid Thru <u>11/16/2016</u>	
<u>\$500.00</u> Hours-Based Fees	
<u> </u> Mileage Fees (motorcoaches only)	
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<u> </u>	
<u>\$500.00</u> TOTAL ESTIMATE Payment Method <u>check</u>	
	TIME INSTRUCTION / LOCATION 11:15 AM arrive & begin boarding, Hyattsville Middle School — 6001 42nd Avenue, Hyattsville, MD 11:30 AM depart for Koshland Science Museum — 525 E St NW, Washington, DC arrive, dropoff, find nearby layover loc per driver discretion 3:00 PM arrive & begin re-boarding, Koshland Science Museum 3:15 PM depart for Hyattsville Middle School arrive, dropoff, end-of-service
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x David A. Crocker
(Signature of Representative)

x David A. Crocker
(Printed Name of Representative)

x 12 Nov. 2016
(Date)

Thornton Boone

Thornton Boone

14 Nov. 2016

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 — APPLICANT INFORMATION

Name: Gabriela Navarro

Position: Parent Engagement Coordinator

School: Hyattsville Middle School

Email Address: gabrie.navarrohenry@pgcps.org

Phone Numbers: 301-209-5830

Amount Requested: 500.00

Check Should be Payable To: Hyattsville Middle School

Project Start Date: January 9, 2017

Project End Date: May 30, 2017

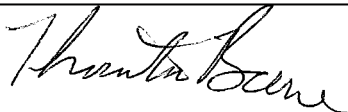
Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

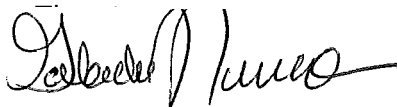
SECTION 2 — SIGNATURES

Principal's Signature:



Date: 11/7/16

Applicant's Signature:



Date: 11/7/16

Applicant's Printed Name: Gabriela Navarro

SECTION 3— DESCRIPTION OF GRANT REQUEST

Title of Project: Multicultural Club

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:



Hyattsville Middle School is located at 6001 42nd Avenue, Hyattsville, Maryland. Hyattsville Middle School's population is 842. It is a multicultural school that is comprised of 56% Hispanics, 32% African Americans, 5% Whites, 3% Asian, and 4% Other. Due to the multicultural environment and the increase of Hispanics in our school and community, multicultural education and awareness is necessary. According to the National Association for Multicultural Education (NAME), multicultural education:

- Helps students develop positive self-image.
- Offers students an equitable educational opportunity.
- Allows multiple perspectives and ways of thinking.
- Combats stereotypes and prejudicial behavior.
- Teaches students to critique society in the interest of social justice.http://www.nameorg.org/mission_goals_objectives.php

As a school, we would like to implement a school-wide awareness of the various ethnicities and cultures within our school. To increase the awareness and educate our staff and students, we would like to promote a club called the "Multicultural Club". The purpose of the "Multicultural Club" at Hyattsville Middle School will be to unite, educate and embrace all cultures in our community. As a school, we will have a unique opportunity to learn as much as we can about those who are different from us. We also have the chance to make deep and lifelong connections within and across cultures.

The Multicultural Club will represent a variety of cultures that exist from around the world. We live in a global society, it is important for our students to be culturally competent citizens. Students need to interact in a diverse society because cultural diversity enhances the school experience. We aim to create a positive environment where students, teachers, and our community are respectful everyone. Our Multicultural Club will take a proactive approach to purposefully celebrate diversity, equality and inclusion.

The culmination of the Multicultural Club will be a Heritage Night Performance. Members of the Multicultural Club will be responsible for organizing the acts and logistics (including food and decoration) of the evening. The Multicultural Club performers will practice once a week starting January 10, 2017 in order to perform on May 2017.

PROGRAM BUDGET

Income

Grant request from City of Hyattsville	<u>\$500.00</u>
Foundations, other grants	
Public agencies	
Corporations Other receipts (describe: _____)	
Inkind contributions (goods and services donated)	
TOTAL INCOME'	\$500.00

Expenses

Refreshments: All food purchases (i.e., catering, snacks); includes meal allowances for trips or conferences.	\$485.00
Supplies: Expendable supplies. Paper products (napkins, plates, cups, utensils),	\$ 95.00
Costumes: Puebla - China _Poblana\$140.00 Econo gala charro suit \$190.00	\$230.00
Decorations: printing costs/posters (done outside of HMS), office supplies.	\$ 50.00
Miscellaneous: Door prizes, awards, and t-shirts.	\$ 50.00
Other expenses: (describe:Student Incentives)	\$ 50.00

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Christopher Renberg

Position: Northwestern High School Concert Band Director

School: Northwestern High School

Email Address: christopher.renberg@pgcps.org

Phone Numbers: 301-985-1820

Amount Requested: \$500

Check should be made payable to: Northwestern High School

Project Start Date: Jan 1st, 2017

Not before Jan. 1, 2017

Reminder: A final report will be due July 1, 2017.

Project End Date: June 17th, 2017

Not after July 1, 2017

SECTION 2 – SIGNATURES

Principal's Signature: *E. Carlen Murray*

Date:

Principal's Printed Name:

Applicant's Signature: *Christopher Renberg*

Date: 14th Nov '16

Applicant's Printed Name: Christopher Renberg

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: NHS Concert Band Literature

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



NHS CONCERT BAND LITERATURE

Description of Grant Request

Concert Band literature is like books in English Class; it is the text that the director uses to teach the students basic musical skills and musicianship. The Concert Band would like to update their repertoire with a number of standard pieces chosen from the Maryland State List. The Concert Band at Northwestern High School needs new Band Literature to perform in concert and festival assessment. A significant portion of the Comprehensive Music Budget is dedicated to the care and outfitting of the Marching Band, leaving little opportunities to purchase additional music for the inside ensembles to perform.

Target Population

The Music Program Northwestern High School services between 150 to 200 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. Many of our students are the first generation in their family to have the opportunity to attend college, and this tour is designed to expose the students to the college environment, as well as introducing our music program to prominent Universities in the surrounding area.

Location of the Project

This project will take place at Northwestern High School.

Project Timeline

Music will be ordered in January and will be ready for the students to perform at the Prince George's County Concert Band Assessment Festival in March.

Budget Plan

\$500 will purchase between 8 to 11 pieces of Music.

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: La Clinica del Pueblo

Position: Community Mental Health Program

School: Northwestern High School

Email Address: awilson@lcdp.org

Phone Numbers: 202/462-4788

Amount Requested: \$500

Check Should be Payable To: La Clinica del Pueblo

Project Start Date: January 1, 2017 Project End Date: June 9, 2017

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature: *E. Carlene Murray* Date: 11.10.2016

Principal's Printed Name: E. Carlene Murray

Applicant's Signature: *Alicia Wilson* Date: 11/14/16

Applicant's Printed Name: Alicia Wilson, Executive Director

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Group Intervention Support

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



Program Description

1. Description of Grant Request

La Clínica del Pueblo is a Federally Qualified Health Center (FQHC) and Patient Centered Medical Home (PCMH) whose mission is “to build a healthy Latino community, focusing on those most in need.” In the 1980s, tens of thousands of Salvadorans fleeing violence and persecution from a civil war fled to the U.S. seeking refuge. A group of refugees who resettled in DC organized and opened La Clínica in 1983. La Clínica employs a family practice model of care based on a holistic approach aimed at eliminating barriers to care. La Clínica’s bilingual and culturally competent staff and volunteers deliver high-quality services through primary care, behavioral health and health education and prevention programs. Adult, pediatric, prenatal, and adolescent primary care, as well as HIV, diabetic, and reproductive health care is integrated with behavioral health, health education and supportive services.

Expansion to Maryland. The immigrant Latino community has expanded into the DC suburbs in search of affordable housing, with rapid growth in neighboring Prince George’s County, MD. Access to quality care for residents of the County is aggravated by poverty, Limited English Proficient (LEP) and a dearth of bilingual health providers. As Maryland’s Latino population has grown, La Clínica’s Maryland patient base has also grown; 30% of patients and clients across all service areas reside in Maryland. La Clínica achieved two major outcomes in increasing access to Maryland patients over the last year: 1) completed Year 1 of the **Community Mental Health and Support Program, a mental health services program at Northwestern High School in Hyattsville, MD in partnership with the Prince George’s County Public Schools and the Prince George’s County Department of Social Services**; and 2) the opening of a new primary care clinic in Hyattsville in July 2016 supported by government, individuals and local foundations. The clinic is within walking distance from Northwestern, and will refer our students and their families for medical and wrap-around services this school year.

The goal of the **Community Mental Health and Support Program** is to increase access to behavioral health services for unaccompanied and recently arrived Limited English Proficient immigrant youth from Central America (ages 14-18) through the integration of mental health, life, and social skills building services into a school-based setting at Northwestern High School. La Clínica’s long history of interventions serving Central American families experiencing separation, reunification, exposure to violence, and lack of access to care due to their immigration status serve as a foundation for this project.

La Clínica employs several strategies and interventions in this program: 1) *Intake, screening, assessment, and care plans* including an individual-centered plan of support for each student, including goals for the school year; 2) *Intensive case management* including health and social services system navigation; 3) *Individual and family therapy* for students and families who are identified in need of mental health services; and, 4) *Life and social skills group sessions* covering topics such as: healthy relationships, bullying, cultural adaptation and assimilation, family reunification, diversity, protective factors and risk factors, physical and emotional development, and life skills, such as problem solving, communication skills, and goal setting.

La Clínica del Pueblo is seeking \$500 to support the Community Mental and Support Program; the funding support will be used to help purchase food and refreshments provided to students during life and social skills group sessions.

2. Target Population

The need for services for unaccompanied and recently arrived LEP immigrant youth continue to be great, as an estimated 7,000 of the 60,000 children detained at our southern border were relocated to the DC Metropolitan Area by the Office of Refugee Resettlement from Honduras, Guatemala and El Salvador. These youth came to the US after fleeing violence and social strife in their home countries and need comprehensive health and social services.

In most cases, these youth have been separated from their parents and siblings for extended periods of time and the subsequent reunification of the family unit present stressful, painful and sometimes traumatic events for children of immigrant families. There are significant psychological consequences and complications to immigration that often involve long family separations and isolation. Data suggest that the longer the parent-child separation, the greater the reported symptoms of anxiety and depression among the children. Negative experiences such as situations that produce persistent fear, stress, and chronic anxiety can disrupt a child's brain development and lead to the perception that the world is a threatening place. Victimized children are at higher risk for emotional and behavioral consequences, such as depression, hyper-vigilance, low self-esteem, eating and sleep disorders, and other internalizing problems. They are also at higher risk for delinquency, conduct disorders, violent behavior, suicide, dissociation, detachment, withdrawal, and addiction, as well as problems with learning, academic performance, language development, and relationships.

As a result of these significant disruptions in family structure and integrity, Latino children within immigrant families are at an increased risk for emotional and behavioral disorders. This is compounded by their family's limited exposure to routine health care practices and supportive services in the US including screenings, case management and care coordination. Likewise, cultural stigma often presents an additional barrier to seeking care for behavioral health as many have been raised to believe that consulting a mental health professional means that one is "crazy," and that family mental health issues should remain private.

Complicating access to care and services for LEP immigrant Latino youth and families is the dearth of bilingual health providers in the region. Large parts of Maryland are designated as Health Professional Shortage Areas, where there is a marked shortage of linguistically accessible providers. Based on a phone screening of AMA-listed primary care physicians in Prince George's County, there are 4,300 linguistically-isolated people for every primary care physician with Spanish-language access, either through interpreters, bilingual staff, or bilingual physicians. The existence of a healthcare provider does not mean the provider is linguistically or culturally competent.

3. Location of the Project

Northwestern High School in Hyattsville, MD, was selected by the Prince George's County school system because of the high numbers of students recently arrived in the US and limited culturally accessible resources at the county level available to this segment of the student population. Northwestern High School is also located in one of the original six neighborhoods targeted by the Transforming Neighborhood Initiative (TNI), an effort begun by Prince George's County in 2012 focusing on uplifting specific neighborhoods that face significant economic, health, public safety and educational challenges. The goal is to improve the quality of life in these neighborhoods, while identifying ways to improve service delivery for all County residents. The objective is to improve key indicators in the targeted neighborhoods; some indicators include school absentee rates, violent crime, and income levels.

The location of the program within Northwestern High School's campus helps to break down cultural stigma around seeking mental health services by offering these services in a familiar setting and offering the services in Spanish, normalizing and easing access to care. By co-locating mental health services for students and families on a high school campus we are also eliminating structural barriers such as transportation to seeking care. Case management is offered and allows for health and social system navigation support and referral to additional health and social services, including the broad range of services provided at La Clínica's two primary care health centers.

4. Project Timeline

The funding support will be used to purchase food and refreshments provided to students during group sessions. These group sessions will take place during the second semester of the school year, from January 2017 through June 2017. As the RFA specifies, purchases will be made between January 1, 2017 and June 9, the end of the 2016-2017 school year.

5. Detailed Budget Plan

Following the first year of our program during the 2015-2016 school year, La Clínica secured a multi-year contract from Prince George's County Public Schools and Prince George's County Department of Social Services to provide services in Northwestern High School for an additional three years (2016-2019). While the funds allocated will cover most of our program costs – the contract is for level funding each year – not all costs are covered. There are 10 weekly sessions that will be conducted in the Spring semester, between January 1 – June 9, 2017. \$50 per group session x 10 sessions = \$500.



Prince George's County Public Schools

NORTHWESTERN HIGH SCHOOL

7000 Adelphi Road • Hyattsville, Maryland 20782-1497

301-985-1820 • Fax 301-985-1833



November 8, 2016

E. Carlene Murray
Principal

Linderal Arrington
Assistant Principal

Christopher Burrows
Assistant Principal

Patricia Cox
Assistant Principal

Cynthia Thomas
Assistant Principal

Phalena Washington
Assistant Principal

Patricia Duffy
Program Coordinator

Leona Lowery-Fitzhugh
*Coordinator,
Visual & Performing Arts
Jim Henson Academy of
Visual & Performing Arts*

Ms. Alicia Wilson
Executive Director
La Clínica del Pueblo
2831 15th Street, NW
Washington, DC 20009

Dear Ms. Wilson,

On behalf of Northwestern High School, I am pleased to extend our strong support for La Clínica del Pueblo's application to the City of Hyattsville for support of their Community Mental Health Program.

La Clínica del Pueblo (La Clínica) has been a strong partner of Northwestern High School since the establishment of the Community Mental Health Program in October 2015. During the 2015-2016 school year, La Clínica served 117 of our students. The program includes the development of student care plans, case management, mental health therapy, and group sessions, which are crucial to identifying and addressing students' mental health needs and improving their overall health and functioning. La Clínica staff have also developed strong collaborative relationships with our Community Resource Advocate, ESOL Chair and teachers, and Wellness Center staff, among others.

La Clínica was founded in 1983 in response to the growing medical and mental health care needs of Salvadoran and other Central American refugees escaping their war-torn countries during the 1980s. Today, La Clínica is a Federally Qualified Health Center and Patient-Centered Medical Home, focusing on addressing the health disparities that directly affect the Latino community in the DC Metro Area through health and health education programs and fulfilling the mission "to build a healthy Latino community through culturally appropriate health services, focusing on those most in need."

La Clínica is a valued partner in serving our students, and I look forward to continuing our partnership, as the need for services for unaccompanied and recently arrived Limited English Proficient immigrant students continues to be great. I ask that the City of Hyattsville fully fund their application.

Sincerely,


E. Carlene Murray
Principal

Northwestern High School

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Christopher Renberg

Position: Northwestern High School Concert Band Director

School: Northwestern High School

Email Address: christopher.renberg@pgcps.org

Phone Numbers: 301-985-1820

Amount Requested: \$500

Check should be made payable to: Northwestern High School

Project Start Date: Jan 1st, 2017

Not before Jan. 1, 2017

Reminder: A final report will be due July 1, 2017.

Project End Date: June 17th, 2017

Not after July 1, 2017

SECTION 2 – SIGNATURES

Principal's Signature: *Carolena Murray*

Date:

Principal's Printed Name:

Applicant's Signature: *Christopher Renberg*

Date: 14th Nov '16

Applicant's Printed Name: Christopher Renberg

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Long Term Music Storage

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



LONG TERM MUSIC STORAGE

Description of Grant Request

Concert Band Sheet Music at Northwestern High School has been stored in cardboard folios since the School was first opened in 1951. Over the years these boxes have begun to break down, and have become a favorite target for mice. Without a long term storage solution hundreds of pieces of music could be lost or destroyed. This grant will provide Poly Storage Envelopes to be used for long term storage of Concert Band Sheet Music.

Target Population

The Concert Bands at Northwestern High School service between 80 to 100 students per year in both the Visual and Performing Arts Program, and the Comprehensive Program. This project will ensure that Musical Literature is available to students for years to come.

Location of the Project

This project will take place at Northwestern High School.

Project Timeline

This project will begin as soon as the envelopes are secured and will continue until all music has been secured and inventoried. Future music purchased will also be stored in the same like manner.

Budget Plan

It is estimated to cost \$2400 to place all the Sheet Music into Long-Term storage. These Storage envelopes will be purchased in batches when funds become available.

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Christopher Renberg

Position: Northwestern High School Marching Band Director

School: Northwestern High School

Email Address: christopher.renberg@pgcps.org

Phone Numbers: 301-985-1820

Amount Requested: \$500

Check should be made payable to: Northwestern High School

Project Start Date: Jan 1st, 2017

Not before Jan. 1, 2017

Reminder: A final report will be due July 1, 2017.

Project End Date: June 17th, 2017

Not after July 1, 2017

SECTION 2 – SIGNATURES

Principal's Signature: *E. Carleton Murray*

Date:

Principal's Printed Name:

Applicant's Signature: *Christopher Renberg*

Date: 14th Nov '16

Applicant's Printed Name: Christopher Renberg

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Marching Band Plumes

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



MARCHING BAND PLUMES

Description of Grant Request

The Northwestern High School "Wildcat" Marching Band has a long legacy of being one of the Premier High School Marching Bands in Prince George's County and the State of Maryland. The Band regularly performs throughout the county and has done high profile events for Former Secretary of State Hillary Clinton, former Maryland Governor Martin O'Malley, current Prince George's County Executive Rushern Baker's 2nd Inauguration, and many other events around the Hyattsville area. These events have taken a toll on the Plumes worn in the Marching Band Hats, and they need to be replaced. This grant would be used to help purchase 75 to 100 new plumes.

Target Population

The "Wildcat" Marching Band is made up of over seventy musicians and dancers from both Northwestern High Schools Visual and Performing Arts Program (VPA) and the Comprehensive Music Program. The Marching Band also represents the diversity found at Northwestern High School, with students coming from a variety of cultural and economic backgrounds.

Location of the Project

This project will take place at Northwestern High School.

Project Timeline

Once funds have been secured the plumes will be ordered and received in time for the 2017 Hyattsville Parade..

Budget Plan

The anticipated cost for this project is \$1500. Northwestern High School has allocated \$500 towards this project. If this grant is awarded the Marching Band will raise the remaining \$500 before February 2017.

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Christopher Renberg

Position: Northwestern High School Marching Band Director

School: Northwestern High School

Email Address: christopher.renberg@pgcps.org

Phone Numbers: 301-985-1820

Amount Requested: \$500

Check should be made payable to: Northwestern High School

Project Start Date: Jan 1st, 2017

Not before Jan. 1, 2017

Reminder: A final report will be due July 1, 2017.

Project End Date: June 17th, 2017

Not after July 1, 2017

SECTION 2 – SIGNATURES

Principal's Signature: *E. Carlen Murray*

Date:

Principal's Printed Name:

Applicant's Signature: *Christopher Renberg*

Date: 14th Nov '16

Applicant's Printed Name: Christopher Renberg

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: NHS Sousaphone Repair

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



NHS SOUSAPHONE REPAIR

Description of Grant Request

The Northwestern High School "Wildcat" Marching Band has a long legacy of being one of the Premier High School Marching Bands in Prince George's County and the State of Maryland. The Band regularly performs throughout the county and has done high profile events for Former Secretary of State Hillary Clinton, former Maryland Governor Martin O'Malley, current Prince George's County Executive Rushern Baker's 2nd Inauguration, and many other events around the Hyattsville area. The years of performing have caused the school sousaphones (tubas) to fall into disrepair. Prince George's County has allocated money for instrument repair, however the policy is that inside concert band instruments receive first priority, and once the allotted money from the county has been depleted schools are responsible for their own instrument repair. This grant would allow for general maintenance and repair on our four performance sousaphones.

Target Population

The "Wildcat" Marching Band is made up of over seventy musicians and dancers from both Northwestern High School's Visual and Performing Arts Program (VPA) and the Comprehensive Music Program. The Marching Band also represents the diversity found at Northwestern High School, with students coming from a variety of cultural and economic backgrounds.

Location of the Project

Instruments will be taken to Baltimore Brass Company in Cantonsville, MD.

Project Timeline

Instruments will be sent in for repair as soon as funds are available with the understanding that they will be repaired before the Hyattsville Parade in April 2017.

Budget Plan

This grant will cover the entire cost of general maintenance and repair for four performance sousaphones.

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Theresa Merrifield

Position: Principal

School: Nicholas Orem Middle School

Email Address: ther.merrifield@pgcps.org

Phone Numbers: 301.853.0840

Amount Requested: \$500.00

Check Should be Payable To: Nicholas Orem Middle School

Project Start Date:

Project End Date:

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:



Date: 11/14/2016

Principal's Printed Name: Theresa Merrifield

Applicant's Signature:



Date: 11/14/2016

Applicant's Printed Name: Same as above

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Visit to National Museum of African American History and Culture

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Accepted:

Application Complete:

Amount:



Description of Grant

In an effort to integrate our Reading curriculum with historical artifacts, the 8th grade Reading Language Arts teachers of Nicholas Orem Middle School would like to take a selected group of students to the National Museum of African American History and Culture located in Washington, D.C. The students will have an opportunity to explore artifacts relative to the African slaver diaspora and its impact on the African American culture as noted in the 8th grade curriculum. The visit to the museum would be beneficial in helping the students to connect to the literature presented in class as the majority of our students are of Latino decent and are unfamiliar with the African American slavery experience. This field trip will support the student centered learning experience. There are three essential guiding questions for this unit:

1. What is the real story?
2. How do you find truth when the real evidence conflicts?
3. How do you investigate the truth?

Listed below are some of the Maryland Common Core Standards that must be met for our 8th grade students in Reading Language Arts. Our curriculum uses the historical slavery period to support these standards.

<i>Integration of Knowledge and Ideas</i>	
1.	Evaluate the advantages and disadvantages of using different mediums (e.g., print or digital text, video, multimedia) to present a particular topic or idea. Cite the textual evidence that most strongly supports an analysis of what the text says explicitly as well as inferences drawn from the text.
2.	Delineate and evaluate the argument and specific claims in a text, assessing whether the reasoning is sound and the evidence is relevant and sufficient; recognize when irrelevant evidence is introduced. Determine a central idea of a text and analyze its development over the course of the text, including its relationship to supporting ideas; provide an objective summary of the text.
3.	Analyze a case in which two or more texts provide conflicting information on the same topic and identify where the texts disagree on matters of fact or interpretation. Analyze how a text makes connections among and distinctions between individuals, ideas, or events (e.g., through comparisons, analogies, or categories).

Target Population

40 – 8th grade Talented and Gifted students

Location of the Project

National Museum of African American History and Culture
1400 Constitution Avenue, Northwest Washington, D.C. 20560

Project Timeline

The visit will occur between April and June of 2017 depending upon ticket availability.

Budget Plan

Admission Fee	Free
Transportation (50 passenger school bus)	\$360.00
Lunch (40 students @ \$3.50 each)	\$140.00

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Patricia Benavides

Position: Parent Engagement Assistant

School: Northwestern Evening High School

Email Address: patricia.benavides@pgcps.org

Phone Numbers: 301-985-1460 ex 84539

Amount Requested: \$500.00

Check Should be Payable To: Northwestern Evening High School

Project Start Date: 01/02/2017

Project End Date: 06/30/2017

Not before Jan. 1, 2017

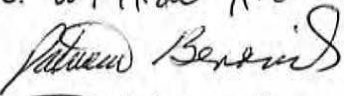
Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:  Date: November 1, 2016

Principal's Printed Name: William Kitchings

Applicant's Signature:  Date: November 1, 2016

Applicant's Printed Name: Patricia Benavides

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Parent Engagement Committee

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:





Prince George's County Public Schools

14201 School Lane – Upper Marlboro, Maryland 20772 – www.pgcps.org

EVENING HIGH SCHOOL AT CROSSLAND/NORTHWESTERN

301-449-4994 (Office)

(301) 449-4788 (Fax)

6901 Temple Hills Road – Temple Hills, Maryland 20748

301-985-1460 (Office)

301-985-5749 (Fax)

7000 Adelphi Road – Hyattsville, Maryland 20782

William E. Kitchings
Principal

Craig Barnes
Academic Dean

November 1, 2016

To: City of Hyattsville Education Committee
From: Patricia Benavides, Parent Engagement Assistant,
Northwestern Evening High School
Re: Education Enrichment Grant Program

Dear Education Committee Members,

On behalf of Evening High School (EHS), I thank you for the opportunity to be considered for support by the City of Hyattsville Education Grant Program.

The purpose of the 2015-2016 grant was to establish a Parent Engagement Committee, 1) to represent Evening High School at different community events, 2) to become better advocates for their child's academic and personal needs, and 3) to enhance the parent's actions in support of Evening High School.

Since mid-January 2016, when the Parent Committee was **created**, parents have been representing Evening HS at different community events, such as Our Coat Drive (since 2015), Black History Month, College Career Readiness, and our Community Resource Fair.

They have also provided additional support to our staff by participating in and attending different celebrations within our school, for example; Back to School Night, The Celebration of Hispanic Heritage, and in collaboration with other community partners, adopting students for the holidays.

Parents are contacted by phone, newsletter or email, and will be invited to become Members of the Parent Engagement Committee. We will continue having monthly meetings in order to inform parents about how to navigate the school system, how to address parents' questions and concerns, and to increase parent participation.

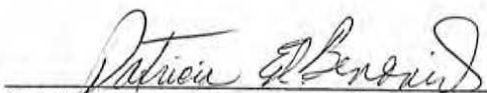
If Evening High School is to be the recipient for the Education grant, the budget plan will be as follows:

- This grant will be used exclusively for the expenses of the Parent Engagement Committee.
- A light dinner or refreshments will be provided to participants attending the monthly meetings.
- Parents and students representing EHS, attending PGCPS activities will be provided with transportation and expenses like meals, if needed.
- Based on the funds, incentives will be given to parents participating at the monthly meetings, such as gift cards, small gift, 1 to 3 Easter baskets to be given away for the Easter Holiday, before Spring break.
- Expenses associated with the celebration of Black History Month
- Expenses associated with the College and Community Resource Fair for EHS to be held in the month of April 2017.
- At the end of the school year, parents will be invited to a school picnic dinner and will be presented with a Certificate of Appreciation for their participation in the Parent Engagement Committee.

Evening High School will provide a post-grant report, to City of Hyattsville, documenting accomplishments and expenditures for this project by or before June 30, 2017. On behalf of Evening High School, I thank you in advance for allowing me the opportunity to submit this grant proposal.

Should you need any additional information, please do not hesitate to contact me via email at: Patricia.benavides@pgcps.org or by phone at 301- 985-1460 EX 84539

Respectfully,



Patricia Benavides, Parent Engagement Assistant

Patricia.benavides@pgcps.org

301-985-1460 ex 84539

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.

Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Tammy Sandoval

Position: Math Instructional Lead Teacher

School: University Park Elementary School

Email Address: tammy.davis@pgcps.org

Phone Numbers: 301-985-1898

Amount Requested: \$500

Check Should be Payable To: University Park Elementary School

Project Start Date: January 2, 2017 Project End Date: June 9, 2017

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature: *Toi Davis*

Date: 10/26/16

Principal's Printed Name: Toi Davis

Applicant's Signature: *Tammy Sandoval*

Date: 10/26/16

Applicant's Printed Name: Tammy Sandoval

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Math Matters

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



Dear City Council Members:

Math Matters is a grant proposal from University Park Elementary School. It is based off the facts that most students do not like math and, therefore, struggle with it. For many students word problems are just a jumble of words and numbers. However, you can help students make sense of these problems by teaching them problem-solving processes. Indeed, as students move forward in their mathematical learning, they will need to apply problem-solving processes to more and more complex situations so they become college and career ready. The first Common Core State Standard (CCSS) for mathematical practice focuses specifically on problem solving:

- CCSS.Math.Practice.MP1 Make sense of problems and persevere in solving them.

Proficient students are able to explain the meaning of a problem and look for entry points to its solution. They are able to analyze givens, constraints, relationships, and goals. They make conjectures about the form and the meaning of the solution, and they plan a solution pathway rather than simply jumping into a solution attempt. They consider analogous problems, and they try special cases and simpler forms of the original problem in order to gain insight into its solution. They monitor and evaluate their progress, and they change course if necessary. In contrast, students who struggle with mathematics may find it difficult to successfully carry out parts of this complex process.

University Park Elementary School has 300 students in grades 2-6. On the 2017 Math Pretest 6% of students scored at the Proficient or Advanced level. The proposal suggests that we target students in those grades who are considered high Basic and Low Proficient. Thoses students will use First in Math. First in Math an online resource that harnesses the power of digital gaming to build math skills. Activities on the First In Math® site employ Deep Practice techniques to rapidly increase computation, problem solving, critical thinking and other essential math skills. Deep Practice is much more powerful than normal practice. Skills that may take months of regular practice can be mastered in a matter of weeks, or even days, using Deep Practice techniques. Research shows that up to 90% of what students are taught in school is forgotten after 30 days. The 10% that is retained occurs from active learning-through Deep Practice.

Deep Practice consists of stopping when an error occurs, practicing that one skill until it is perfected, then continuing. Students learn by repeating, reassessing and "fixing" their skills in the process of learning them, with immediate feedback and error-correction.

Scientific research shows that this type of learning causes myelin, a neural insulation, to grow and thicken around axons, which connect the brain's neurons to each other. Increased myelin makes the information signal that passes through the neural network faster, stronger, and longer lasting. The result is quicker thinking, and better retention.

First in Math is easy to implement, and complements any curriculum. Teachers can get a classroom full of students up and running in less than ten minutes. There is never any software to install and updates occur seamlessly. Students are provided with a unique FIM User ID that

can be used during school hours and at home starting January 9, 2017 and ending in June 2017. The only cost associated with this program is the \$9.00 per student fee. Which allows students and teachers access to the website. Our goal is to target 55 students who would greatly benefit from the program which would bring the total to \$495.

Thank you for considering University Park Elementary School as a worthy recipient of the Education Enrichment Grant supported by the City of Hyattsville. I look forward to hearing from you!

Sincerely,

A handwritten signature in cursive script that reads "Tammy Sandoval".

Tammy Sandoval

Math Instructional Lead Teacher

University Park Elementary School



Suntex International

3311 Fox Hill Road
Easton, PA 18045

Quotation

(tel) 610-253-5255
(fax) 610-258-2180

Quotation Date: 10/25/2016

Quotation No: 31921

Payment Terms: Net30
Customer Code: UNIV0006
Salesperson: House

Valid Through: 12/31/2016
Ship Via: UPS Ground
F.O.B.: Easton, PA

Sold To: University Park ES
4315 Underwood St
Hyattsville MD 20782
Attn: Toi Davis
Tel: 3019851898

Ship To: University Park ES
4315 Underwood St
Hyattsville MD 20782
Attn: Toi Davis

THIS IS NOT AN INVOICE

Qty	Item No.	Description	Unit Price	Total
70	16-FIM-USER-ID	FIM Single Student Subscription	\$7.00	\$490.00
4	60001-FIM-KIT	First In Math Kit	\$0.00	\$0.00

Notes: FIM User IDs Season 8/1/2016-7/31/2017

Subtotal: \$ 490.00
Freight: 10.00
Sales Tax: \$ 0.00
Total: \$ 500.00

City of Hyattsville Education Enrichment Grant Application

Due date: November 14, 2016.
Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: *Mirna Flores*

Position: *Parent Engagement Assistant.*

School: *Rosa L. Parks.*

Email Address: *mirna.flores@pgcps.org*

Phone Numbers: *301-445-8090*

Amount Requested: *\$500.00*

Check Should be Payable To: *Rosa L. Parks Elementary*

Project Start Date: *Jan, 2017*

Project End Date: *June, 2017*

Not before Jan. 1, 2017

Not after July 1, 2017

Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature:

Tara A. Lobin, Ed.D. Date: *11/16/17*

Principal's Printed Name: *Dr. Tara Lobin*

Applicant's Signature:

Mirna Flores Date: *11/16/17*

Applicant's Printed Name: *Mirna Flores*

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: *Engaging Parents.*

Please attach a typed description of the grant request (three-page limit).

Office Use Only

Date Received:

Application Complete:

Accepted:

Amount:



November 15, 2016

Dear City of Hyattsville Education Advisory Committee,

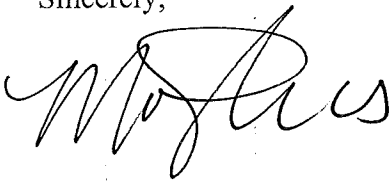
Thank you for giving Rosa L. Parks Elementary the opportunity to apply for the grant being offered.

As the Parent Engagement Assistant of Rosa L. Parks, part of my job is to make sure that all parents and families are being engaged in their children's education. I do this by hosting monthly or quarterly workshops, activities or events here at school or in the community throughout the school year.

Most of our parents are either non-English speaking or illiterate; therefore at our workshops or events we provide bilingual supplies and create hands on educational activities in order for our families to understand. Our goal is that our parents take this information and be able to teach or help their children at home. To make it convenient for our families most of these workshops are being held here at Rosa L. Parks, either first thing in the morning during drop off or after school. We try to have refreshments at all of our workshops and events such as coffee, juice, water, pastries, snacks, etc. as this makes it more likely that families will attend.

If \$500 is granted, I will use \$300 for supplies, writing materials, books (silabario) and materials for hands on activities and \$200 refreshments/food. I thank you for taking the time to go through my application, as we work to improve parent engagement in our school and community.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mirna Flores', written in a cursive style.

Mirna Flores

Parent Engagement Assistant

City of Hyattsville Education Enrichment Grant Application Due date: November 14, 2016. Late proposals will not be accepted.

SECTION 1 – APPLICANT INFORMATION

Name: Takia Toomer

Position: 6th Grade Teacher

School: Rosa L. Parks Elementary

Email Address: takia.hawkins@pgcps.org

Phone Numbers: 301-445-8090

Amount Requested: 500.00

Check Should be Payable To: The school or me

Project Start Date: Project End Date: November 14-June 9

Not before Jan. 1, 2017 Not after July 1, 2017 Reminder: A final report will be due July 1, 2017.

SECTION 2 – SIGNATURES

Principal's Signature: Date: *Rhonda Summey*

Principal's Printed Name: Dr. Rhonda Summey

Applicant's Signature: Date: Takia Toomer 11/14/2016

Applicant's Printed Name: Takia Toomer

SECTION 3 – DESCRIPTION OF GRANT REQUEST

Title of Project: Family S.T.E.A.M Nights

Please attach a typed description of the grant request (three-page limit).

Family S.T.E.A.M Nights

What better way to bring families and communities together than to have fun hands on activities for students and families that includes science, technology, engineering, art, and math. To execute family S.T.E.A.M nights I would reach out to local businesses, colleges, high schools, and teachers, to host a science booth. The requested grant money will be used for materials for each station. Stations will include but are not limited to:

- Volcanoes (food coloring, play dough, vinegar, peroxide, baking soda)
- Glow in the Dark Slime (glue, borax),
- Learning to Code (code.org, Scratch, Alice)

- Walking Water (cups, paper towels, food coloring)
- Building Games out of Boxes (boxes, balls, rubber bands, levers, fasteners, screws)
- Chemistry Experiments (invisible ink, lip gloss, rocket launch, various acids, containers, oil, natural coloring)
- Building structures (straws, cards, gumdrops, toothpicks, marshmallows, baseboards)
- Race car competition (Legos, wheels, balloons, tape)
- Microscope Activities
- Tie Dye T Shirts (shirts, tie dye, rubber bands, buckets, trash bags, sharpies)
- Magnetic Doodles (magnetic sheets, iron filings, ceramic magnets, colorful paper, plastic squeeze bottles)
- Music Station- Makey Makey
- 360 views- Google Cardboard
- Aviation- paper and cardboard airplanes.

Students and families will not only learn about these great subjects they will receive the necessary materials to complete the projects to encourage them to add STEAM activities in their children's schedule at home.

Office Use Only Date Received: Application Complete: Accepted: Amount:



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Action Items (8:00 p.m. – 8:50 p.m.)

SUBJECT

Remove Motion # 84-11-FY17: Charter Amendment Resolution 2016-01: Reclassification of Department Director Positions (SECOND READING & ADOPTION) from the Table

Motion #

N/A

Recommendation:

I move that the Mayor and Council remove from the table Motion # 84-11-FY17 and re-open this item for additional Council discussion and action.

Sponsor(s):

Haba, Lawrence, Paschall, Solomon

ATTACHMENTS

Summary Background:

Motion # 84-11-FY17 was tabled on November 21, 2016.

Next Steps:

Upon removal from the table the Council may reopen this item for additional discussion and action.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

N/A

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Charter Amendment

Agenda Section: Action Items (8:00 p.m. – 8:50 p.m.)

SUBJECT

Hyattsville Charter Amendment 2016-01: Reclassification of Department Director Positions SECOND READING & ADOPTION (5 minutes)

Motion

84-11-FY17

Recommendation:

I move that the Mayor and Council adopt Hyattsville Charter Amendment 2016-02, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council rename the positions of Department Heads as Department Directors and reclassify all Department Directors positions, except that of the City Administrator, as classified positions subject to the authority of the City Administrator as to hiring, discipline and termination in the same manner as are other classified employees of the City (SECOND READING).

Sponsor(s):

Hollingsworth

ATTACHMENTS

[Background Information_Charter Amendment 2016-02.pdf](#)

[Charter Amend Art V C5-1 and VI - Personnel C6-1 through C6-5_FINAL 120216.docx](#)

Summary Background:

On February 2, 2016, the Council adopted Motion # 20-02-16, directing the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. The motion further directed the City Attorney to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorized the Director of Human Resources to develop a transition plan for the movement of all department director who are currently contract personnel (except the City Administrator) to an appropriate pay scale.

Please see attached background information that was included in the February 2, 2016 Council Packet. The Council discussed the proposed Charter Amendment and corresponding Ordinance on October 17. A first reading was held on November 7, 2016.

The Council tabled the second reading of this item during the Council Meeting of November 21, 2016. The purpose of tabling the item was to make minor grammatical corrections to the Charter Amendment. The City Attorney has made these corrections and an updated Charter Amendment is attached.

****NOTE:** A motion to remove this item from the table must be approved by the body prior to a vote on the second reading. ******

Next Steps:

Evergreen Solutions LLC. is currently surveying local municipalities for relevant comparisons and programs for the development of an executive pay scale. The Director of Human Resources and City Administrator will present a recommendation for the transition of department directors currently on contract to become classified employees when Evergreen Solutions has completed their study.

Legal notices for the Charter Amendment and Ordinance will be completed by the Clerk's office upon adoption.

Fiscal Impact:

Staff time as identified, Legal fees for drafting of legislation, consulting fees with Evergreen Solutions, LLC for development of a payscale

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Complete



Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI (Contract Personnel)

SUBJECT: Amend Article II – Administration of Government and Article VI (Contract Personnel)

SECTION: Action Items

RECOMMENDED ACTION:

Motion #20-02-16

I move that the Mayor and Council direct the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. I further direct the City Attorney to draft legislation to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

Please see attached motion submitted by Mayor Hollingsworth and staff memo. This item was discussed during the Council Meeting of January 19, 2016.

NEXT STEPS:

Upon Council approval, the City Attorney will draft a Charter Amendment/Ordinance per the motion. The Charter Amendment/Ordinance will come back to Council for approval at a later date.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Please see attached motion submitted by Mayor Hollingsworth.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



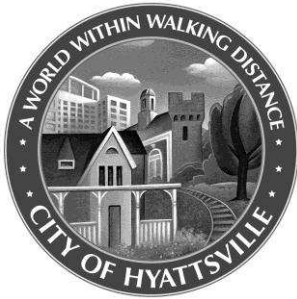
Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1423)

9.2

**Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI
(Contract Personnel)**


Tracey Nicholson, City Administrator 1/28/2016



Council Agenda Form

MOTION # 20-02-16		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: 1/19/2016 (Discussion), 2/1/16 (Action)	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Human Resources, Legislative		

TITLE OF MOTION: Amend Article II – Administration of Government and Article VI - Personnel and Authorize Development of Transition Procedures for Contract Personnel

RECOMMENDATION:

I move that the Mayor and Council amend Article II – Administration of Government as follows:

ADDITIONS

~~Deletions~~

§ 4-6. Department of Public Works.

A. Director of Public Works. The Director of Public Works shall be hired by the Mayor and Council and shall attend all regular meetings of the City Council and committee meetings when called upon to attend.

B. Duty hours. The regular duty hours of the Director shall be the same as those of the Department's labor force.

C. Prerequisite for employment; exception. To be eligible for appointment or for temporary employment on the Department labor force, an applicant must pass a physical examination by competent medical authority, showing the applicant's ability to perform sustained and arduous work, provided that in lieu of such examination, the Director may hire men on the Department labor force based on their previous experience and ability and personal interview.

D. Duty hours for labor force. The Department labor force shall operate on a forty-hours-a week basis, and the time for coming to work and the number of hours' work per day shall be controlled by the Director under the direction of the ~~Mayor~~ **CITY ADMINISTRATOR**.

I move that the Mayor and Council amend Article VI – Personnel as follows:

ADDITIONS

~~Deletions~~

§ C6-1 – Administration

The City Council may appoint a City Administrator who shall report directly to the Mayor and to the City Council. ~~In addition to the City Administrator, the City Council may appoint Department Heads and Officials, including a Chief of Police, Director of Public Works, Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council.~~ Ordinarily all such Department **DIRECTORS** ~~Heads and Officials~~ shall report to the City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as head of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department **DIRECTORS** ~~Heads~~ and those officials or designees or employees in the chain of command may give direct orders to

City employees. The City **ADMINISTRATOR** shall have the power to employ such officers and employees, or to enter into contracts for services with independent contractors or employees, as the City **ADMINISTRATOR** deems necessary, to execute the powers and duties provided by this Charter or other state law and to operate the City Government.

§ C6-5. Civil service. [Amended 1-21-92 by HR No. 3-91, Amended 5-8-06 by HR 2006-05]

The civil service of the City shall be divided into the unclassified and classified service.

A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the City Council or their designee and shall comprise the following offices and positions:

- (1) The Mayor, the Council members and persons appointed to fill vacancies in these positions.
- (2) Members of all Boards, Commissions and Committees created and appointed by the City Council to advise the City Council or staff and/or to perform a specific function.
- (3) The City Attorney, Auditor and Engineer and such other independent contractors that provide ongoing services to the City pursuant to a contract with, or appointment by, the City.
- (4) The City Administrator, ~~the City Clerk, the Treasurer and the heads of all departments including the Chief of Police, the Director of Public Works, the Director of Code Enforcement, and the Director of Recreation and the Arts.~~
- (5) Board of Election Supervisors.
- (6) Other positions as designated by the City Council.

I further move that the Mayor and Council amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code.

I further move that the Mayor and Council authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

The Mayor and Council currently have responsibility for the hiring and firing of the City Administrator and all department directors through employment contracts ratified by the Mayor and Council. This revision gives the Mayor and City Council responsibility for the hiring and firing of only one (1) employee, the City Administrator. The City Administrator will have sole day-to-day responsibility and accountability of all employees and the administration of City government.

Since all department directors (except one) are under employment contracts with varying terms. The Director of Human Resources will be required to establish a pay scale for executive level employees and propose a plan to transition existing contract personnel to appropriate pay grades. This function may be done in consultation with an outside firm.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Charter amendments require review by the City Attorney. The Director of Human Resources will be required to devote time to developing and implementing a transition plan.

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

Staff supports the recommendation.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 4: Foster Excellence in All City Operations

SUPPORTING DOCUMENTATION: N/A

CURRENT YEAR BUDGET IMPACT: Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



City of Hyattsville

Memo

To: Mayor and Council
 From: Vivian Snellman, Director Human Resources
 Thru: Tracey Nicholson, City Administrator
 Date: January 13, 2016
 Re: Contract Personnel Transition

The City Attorney, City Administrator, and Human Resource Director evaluated the Mayor's request to transition the department heads (excluding the Director of Public Works (DPW)) from "contract"/unclassified employees to the status of "classified" employees. The department heads and the City Administrator are currently under employment contracts which are renewable at various intervals. The DPW Director at time of hire requested to be hired in a "classified" status and was approved as such. All other City employees are "classified" employees.

Employees operating under a "classified" status are not required to renegotiate contracts, terms and conditions, or compensation annually or as dictated by contract terms. They are placed in an appropriate pay grade and corresponding salary range and are considered for step increases annually. This status usually gives "classified" employees additional protections such as perceived job security and the option to grieve personnel actions.

The HR Director conducted a review of 7 surrounding municipalities. The vast majority of department heads at these locations are hired in a "classified" status. The City Managers/Administrators in all cases are hired as "contract personnel" or in appointed positions.

If this motion is approved, the Director of Human Resources will develop a transition plan to move the directors to an appropriate pay scale as contracts come up for renewal, but no later than December 2016. Details of the transition plan will be outlined in a separate communication and at a minimum will include:

- The current status of each Director under contract.
- The salary range and grade schedule validated by a survey of comparable municipalities.
- The position grade and salary range after the transition.
- The specific details of the employment status as previously negotiated

We do not anticipate any loss of pay in the transition.

CHARTER AMENDMENT RESOLUTION 2016-01

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council rename the positions of Department Heads as Department Directors and reclassify all Department Directors positions, except that of the City Administrator, as classified positions subject to the authority of the City Administrator as to hiring, discipline and termination in the same manner as are other classified employees of the City.

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

Section 1: That Sections C5-1 and C6-1 through C6-5 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

ARTICLE V - Finance

§ C5-1. Appointment of Treasurer; compensation. [Amended 5-5-80 by HR No. 2-80, Amended 5-8-06 by HR No. 2006-04, Amended 1-27-14 by HR 2014-02]

There shall be a Treasurer ~~HIRE~~**appointed** by the City ~~ADMINISTRATOR Council~~ who shall ~~serve at the pleasure of the City Council, unless other written terms are agreed to by the City~~ **BE A DEPARTMENT DIRECTOR**. The Treasurer shall ~~ordinarily~~ report to the City Administrator. ~~THE TREASURER'S~~**His/her** compensation shall be determined by the ~~ADMINISTRATOR Council~~. The Treasurer shall be the Chief Financial Officer of the City. The financial powers of the City, except as otherwise provided by this Charter, shall be exercised by the Treasurer under the direction of the City Administrator and the City Council.

ARTICLE VI – Personnel

§ C6-1. Administration. [Added 5-8-06 by HR 2006-05, Amended 3-5-12 by HR 2012-01]

The City Council ~~SHALL~~**may** appoint a City Administrator who shall report directly to the Mayor and to the City Council. ~~In addition to the City Administrator, the City Council may appoint~~ **SHALL HIRE** Department Heads **DIRECTORS PURSUANT TO THE CITY BUDGET APPROPRIATIONS ENACTED BY THE CITY COUNCIL** and Officials, including a Chief of Police, a Director of Public Works, a Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, a Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council. **THE CITY ADMINISTRATOR MAY ALSO HIRE SUCH OTHER OFFICIAL EMPLOYEES AS THE CITY ADMINISTRATOR DEEMS APPROPRIATE AND AS AUTHORIZED BY THE CITY BUDGET APPROPRIATIONS.** ~~Ordinarily all such~~**ALL** Department Heads **DIRECTORS**, and **OTHER** Officials **IF SO DIRECTED**, shall report to the

City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as ~~head~~**DIRECTOR** of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor, and the appointed Department ~~Heads~~**DIRECTORS** and those officials or designees or employees in the chain of command may give direct orders to City employees. The City **COUNCIL** shall have the power to **ORGANIZE, REORGANIZE, DISSOLVE, MERGE, OR CREATE DEPARTMENTS AND SYSTEMS OF DEVELOPING SERVICES** ~~employ such officers and employees,~~ or to enter into contracts for services with independent contractors or employees, as the City deems necessary, to execute the powers and duties provided by this Charter or other state law and to operate the City Government.

§ C6-2. City Administrator. [Added 8-6-79 by HR No. 7-79, Amended 5-8-06 by HR 2006-05, Amended 3-5-12 by HR 2012-01, Amended 1-27-14 by HR 2014-01]

A. General powers. The City Council shall appoint a City Administrator, who shall serve at the pleasure of the City Council, unless other written terms are agreed to by the City, and who shall be responsible for the proper administration of all day-to-day affairs of the City.~~-. THE CITY ADMINISTRATOR~~He/she shall be vested with the powers and authority necessary to perform such duties, except where they may be inconsistent with other provisions of this Charter. The City Administrator shall have general administrative supervision of **ALL OF** the ~~several~~ departments of the City and the authority, through the Department ~~heads~~**DIRECTORS** to direct the proper execution of this Charter, the City Code, and such resolutions, regulations, and policies as the Council shall adopt. In addition, **THE CITY ADMINISTRATOR**he/she shall perform such other duties as the Council may lawfully require.

B. Specific duties and responsibilities. The duties and responsibilities of the City Administrator include the following under the supervision of the Mayor and City Council. **THE CITY ADMINISTRATOR**He/she, unless otherwise directed, shall:

(1) Organize, direct, and supervise the administration of all departments, offices, and agencies of the City., ~~including the Police Department, the Department of Public Works, the Treasurer, the Recreation and the Arts Department, the Code Enforcement Department, the Department of Human Resources and the City Clerk, and such departments and agencies which the City Council, from time to time, shall place under his/her supervision.~~

(2) **HIRE, DIRECT, ADVISE, DISCIPLINE, AND TERMINATE THE DEPARTMENT DIRECTORS, AS WELL AS** ~~appoint~~ **HIRE** and when he/she deems it necessary and in the best interest of the City, discipline, demote, dismiss, suspend, or remove any City employee pursuant to this Charter, the Code and/or the Personnel Regulations of the City. The City Administrator may authorize any Department ~~head~~**DIRECTOR** to exercise these powers with respect to subordinates in **THEIR**his/HER department as provided for in the personnel rules of the City. ~~The City Administrator may not demote or dismiss any City Department head or official appointed by the Mayor and/or the City Council without the authorization of the City Council.~~**THE CITY ADMINISTRATOR SHALL REGULARLY AND PROMPTLY INFORM THE CITY COUNCIL OF THE HIRING, DISCIPLINE, OR TERMINATION OF ANY DEPARTMENT DIRECTOR.** [Amended 12-19-83 by HR No. 31-83]

(3) See that all laws, provisions of the City Charter, and acts of the City Council are faithfully executed.

- (4) Prepare and submit to the City Council, ordinarily by the first meeting in April of each year and no later than sixty (60) days before the beginning of the fiscal year, a proposed budget for the City, the same to include both revenue and expenditure estimates for the coming fiscal year.
- (5) Attend all public meetings of the City Council and shall have the right to participate in discussion at such meetings.
- (6) Arrange for the taking of minutes of all City Council meetings and keep a full and accurate account of the proceedings of the City Council.
- (7) Undertake such research and make reports and recommendations as the City Council may direct or which ~~he/she~~ **THE CITY ADMINISTRATOR** may deem desirable and in the best interests of the City of Hyattsville.
- (8) Keep the City Council fully informed as to the financial condition and future needs of the City, **AND**. ~~He/she shall~~ submit to the City Council an annual report on the finances and administrative activities of the City at the end of each fiscal year.
- (9) Purchase materials, equipment, supplies, and services when not in excess of the dollar amount prescribed by the City Council.
- (10) Ascertain that all taxable property within the City is assessed for taxation.
- (11) Collect all taxes, special assessments, license fees, liens, and all other revenues, including utility revenues, of the City and all other revenues for whose collection the City is responsible and receive any funds receivable by the City.
- (12) Have custody of all public moneys belonging to or under the control of the City, except as to funds in the control of any set of trustees, and have custody of all bonds and notes of the City.
- (13) Do such other things in relation to the fiscal or financial affairs of the City as the City Council directs.

§ C6-3. City Clerk. [Amended 5-5-80 by HR No. 3-80, Amended 5-8-06 by HR 2006-05]

The Clerk shall serve as Clerk to the Council and shall be **HIRED BY THE CITY ADMINISTRATOR AND SHALL BE** ~~appointed by and serve at the pleasure of the City Council, unless other written terms are agreed to by the City~~ **A DEPARTMENT DIRECTOR. THE CLERK** ~~He/she~~ shall attend all meetings of the Council and keep a full and accurate account of the proceedings of the Council. **THE CLERK** ~~He/she~~ shall keep such other records and perform such other duties as may be required by this Charter, the Mayor, Council, and the City Administrator, including maintaining an updated Charter, Personnel Manual, City Code, and maintaining City public documents.

§ C6-4. City Attorney. [Amended 5-8-06 by HR 2006-05]

Within sixty (60) days after the Mayor and Council just elected are ~~[qualified]~~ sworn in, the City Attorney's position shall be subject to review by the City Council for appointment or reappointment. [Amended 3-17-03 by HR 2003-09]

The Mayor, with the approval of the Council, may appoint a City Attorney who shall serve at the pleasure of the Mayor and the City Council. The City Attorney shall be a member of the bar of the

Maryland Court of Appeals. The City Attorney shall be the legal adviser of the City and shall perform such duties in this connection as may be required by the Council or the Mayor. **THE ATTORNEY'S** His/her compensation shall be determined by the Council. The City shall have the power to employ such legal consultants as it deems necessary from time to time.

§ C6-5. Civil service. [Amended 1-21-92 by HR No. 3-91, Amended 5-8-06 by HR 2006-05]

The civil service of the City shall be divided into the unclassified and classified service.

A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the City Council or their designee and shall comprise the following offices and positions:

- (1) The Mayor, the Council members, and persons appointed to fill vacancies in these positions.
- (2) Members of all Boards, Commissions, and Committees created and appointed by the City Council to advise the City Council or staff and/or to perform a specific function.
- (3) The City Attorney, Auditor, and Engineer and such other independent contractors that provide ongoing services to the City pursuant to a contract with, or appointment by, the City.
- (4) The City Administrator, ~~the City Clerk, the Treasurer and the heads of all departments including the Chief of Police, the Director of Public Works, the Director of Code Enforcement, and the Director of Recreation and the Arts.~~
- (5) Board of Election Supervisors.
- (6) Other positions as designated by the City Council.

B. Classified service. The classified service shall comprise **ALL** those permanent employment positions designated by the City Council as classified **INCLUDING THE DEPARTMENT DIRECTORS**. After the probationary period, employees included in the classified service shall ordinarily be dismissed only for cause or for general governmental reasons, including but not limited to budget enactments or the organization or reorganization of City services, as determined in the discretion of the City Council.

Section 2: That the date of the adoption of this Resolution is December 5, 2016, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on January 24, 2017 [50 days], unless a proper petition for a referendum hereon shall be filed by January 17, 2017 [40 days], and a fair summary of the Amendment shall be published in a newspaper having general circulation in the City not less than four (4) times at weekly intervals by January 17, 2017 [40 days].

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

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

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on November 7, 2016, 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 December 5, 2016, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

[] indicate deletions

CAPS/**BOLD** indicate additions

Date of Adoption: December 5, 2016

Effective Date: January 24, 2017



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Action Items (8:00 p.m. – 8:50 p.m.)

SUBJECT

Remove Motion # 85-11-FY17: Hyattsville Ordinance 2016-02: Update to City Code for Reclassification of Department Director Positions (SECOND READING & ADOPTION) from the Table

Motion #

N/A

Recommendation:

I move that the Mayor and Council remove from the table Motion # 85-11-FY17 and re-open this item for additional Council discussion and action.

Sponsor(s):

Haba, Lawrence, Paschall, Solomon

ATTACHMENTS

Summary Background:

Motion # 85-11-FY17 was tabled on November 21, 2016.

Next Steps:

Upon removal from the table the Council may reopen this item for additional discussion and action.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

N/A

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Ordinance

Agenda Section: Action Items (8:00 p.m. – 8:50 p.m.)

SUBJECT

Hyattsville Ordinance 2016-02: Update to City Code Sections for Reclassification of Department Director Positions
SECOND READING & ADOPTION (5 minutes)

Motion

85-11-FY17

Recommendation:

I move that the Mayor and Council adopt Hyattsville Ordinance 2016-02, an Ordinance whereby the City Council updates the City Code to conform to a Charter Amendment that restructures the City's chain of command so that Department Directors are classified employees subject to the direct supervision of the City Administrator as to hiring, discipline and termination (SECOND READING).

Sponsor(s):

Hollingsworth

ATTACHMENTS

[Ordinance Ch. 4-114 2016-02 Sections changing Head to Director_FINAL 120216.docx](#)

[Background Information_Charter Amendment 2016-02.pdf](#)

Summary Background:

On February 2, 2016, the Council adopted Motion # 20-02-16, directing the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. The motion further directed the City Attorney to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorized the Director of Human Resources to develop a transition plan for the movement of all department director who are currently contract personnel (except the City Administrator) to an appropriate pay scale.

Please see attached background information that was included in the February 2, 2016 Council Packet. The Council discussed the proposed Ordinance and corresponding Charter Amendment on October 17. A first reading was held on November 7, 2016.

The Council tabled the second reading of this item during the Council Meeting of November 21, 2016. The purpose of tabling the item was to make minor grammatical corrections to the Charter Amendment. The City Attorney has made these corrections and an updated Charter Amendment is attached.

****NOTE:** A motion to remove this item from the table must be approved by the body prior to a vote on the second reading. ******

Next Steps:

Evergreen Solutions LLC. is currently surveying local municipalities for relevant comparisons and programs for the development of an executive pay scale. The Director of Human Resources and City Administrator will present a

recommendation for the transition of department directors currently on contract to become classified employees when Evergreen Solutions has completed their study.

Legal notices for the Charter Amendment and Ordinance will be completed by the Clerk's office upon adoption.

Fiscal Impact:

Staff time for legal fees for drafting legislation and consulting fees with Evergreen Solutions, LLC for development of a pay scale

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Complete

CITY OF HYATTSVILLE

ORDINANCE 2016-02

An Ordinance whereby the City Council updates the City Code to conform to a Charter Amendment that restructures the City's chain of command so that Department Directors are classified employees subject to the direct supervision of the City Administrator as to hiring, discipline, and termination, and updates the language to be neutral as to gender identity.

WHEREAS, Maryland Annotated Code, The Local Government Article, Section 5-202 grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the power to protect the health, comfort and convenience of their citizens; and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to update the Code to conform to current usage of the term Department Directors and to conform all Code references to reflect a restructuring of the City Department Heads so that they are classified employees rather than employees serving at the pleasure of the City Council and making other technical changes to reflect current departments.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that sections 4-6, 4-7(A), 10-1, 10-10, 30-1.1, 48-6, 65-16(E), 65-22.1(C), 65-26(D), 68-5(A), 90-1, 90-2, 90-33, 96-6, 114-8(B), 114-49(A) and 114-73(a) of the Hyattsville Code are hereby amended to read as follows:

Chapter 4**ADMINISTRATION OF GOVERNMENT**

* * *

§ 4-6. Department of Public Works.

A. Director of Public Works. The Director of Public Works shall be ~~hired by the Mayor and Council~~ **HIRED BY THE CITY ADMINISTRATOR, SHALL BE A DEPARTMENT DIRECTOR**, and shall attend all regular meetings of the City Council and committee meetings when called upon to attend.

B. Duty hours. The regular duty hours of the Director shall be the same as those of the Department's labor force.

C. Prerequisite for employment; exception. To be eligible for appointment or for temporary employment on the Department labor force, an applicant must pass a physical examination by competent medical authority, showing the applicant's ability to perform sustained and arduous work, provided that in lieu of such examination, the ~~CITY Director~~ may hire ~~men~~ **EMPLOYEES** on the Department labor force based on their previous experience and ability and personal interview.

D. Duty hours for labor force. ~~The Department labor force shall operate on a forty hours a week basis, and~~ The time for coming to work and the number of hours of work per day shall be **DETERMINED** ~~controlled~~ by the Director under the direction of the **CITY ADMINISTRATOR** ~~Mayor~~.

§ 4-7. Department of Human Resources. [Added 3-5-12 by HO-46-03-12]

A. Position. The Director of Human Resources shall be hired by the **CITY ADMINISTRATOR, SHALL BE A Mayor and Council DEPARTMENT DIRECTOR**, and shall attend all regular meetings of the City Council and Committee meetings when called upon to attend.

Chapter 10

CODE OF ETHICS

* * *

§ 10-1. Applicability.

Except as provided in § 10-9, the provisions of this Chapter shall apply to the Mayor, City Council members, City Administrator, Treasurer, Clerk, Department head **DIRECTORS**, members of City boards and commissions, all City employees, candidates for elective City office, and persons lobbying under section 10-11 before City officials, boards, or commissions.

* * *

§ 10-10. Filing of Financial Disclosure Statements by Non-Elected Officials.

A. All officials, including, but not limited to the Administrator, Treasurer, Clerk, Department head **DIRECTORS**, and any appointed official on a board with decision-making authority, such as the election supervisors and the members of the Ethics Commission shall:

1. File a financial disclosure statement when the personal interest of the official will present a potential conflict with the public interest in connection with an anticipated public action of the local official. The content of the financial disclosure statement shall be limited to the areas of potential conflict and shall be filed no less than seven days in advance of the action to allow for adequate public disclosure.

2. File a financial disclosure statement by April 30 of each year to report on gifts received by the local official, disclosing gifts during the preceding calendar year from any person that contracts with or is regulated by the City of Hyattsville, including the name of the donor of the gift and the approximate retail value at the time of receipt.

B. The Commission shall maintain all disclosure statements filed under this section as public records available for public inspection and copying as provided in § 10-12 of this Chapter.

Chapter 30

POLICE DEPARTMENT

* * *

§ 30-1.1 Police Officers; Powers and Duties. [Added on 11-16-98 by HB 98-03]

A. The Chief of Police is the commanding officer and administrative head ~~head~~**DIRECTOR** of the Police Department. By virtue of authority vested in **THE CHIEF OF POLICE**~~him~~, **THE CHIEF OF POLICE**~~he~~ shall issue from time to time orders setting forth the authority, responsibilities, and duties of various ranks and positions established within the Department.

B. Members of the Department shall exercise full police authority under the Annotated Code of Maryland on all land, water, and air within the territorial limits of the City.

C. The Chief of Police shall be responsible for the preservation of the peace, the maintenance of order, the prevention and detection of crime, and the enforcement, within the City, of all laws, regulations and ordinances over which the ~~police~~**Department** has jurisdiction.

D. The Chief of Police shall ensure that members of the force properly perform their police duties, that their rules and regulations of the Department are strictly enforced, and that discipline in the Department is rigidly maintained.

Chapter 48

BUSINESS LICENSES

* * *

§ 48-6. Appeals; fee. [Amended 4-5-04 by HO-2004-08, Amended 4-21-14 by HO 2014-03]

A. Any persons aggrieved by an action of a Code Enforcement Officer under this chapter may appeal such an action by filing a fifty dollar (\$50.00) appeal fee and a written notice thereof with the head of Code Enforcement within fifteen (15) calendar days of the action complained of. The head of the Code Enforcement shall promptly schedule a conference with the Appellant and any other party the head of Code Enforcement may choose. After such conference, the head of Code Enforcement shall promptly issue a written opinion to the Appellant.

B. In the event the Appellant is dissatisfied with the opinion of the head of Code Enforcement, the Appellant may further appeal the finding of the head of Code Enforcement to the City Administrator by filing a written appeal along with payment of the proper appeal fee in the amount established by the Mayor and City Council. Any such appeal must be filed with the City Administrator within fifteen (15) calendar days of the written opinion of the head of Code Enforcement. Within fifteen (15) days of such filing, a hearing shall be conducted before the City Administrator or **CITY ADMINISTRATOR'S**~~this or her~~ designee(s). The hearing shall be open to the public, records and minutes shall be maintained, and the person aggrieved and ~~the~~ Code Enforcement ~~Department~~ shall be given an opportunity to present evidence. The person(s) hearing the appeal shall, within ten (10) days, either reverse, modify, or affirm the action complained of and cause a written copy of the decision to be sent to the person aggrieved. This decision shall be final.

C. An appeal shall not operate to stay any of the provisions or requirements of this chapter unless the head of Code Enforcement or City Administrator as applicable shall otherwise order.

Chapter 65

HEALTH AND SANITATION

* * *

§ 65-16. Use of special refuse containers. [Amended 12-19-83 by HB 15-83; 5-5-86 by HB 5-86; 6-1-98 by HR 98-03, 1-3-2000 by HB 99-05, Amended 4-16-07 by HO-2007-06; Amended 12-14-09 by HO-2009-10]

* * *

E. Appeals.

(1) Any person aggrieved by any action of the City under this Article except for the issuance of a municipal infraction citation, may appeal such action by filing a written notice thereof with the Head of Code Enforcement within ten (10) days of the action complained of. The Head of Code Enforcement or **THE HEAD OF CODE ENFORCEMENT'S** ~~his/her~~ designee shall promptly schedule a conference with the appellant and any other person the Head of Code Enforcement may choose. After such conference the Head of Code Enforcement shall promptly issue a written opinion to the appellant. The decision shall be based upon the factors in subsection B (3) above.

(2) In the event the appellant is dissatisfied with the opinion of the Head of Code Enforcement, the appellant may further appeal the finding of the Head of Code Enforcement to the City Administrator by filing a written appeal. Any such appeal must be filed with the City Administrator within ten (10) calendar days of the written opinion of the Head of Code Enforcement.

(3) Any appeal, whether to the Head of Code Enforcement or to the City Administrator, shall not operate to stay any of the provisions or requirements of this Chapter unless the Head of Code Enforcement or City Administrator shall otherwise order.

(4) The City Administrator or **THE CITY ADMINISTRATOR'S** ~~his/her~~ designee shall conduct a hearing as soon as possible. The hearing shall be open to the public, and records and minutes shall be maintained, and the person aggrieved and ~~the code enforcement department~~ shall be given an opportunity to present evidence.

(5) The **CITY ADMINISTRATOR OR** Hearing Officer shall within ten (10) days either reverse, modify, or affirm the action complained of and cause a written copy of the decision to be sent to the person aggrieved. Any decision shall be based upon the factors outlined in subsection b (3) above. ~~This decision of the Hearing Officer shall be final.~~

* * *

§ 65-22.1. Commercial and Industrial Properties. [Amended 2-17-04 by HO-2004-01; 2007-05; Amended 4-16-07 by HO-2007-05]

* * *

C. Appeals.

(1) Any person aggrieved by any action of the City under this Article except for the issuance of a municipal infraction citation, may appeal such action by filing a written notice thereof with the Head of Code Enforcement within ten (10) days of the action complained of. The Head of Code Enforcement or **THE HEAD OF CODE ENFORCEMENT'S** ~~his/her~~ designee shall promptly schedule a conference with the appellant and any other person the Head of Code Enforcement may choose. After such conference the Head of Code Enforcement shall promptly issue a written opinion to the appellant. The decision shall be based upon the factors outlined in subsection B (4)(b) above.

(2) In the event the appellant is dissatisfied with the opinion of the Head of Code Enforcement, the appellant may further appeal the finding of the Head of Code Enforcement to the City Administrator by filing a written appeal. Any such appeal must be filed with the City Administrator within ten (10) calendar days of the written opinion of the Head of Code Enforcement.

(3) Any appeal, whether to the Head of Code Enforcement or to the City Administrator, shall not operate to stay any of the provisions or requirements of this Chapter unless the Head of Code Enforcement or City Administrator shall otherwise order.

(4) The City Administrator or **THE CITY ADMINISTRATOR'S** his/her designee (the ~~h~~Hearing ~~e~~Officer) shall conduct a hearing as soon as possible. The hearing shall be open to the public, and records and minutes shall be maintained, and the person aggrieved and ~~the eCode eEnforcement department~~ shall be given an opportunity to present evidence.

(5) The **CITY ADMINISTRATOR OR H**earing ~~e~~Officer shall within ten (10) days either reverse, modify, or affirm the action complained of and cause a written copy of the decision to be sent to the person aggrieved. Any decision shall be based upon the factors outlined in subsection b (4) (b) above. ~~This decision of the hearing officer~~ shall be final.

* * *

§ 65-26. Procedure for abatement of violation. [Amended 7-20-70; 6-28-76, and 11-4-91 by HB No. 6-91, Amended 3-3-08 by HO-2008-04, Amended 4-7-08 by HO-2008-05, Amended 12-14-09 by HO-2009-10]

* * *

D. If the City of Hyattsville shall have the work performed or shall employ persons to perform said work, and if the cost thereof as so assessed shall not be paid within thirty (30) days after a request for payment has been given to the owner or occupant of the property, such cost, as contained in a statement provided to the Treasurer by the ~~h~~Head of Code Enforcement, showing the cost and expense incurred for the work, the date the work was done, and the location of the property on which said work was done, shall be charged to the owner of such property by issuance of a supplemental tax bill. Such tax bill shall constitute a lien on such property and shall be collected in such manner as the City may establish.

Chapter 68

HOUSING STANDARDS

* * *

§ 68-5. Appeals. [Amended 5-3-05 by HR 05-06]

A. Any person affected by any notice or order ~~which~~**that** has been issued in connection with the enforcement of any provision of this ~~e~~**Chapter** may request and shall be granted a hearing on the matter before the ~~h~~Head of ~~e~~Code ~~e~~Enforcement or **THE HEAD OF CODE ENFORCEMENT'S** his/her designee, or the ~~head of the public works department~~**DIRECTOR OF THE PUBLIC WORKS DEPARTMENT** when appropriate, who shall in either case be the ~~h~~Hearing ~~e~~Officer. Provided, however that such person requesting the hearing (the "appellant") must file in the office of the City Administrator a

signed written notice of appeal, requesting a hearing and setting forth a brief statement of the reasons therefore, within ten (10) days after service of a notice or order.

Chapter 90

PEDDLING AND SOLICITING

* * *

§ 90-1. Definitions. [Amended 09-15-08 by HO-2008-08]

When used in this Chapter, the following words, terms, and phrases, and their derivations, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

* * *

Pushcart means any wheeled vehicle approved by the Department of Code Enforcement in accordance with this Chapter, designed for carrying property, and for being pushed by a person without the assistance of a motor or motor vehicle.

* * *

§ 90-2. License Required. [Amended 09-15-08 by HO-2008-08]

It shall be unlawful for any person to engage in vending unless the person has first obtained a license from the Department of Code Enforcement. All licenses shall be issued according to regulations established by the Department.

* * *

§ 90-33. Claims of Exemption.

Any person claiming to be legally exempt from the regulations set forth in this ordinance, or from the payment of a permit fee, shall cite to the department the statute or other legal authority under which exemption is claimed and shall present proof of qualification for such exemption.

Chapter 96

LICENSING OF RENTAL UNITS

* * *

§ 96-6. Appeals procedure. [Amended by HO-2006-03, 4-24-06; Amended 4-24-06 by HO-2006-03]

A. Any persons aggrieved by an action of a Code Enforcement Officer under this Chapter may appeal such an action by filing a written notice thereof with the Head of Code Enforcement within fifteen (15) calendar days of the action complained of. The Head of the Code Enforcement shall promptly schedule a conference with the appellant and any other party the Head of Code Enforcement may choose. After such conference the Head of Code Enforcement shall promptly issue a written opinion to the appellant.

B. In the event the appellant is dissatisfied with the opinion of the Head of Code Enforcement, the appellant may further appeal the finding of the Head of Code Enforcement to the City Administrator and Mayor by filing a written appeal along with payment of the proper appeal fee in the amount established by the Mayor and City Council. Any such appeal must be filed with the City Administrator within fifteen (15) calendar days of the written opinion of the Head of Code Enforcement. Within fifteen (15) days of such filing, a hearing shall be conducted before such person(s) as the City Administrator and Mayor designate for such purpose. The hearing shall be open to the public, records and minutes shall be maintained, and the person aggrieved and ~~the Code Enforcement Department~~ shall be given an opportunity to present evidence. The person(s) hearing the appeal shall, within ten (10) days, either reverse, modify, or affirm the action complained of and cause a written copy of their decision to be sent to the person aggrieved. This decision shall be final.

C. An appeal shall not operate to stay any of the provisions or requirements of this Chapter unless the Head of Code Enforcement or City Administrator as applicable shall otherwise order.

Chapter 114

VEHICLES AND TRAFFIC

* * *

§ 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]

B. REQUEST FOR TRAFFIC CALMING DEVICE INSTALLATION.

* * *

(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 ~~CITY department heads~~ will ~~jointly undertake~~ **AN** ~~to assess~~ **MENT OF** 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.

* * *

§ 114-49. Notification of right to stand trial; maximum fine. [Amended 3-5-14 by HO 2014-02]

A. Notification of right of trial. Upon notification or attachment to the vehicle of said notice of violation, said notice shall notify the defendant that if ~~THEY~~ **THE DEFENDENT** ~~he/she~~ desires to stand trial **THE DEFENDENT** ~~he/she~~ may notify the Hyattsville Police Department or other designated City department **OR AGENCY** at least five (5) days ~~prior to~~ before the payment date set forth in the citation, and said department will obtain a trial date within fifteen (15) days of the date of notification by the defendant of **THE DEFENDANT’S** ~~this~~ desire to stand trial. Further, said notice shall notify the defendant of the right to stand trial.

* * *

§ 114-73. Violations and penalties. [Amended 10-4-04 by Ord. 2004-14, Amended 3-5-14 by HO 2014-02]

A. Election. Unless a separate procedure is provided for in this Chapter, the following procedures apply to violations of this Chapter:

(1) Election by person receiving citation.

(a) Within fifteen (15) days after the date of the citation, the person receiving a citation under this Chapter shall:

(i) Pay the amount indicated on the violation directly to the City Police Department; or

(ii) Choose to stand trial for the violation.

b) A choice to stand trial shall be made by sending a notice of intention to stand for trial to the City Police Department **OR OTHER DESIGNATED CITY DEPARTMENT OR AGENCY** within fifteen (15) days after the date on the citation.

(c) Upon the failure of the person cited to elect within fifteen (15) days after the date of the citation, the fine for the violation shall double.

(d) Upon the failure of the person to act within thirty (30) days after the date of the citation, the fine for the violation shall double again.

* * *

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

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

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

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on November 7, 2016.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on December 5, 2016.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

{} indicate deletions

CAPS/**BOLD** indicate additions

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

Adopted Date: December 5, 2016

Effective Date: December 25, 2016



Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI (Contract Personnel)

SUBJECT: Amend Article II – Administration of Government and Article VI (Contract Personnel)

SECTION: Action Items

RECOMMENDED ACTION:

Motion #20-02-16

I move that the Mayor and Council direct the City Attorney to draft legislation to amend Article II - Administration of Government and Article VI - Personnel to reflect transition of all contracted personnel with the exception of the City Administrator to a pay scale. I further direct the City Attorney to draft legislation to amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code and authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

Please see attached motion submitted by Mayor Hollingsworth and staff memo. This item was discussed during the Council Meeting of January 19, 2016.

NEXT STEPS:

Upon Council approval, the City Attorney will draft a Charter Amendment/Ordinance per the motion. The Charter Amendment/Ordinance will come back to Council for approval at a later date.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Please see attached motion submitted by Mayor Hollingsworth.

STRATEGIC GOALS

Goal: Goal 4 - Foster Excellence in All City Operations

FISCAL IMPACT:

Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



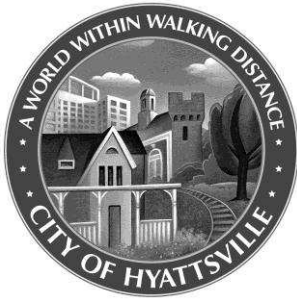
Hyattsville City Council
4310 Gallatin Street, 3rd floor
Hyattsville, MD 20781

Meeting: 2/1/2016 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Hollingsworth
DOC ID: (ID # 1423)

9.2

**Action Items: MOTION #20-02-16 Amend Article II – Administration of Government and Article VI
(Contract Personnel)**


Tracey Nicholson, City Administrator 1/28/2016



Council Agenda Form

MOTION # 20-02-16		DRAFT #
DATE SUBMITTED: August 31, 2015	DATE TO GO BEFORE COUNCIL: 1/19/2016 (Discussion), 2/1/16 (Action)	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Human Resources, Legislative		

TITLE OF MOTION: Amend Article II – Administration of Government and Article VI - Personnel and Authorize Development of Transition Procedures for Contract Personnel

RECOMMENDATION:

I move that the Mayor and Council amend Article II – Administration of Government as follows:

ADDITIONS

~~Deletions~~

§ 4-6. Department of Public Works.

A. Director of Public Works. The Director of Public Works shall be hired by the Mayor and Council and shall attend all regular meetings of the City Council and committee meetings when called upon to attend.

B. Duty hours. The regular duty hours of the Director shall be the same as those of the Department's labor force.

C. Prerequisite for employment; exception. To be eligible for appointment or for temporary employment on the Department labor force, an applicant must pass a physical examination by competent medical authority, showing the applicant's ability to perform sustained and arduous work, provided that in lieu of such examination, the Director may hire men on the Department labor force based on their previous experience and ability and personal interview.

D. Duty hours for labor force. The Department labor force shall operate on a forty-hours-a week basis, and the time for coming to work and the number of hours' work per day shall be controlled by the Director under the direction of the ~~Mayor~~ **CITY ADMINISTRATOR**.

I move that the Mayor and Council amend Article VI – Personnel as follows:

ADDITIONS

~~Deletions~~

§ C6-1 – Administration

The City Council may appoint a City Administrator who shall report directly to the Mayor and to the City Council. ~~In addition to the City Administrator, the City Council may appoint Department Heads and Officials, including a Chief of Police, Director of Public Works, Director of Recreation and the Arts, Director of Code Enforcement, a Director of Human Resources, Treasurer and a City Clerk, who shall all serve at the pleasure of the City Council, unless other written terms are agreed to by the City Council.~~ Ordinarily all such Department **DIRECTORS** ~~Heads and Officials~~ shall report to the City Administrator who shall be their immediate supervisor. However, one (1) individual may also serve as head of more than one (1) department if the City Administrator shall so organize and direct. Only the City Administrator, the Mayor and the appointed Department **DIRECTORS** ~~Heads~~ and those officials or designees or employees in the chain of command may give direct orders to

achment: City Administrator Authority_rev (1423 : Amend Article II – Administration of Government and Article VI (Contract Personnel))

105

City employees. The City **ADMINISTRATOR** shall have the power to employ such officers and employees, or to enter into contracts for services with independent contractors or employees, as the City **ADMINISTRATOR** deems necessary, to execute the powers and duties provided by this Charter or other state law and to operate the City Government.

§ C6-5. Civil service. [Amended 1-21-92 by HR No. 3-91, Amended 5-8-06 by HR 2006-05]

The civil service of the City shall be divided into the unclassified and classified service.

A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the City Council or their designee and shall comprise the following offices and positions:

- (1) The Mayor, the Council members and persons appointed to fill vacancies in these positions.
- (2) Members of all Boards, Commissions and Committees created and appointed by the City Council to advise the City Council or staff and/or to perform a specific function.
- (3) The City Attorney, Auditor and Engineer and such other independent contractors that provide ongoing services to the City pursuant to a contract with, or appointment by, the City.
- (4) The City Administrator, ~~the City Clerk, the Treasurer and the heads of all departments including the Chief of Police, the Director of Public Works, the Director of Code Enforcement, and the Director of Recreation and the Arts.~~
- (5) Board of Election Supervisors.
- (6) Other positions as designated by the City Council.

I further move that the Mayor and Council amend all references to Department Heads to Department Directors in the Hyattsville City Charter and Code.

I further move that the Mayor and Council authorize the Director of Human Resources to develop a transition plan for movement of all contract personnel (except the City Administrator) to an appropriate pay scale.

BACKGROUND:

The Mayor and Council currently have responsibility for the hiring and firing of the City Administrator and all department directors through employment contracts ratified by the Mayor and Council. This revision gives the Mayor and City Council responsibility for the hiring and firing of only one (1) employee, the City Administrator. The City Administrator will have sole day-to-day responsibility and accountability of all employees and the administration of City government.

Since all department directors (except one) are under employment contracts with varying terms. The Director of Human Resources will be required to establish a pay scale for executive level employees and propose a plan to transition existing contract personnel to appropriate pay grades. This function may be done in consultation with an outside firm.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Charter amendments require review by the City Attorney. The Director of Human Resources will be required to devote time to developing and implementing a transition plan.

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

Staff supports the recommendation.

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 4: Foster Excellence in All City Operations

SUPPORTING DOCUMENTATION: N/A

CURRENT YEAR BUDGET IMPACT: Staff time as identified. Legal fees for review of charter amendments up to 10 hours (\$1,450.00). Possible consulting fees for the development of a payscale: TBD.



City of Hyattsville

Memo

To: Mayor and Council
 From: Vivian Snellman, Director Human Resources
 Thru: Tracey Nicholson, City Administrator
 Date: January 13, 2016
 Re: Contract Personnel Transition

The City Attorney, City Administrator, and Human Resource Director evaluated the Mayor's request to transition the department heads (excluding the Director of Public Works (DPW)) from "contract"/unclassified employees to the status of "classified" employees. The department heads and the City Administrator are currently under employment contracts which are renewable at various intervals. The DPW Director at time of hire requested to be hired in a "classified" status and was approved as such. All other City employees are "classified" employees.

Employees operating under a "classified" status are not required to renegotiate contracts, terms and conditions, or compensation annually or as dictated by contract terms. They are placed in an appropriate pay grade and corresponding salary range and are considered for step increases annually. This status usually gives "classified" employees additional protections such as perceived job security and the option to grieve personnel actions.

The HR Director conducted a review of 7 surrounding municipalities. The vast majority of department heads at these locations are hired in a "classified" status. The City Managers/Administrators in all cases are hired as "contract personnel" or in appointed positions.

If this motion is approved, the Director of Human Resources will develop a transition plan to move the directors to an appropriate pay scale as contracts come up for renewal, but no later than December 2016. Details of the transition plan will be outlined in a separate communication and at a minimum will include:

- The current status of each Director under contract.
- The salary range and grade schedule validated by a survey of comparable municipalities.
- The position grade and salary range after the transition.
- The specific details of the employment status as previously negotiated

We do not anticipate any loss of pay in the transition.



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Charter Amendment

Agenda Section: Action Items (8:00 p.m. – 8:50 p.m.)

SUBJECT

Hyattsville Charter Amendment Resolution 2016-02: Qualifications of Voters and Same Day Voter Registration for City Elections SECOND READING & ADOPTION (5 minutes)

Motion

92-12-FY17

Recommendation:

I move that the Mayor and Council adopt Hyattsville Charter Amendment 2016-02, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council amend the City Charter to change the qualifications for registering as a voter in City elections so that (1) being a citizen of the United States is no longer a requirement to be a voter or a member of the Board of Elections and (2) residency for thirty (30) days is sufficient provided the individual does not claim the right and vote elsewhere in the United States, or has not been found by a Court to be unable to communicate a desire to vote. The amendment further establishes a voter registry separate from the State and County voter registry and further allows for same day registration of voters in City elections which will be effective on or before January 1, 2019 and further extending the time for the Board of Supervisors of Elections to certify an election until ten (10) calendar days after the election (SECOND READING).

Sponsor(s):

Haba, Lawrence, Paschall, Solomon

ATTACHMENTS

[Motion_Voter Qualifications_7-21-2016_Clean.doc](#)

[Charter Amend Art IV_FINAL 120216.docx](#)

Summary Background:

On November 13, 2015, Council President Haba, Vice President Lawrence and Councilmembers Paschall and Solomon submitted a motion to amend the Hyattsville City Charter to change the qualifications for registering as a voter in City elections so that being a citizen of the United States is no longer a requirement. The motion also authorized the City Attorney to amend the Charter to allow for the implementation of same day voter registration, to be effective on or before January 1, 2019.

The Council discussed the proposal on January 4, February 10, and September 19, 2016. The motion authorizing the City Attorney to draft the Charter Amendment was adopted by the Mayor and Council on September 19. A copy of this motion is included as background information.

The Council discussed the proposed legislation drafted by the City Attorney during the Council Meeting of October 10, 2016. A public hearing was held on October 26. On November 2, the Charter Amendment was modified per the motion

makers request to change the residency requirement to register to vote in City Elections from fourteen (14) days to thirty (30) days. The motion, # 74-11-FY17 was tabled during the Council Meeting of November 7 to allow for the City Attorney to make additional changes to the ordinance per the Council's discussion on November 7.

**** A motion to remove this item from the table must be adopted prior to the Council voting on this action item ****

The ordinance has been amended to: (1) add a stipulation that being citizen of the United States is no longer a requirement to serve as a member of the City's Board of Elections, and (2) remove the reference regarding registration by affidavit only. Please note that the portion of the ordinance pertaining to qualifications for members of the City's Board of Elections was included in the original motion but was accidentally omitted from the most recent version of the ordinance presented to Council.

Next Steps:

A first reading of the Charter Amendment Resolution was held on November 21. A second reading and adoption of the Amendment Resolution is scheduled for December 5. The Charter Amendment will be effective 50 days after adoption.

Upon adoption, the Election Board will work with City staff to make necessary modifications to the Board of Elections Rules and Regulations, develop a Hyattsville only City Voter Registration Form and Database. The Election Board will work with City staff on outreach and education to the community as well as logistical operations pertaining to implementation. An Elections Coordinator Assistant position is recommended to provide personnel support for assisting in the implementation of the new initiatives for the May 2017 election.

Fiscal Impact:

Budget Amendment of Estimated \$26,000 for an Elections Coordinator Assistant Position

City Administrator Comments:

If approved by the Mayor and Council, the City will submit a budget amendment for approximately \$26K prior to the 2017 City Election for personnel support.

Community Engagement:

The Election Board will coordinate with City staff on outreach and education for these initiatives.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

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

Legal Review Required?

Complete - Proposed Charter Amendment is attached. The City Attorney will be present at the Council Meeting of November 21, 2016 to answer questions and provide legal advice.

CHARTER AMENDMENT RESOLUTION 2016-02

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council amend the City Charter to change the qualifications for registering as a voter in City elections so that (1) being a citizen of the United States is no longer a requirement to be a voter or a member of the Board of Elections and (2) residency for thirty (30) days is sufficient provided the individual does not claim the right and vote elsewhere in the United States, or has not been found by a Court to be unable to communicate a desire to vote. The amendment further establishes a voter registry separate from the State and County voter registry and further allows for same day registration of voters in City elections which will be effective on or before January 1, 2019 and further extending the time for the Board of Supervisors of Elections to certify an election until ten (10) calendar days after the election.

WHEREAS, the Mayor and City Council deem it appropriate to allow to vote in City elections those who are not United States citizens if their primary residence is in the City for more than thirty (30) days; and

WHEREAS, the Mayor and City Council to accomplish this goal, establish a City only voter registry and allow such registration by affidavit in order to extend the voting franchise in the City; and

WHEREAS, the Mayor and City Council deem it appropriate to allow same day registration for the City and to extend to ten (10) days the deadline for the vote in any City election to be certified.

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

Section 1: That Section C4-1, C4-6 and C4-11 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

ARTICLE IV - Legislation, Nominations, and Elections

§ C4-1. Qualifications of voters. [Amended 2-24-71; 5-1-72, Amended 1-20-15 by HR 2015-01]

Every person who ~~is a citizen of the United States, (1) is at least sixteen (16) years of age, resides in the State of Maryland, resides within the corporate limits of the City-~~ **(2) HAS THE CITY OF HYATTSVILLE AS THE APPLICANT'S HIS OR HER PRIMARY RESIDENCE, (3) HAS RESIDED WITHIN THE CORPORATE LIMITS OF THE CITY FOR THIRTY (30) DAYS, (4) DOES NOT CLAIM THE RIGHT TO VOTE ELSEWHERE IN THE UNITED STATES, (5) HAS NOT BEEN FOUND BY A COURT TO BE UNABLE TO**

COMMUNICATE A DESIRE TO VOTE, and (6) is registered in accordance with the provisions of this Charter shall be a qualified voter of the City. Every qualified voter of the City shall be entitled to vote at any or all City elections.

§ C4-2. Board of Supervisors of Elections. [Amended 12-19-83 by HR No. 17-83; Amended 2-9-09 by HR 2009-01]

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

* * *

§ C4-6. Registration. [Amended 1-30-89 by HR No. 1-89]

A. In accordance with the State Universal Registration Act, as contained in Article 33, Section 3-2 of the Annotated Code of Maryland, as amended, any person residing in the City who is registered with the Board of Supervisors of Elections of Prince George's County shall be deemed to be registered to vote in City elections.

B. ~~The Board of Supervisors of Elections shall maintain any list of voters, and shall restrict its activities with respect to the registration of voters to the circulation of applications for registration with the Board of Supervisors of Elections of Prince George's County and otherwise cooperating with the County Board~~ **A SUPPLEMENTAL VOTER REGISTRY, SEPARATE FROM THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS, WHICH SHALL INCLUDE THE NAMES OF THOSE WHO ARE REGISTERED TO VOTE IN CITY ELECTIONS PURSUANT TO C4-1 OF THIS CHARTER AND ARE NOT ON THE LIST OF REGISTERED VOTERS GENERATED BY THE PRINCE GEORGE'S COUNTY BOARD OF ELECTIONS.**

C. VOTER REGISTRATION FOR THE SUPPLEMENTAL VOTER REGISTRY SHALL BE ACCOMPLISHED BY THE BOARD OF SUPERVISORS OF ELECTIONS' ACCEPTANCE OF A COMPLETED AND SIGNED REGISTRATION APPLICATION AS OUTLINED IN THE CITY ELECTIONS CODE.

D. SAME DAY VOTER REGISTRATION. NO LATER THAN JANUARY 1, 2019, THE BOARD OF SUPERVISORS OF ELECTIONS SHALL INSTITUTE A SAME DAY

REGISTRATION PROGRAM SO THAT CITY RESIDENTS WHO ARE ELIGIBLE TO VOTE IN CITY ELECTIONS PURSUANT TO THIS CHARTER, BUT WHO ARE NOT REGISTERED TO VOTE, MAY, WHEN THEY ARRIVE TO VOTE, REGISTER TO VOTE IN A CITY ELECTION BY SUBMITTING AND COMPLETING A SIGNED REGISTRATION APPLICATION AND THEN HAVE THE OPPORTUNITY TO VOTE THAT SAME DAY. SAME DAY REGISTRATION SHALL OCCUR AT A MINIMUM ON ANY DAY DURING THE TIME THE POLLS ARE OPEN IN THE CITY.

* * *

§ C4-11. Vote count. [Amended 12-19-83 by HR No. 10-83, Amended 12-1-14 by HR 2014-03]

Within ~~forty-eight (48) hours~~ **TEN CALENDAR DAYS** after the closing of the polls, the Board of Supervisors of Elections shall determine the votes cast for each person, candidate, or question, and shall certify the results of the election to the Clerk of the City, who shall record the results in the minutes of the Council. Write-in votes for individuals not registered as candidates shall be counted. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in the at large ~~m~~Mayoral election shall be declared elected as Mayor. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in each ward shall be declared elected as Councilmember for that ward.

Section 2: That the date of the adoption of this Resolution is December 5, 2016, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on January 24, 2017 [50 days], unless a proper petition for a referendum hereon shall be filed by January 17, 2017 [40 days], and a fair summary of the Amendment shall be published in a newspaper having general circulation in the City not less than four (4) times at weekly intervals by January 17, 2017 [40 days].

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

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

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on November 21, 2016, 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 December 5, 2016, at which meeting copies were available to the public for inspection.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

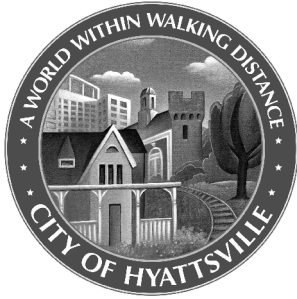
Candace B. Hollingsworth, Mayor

[] indicate deletions

CAPS/**BOLD** indicate additions

Date of Adoption: December 5, 2016

Effective Date: January 24, 2017



Council Agenda Form

MOTION #		DRAFT # 5	
DATE SUBMITTED: June 24, 2016	DATE TO GO BEFORE COUNCIL: TBD		
SUBMITTED BY: Haba, Lawrence, Paschall, Solomon			
DEPARTMENT: Legal, City Clerk, Legislative			

TITLE OF MOTION: Hyattsville Charter Amendment 2015-03 (Qualifications of Voters)

RECOMMENDATION:

I move that the Mayor and Council direct the City Attorney to draft a Hyattsville Charter Amendment changing voter qualifications for Municipal Elections. Hyattsville residents who meet the following qualifications shall be eligible to register and to vote in all City elections, starting in 2017:

- Have the City of Hyattsville, Maryland as your primary residence;
- Have resided within the City of Hyattsville for at least 14 days;
- Not claim the right to vote elsewhere in the United States;
- Be at least 16 years old to vote;
- Not be under guardianship for mental disability or if you are, you have not been found by a court to be unable to communicate a desire to vote.

The City shall provide a voter registration application, and the Board of Supervisors of Elections of the City of Hyattsville shall maintain a supplemental voter registry, separate from the list of registered voters in the City generated by the Prince George's County Board of Elections. This supplemental voter registry shall include the names of residents who are registered to vote in City elections only. Residents who are not registered to vote with the State of Maryland may register to vote in Municipal elections up to and on the day of an election. Residents who register on the day of an election shall cast a provisional ballot, contingent on application approval by the City's Board of Election Supervisors. Implementation of election-day registration shall take place no later than the 2019 Hyattsville municipal elections. Henceforth, the Board shall be required to certify the results of the election to the City Clerk within 10 days of the closing of the polls. The voter registration application shall contain an affidavit, which shall set forth the following information under penalty of perjury: (1) The voter's name and residence address, including the street and number, (2) That the person is a qualified voter at the residence address given, (3) That his or her Hyattsville address is his or her primary residence, (4) That the person has lived in Hyattsville for at least 14 days, and (5) That the person is not an active voter elsewhere in the United States. By signing the voter registration application, the applicant swears that all the information on the form is true. Anyone determined by the Board to have willfully signed any false application shall face similar penalties as those listed in § 8-13 of the Hyattsville Charter and Code, and the Board may remove such violators from the City's list of registered voters. Applicants shall also be required to provide proof of residency, including name and address of habitation, in an official form such as, but not limited to, the following: pay stub, bank statement, or utility bill that verifies his or her residency; a Maryland Vehicle Administration identification number; an affidavit of cohabitation, or other forms of proof of residency determined to be acceptable by the Board. Board-approved forms of proof of residency shall, in the absence of evidence proving an applicant's ineligibility to register with the City, meet the City's proof of residency requirement. Anyone determined by the Board to have willfully signed any false affidavit of cohabitation on behalf of an applicant shall face similar penalties as those listed in § 8-13 of the Hyattsville Charter and Code. All Hyattsville residents who meet the City's voter qualifications shall be eligible to serve as an election judge and serve on the City's Board of Election Supervisors.

BACKGROUND:

Many of Hyattsville's new and long-time residents are currently disenfranchised from voting in local elections. Of these residents, some are pursuing a legal path to citizenship, some have opted to retain their foreign citizenship, while others find themselves embroiled in an ineffective and unsettled Federal immigration system. According to CASA de Maryland,

approximately 15% of the City's residents are immigrants, most of whom remain voiceless in municipal elections, despite sharing similar day-to-day experiences as their neighbors, such as paying taxes, relying on City services, supporting local businesses, and some having children who attend our local public schools.

Though Maryland ended noncitizen voting rights for state and federal elections in 1851, our state's constitution recognizes the autonomy of local municipalities and localities to grant suffrage in local elections. As of 2012, six Maryland municipalities (Barnesville, Garrett Park, Glen Echo, Martin's Additions, Takoma Park, and Somerset) allow noncitizens to vote in local elections. Hyattsville can join these municipalities by extending the vote to all of its residents who meet the qualifications listed in the motion language above. Such a change in voter eligibility will increase representation and civic involvement in the City, and it will demonstrate that the City of Hyattsville values the day-to-day lives of all of its residents.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The Board of Supervisors of Elections of the City of Hyattsville will need to maintain a supplemental voter registry and address same-day voting applications.

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

Tracey Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 1 – Ensure transparent and accessible governance

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

SUPPORTING DOCUMENTATION:

CURRENT YEAR BUDGET IMPACT: There is no current year budget impact. However, due to the Board's recommendations, it is likely that the City will need to budget to hire a part-time Registrar in the 2017 budget.



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (8:50 p.m. – 10:20 p.m.)

SUBJECT

Hyattsville Resolution 2016-05: Election 2017 Ballot Question: Composition of Council (15 minutes)

Motion

Discussion, Scheduled for Action on 12/19/16

Recommendation:

I move that the Mayor and Council adopt Hyattsville Resolution 2016-05, a Resolution of the City Council of Hyattsville, Maryland whereby the City Council directs the Board of Supervisors of Elections for the City to place an advisory, non-binding referendum question on the ballot for the upcoming 2017 regular election. The referendum question requests the input of voters regarding the number of Councilmembers on the City Council, as well as requesting information on the number and size of the election wards, the number of Council persons per ward, and whether there should be any Councilmembers elected at large by all the voters of the City.

Sponsor(s):

Hollingsworth

ATTACHMENTS

[Resolution 2016-05_Referendum_Composition of Council.doc](#)

Summary Background:

The last credible debate over the size of the Hyattsville City Council came in 2012 upon examination of the City's boundaries during the redistricting process. The Council rejected the proposals from the committee that would result in the reduction in size of the Council. This motion would allow the Council to solicit an advisory opinion from the voters to help inform next steps. Should the results of the ballot question imply majority support of this effort, the Council is encouraged to a) identify a desired proposal for composition of the Council, and b) convene a resident committee to work with the Board of Elections Supervisors, the City Attorney, and GIS staff to devise an actionable plan of implementation.

The Council discussed this item on September 19, October 17 and November 7, 2016. The City Attorney was authorized by the Council on November 7 to draft a resolution based on those discussions. The drafted Resolution is attached for discussion.

Next Steps:

The exact wording of the referendum contained in the resolution shall be placed on the ballots or voting machines when the referendum is submitted to the qualified voters of the City.

Per Section C2-10 of the Charter, the Resolution must be approved by a minimum two-thirds (2/3rds) of the Council members and must be passed by the Council at least one hundred and twenty (120) calendar days prior to the election date the referendum is to be submitted to a vote of the qualified voters of the City. 120 days prior to the May 2017 election is January 2, 2017. Therefore, the Council must take action on the Ballot Question Resolution by the Council Meeting of December 19, 2016.

Fiscal Impact:

Professional services provided by the City Attorney(s). Staff & Board of Elections time for Public Outreach and to hold the Public Information Hearings.

City Administrator Comments:

N/A

Community Engagement:

City staff will coordinate with the Election Board on education, outreach and logistics pertaining to the referendum. The 2017 voter guide should include information on the ballot question along with at least two public hearings in advance of the election.

Strategic Goals:

Goal 1: Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

RESOLUTION 2016-05

A Resolution of the City Council of Hyattsville, Maryland whereby the City Council directs the Board of Supervisors of Elections for the City to place an advisory, non-binding referendum question on the ballot for the upcoming 2017 regular election. The referendum question requests the input of voters regarding the number of councilmembers on the City Council, as well as requesting information on the number and size of the election wards, the number of Council persons per ward, and whether there should be any Councilmembers elected at large by all the voters of the City.

WHEREAS, C2-10(C) Of the Charter of the City grants to the City Council the authority to submit to the voters of the City a question set forth in a resolution adopted by a two thirds majority of the City Council, which question may be advisory; and

WHEREAS, the City Council deems it in the best interest of the city to place on the election ballot for the Upcoming Regular Election of the City in 2017, advisory, non-binding questions relating to the size of the Council, the number of Council persons per ward, the size of the City election wards, and whether there should be any at large councilmembers on the city Council.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Hyattsville in regular session assembled that the Board of Supervisors of Elections is hereby directed to place on the ballot for the next regular city election in 2017 the following advisory, non-binding referendum question:

ADVISORY NON-BINDING REFERENDUM QUESTION

The City Council is debating whether to reduce the size of the City Council. The following questions seeks voter input as to the size of the City Council:

The city charter currently provides that the City Council shall be composed of

- (1). a Mayor elected at large by the city voters; and*

(2). ten councilmembers elected by the voters from their ward only (two councilmembers from each of the city's five wards).

QUESTION 1. Should the City Council consider a reduction in the number of councilmembers?

Yes

No

QUESTION 2. If the Council considers this reduction, how should the reduction in councilmembers occur?

(a). Reduce the number of councilmembers per ward to one per ward, and retain the current wards.

Yes

No

(b). Reduce the number of wards, and preserve two councilmembers from each ward.

Yes

No

(c). Increase the number of wards, with one councilmember from each ward.

Yes

No

QUESTION 3. In addition to the above, should there be one or more councilmembers elected at large by all the city voters?

Yes

No

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

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ATTEST:

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Ordinance

Agenda Section: Discussion Items (8:50 p.m. – 10:20 p.m.)

SUBJECT

Hyattsville Ordinance 2016-03: Revisions to Chapter 8, Elections Code (25 minutes)

Motion #

Discussion Only, Scheduled for Action on 12/19/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Chapter 8 Revision Summary_FINAL.docx](#)

[Chapter 8 Elections_FINAL 120216 \(003\)_PACKET.pdf](#)

Summary Background:

On January 4 and February 10, the Council held initial discussions on proposed changes to Chapter 8, Elections Code. Further discussions and action were held until a determination was made regarding the proposed Charter Amendment for qualifications of voters.

The proposed updates to Chapter 8 of the Code reflect changes in the Charter regarding qualifications to vote and to make explicit the authority of the Board of Supervisors of Elections, to provide for a Supplemental Voting Registry, to add a list of definitions and duties so as to clarify the elections law, to specify minimum times for the polls to be open, to adjust campaign finance reporting deadlines to reflect early voting dates, to specify certain rules and regulations and limitations regarding campaign finance and to outline a complaints procedure for elections law violations.

Additionally the proposed ordinance recommends a change in terminology from Absentee Ballot to Vote-by-Mail. The City has allowed voters to apply for absentee ballots with no excuse for many election cycles. The change in terminology to Vote-by-Mail more accurately describes the process, clarifying for voters who may believe the term "absentee" requires them to be out of town on Election Day to use this form of voting. The Election Board utilized the Vote-by-Mail term for the 2015 election and experienced a 47% increase in absentee ballot applications from the 2013 Election.

The Council held further discussions on the proposed ordinance on November 21, 2016. Additional information and clarification on changes made since the initial discussion in early 2016 were requested by Council. Attached is a summary of the Council discussions by topic and ordinance section and a status update of each item.

Next Steps:

The item is tentatively scheduled for action on December 19, 2016. Upon adoption, the Election Board will make the necessary modifications to the Board of Elections Rules and Regulations and work with City staff to update election materials for the upcoming 2017 City Election.

Fiscal Impact:

TBD

City Administrator Comments:

Recommend Support

Community Engagement:

The Board of Elections will publish updated elections materials reflecting adopted changes in advance of the 2017 election.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete



Memo

To: Mayor and Council
From: Laura Reams, City Clerk
CC: Tracey Nicholson, City Administrator
Date: December 2, 2016
Re: City Election Code Chapter 8, Summary of Changes

On January 4, 2016 a revised City Election Code, Chapter 8 was presented to the Council for initial discussion. The proposed revisions were a result of discussions of the City's Board of Supervisors of Elections, the City Attorney and City Clerk after the 2015 Regular and Special Elections. The revisions were comprised of four (4) main areas, as detailed below.

1. The addition of a section to define key terms
2. Detailed explanation of the powers and duties of Board of Supervisors of Elections
3. A proposed process for the handling and reviewing complaints to Board of Elections
4. Proposed changes to campaign finance reporting requirements for candidates

After the initial discussion on January 4, 2016, the City Attorney made several changes to the Ordinance. The changes were primarily related to campaign finance and were presented to the Council during the work session of February 10, 2016. After the February work session, additional updates were made to the proposed ordinance. Further discussions and actions were held until a determination was made regarding the proposed Charter Amendment for qualifications of voters. Below is a summary of the discussion by topic and an update on the status of each item in the current ordinance.

A “track changes” version of the proposed ordinance is attached with comments highlighting additions or edits that were made to the ordinance after February and not previously discussed by Council.

1. Article I, General Election Procedures

a. §8-1 (A), Foreign National

- Summary: Council expressed concern regarding the definition as written.
- Status: There was no change made to the ordinance. The City Attorney advised the Council that the definition of the term foreign national came from federal law.

b. §8-1 (A), Political committee or “committee”

- Summary: Council asked for clarification on the proposed requirement for political committees to file reports and asked why a committee could not consist of one person.
- Status: No change was made to the ordinance. The City Attorney advised that he felt there could be a possible first amendment issue should the provision also apply to one person and recommended that the Council leave the section as written.

c. §8-2 (B), Election Day, Advance Voting Day

- Summary: Council requested that a minimum timeframe for the operation of polls during the week be added to the ordinance.
- Status: The ordinance was changed to reflect the Council’s recommendation.

2. Article II, Campaign Finance

a. §8-15 (E), Reports Required

- Summary: Council recommended including reference to the requirement for candidates to file finance reports with the State.
- Status: The ordinance was updated to include the Council’s recommendation.

b. §8-16 (E), Deadline for filing reports; Review by Board

- Summary: Council inquired about the provision to have the Board appoint a qualified voter to review candidate financial reports and asked if the individual needed to be a registered voter or if it could be the staff member who would serve as the Election Registrar.
- Status: The requirement to be a registered voter was removed from this provision, and it was stated that while the Board had originally envisioned the Ethics Commission acting in this role, the section as written, allowed the Board flexibility.

c. §8-21 (A), Maximum Contribution

- Summary: Council asked why the contribution thresholds could not match the State requirement. As proposed, the maximum campaign contribution per contributor for any one candidate or political committee is \$1,500. The State maximum is \$10,000. The Board of Elections revisited this item during their September meeting and while they did not feel tied to a particular dollar amount, they felt that \$10,000 was a high maximum for a City election. The Board asked the City Clerk to research what limits (if any) other local municipalities had in place.
- Status: There was no change made to the ordinance. A summary of the information obtained on local municipalities follows.

Maximum Campaign Contributions Per Contributor:	
Municipality	Maximum Amount
Hyattsville	Current – No Limit, Proposed - \$1,500
College Park	\$250
Gaithersburg	\$500
Greenbelt	No limit
Laurel	No limit
Takoma Park	No limit
Rockville	\$1,000

d. §8-21 (C), Prohibitions

- Summary: Council expressed concern regarding the prohibition for candidates or political committees to accept contributions from foreign nationals as defined in §8-1 (A) and stated that they did not want to restrict contributions from foreign nationals.
- Status: The City Attorney advised that federal law restricted the acceptance of campaign contributions from foreign nationals. There was no change made to the ordinance.

e. §8-21 (E) Separate Campaign Account

- Summary: Council provided feedback on the proposal to require candidates to establish a campaign bank account and asked for clarity on the process by which a candidate would establish such an account. Some Councilmembers expressed concern that the requirement may add an extra burden on those running for office. Council asked if the Board of Elections could provide candidate registration documentation to candidates to allow them to more easily open a campaign bank account.
- Status: No change was made to the ordinance. The City Attorney advised that he had determined that federal law required that local candidates for election open a separate campaign bank account and file for a federal identification number needed to open the account. It was stated that the Board of Elections would provide detailed instructions for

candidates on how to open accounts if contributions and expenditures exceeded \$200 and could provide documentation that an individual was a registered candidate upon request.

f. §8-23 (A), Penalties

- Summary: Council requested clarification on which body would investigate violations of Article II and raised a concern about duplicating efforts between the Board of Elections and the Ethics Commission.
- Status: A clarifying statement was added to state that the City Administrator would monitor and make recommendations to the Board of Elections and Ethics Commission regarding potential duplicative hearings.

g. §8-23 (G), Penalties

- Summary: Council suggested that language be included to allow the Board to consider mitigating circumstances or state that the candidate could be certified once any outstanding requirements from previous elections were met. There were some reservations expressed with giving discretion to the Board to not qualify a candidate for election.
- Status: At the February meeting there was a brief discussion regarding the reasons why the Board was recommending the change. Board of Supervisors of Elections Chair, Greta Mosher, said that the Board had previously had issues with individuals who did not file reports or filed late reports and the Board felt that there needed to be a provision in the ordinance to address those types of situations. Post February a sentence was added to §8-23 (G) to reference the appeals process for a decision made by the Board.

3. Article IV, Complaints

a. §8-41, Investigation of Complaints

- Summary: Council requested clarity on which body would investigate a complaint.
- Status: No change was made to the ordinance. The subsequent sections in Article IV refer to the Board of Elections as the investigating body. As stated in §8-41, the Board may request the City Administrator's assistance in an investigation.

b. §8-44, Board Hearing Generally

- Summary: Council inquired if there should be written reference to the City Attorney's presence at hearings held by the Board of Elections. A Councilmember also asked if a provision to inform the Council of any hearings held by the Board of Elections could be included.
- Status: §8-1(B)(14)(H) was changed to explicitly state that the City Attorney shall advise the Board at hearings conducted by the Board. §8-1(B)(14) was revised to state that the Board shall promptly inform the City Administrator of any hearing.

**CITY OF HYATTSVILLE
ORDINANCE 2016-03**

An Ordinance whereby the City Council An ordinance whereby the City Council updates chapter 8 of the Code to reflect changes in the charter regarding qualifications to vote and to make explicit the authority of the Board of Supervisors of Elections, to provide for a Supplemental Voting Registry, to add a list of definitions and duties so as to clarify the elections law, to specify -minimum times for the polls to be open, to change Absentee voting to Vote-by-Mail, to adjust campaign finance reporting deadlines to reflect early voting dates, to specify certain rules and regulations and limitations regarding campaign finance, and to outline a complaints procedure for elections law violations.

WHEREAS, Maryland Annotated Code, The Local Government Article, Section 5-202 grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the power to protect the health, comfort, and convenience of their citizens; and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to update the elections law to reflect early voting, non-citizen registration, voting and participation in elections, and define the powers of the Board of Supervisors of Elections.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that Chapter 8 of the Hyattsville Code is hereby amended to read as follows:

**Chapter 8
ELECTIONS
ARTICLE I**

General Election Procedures

- § 8-1. Definitions, and Powers and Duties of Board.
- § 8-2. Election Day, Advance Voting Day, **Vote-By-Mail**~~Absentee voting~~.
- § 8-4. Qualifications for Registration Officers, Clerks and Judges of Elections; oath of office and Applicability.
- § 8-8. Contests and appeals.
- § 8-9. Runoff elections.
- § 8-10. Campaign materials; authority line; penalty.
- § 8-11. Provisional voting.
- § 8-12. **Registration of Voters for City/Only Supplemental Voter Registry.**

ARTICLE II

Campaign Finance

- § 8-15 Reports Required.
- § 8-16 Deadline for filing reports.
- § 8-17 Form; Affirmation of report.
- § 8-18 Special reporting requirements.
- § 8-19 Appointment of Campaign Treasurer.
- § 8-20 Failure to appoint a treasurer or file reports.
- § 8-21 Restrictions on Campaign Contributions.
- § 8-22 Restrictions on Use of Campaign Funds.
- § 8-23 Penalties.

ARTICLE III

Vote-by Mail Absentee Ballots

- § 8-27 Application Form for **Vote-By-Mail** Absentee Ballot.
- § 8-28 Contents of Application for **Vote-By-Mail** Absentee Ballot.
- § 8-29 **Vote-By-Mail** Absentee Ballots; Review of Applications, Delivery and Maintenance of Records.
- § 8-30 Form and Contents of **Vote-By-Mail** Absentee Ballots.
- § 8-31 Instructions to voters.
- § 8-32 **Vote-By-Mail** Absentee Ballots; Procedure for Assistance.
- § 8-33 Procedure for Counting and Canvassing **Vote-By-Mail** Absentee Ballots.
- § 8-13 Penalty.

ARTICLE IV

Complaints

- § 8-40 Filing Procedure for Complaints.
- § 8-41 Investigation of Complaints.
- § 8-42 Procedure When Violation of Chapter Not Found.
- § 8-43 Procedure When Violation of Chapter is Found.
- § 8-44 Board Hearings Generally.
- § 8-45 Board Action When Violation of Chapter Not Found.
- § 8-46 Board Action When Violation of Chapter Found.

[HISTORY: Adopted by the Mayor and Council of the City of Hyattsville 12-1-69. Section 8-7C amended at time of adoption of Code; see Ch. 1, amended 02-20-07 by HO-2007-03]

General Provisions, Art. I. Other amendments noted where applicable.]

GENERAL REFERENCES

Registration, nominations and elections - See Charter, Art. IV.

Administration of government - See Ch. 4.
Code of Ethics - See Ch. 10.
Peace and good order - See Ch. 87.

ARTICLE I

General Election Procedures

§ 8-1. Definitions, and Powers and Duties of Board.

A. ~~As~~ used in this chapter, the following terms shall have the meanings indicated unless a contrary meaning is clearly intended from the context in which the term appears:

Board: Board of Ssupervisors of Elections for the Ceity.

Candidate: Individual who seeks nomination for election, or seeks election, to city office.

Contribution: A gift, in-kind, contribution, or promise of gift of money, donated to any candidate or representative or political committee.

Contributor: Any person who makes a contribution or expenditure of cash or in-kind contribution to or on behalf of a candidate or political committee.

Election: General or special elections, referenda, or other questions at any election held by the City.

Expenditure: Any transfer, disbursement or promise of money or valuable thing (in-kind contribution), by a candidate, treasurer, or other agent of such candidate, or political committee to promote or assist in the promotion of the success or defeat of a candidate or proposition submitted to a vote at any election.

Foreign National: A foreign government, foreign political party, foreign corporation, foreign association or partnership. ~~A~~ United States citizen living abroad and an immigrant with a green card shall not be considered a foreign national.

In-kind contribution: Anything of value, other than a gift or promise of money, donated to any candidate or representative, or a representative of any political committee, to promote or assist any candidate, political committee, or proposition submitted to a vote of any election.

Person: A corporation, business, other legal entity, or an individual.

Political committee or "committee": Any combination of two (2) or more persons formed in any manner, which independently collects or expends a cumulative amount of one hundred dollars (\$100.00) or more to assist in the promotion of the success or defeat of any candidate or slate of candidates for City elective office or any cause to be submitted to the voters.

Report: A report of expenditures, loans, and contributions (in-kind or cash) received by any candidate or political committee.

Surplus campaign funds: Funds left in a candidate's account after the election is certified and all campaign debts, including all loans, have been paid.

Treasurer: Any person appointed by a candidate or political committee to receive or disburse money or other things of value to promote or assist in the promotion of any candidate or proposition.

Vote-by-Mail: shall include the process whereby voters make application for and submit completed ballots by either mail or in person drop off at a location authorized by the Board.

B. Powers and Duties of the Board of Supervisors of Elections.

In addition to any power, duty, or responsibility provided in the City Charter, the Board of Supervisors of Elections shall be in charge of all City elections. The Board shall:

- (1) Issue and maintain all election records in a separate filing system provided by the City.
- (2) Provide for the nominations for elected City officers and verify the eligibility of election candidates, which includes reviewing and certifying petitions for office as outlined in this chapter, and verifying that such candidates are residents of the City.
- (3) Provide, receive, review, and certify that campaign reports from candidates are timely and complete as outlined in the Elections Code.
- (4) Coordinate City staff, with the approval of the City Administrator, to assist and support the Board in its official duties.
- (5) Provide for voting by Vote-By-Mail voting by absentee ballot and provisional ballot.
- (6) Validate the authenticity of returned Vote-By-Mail absentee ballots and completed provisional ballots.
- (7) Provide a form for the certificate of polling place challengers and watchers.
- (8) Select and train election judges to assist in the operation of the polling places ~~on~~ for City elections ~~day~~. The Board shall also oversee the operations of the polling places.
- (9) Issue the official election ballot.
- (10) Keep, maintain, administer, and update the City Supplemental Voter Registry and accept, examine, and, as appropriate, approve registration applications for the Supplemental Voter Registry.
- (11) Certify all election results.
- (12) Provide for recount of ballots.
- (13) Administer and enforce all election laws.
- (14) ~~Conduct, as necessary, Administrative reviews.~~ The Board shall investigate and/or conciliate any written complaints and shall hold hearings and make determination on any alleged violations of the elections provisions of the Charter or elections ordinance of the City Code. The Board shall promptly inform the City Administrator of any hearing. ~~The Board, when conducting an administrative review,~~ shall be granted the following powers to:
 - a. Investigate complaints filed with the Board of matters of election practices or other matters within the jurisdiction of the Board.

- b. ~~-Dismiss complaints.~~
- c. ~~-Conciliate complaints.~~
- d. ~~-Summon~~s concerned parties to hearings.
- e. ~~-Conduct hearings.~~
- f. ~~-Adopt rules and procedures for the conduct of hearings.~~
- g. ~~-Implement enforcement actions, which include cease and desist orders, and the ability to make recommendations to the City Administrator to impose civil penalties not to exceed one thousand dollars (\$1,000.00). The Board shall have the power to seek judicial enforcement of its decisions by application to courts of competent jurisdiction for injunctions, mandamus, and other appropriate judicial review when conducting an administrative review. The Board may also refer complaints to the Office of the State's Attorney for prosecution as the circumstance may warrant.~~
- h. ~~Hearings conducted by the Board shall be open to the public. Unless otherwise provided, the City Attorney shall advise the Board. Either the complaining party or the respondent may request, in writing, a closed hearing. However, unless the Board finds a compelling reason to close the hearing (and closing is allowed by State law), the request shall ordinarily be denied. The deliberations of the Board shall not be public. The Board shall have the power to summon all witnesses it deems necessary. The hearing shall be held not less than seven (7) days, unless the Board determines that emergency circumstances require an earlier hearing, and not more than thirty (30) days after service of the statement of charges and summons. The summons so issued must be signed by the chairperson of the Board or a designee and shall require the attendance of named persons and the production of relevant documents and records. Failure to comply with a summons shall constitute violation of this chapter and subject to penalty pursuant to §8-34 of this chapter. The complaining party or parties and the respondent may, at their option, appear before the Board in person or by duly authorized representative(s) and may have the assistance of an attorney. The parties may present testimony and evidence which that shall be given under oath, or by affirmation. The Board shall keep a full record of the hearing. If the hearing is public, the record shall be open to inspection by any person, and, upon request by any principal party to the proceeding, the Board shall furnish such party a copy of the hearing record, if any, at such charges as are necessary to meet costs. The Board may extend the time for any hearing and the issuance of any finding, opinion, and orders. The Board has the power to adopt rules and procedures with reference to the conduct and manner of these proceedings.~~

§ 8-2. Election Day, Advance Voting Day, Vote-By-Mail~~Absentee~~ voting. [Amended 2-9-09 by HO-2009-04]

A. Election Day for Special Elections and referenda shall ordinarily be done on a Tuesday as set by the City Council.

B. If the City Council ~~or Board of Supervisors of Elections~~ provides for an advance voting day in any referendum or Election, ~~ordinarily unless otherwise directed,~~

before Election Day shall be an advance voting day when the polls shall be open to qualified voters at the times and places specified and advertised by the Board of Supervisors of Elections. The polls shall be open for a minimum of eight (8) hours on any advance voting day **that occurs on a weekend and at least four (4) hours on advance voting days on a week-day.** ~~In no event will an advance voting date be set more than fifteen (15) days before Election Day.~~

C. Any person qualified to vote in the Election may ~~utilize~~ use a **Vote-By-Mail** absentee ballot, but only pursuant to the provisions of this Chapter.

§ 8-4. Qualifications for Registration Officers, Clerks and Judges of Elections; oath of office and Applicability. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89]

A. Registration Officers and Judges and Clerks of Elections appointed by the City Council or by the Board shall be registered voters of the City ~~and citizens of the United States~~. They shall, before entering upon their duties, take the oath required by law for all registration and election officials.

B. ~~This chapter applies to elections as defined in this chapter.~~

§ 8-8. Contests and appeals. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89]

Contests concerning voting or the validity of any ballot under this chapter shall be decided by the Board of Supervisors of Elections. No ballot shall be rejected except by the unanimous vote of the entire Board. Any candidate or absentee voter aggrieved by any decision or action of such Board shall have the right of appeal to the Circuit Court for Prince George's County, Maryland. Such appeals shall be taken by way of petition filed with the court within five (5) days from the date of the completion of the official canvass by the Board of all the votes cast at any election and shall be heard de novo and without a jury by said court as soon as possible. There shall be a further right of appeal to the Court of Appeals, provided that such appeal shall be taken within forty-eight (48) hours from the entry of the decision of the lower court complained of, and all such appeals shall be heard and decided on the original papers, including a typewritten transcript of the testimony taken in such cases, by the Court of Appeals, as soon as possible after the same have been transmitted to said court. Said original papers, including the testimony, shall be transmitted to the Court of Appeals within five (5) days from the taking of the appeal.

§ 8-9. Runoff elections. [Added 5-5-86 by HB No. 3-86]

A. If, at any election directed by the Charter, any two (2) or more candidates for the office of Mayor or Councilmember who have received the highest number of votes shall have received an equal number of votes, or the vote upon any referendum shall result in a tie, a special election shall be ordered by the Board of Election Supervisors.

B. The special election shall be held within three (3) months of the election at which the tie vote occurred, shall ~~include only for~~ those offices for which the equal number of votes was cast or referendum questions which resulted in a tie vote, and shall be conducted in the same manner as provided in the relevant sections of Article IV of the Charter.

§ 8-10. Campaign materials; authority line; penalty. [Added 2-20-2007 by HO-2007-03]

A. For the purposes of this Code, "campaign material" means any material that:

- (1) Contains text, graphics, or other images;

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(2) -Relates to a candidate, a prospective candidate, or the approval or rejection of a question; and

(3) - Is published or distributed to anyone by, at the request of, or under the authority of, a candidate.

B. Except as otherwise provided in this section, each item of campaign material shall contain, set apart from any other message, an authority line that states the name and address of the person, treasurer, or campaign manager responsible for the publication or distribution of the same.

C. The authority line need state only the name and title of the responsible person if:

(1) The name and address of the responsible person has been filed with the City Clerk; or

(2) The campaign material item is too small to include all the information specified in paragraph (B) of this section in a legible form.

D. - Any material that is published or distributed in support of or in opposition to a candidate without being directly or indirectly authorized by the candidate as provided above in Subsection (A)(3) may and ordinarily should include the following statement: - “this message has been authorized and paid for by (name of payer or any organization affiliated with the payer). - This message has not been authorized or approved by any candidate.”

E. -It shall be unlawful for any person to knowingly publish or distribute for the purpose of influencing votes any materials with a false or incorrect authority line. -Any person who violates this section shall be guilty of a misdemeanor and subject to the penalties including a five hundred dollar (\$500.00) fine and/or imprisonment for thirty (30) days.

§ 8-11.- Provisional Voting.- [Added 12-1-14 by HO 2014-09]

A. Eligibility. - An individual is eligible to cast a provisional ballot if:

(1) -The individual declares in a written affirmation under oath submitted with the provisional ballot that the individual is a registered voter in the State **or the City** and is eligible to vote in that election, and

(2)

(i) The individual’s name does not appear on the City’s election register or list of voters; or

(ii) An election official asserts the individual is not eligible to vote.

B. Application. -Before an individual casts a provisional ballot,

(1) The individual shall complete and sign the provisional ballot application prescribed by the Board of Elections **of** Supervisors, and

(2) The individual shall be given a data sheet on how the voter may obtain information on whether the vote was counted or not counted and the reasons therefore.

C. Locations and procedure.

—An eligible voter shall be issued and may cast a provisional ballot at a polling location on Election Day or at an early voting location during early voting.

D. Special envelopes.

—When voted, a provisional ballot shall either be enclosed in an envelope designated for such ballots or stored in an electronic format as specified by the Board ~~of Elections~~.

E. Penalties.

—Any person who is convicted of violation of any of the provisions of this section or of making a false statement pursuant to an application for a provisional ballot shall be guilty of a misdemeanor and subject to a fine of not more than one thousand dollars (\$1,000.00) or imprisonment for no more than six (6) months, or both.

F. Canvass of provisional ballots.

- (1) ~~The Board of Elections~~ shall adopt regulations regarding the handling and canvassing of provisional ballots.
- (2) ~~An envelope of a provisional ballot shall not be opened until the Board of Elections has approved the provisional ballot application.~~
- (3) ~~The Board of Elections may not reject a provisional ballot except by unanimous vote.~~
- (4) ~~The Board of Elections shall reject a provisional ballot if:~~
 - (i) ~~The individual is not qualified to vote in the election;~~
 - (ii) ~~The individual failed to sign the oath on the provisional ballot application;~~
 - (iii) ~~The individual cast more than one (1) ballot for the same election; or~~
 - (iv) ~~The provisional ballot is marked by an identifying mark that is clearly evident and can be used to identify the ballot.~~
- (5) ~~The Board of Elections shall establish a system that any individual who casts a provisional ballot may access whether the ballot was counted.~~

§ 8-12.- Registration of Voters for City Only Supplemental Voter Registry.

A. Pursuant to the City Charter, the Board shall maintain a supplemental voter registry of those voters who are not registered to vote under the State Universal Registration Act. ~~Any such voter qualified under C4-1, who is at least 16 years of age, has the City of Hyattsville as the applicant's primary residence, has resided within the corporate limits of the City for thirty (30) days, does not claim the right to vote elsewhere in the United States and has not been found by a Court to be unable to communicate a desire to vote, is eligible to register for the City Supplemental Voter Registry.~~

B. Procedures. Any person qualified to register to vote shall complete a City Registration Application, which shall be under oath and signed by the applicant. The applicant shall submit to the Board documentary proof acceptable to the Board that the applicant meets the above qualifications to be on the City Supplemental Voter Registry. ~~Upon approval of the documentation, the Board shall register the applicant on the City Supplemental Registry.~~

C. Required identification and proof of residence. The following documents shall be considered acceptable to establish the qualifications for registration:

(1) Current photo identification or an identification card issued by a federal, state, or local government entity of the United States or any foreign country or school provided the identification document contains a photograph ~~and~~ or identifying information such as name, date of birth, gender, height, or eye color. Examples of acceptable documentation include a United States or foreign passport, visa, alien registration card, driver's license, Motor Vehicle Administration identification card, military identification, or school ID with photo.

(2) Documents that establish current residency, if not already established by the documents above. Examples include a copy of a deed, house or apartment lease, utility bill, paycheck, bank statement, school record, or other official or government document that shows name current address in the City.

(3) If the applicant is unable to provide the ~~acceptable~~**required** identification and proof of residence as recited above, it shall be acceptable proof if the applicant submits an affidavit on a form provided by the City Clerk attesting to the qualifications. The affidavit shall contain the following information:

- (i) the applicant's name and residence address including street and number;
- (ii) a statement that the applicant meets the registration requirements of the City Charter to be a qualified voter in the City;
- (iii) that the address on the application is the applicant's ~~his or her~~ primary residence;
- (iv) the applicant has lived in the City of Hyattsville for at least thirty (30) days; and
- (v) the applicant does not claim the right to vote elsewhere in the United States.

The affidavit shall be executed under the penalties of perjury.

ARTICLE II

Campaign Finance

[Added 4-9-07 by HO-2007-07]

§ 8-15. Reports required. -[Amended 12-1-14 by HO 2014-10]

A. -Each candidate for the Office of Council or Mayor and the candidate's designated campaign treasurer shall file with the City Clerk reports as specified below ~~which that~~ shall list individually each and every contribution and expenditure **as defined in this chapter** in furtherance of the candidate's nomination and election. -The reports shall also include a total amount of all contributions.

B. - Any political committee making expenditures in excess of one hundred dollars (\$100.00) to assist in the promotion of the success or defeat of any candidate or slate of candidates for elective office or to advocate a position on any cause to be submitted to the voters, shall file reports in accordance with this Article.

C. - Unless otherwise provided, any report shall include contributions received or expenditures made by the candidate or, made by any other person with the knowledge of the candidate or the candidate's treasurer. - Reportable contributions and expenditures shall include cash, campaign signs, brochures, postage, advertisements, professional services (i.e., the entity or person is or

has been compensated for similar services regularly on a full or part-time basis outside of the campaign), and any other material used for the campaign.

D. -All reports filed shall be available for examination by any member of the public during normal office hours of the City Clerk.

E. -**All candidates/committees shall file their campaign finance reports as herein provided as well as with the State Board of Elections.**

F.- In this Article II the term “candidate” shall include any individual who has not registered as a candidate, but is actively running for elected office in a City election, or any individual who shall be declared as elected by the Board of Supervisors of Elections.- **The Board shall determine the applicant’s campaign finance report(s) to be filed by such a “candidate.”**

§ 8-16.- Deadline for filing reports; Review by Board.

A. -**When there is no advance voting day, the following deadlines for campaign reports shall apply:**

1. **Initial Report** - An initial report shall be filed on the 15th day preceding the election day **and shall include** all reportable contributions and expenditures made since the last preceding election.

2. **Second Report** - A second report shall be filed on the 7th day preceding the election day and shall include reportable contributions and expenditures made since the last preceding election.

3.- **Third Report** - A third report shall be filed on the 7th day following the election day and shall include all reportable contributions and expenditures made since the last preceding election.

B. -**When there are advance voting days, the following deadlines for campaign reports shall apply:**

1.- **Initial Report** - An initial report shall be filed on the 5th day preceding the first advance voting day and shall include reportable contributions and expenditures made since the last preceding election.

2. **Second Report** - A second report shall be filed on the 7th day preceding the election day and shall include reportable contributions and expenditures made since the last preceding election.

3. -**Third Report** - A third report shall be filed on the 7th day following the election and shall include reportable contributions and expenditures made since the last preceding election.

C. -**Further Reports** - if a final report reflects a cash balance, unpaid bill(s), or a deficit greater than five hundred dollars (\$500.00), an annual report shall be filed on or before December 31 of each year, until the cash balance, unpaid bill(s), or deficit is eliminated and a report reflecting such is filed with the City Clerk’s Office. Each report filed shall include all contributions and expenditures made or received since the previous report.

D.- Reports must be filed **at the office of the City Clerk** by 5:00 p.m. of the day they are due.

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E. ~~The Board shall appoint an individual or individuals with some expertise in reading financial statements to promptly review all reports filed, which. This person(s) shall notify the Board of any irregularities, discrepancies, or errors; recommend action to the Board; and attempt to assist the persons reporting to correct any deficiencies.~~

§ 8-17.- Form; affirmation of report.

A. ~~The reports shall be made on forms or in a format provided by the City Clerk and approved by the City Attorney. The reports shall be subscribed and sworn to (or affirmed) by the candidate and by the candidate's treasurer and shall include the receipts for all expenditures, dates, amounts, and information to identify each contributor and recipient of funds.~~

B.- Each report shall include any balance remaining from the last reporting period (including prior elections), as well as all contributions received and expenditures made from the day of the filing of the last report (if any) through the day preceding the filing of the report.

§ 8-18.- Special reporting requirements.

A. **Family contributions** - a report need not identify separately the campaign contributions made by the candidate or the candidate's spouse or domestic partner but may aggregate such under one line or total.

B. In a case where the total contributions for the campaign (excluding contributions by the candidate, or the candidate's spouse/domestic partner) are less than fifteen hundred (\$1,500.00) dollars for a Councilmember candidate or five thousand (\$5,000.00) dollars for ~~M~~mayoral candidate, the candidate may file an abbreviated report that attests under oath that the contribution limits outlined herein were not exceeded, and states the total contributions, the contributions outlined in subsection (a) above, and the contributions outlined in section 8-15. **Nothing in this section 8-18 waives the requirements of reporting all expenses.**

§ 8-19. Appointment of Treasurer.

A. ~~Each candidate or political shall appoint one treasurer and shall file the name and address of the treasurer, together with the treasurer's acceptance of the appointment in writing, on a form provided by, and returned to, the City Clerk, no less than thirty (30) days prior to before the election.~~ **In the event of the resignation of an appointed treasurer, the candidate or committee must immediately inform the Board and shall within seventy-two (72) hours appoint a new treasurer and so inform the Board in writing.**

B. ~~A candidate or member of the political committee may serve as the treasurer so long as the candidate or committee has not received and does not intend to receive a total of reportable contributions more than fifteen hundred dollars (\$1,500.00) excluding contributions to a candidate's campaign if made by a candidate or the candidate's spouse.~~

C. ~~In the event the contributions exceed the amount in subsection (b) immediately above, the candidate or committee must report such to the eCity Clerk, and appoint a treasurer and file the appropriate form within two (2) days.~~

§ 8-20. Failure to appoint a treasurer or file reports.

A. The Board ~~of Election Supervisors~~ or the Clerk shall promptly send a written notice to any candidate **or committee** who fails to appoint a treasurer or to file timely campaign finance reports.- Such notice shall be posted on the City's website and on the City's bulletin board.

B. -The Board ~~of Election supervisors~~ is responsible for ensuring that all forms and campaign finance reports are in substantial compliance with this chapter. If the Board identifies a reporting inaccuracy or deficiency, ~~they-it~~ shall notify the candidate and candidate's treasurer in writing. A corrected report shall be filed within seven (7) days of such notice, unless the Board waives such inaccuracy or deficiency for good cause, with or without a hearing.

C. -Failure to file a corrected report within seven (7) days after a notice from the Board or the ~~City~~ Clerk is sent shall render the report overdue.

§ 8-21.- Restrictions on Campaign Contributions.

A. **Maximum contribution.** -The maximum contribution per contributor for any one candidate or committee shall be no more than fifteen hundred dollars (\$1,500.00) for any City election. -No candidate or political committee may accept money from any contributor if the contributor has previously contributed fifteen hundred dollars (\$1,500.00) to the election or issue.

B.- **Maximum contribution.**- No candidate or political committee or any person acting on behalf of a candidate or political committee may accept a contribution in excess of fifteen hundred dollars (\$1,500.00) from any one person (or entity) in any election.

C. -**Prohibitions.**- No candidate or political committee shall accept any contribution from a(n) (1) anonymous contributor or (2) foreign national.- Any such contribution shall be promptly paid over to the City to be used for any public purpose.

D. -**Candidate and spouse contributions.**- The contributions of a candidate or the candidate's spouse to the candidate's own campaign shall not be subject to the limitations of this Section 8-21, but monetary contributions must pass through the candidate's campaign account and be reported.

E. -**Separate campaign account.**- When the contributions received by a candidate or political committee exceed a total of two hundred dollars (\$200.00), all funds must be deposited in a campaign account opened with a financial institution and such funds must not be commingled with any other funds or accounts.

F. -**Loans for a campaign.**

(1) A loan to a candidate is considered a contribution unless: (a) the loan is from a financial institution or other entity in the business of making loans or (b) the loan is to the candidate and repayment is personally guaranteed by the candidate and is due within one year of the date of the loan.

(2) A loan by the candidate or spouse is exempt from the requirements of this subsection.

(3) The total amount of all loans to a candidate or committee for any election shall not exceed five thousand dollars (\$5,000.00).- Amounts spent by candidate of their own money shall not be limited by this subsection.

§ 8-22.- Restrictions on Use of Campaign Funds.

A. ~~No cash withdrawals shall be allowed.~~

B. ~~Campaign funds shall not be used to pay a fine for a violation of this Chapter.~~

C. ~~No person other than a candidate, treasurer, political committee, or other agent with specific written authorization by the candidate or political committee, shall make an expenditure from the campaign account.~~

D. ~~Disposition of surplus funds.~~ After an election, a candidate or political committee may retain surplus funds or surplus funds may be disposed of as follows:

(1) Returned, pro rata, to the contributors by the treasurer; or

(2) Paid to a charitable organization registered pursuant to Article 41, Section 103B, of the Annotated Code of Maryland, as amended, or to a charitable organization exempt from such registration pursuant to Article 41, Section 103 of the Annotated Code of Maryland, as amended; or

(3) Paid to a local board of education or to a recognized nonprofit organization providing services or funds for the benefit of pupils or teachers; or

(4) Paid to any public or private institution of higher education in the state for scholarship or loan purposes.

§ 8-23. Penalties. ~~[Amended 12-1-14 by HO 2014-10]~~

A. ~~The City Ethics Commission shall have non-exclusive jurisdiction to investigate and decide any violations of this Article II.~~ **The City Administrator shall monitor and make appropriate recommendations to the Board and the Ethics Commission in the event of duplicative hearings.**

B. ~~The penalties recited in this section are cumulative so that the imposition of one or more of the penalties does not preclude the imposition of any other penalty outlined in this section.~~

C. ~~A candidate shall not be seated and sworn as an elected official and shall not receive a salary until all reports required by this chapter are filed in compliance with the requirements of this Chapter as well as all reports required by the City's Ethics Ordinance.~~

D. ~~In addition to any other penalty or sanctions the City Council may, after notice and/or hearing, impose such censure or penalty on the person elected who has violated this Article that the Council deems reasonable and appropriate including a refusal to seat the individual, removal from office, and a declaration that the seat is vacant.~~

E. ~~It shall be a misdemeanor for any person, including a treasurer or candidate for public office, to willfully violate or cause or allow a violation of this Article II.~~ Upon conviction, a fine of up to one thousand dollars (\$1,000.00) may be imposed by the Court.

F. ~~The Board may impose a fine of two hundred (\$200.00) dollars on any unsuccessful candidate and the candidate's treasurer if the final report as described in section 8-14 above is more than seven (7) days late.~~ ~~The Board shall have the power to waive or reduce the penalty for good cause with or without a hearing.~~

G. ~~The Board may at its discretion choose not to qualify as a candidate any individual who in any previous campaign as a candidate has not filed all required reports.~~ **The Board shall not qualify as a candidate anyone who has consistently failed to observe any required**

procedures regarding election in previous campaigns.- The Board shall have discretion to consider any mitigating circumstances in any ruling on a candidacy.- Appeals to Board action shall be available pursuant to C-4-7 of the Charter.

ARTICLE III

Vote-by-Mail Absentee Ballots

§ 8-27. Application Form for Vote-by-Mail Absentee Ballot. [Added 5-3-76; Amended 12-19-83 by HB No. 15-83; 2-6-89 by HB No. 1-89, Amended 2-20-07 by HO-2007-03]

A. Printed forms of applications for **Vote-by-Mail** absentee ballots in accordance with the requirements of this chapter shall be provided by the Board and shall be available to any qualified voter.

B. The Board of Supervisors of Elections shall prescribe the forms of application for candidacy, **Vote-by-Mail** absentee registration and ballot, application for **Vote-By-Mail** absentee ballot by a registered voter, and related affidavits and statements for consideration by the Mayor and City Council as the Board deems necessary.

§ 8-28. Contents of Application for Vote-by-Mail Absentee Ballot. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89; Amended 2-20-07 by HO-2007-03; Amended 2-9-09 by HO-2009-04]

A qualified voter desiring to vote at any election as an **Vote-by-Mail** absentee voter shall make an application, in writing, to the Board for an **Vote-By-Mail** absentee ballot. -The application shall contain an affidavit, which need not be under oath but which shall set forth the following information under penalty of perjury:

A. The voter's name and residence address, including the street and number.

B. That the person is a qualified voter at the residence address given.

C. If the person voted at the preceding election, the residence address from which he or she voted.

D. The address to which the ballot is to be mailed, if different from the resident address.

§ 8-29. Vote-by-Mail Absentee Ballots: Review of Applications, Delivery and Maintenance of Records. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89, Amended 2-20-07 by HO-2007-03; Amended 2-9-09 by HO-2009-04]

A. Rejection of application. Upon receipt of an application containing the affidavit, the Board shall reject the application only upon the unanimous vote of the entire Board and, when rejected, shall notify the applicant of the reason therefor, if it determines, upon inquiry, that the applicant is not legally qualified to vote in the election.

B. Delivery of ballot.- If the applicant is a qualified voter as stated in ~~the~~his/her affidavit, the Board shall, as soon as practical thereafter, deliver to ~~the applicant~~him/her at the office of the Board or mail to ~~the applicant~~him/her at an address designated by ~~the applicant~~him/her as **Vote-by-Mail** absentee voter's ballot.- If the applicant is one with respect to whom free postage privileges are provided for by any other federal law, rule, or regulation, the Board shall take full advantage of these privileges. -In all other instances, postage for transmitting ballot material to voters shall be paid by the voters. If the ballots are to be sent by mail, the determination required in Subsection A of this section shall be made in such time as will allow the sending and return

of the ballots by regular mail, depending on the mailing address, and including at least one (1) day for marking the ballots and completing the affidavit.

C. Record of applications received and ballots delivered.

(1) The Board shall keep a record of applications for **Vote-By-Mail** ~~absentee voters~~² ballots as they are received; showing the date received and the names and residence of the applicants, and such record shall be available for examination by any registered voter.

(2) After approval of an application for an **Vote-by-Mail** ~~absentee~~ ballot and the mailing/delivery to the applicant of an **Vote-by-Mail** ~~absentee~~ ballot, ~~then the~~ **approved applicant's** ~~voters~~ record card in the precinct binder shall be removed and placed in a separate binder marked "registered **Vote-by-Mail** ~~absentee~~ voters" and retained in the office of the Board. A marker shall be placed in the regular precinct binder with the voter's name and shall record the fact that an **Vote-by-Mail** ~~absentee~~ ballot has been mailed, which shall show the date on which the ballot was sent. ~~No such voter shall vote or be allowed to vote in person at any polling place.~~

D. One (1) ballot per applicant. ~~Not more than one (1) Vote-By-Mail~~ ~~absentee~~ ballot shall be mailed to any one (1) applicant unless the Board has reasonable grounds to believe that the **Vote-By-Mail** ~~absentee~~ ballot previously mailed has been lost, destroyed, or spoiled.

§ 8-30. Form and Contents of Absentee Ballots. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89]

A. Printing of ballots for **Vote-By-Mail** ~~absentee~~ voters, envelopes, and instructions. In sufficient time ~~prior to~~ **before** any election, the Board shall have printed an adequate number of ~~absentee~~ ballots, the three (3) kinds of envelopes described in this section, and the instructions to **Vote-By-Mail** ~~absentee~~ voters as set out in ~~§ 8-9 of~~ this chapter.

B. **Vote-By-Mail** ~~Absentee~~ ballots, ~~in at~~ the discretion of the Board, will be in the form of paper ballots. The form and arrangement of all ~~such~~ ~~absentee~~ ballots shall be as prescribed by the Board of Supervisors of Elections.

C. Format and printing of ballots. The ballots shall contain the words "**Vote-By-Mail** ~~absentee~~ ballot" printed in large letters in a clear space at the top of each paper ballot. Underneath these words shall be printed the following warning: "Mark ballot by placing X in proper blank after each candidate or question. Do not erase or make identifying mark." The designation of the election ward shall be left blank on paper ballots on the back and outside of said ballots, and such designation shall be filled in by the Board before being sent to any registered ~~absentee~~ voter. All candidates shall be listed by office and alphabetically within the office. Referendum questions shall follow the listing of candidates for all offices.

D. Envelopes. The Board of Supervisors of Elections shall prescribe the size, form, and printed content of the **Vote-By-Mail** ~~absentee~~ ballot material envelopes, providing for a covering envelope, a ballot envelope, and a return envelope.

§ 8-31. Instructions to voters. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89; Amended 2-9-09 by HO-2009-04]

Printed Instructions. ~~The printed instructions for the casting of Vote-By-Mail~~ ~~absentee~~ ballots shall be prescribed by the Board of Supervisors of Elections, and it shall prescribe instructions for paper ballots.

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Restrictions regarding Ballots.- No completed ballot shall be handled, or delivered by a candidate or an individual volunteering or working for a candidate except for ~~their/his/her~~ own ballot or that of ~~their/his/her~~ immediate family member or a member of ~~their/his/her~~ household.

Delivery.- Completed ballots during voting hours may be hand-delivered to the City Clerk's ~~Office~~ during normal business hours or to the ~~Board~~ Board of Supervisors of Elections during voting hours at the voting places on any ~~Election Day~~ Election Day or advance of ~~Election Day~~ Election Day, or at a place and time designated by the Board of Supervisors of Elections for receiving such.

§ 8-32. Vote-by-Mail Absentee Ballots; Procedure for Assistance. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89, Amended 2-20-07 by HO-2007-03; Amended 2-9-09 by HO-2009-04]

A. Application procedure for voting. Any qualified voter shall make application for an ~~an~~ **Vote-by-Mail** ~~absentee~~ ballot as provided in this chapter. The completed application shall be filed in the office of the Board of Supervisors of Elections ~~not~~ later than 10:00 a.m. on the last day the City offices are open for regular business ~~prior to~~ ~~Election Day~~ before election Day.- No completed application shall be handled, or delivered by a candidate or an individual volunteering or working for a candidate except for ~~their/his/her~~ own application or that of ~~their/his/her~~ immediate family member or a member of ~~their/his/her~~ household. Upon receipt of a completed application, the Board shall mail or provide to the voter entitled thereto an ~~an~~ **Vote-By-Mail** ~~absentee~~ ballot.

B. Assistance in marking ballot. Any otherwise qualified voter who is blind, physically challenged or impaired and is for one (1) of these reasons unable to mark ~~their/his/her~~ ~~absentee~~ ballot and sign the required oath may be assisted in voting by any person selected by the voter. Any person rendering assistance pursuant to this subsection must execute the certification of the oath of person assisting **Vote-By-Mail** ~~absentee~~ voter form.

§ 8-33. Procedure for Counting and Canvassing Vote-By-Mail Absentee Ballots. [Added 5-3-76; Amended 2-6-89 by HB No. 1-89; Amended 2-9-09 by HO-2009-04]

A. Opening or unfolding ballots.- The Board shall not open or unfold any **Vote-By-Mail** ~~absentee~~ ballot at any time ~~prior to~~ ~~before~~ the closing of the polls and the beginning of the canvass of the ~~absentee~~ ballots.

B. Procedure generally. No ~~absentee~~ ballot shall be counted if it is received by the Board of Supervisors of Elections after the closing of the polls on ~~Election Day~~ Election Day.- Immediately following the canvass of the votes cast at the regular voting places in the City on ~~Election Day~~ Election Day, the Board shall meet at the usual office of the Board and shall proceed to count, certify, and canvass the **Vote-By-Mail** ~~absentee~~ ballots contained in the ballot envelopes received ~~by it prior to~~ ~~before~~ the closing of the polls on ~~Election Day~~ Election Day.-No ballot shall be rejected by the Board except by the unanimous vote of the entire Board. This canvass shall be conducted by ward in accordance with the applicable provisions of § C4-11 of the City of Hyattsville Charter. ~~-All~~ **Vote-By-Mail** ~~absentee~~ voters' applications, certifications, ballot envelopes, and ballots shall be kept separate and apart from ballots cast at the regular voting places and retained for six (6) months after the date of ~~the~~ election at which they were cast, unless prior to that time the Board shall be ordered by a Court of competent jurisdiction to keep the same for any longer period.

C. Ballot voted for person who has ceased to be a candidate.- Any **Vote-By-Mail** ~~absentee~~ ballot voted for a person who has ceased to be a candidate shall not be counted for such candidate, but such vote shall not invalidate the remainder of such ballot.

D. Death of voter before ~~E~~^Clection ~~D~~^Day.- Whenever any Board shall determine from proof of investigation that any person who has marked and transmitted or deposited in person with the Board an **Vote-By-Mail**~~absentee~~ ballot, whether under act of Congress or the provisions of this chapter, has died before election day, said Board shall not count the ballot of said deceased voter, but it shall be preserved by the Board for six (6) months and may then be destroyed. -If, at or ~~prior to~~^{before} the time of such counting and canvassing, the Board shall not have determined that the ~~absentee~~ resident who marked a ballot had died before election day, said ballot shall be counted, and the fact that said **Vote-By-Mail**~~absentee~~ resident may later be shown to have been actually dead on election day shall not invalidate said ballot or said election.

E. Placement of ballots in **Vote-By-Mail**~~absentee~~ ballot box and entry in registry; more than one (1) ballot in envelope; marking ballots. If the Board determines that the provisions for filling out and signing the oath on the outside of the ballot envelope have been substantially complied with and that the person signing the voter's oath is entitled to vote under this chapter in any ward of the City, as the case may be, and has not already voted therein on election day, it shall open the ballot envelope and remove the ballot ~~the~~ therefrom and place it in an **Vote-By-Mail**~~absentee~~ ballot box. When any ballot envelope is opened, the Board shall enter in the appropriate register the fact that the voter whose name appears thereon has voted, using the initials "**VBMAB**" to indicate the vote has been by a **Vote-By-Mail**~~absentee~~ ballot. If there is more than one (1) ballot in the ballot envelope, all shall be rejected. **Vote-By-Mail**~~absentee~~ ballots may be marked by any kind of pencil or ink.

F. More than one (1) ballot received from the same person.- If the Board receives from the same person ~~prior to~~^{before} the closing of the polls on ~~E~~^Clection ~~D~~^Day more than one (1) **Vote-By-Mail**~~absentee~~ ballot, it shall count, certify, and canvass only the **Vote-By-Mail**~~absentee~~ ballot with the earliest date, or, if both are undated or dated the same, none of the ballots received from such person shall be counted.

§ 8-34.- Penalty. [Added 2-20-07 by HO-2007-03]

Anyone who willfully signs any ~~false~~ application, **affidavit**, or oath **containing false information** or who willfully does any act contrary to the terms and provisions of this chapter with ~~the~~ intent to cast an illegal vote or to aid another in doing so or who willfully violates any of the provisions of this ~~C~~^Chapter or who applies for a ballot under any other name than ~~their~~^{his/her} own name shall be guilty of a misdemeanor and, upon conviction, be subject to a fine of not more than five hundred dollars (\$500.00) or to imprisonment of not more than ninety (90) days, or to both, at the discretion of the Court.

ARTICLE IV

Complaints

§ 8-40.- Filing Procedure for Complaints.

Any person who is a qualified voter of the City and believes that a violation of this chapter or a provision of the City Charter has occurred, may file a written complaint with the Board of Supervisors of Elections. The complaint shall include all particulars of the allegation, and must be signed by the complaining party. -Such complaint must be filed with the Board within thirty (30) days of the date of the alleged violation.

§ 8-41. -Investigation of Complaints.

After the filing of any complaint, the Board of Supervisors of Elections shall make such investigation as deemed appropriate to ascertain whether there are reasonable grounds to believe the allegation is true.- The Board may request the City Administrator's assistance in this investigation.

§ 8-42. -Procedure When Violation of Chapter Not Found.

If the Board of Supervisors of Elections, in investigating a complaint, determines there are no reasonable grounds to believe that a violation of this chapter has occurred, the Board shall issue a written order dismissing the complaint.

§ 8-43.- Procedure When Violation of Chapter is Found.

If the Board of Supervisors of Elections, in investigating a complaint, determines there are reasonable grounds to believe that a violation of this chapter has occurred, the Board or its designee shall attempt to conciliate the matter by methods of initial conference and persuasion with all interested parties and such representative as the parties may choose to assist them. -If a complaint is conciliated, the terms of the conciliation agreed to by the parties may be reduced to writing and incorporated into a consent agreement as needed.

§ 8-44. -Board Hearings Generally.

If there are reasonable grounds to believe a violation of law has occurred and the case has not been conciliated, the Board shall serve upon the person against whom the complaint has been filed (designated as the "respondent") a summons and statement of charges shall be served upon all interested parties along with a notice of the time and place of the hearing. The respondent or an authorized representative may file such statements with the Board ~~prior to before~~ the hearing date as deemed necessary in support of respondent's position.

§ 8-45. -Board Action When Violation of Chapter Not Found.

If, at the conclusion of a hearing, the Board determines, upon the preponderance of the evidence of record, that the respondent has not violated this chapter or any applicable election law, the Board shall state and publish its findings and issue an order dismissing the complaint.

§ 8-46.- Board Action When Violation of Chapter Found.

If, at the conclusion of a hearing, the Board determines, upon the preponderance of the evidence of the record, that the respondent has violated this chapter or any applicable election law, the Board shall state and publish its findings and issue an order. Such order shall require the respondent to cease and desist from such unlawful conduct, impose such conditions, mandates or prohibitions on any violator as the Board determines to be appropriate and may require the respondent to take corrective action. In addition, the Board may recommend to the City Administrator the imposition of civil penalties not to exceed one thousand dollars (\$1,000.00) as defined in this chapter.

Any order of the Board may be appealed to the Circuit Court of Prince George's County, Maryland within fourteen (14) days of issuance. Failure to comply with an order of the Board shall constitute a violation of this chapter subject to the penalties outlined herein.

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

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

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

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2016.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2016.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

{ } indicate deletions

/BOLD indicates additions

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



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Budget

Agenda Section: Discussion Items (8:50 p.m. – 10:20 p.m.)

SUBJECT

FY17 Budget Amendment: Full-Time Temporary Elections Coordinator

Motion #

Discussion, Scheduled for Action on 12/19/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The Mayor and Council are considering significant changes to the City's Election Policies & Procedures. The staff presented the need for additional part-time support (Elections Coordinator) to implement and oversee the proposed/projected changes. The Elections Coordinator will be hired as a Full-Time Temporary position NTE \$26,000. Hiring the Coordinator as a Full-Time Temporary position precludes the 19 hours per week limitation imposed on part-time employees and allows flexibility of employee hours during the peak elections season. The Elections Coordinator will work with the Board of Supervisors of Elections and for the City Clerk to provide administrative elections support for the May 2017 City Election. The term of the employment is anticipated to be January - June 2017. The personnel manual allows the Council to authorize a Full Time Temporary position for up to a period of 1 year.

Duties for the Elections Coordinator include the following:

- Coordinate and support the activities of the Board of Supervisors of Elections & Clerk's office for the planning, administration and organization of the May 2017 municipal election.
- Prepare election documents including City-only voter registration applications, candidate packages, financial report forms and judges manuals.
- Coordinate election day procedures under the supervision and guidance of the Board and City Clerk.
- Develop and manage City-only Voter Registration Record Database, Vote-by-Mail Record database and related voter registration forms.
- Process City-only voter registration applications.
- Assist with coordination and execution of Voter Registration Events and Public Information Sessions for the 2017 Ballot Referendum.
- Facilitate the evaluation of 2017 campaign finance reports in accordance with City Code Chapter 8
- Coordinate with Prince George's County Board of Elections and the City's election vendor
- Assist with Election Judge hiring and training for the May election
- Other administrative duties as assigned

Next Steps:

A motion to approve the budget amendment is scheduled for Council action on 12/19/2016. Upon approval, City staff will proceed with filling the position with an anticipated start date of January 1, 2017.

Fiscal Impact:

Not to Exceed \$26,000 for salary and equipment

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations.

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Discussion Items (8:50 p.m. – 10:20 p.m.)

SUBJECT

Prince George's County Zoning Variance Request V-97-16 - 4302 Jefferson Street, Hyattsville (10 minutes)

Motion

Discussion, Scheduled for Action on 12/19/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[City of Hyattsville Zoning Variance Policy Statement and Variance Process 10 3 11.pdf](#)

[4302 Jefferson St GIS Map.pdf](#)

[V-97-16 - 4302 Jefferson Street.pdf](#)

[Memo_-_V-97-16_4302_Jefferson_Street.docx](#)

Summary Background:

The City of Hyattsville has received a Prince George's County Board of Zoning Appeals Variance request submitted by Barbara Tusch, owner of the subject property at 4302 Jefferson Street, Hyattsville.

The homeowner, Barbara Tusch, has applied for a zoning variance with the County to construct a driveway located at 4302 Jefferson Street Hyattsville, MD 20781. The proposed driveway would stretch from the public right of way to newly constructed two car garage at the rear of the property and will require variances of 420 square feet net lot area and 20.2% net lot coverage.

Next Steps:

The Prince George's County Board of Appeals is awaiting the City's comments regarding this variance requests, therefore we are recommending the City approve a letter of support w/conditions for the applicant as soon as possible. Staff will request that the Prince George's County Board of Appeals hold the record open and delay a decision until it receives notice from the City of Hyattsville.

Fiscal Impact:

N/A

City Administrator Comments:

TBD

Community Engagement:

N/A

Strategic Goals:

Goal 3: Promote a Safe and Vibrant Community

Action 3.3 – Provide effective, responsive, data-driven public safety and property standard services

Legal Review Required?

Staff has reviewed the proposed variance request and Staff recommended conditions with the City Attorney for legal compliance.



Memo

To: Mayor and Council
From: Jim Chandler, Director of Community & Economic Development, Assistant City Administrator
Via: Chris Giunta, Code & Parking Compliance Manager
CC: Tracey Nicholson, City Administrator
Date: November 30, 2016
Re: Prince George's County Zoning Variance Request V-97-16 - 4302 Jefferson Street, Hyattsville

Summary Background

The purpose of this memorandum is to provide the City Council, City Administrator and the Director of Community & Economic Development with an overview of the Zoning Variance request V-97-16 submitted by Barbara Tusch, owner of the property at 4302 Jefferson Street, Hyattsville.

The homeowner, Barbara Tusch, has applied for a zoning variance with the County to construct a driveway on her residence at 4302 Jefferson Street Hyattsville, MD 20781. The proposed driveway would stretch from the public right of way to the newly constructed two car garage at the rear of the property and will require variances of 420 square feet net lot area and 20.2% net lot coverage.

The homeowner has addressed minimum requirements of the City's Variance Policy, (see attached) and has agreed to recommended conditions for use a "non-impervious surface" for the proposed driveway (although the exact type of material is not specified). It is Staff's assessment that the homeowner's construction of the two-car garage, replacing a previously existing one-car garage, triggered the need for a variance. Had the homeowner replaced the previous garage in-kind, utilizing the same footprint and then requested a permit for a non-impervious driveway, the variance request

would have had a lesser impact. As it stands today, the homeowner is responsible for the implied hardship should the City decide to oppose this variance request. The subject lot is exceedingly small, and in fact would not be a buildable lot by today's standards. By replacing the existing small garage with a much larger two car garage, the homeowner has created a lot coverage issue that now requires a variance in order to complete the driveway.

The City of Hyattsville's Impervious Surface ordinance, 68-8, states that the impervious surface area of the front yard of residential properties may not exceed 25%. The proposed driveway will not exceed the City's front yard 25% lot coverage cap, however the driveway and accessory structure (garage) together will exceed the County's total lot coverage cap by 20.2% which is a substantial overage; a percentage that has not been supported by the City of Hyattsville.

Recommendation:

Staff cannot recommend support for the variance as requested, and recommends the following conditions for consideration by the Mayor and Council:

1. The City of Hyattsville support Prince George's County Zoning Variance request V-97-16 with the condition that the homeowner utilize "green" building materials, such as permeable pavers, that will be submitted for the City's review and approval, prior to construction of the driveway or consider "runners" with grass in between in addition to a reduction of the footprint of the two-car down to a one car garage. Staff has provided a reference case to support this condition. Please see the attached former cases, V-34 and V-35-15 that dealt with similar issues, one in which the City supported the variance if the homeowner used "green" building materials for a driveway and the other where the City supported the variance if the homeowners removed an accessory structure to lessen the net lot coverage.

The Office of Code Compliance recommends support of the variance if the conditions outlined above are met.

The Prince George's County Board of Appeals is awaiting the City's comments regarding this variance requests, therefore we are recommending the City approve a letter of support for the applicant as soon as possible. Staff will request that the Prince George's County Board of Appeals hold the record open and delay a decision until it receives notice from the City of Hyattsville.

City of Hyattsville Zoning Variance Policy Statement and Variance Process –

The Mayor and Council adopted the following City of Hyattsville Policy and Process for Zoning Variance Requests: City of Hyattsville Zoning Variance Policy Statement:

The City of Hyattsville affirms the role of the Prince George's County Planning Board zoning authority and "the purposes, intent, standards and design criteria set forth in the Zoning Ordinance and appropriate County policies."

The City of Hyattsville affirms the current zoning policy within the City limits and as a matter of policy does not support zoning variances as a normal business practice.

The City's support of a zoning variance ordinarily be granted only after the Mayor and City Council acknowledge that the granting of a variance:

1. remedies a unique situation that zoning did not anticipate;
2. remedies that which creates a significant hardship on the property-owner that can be documented and clearly demonstrated;
3. will result in benefits to the residents and improve the quality of the environment of the City.

Citizens requesting such support shall submit:

1. current plat of site with all existing conditions;
2. photos of all existing site conditions;
3. scale plans and elevations of existing conditions and proposed changes
4. narrative description of the proposed changes, specifics of the zoning variance requirements and an explanation of how the zoning variance request responds to:
 - a. a unique situation that zoning did not anticipate;
 - b. a significant hardship on the property owner
 - c. benefits to the residents and improve the environment of the City

The City shall as a matter of policy provide letters of support for residents to document a "non conforming lot" as part of the normal permitting process for projects complying with all other aspects of zoning regulations, unless the matter at hand is the certification of a non-conforming use on a non-conforming lot. The standard for the support of the certification of a non-conforming use on a non-conforming lot would revert to the instant aforementioned requirements for City support of a zoning variance.

The City will not support variance requests for additional lot coverage when the intention of the request is to add off-street parking on the lot, except in extraordinary circumstances

City of Hyattsville Zoning Variance Process

Requests for zoning variances shall be processed by the Office of Code Enforcement and reviewed by the staff for technical issues. The Office of Code Enforcement shall determine if the request complies with all of the requirements of City of Hyattsville Zoning Variance Policy or to document a "non conforming lot". The Supervisor shall then issue a report for the City Administrator citing one of the following "Actions":

- A. The request for the City's support of the zoning variance does not comply with City's policy, Do Not Recommend Approval
- B. The request for the City's support of the zoning variance does comply with City's policy, Recommend Approval - Zoning Variance
- C. The request for the City's support of the zoning variance does comply with City's policy for "non conforming lots", Recommend Approval - Non Conforming Lot

The City Administrator shall review the Office of Code Enforcement Supervisor's Report and determine which of the following actions is applicable and execute accordingly:

- A. Do Not Recommend Approval - The City Administrator shall draft a letter detailing the City's opposition for the proposed request for a zoning variance for the Mayor's consideration and signature. The City letter opposing the proposed request for a zoning variance shall be placed on the Consent Items Agenda for approval by the City Council.
- B. Recommend Approval - Zoning Variance - The City Administrator shall forward the Office of Code Enforcement Supervisor's Report for the proposed request for a zoning variance to the (Planning Committee for review and comment along with any other City staff comments) the Mayor and City Council for action.
- C. Recommend Approval - Non Conforming Lot - The City Administrator shall draft a letter detailing the City's support for the proposed request for a zoning variance for a "non conforming lot" to the Mayor for his review and signature. The City letter supporting the proposed request for a zoning variance shall be placed on the Consent Items Agenda for approval by the City Council.

Adopted by the Mayor and Council on February 13, 2006

Amended by the Mayor and Council on October 3, 2011





Jim
THE PRINCE GEORGE'S COUNTY GOVERNMENT

BOARD OF ZONING APPEALS

BOARD OF ADMINISTRATIVE APPEALS

COUNTY ADMINISTRATION BUILDING, UPPER MARLBORO, MARYLAND 20772
 TELEPHONE (301) 952-3220

NOTICE OF HEARING

Petitioner: Barbara Tusch

Date: October 25, 2016 **OCT 27 2016**

Appeal No.: V-97-16

*City of Hyattsville*Hearing Date: WEDNESDAY, NOVEMBER 9, 2016, AT 6:00 P.M. **EVENING**

Place: Zoning Hearing Room #2190
 County Administration Building, Upper Marlboro, Md.

Appeal has been made to this Board for permission to validate an existing condition and construct a driveway on the premises known as Part of Lots 9 & 10, Block 4, B.H. Warner's Subdivision of R.T. Pettit's Addition to Hyattsville Subdivision, being 4302 Jefferson Street, Hyattsville, Prince George's County, Maryland, contrary to the requirements of the Zoning Ordinance.

The specific violation resides in the fact that Zoning Ordinance Section 27-442(b)(Table I) prescribes that each lot shall have a minimum net lot area of 5,000 square feet. Section 27-442(c)(Table II) prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. Variances of 420 square feet net lot area and 20.2% net lot coverage are requested.

Public hearing on this Appeal is set for the time and place above stated. **Petitioner, or counsel representing Petitioner, should be present at the hearing. A Petitioner which is a corporation, limited liability company, or other business entity MUST be represented by counsel, licensed to practice in the State of Maryland, at any hearing before the Board. Any non-attorney representative present at the hearing on behalf of the Petitioner (or any other person or entity) shall not be permitted to advocate.**

Adjoining property owners, who are owners of premises either contiguous to or opposite the property involved, are notified of this hearing in order that they may express their views if they so desire. However, their presence is not required unless they have testimony to offer the Board.

If inclement weather exists on hearing date, please contact the office to ascertain if hearing is still scheduled.

BOARD OF ZONING APPEALS

By: *Anne F. Carter*
 Anne F. Carter
 Administrator

cc: Petitioner
 Adjoining Property Owners
 Park and Planning Commission
 City of Hyattsville

886 sq. ft.

this section is no longer existing

2. Why is a variance required? (i.e., what will be constructed on the property?)

2A) Construction of driveway extension (replacement), Proposed.
(exceptional narrowness/shape conditions, with lot already currently at 30%)

* Previous garage was built 75 years ago on backyard conc. slab. *

3. Zoning Ordinance Section(s) from which variance(s) is/are requested:

27-442 (c) Table II Lot Coverage

4. Variance(s) requested:

886 sq. ft. increase in lot coverage maximum

PRINT NAMES AND MAILING ADDRESSES OF ALL

ADJOINING PROPERTY OWNERS

(on both sides, behind and across streets - including vacant property)

(DO NOT COLLECT SIGNATURES PLEASE!)

(2B) Lot size less than 9K sq. ft.

(2C) driveway location lacks proper setback.

5. NAME

ADDRESS

- Carla M. Mathers, et al. 5502 43rd Place, Hyattsville MD 20781
Board of Education, 14201 School Ln., Upper Marlboro, MD 20772-2866

Hector Corrada Bravo 5503 43rd Ave.

Talia Guzman-Gonzalez 5503 43rd Ave.

Donna L. Reynolds 5505 43rd Ave.

Warren Creech + Helen C. Creech 4300 Jefferson St., mail to:
7100 Lois Lane, Lanham, MD 20706

Juan R. Davila, Jr. + Patricia Davila, 5500 43rd Place

* Michael A. Carter 5504 43rd Place

8-18-2016

Barbara J. Rusch

7-7-2016

Barbara J. Rusch

9-26-2016

Signature of Owner/Attorney
Barbara J. Rusch

Do you need the services of a foreign language interpreter at your hearing? (Additional \$30 fee required)

Yes ___ No ☒

Foreign Language: _____

IMPORTANT: Failure to provide complete and accurate information on this application may delay or jeopardize consideration of the request. Applications on which all required information is not furnished will be returned for completion before processing. Filing fees must be made payable to Prince George's County and sign posting fees must be made payable to M-NCPPC. Approval of a variance is not a guarantee that further review will not be necessary by other governmental authorities. For further information regarding Board of Zoning Appeals policies and procedures, see Sections 27-229 through 27-234 of the County Zoning Ordinance and/or the Board's website at www.princegeorgescountymd.gov.

11/21/2016

4302 Jefferson Street - Chris Giunta

4302 Jefferson Street

Steven Boretos <s.boretos@gmail.com>

Thu 11/17/2016 1:40 PM

To: Chris Giunta <cgiunta@hyattsville.org>;

Cc: Barbara J Tusch <cat.biscuit42524@juno.com>; Steven Boretos <s.boretos@gmail.com>;

 2 attachments (2 MB)

11-15-16SitePlan.jpg; topo2.jpg;

To: Chris Giunta

Manager

Hyattsville Code Enforcement

Dear Chris,

Our primary reason for requesting this variance, is for permission to upgrade our driveway in width, and to upgrade our driveway from gravel/hard-packed, to impervious concrete surface.

4302 Jefferson Street is a residence whose neighborhood configuration was planned for and approved of 75 years ago. Today, it is a property with exceptional shape and narrowness for which a zoning variance may be granted. We are requesting three such variances.

- 1.) Our overall lot size is less than the required 9,000 square feet.
- 2.) Our proposed driveway location lacks proper set-back to the East, from the front-foot and on back toward the rear of (our portion of) lot 9. Our proposed driveway location is shown in yellow on our attached Site Plan (revised 11/15/16). At the front-foot, our proposed driveway is 10 foot wide, and in alignment with the 10 foot wide driveway apron installed by the County. This is the only practical location for a driveway, and current standards require a minimum width of 10 foot. I believe the County constructed our driveway apron with this in mind, so our proposed driveway follows their intended location.

- 3.) A variance of 886 square feet increase in lot coverage minimum is requested. The driveway at this residence has always serviced a 1-car garage, to the rear. Our plans are to replace and upgrade that original building with a 2-car garage, and keep the original driveway essentially in the same place. Although we are upgrading the driveway, we have tried to be as conservative as possible with the use of space, so as to keep additional lot coverage to a minimum.

At the time we received our permit for the construction of the accessory building, Maryland Park and Planning, Environmental authorities reviewed the topographical for this property, and determined that since it was flat, we did not need any special erosion control. I expect the same result when I apply for the driveway permit. I attached a topographical on which I have added a numeral "4" in "sky blue" font, indicating our location on block 4.

The original garage building was razed by Barbara's friend, Doug Dudrow earlier, and I just recently cut back the original garage concrete floor, to comply with modern property setbacks for our new building. We incorporated the remainder of the original concrete garage floor into the concrete floor of our new building. Our new, upgraded garage is otherwise located in essentially the same spot, as the original building.

Likewise, we have been using the extended driveway since Barbara originally purchased the property. This has been of recent concern, as you are aware.

We believe that upgrading the entire driveway to non-impervious surface would remove the concern this has been to Hyattsville, improve the appearance of the driveway, and improve property values in the community.

I hope you look favorably upon this application. Please let me know if you need any further information or documentation.

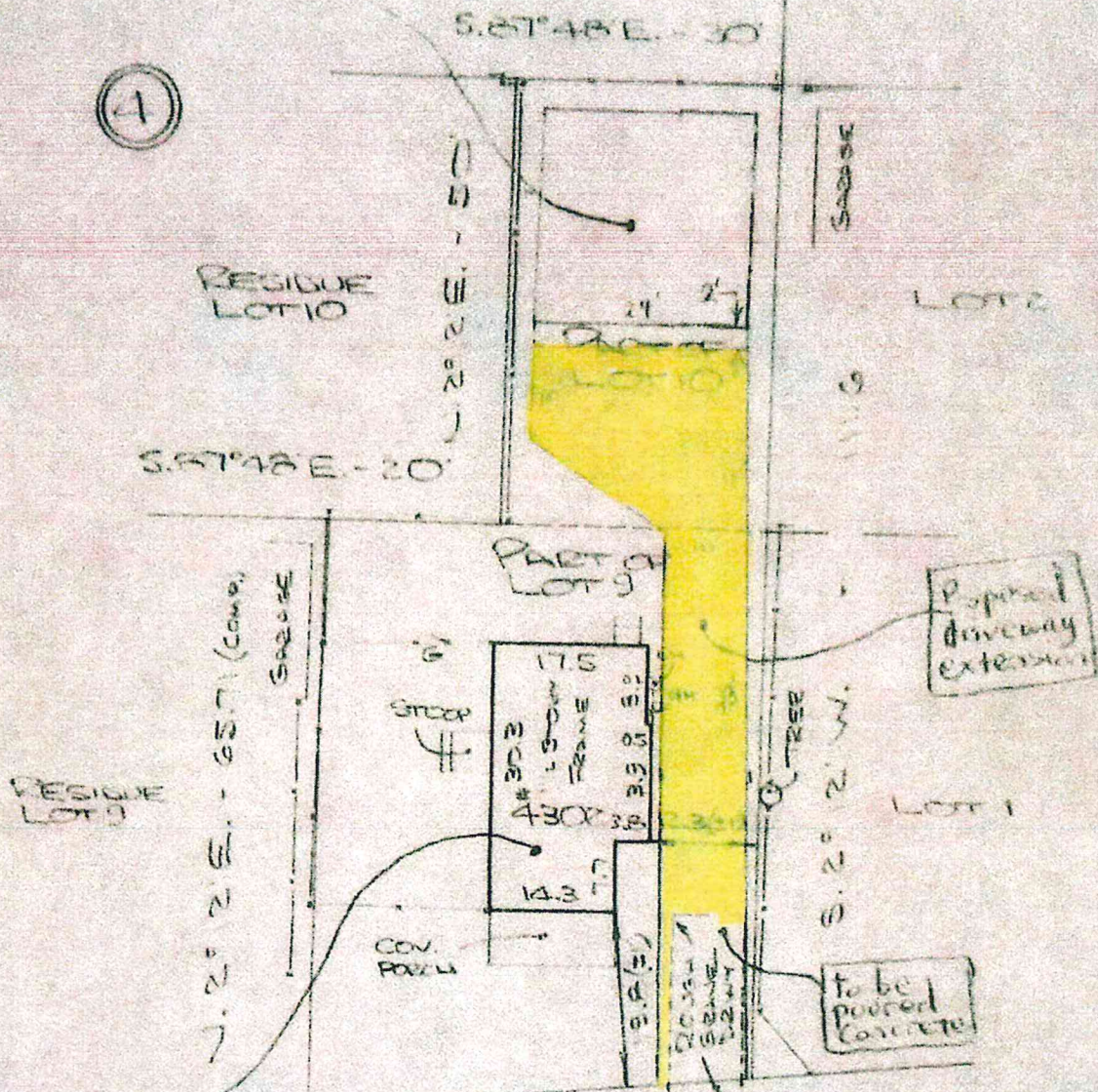
Sincerely,

Steven J. Boretos

and

Barbara J. Tusch

V-97-16



Residential Square Footage
517.45 downstairs
175.00 upstairs
692.45 TOTAL

Lot area:
4,580 sq. ft. (sdata)

SITE PLAN

Capitol Surveys, Inc.
10762 Rhode Island Avenue
Beltsville, Maryland 20705
Phone 301-931-1350
Fax 301-931-1352

NOTES: Plat is of benefit to a consumer only insofar as it is required by a lender or a title insurance company or its agent in connection with contemplated transfer, financing or re-financing; the plat is not to be relied upon for the establishment or location of fences, garages, buildings, or other existing or future improvements, and the plat does not provide for the accurate identification of property boundary lines, but such identification may not be required for the transfer of title and securing financing or refinancing.

LOCATION DRAWING
 Patten LOTS 9 & 10 BLOCK 4
 B.H. WARNER'S SUBDIVISION OF
 R.T. PETTIT'S ADDITION TO
 HYATTSVILLE

I hereby certify this location drawing was prepared in accordance with the minimum standards of practice for the State of Maryland and is correct to the best of my belief of what can be visually and accessibly observed.



City of Hyattsville



Memo

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

CC: Mayor & City Council
Tracey Nicholson, City Administrator

From: Chris Giunta, Code & Parking Compliance Manager

Date: May 8, 2015

Re: V-35-15: 4509 Buchanan Street Zoning Variance Request

The purpose of this memorandum is to provide the Director of Community & Economic Development with a briefing on the Zoning Variance request at the above listed property.

Adeyemi Ogunsola: Zoning Variance Request

The homeowner, Adeyemi Ogunsola, has applied for a zoning variance with Prince George's County to construct a driveway located at 4509 Buchanan Street Hyattsville, MD 20781. The proposed driveway would stretch from the public right of way to the existing garage at the rear of the property and will require variances of eight (8) feet front yard depth, two feet side yard width and 12.6% net lot coverage.

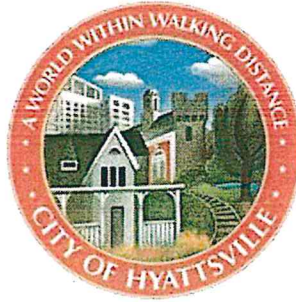
The variance for front yard depth and side yard width is an existing condition from when the structure was originally built. I am recommending that the lot coverage variance be supported with the condition that the homeowner utilize "green" building materials, such as permeable pavers, for the driveway construction or consider "runners" with grass in between. The use of

permeable materials would reduce the lot coverage and allow for a greater percentage of pervious surface/green space.

Recommendation:

The Office of Code Compliance recommends support of the variance if the conditions outlined above are met.

Candace B. Hollingsworth
Mayor



Tracey E. Nicholson
City Administrator

June 2, 2015

Anne F. Carter
Administrator
Board of Zoning Appeals
County Administration Building, Room 2173
14741 Governor Oden Bowie Drive
Upper Marlboro, Maryland 20772

CITY COUNCIL

WARD 1

Bart Lawrence, Vice President
Kevin Ward

WARD 2

Robert S. Croslin
Shani N. Warner

WARD 3

Patrick A. Paschall
Thomas Wright

WARD 4

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Edouard N. Haba, President

WARD 5

Clayton R. Williams
Joseph Solomon

POLICE DEPARTMENT

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

PUBLIC WORKS

301/985-5032

COMMUNITY & ECONOMIC

DEVELOPMENT
301/985-5013

COMMUNITY SERVICES

301/985-5021

RE: V-34-15: 5016 36th Avenue, Hyattsville

Dear Ms. Carter

This letter is to inform you that on Monday, June 1, 2015 the City of Hyattsville reviewed variance application number V-34-15, a zoning variance to construct a one-story addition on a semi-detached single family dwelling located at 5016 36th Avenue, Hyattsville.

The proposed addition requires variances of five feet front yard depth for the dwelling, 13.5% net total lot coverage and 1' foot side lot line setback for an accessory structure.

I am pleased to inform you that the City Council unanimously supported the variance with the condition that the homeowner remove the existing large accessory structure (shed) and the additional hardscaping (patio area) in the rear yard of the subject property. The removal of these structures would reduce the overall lot coverage and provide for more pervious surface/green space and negates the need for the side set back variance request.

We thank you and the Board for your consideration of our comments and look forward to the Board's decision.

Sincerely,

Tracey Nicholson
City Administrator

cc: City Council
Valencia and Bruce Boyd, Applicants
Jim Chandler, Director, Community & Economic Development
Chris Giunta, Manager, Code & Parking Compliance



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Jake Rollow

Submitting Department: Finance

Item Type: Budget

Agenda Section: Discussion Items (8:50 p.m. – 10:20 p.m.)

SUBJECT

FY17 Budget Amendment: Purchase of Call-A-Bus (10 minutes)

Motion #

Discussion, Scheduled for Action on 12/19/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[2017 Challenger Proposal.pdf](#)

Summary Background:

The staff requests \$20,000 be re-appropriated from the Department of Public Works to the Department of Community Services to purchase a reliable Transport Vehicle/Call-A-Bus.

In FY 2016 the Mayor and Council approved \$65,000 in the CIP for the purchase of one multi-purpose vehicle to serve as a Call-A-Bus/Community Services Bus and a Cargo Van to support community events. The staff was unable to identify a vehicle to meet both needs. As an alternative, the City purchased a Cargo Van for approximately \$25,000 and encumbered the remaining funds while researching the cost of a Transport Bus. Used Transport Buses can be purchased for approximately \$35,000 and new buses between \$50,000 and \$100,000. Using a state rider contract, the staff was able to identify a 2017 Ford Bus that meets the functionality requirements for approximately \$53,000.

Unfortunately, the current Prince George's County Call-A-Bus requires repairs which puts it out of service on average 20% of the time each month. This is far too frequent and costly to continue to be used as a primary vehicle. Additionally, the constant maintenance requirements create a hardship for residents who rely on this service and support for medical appointments, medication pick-up and more. The staff has met with, and made multiple requests to the County for a new bus, but all have been denied. The County indicated that they have a backlog of municipalities who have unserviceable buses. Borrowing or sharing with surrounding municipalities has been significantly challenging and in some cases the borrowed vehicles are in worse condition than our own.

A new Call-A-Bus will provide reliable transportation for seniors and people with disabilities and can also support other community-building activities.

Next Steps:

Approve budget amendment to move CIP funds from the Department of Public Works to the Department of Community Services.

Fiscal Impact:

\$20,000 Budget Amendment

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Promote a Safe and Vibrant Community.

Strengthen the City's Identity as a Diverse, Creative and Welcoming Community.

Legal Review Required?

N/A

November 16, 2016

2017 FORD CHAMPION CHALLENGER

SEATING CAPACITY:

- Twelve (12) Ambulatory plus Two Wheelchair (2) Plus Driver

CHASSIS:

- Ford E350 Chassis with 158" Wheelbase
- 12,500# GVWR
- 6.8L V10 Gas Engine
- 225 Amp Alternator
- 650 CCA Battery
- 40 Gallon Fuel Tank
- Tilt Steering Column
- Cruise Control
- Rear Mud Flaps
- Chassis Front End Alignment

SEATING:

- Six (6) Freedman Mid-Hi Double Featherweight Rigid Seats Covered in Oxen Gray Vinyl
- Passenger Seats Supplied with 60" Non-Retractable Seat Belts
- Ford OEM Driver's Seat Covered in OEM Gray Cloth

ENTRANCE DOOR:

- 30" Electric Entrance Door
- Entrance Step with 9" Riser and 9" Tread
- Includes an Interior Step Well Light
- Yellow Step Nosing
- Entry Grab Rails at Entry Steps

REAR DOOR:

- Rear Door 37" Wide by 56" High with 2 windows
- Exterior Key Lock

WINDOWS:

- 36" X 45" T-Slide Windows Shall Be Supplied in the Body Sidewall
- Windows will be tinted to a 31% Light Transmission

BODY:

- Body Construction Includes A FULL STEEL ROLL CAGE, FULL INTEGRATED with Chassis Frame Rails
- All Body Wiring is Color Coded and Numbered Every Six Inches and Clearly Labeled Inside the Bus in an Easy Access Hinged Panels
- Small Back Up Alarm
- Exterior Noble Choice FRP panels
- Drip Rail Over Windows and Lift
- Overhead Storage Racks over the Fixed Seats
- 3 Year/36,000 Mile Extended Warranty

AIR CONDITIONING:

- 60,000 BTU ACT Air Conditioning System

HEATING:

- Rear Floor Mounted Heater – 65,000 BTU Rating with a Three (3) Position Fan
- Heaters To Be On Separate Switches
- Contains a Heater Shutoff Valve for Summer Time Usage
- All Heating and Air Conditioning Controls Are Located in Driver's Area Within Easy Reach

FLOOR COVERING:

- 5/8" CDX Plywood Floor
- Flooring Will Be Anthracite Black Gerfloor flooring
- Entrance Step Well Will Also Provide Yellow Nosing on Edge of Steps to Identify Each Step Nosing To Be Reinforced

BRAUN CENTURY LIFT PACKAGE:

- Braun Century Lift
- Dual Leaf Lift Door with 2 Windows
- Fast Idle Interlock
- Priority Seating Signs
- Wheelchair Location Signs
- Door Actuated Entrance Lighting
- Door Actuated Lift Lighting
- Q-Strait Deluxe Tie-downs with Retractable Lap/Shoulder Belts
- L Track

ELECTRICAL OPTIONS:

- Ford OEM AM/FM Radio
- Four (4) Speakers

PAINT:

- Exterior of Vehicle Will Be Standard White

Total Cost: \$52,793.00

- **Price does not include any sales tax, if applicable**
- **Motor Vehicle Charges Are Additional**
- **Lead Time is approximately 120 Days from time of order**
- **All Ford Rebates In Effect At Time of Quote Have Been Deducted**



*The Transportation
Company You Can
Depend On!*

Andrew Clawson
Rohrer Bus Sales
410.980.1906
aclawson@rohrerbus.com

[illegible]



Memo

To: Mayor and Council (FONT FOR HEADER IS CALIBRI 12 pt)
From: Jake Rollow, Community Services Director
CC: Tracey Nicholson, City Administrator
Date: December 5, 2016
Re: Staff Comments on the Youth @ Work Program

Staff Comments

Staff supports pursuit of this program, and has already submitted an application for placement of two youth interns to serve the City in the summer of 2017. Staff's goal is to provide professional experience to youth in the area in a way that supports City operations.

Years ago, the City was disappointed by participation in this program. Prince George's County, the administrator of the program, bused youth to our office each day who lacked motivation to work. Some walked off the job while others ignored their assignments and slept on the premises. However, by contract with the County the City was not allowed to terminate the employment of any youth. Because of this history, this year the City is moving forward cautiously. The County has assured us that the program has been vastly improved, that we will have the opportunity to interview potential interns, and that we will be able to dismiss any youth who does not conduct him/herself professionally.



Hyattsville City Council Agenda Item Report

Meeting Date: December 5, 2016

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (8:50 p.m. – 10:20 p.m.)

SUBJECT

Hyattsville Youth@Work/Summer Youth Enrichment Program Partnership (10 minutes)

Motion

Discussion, Scheduled for Action on 12/19/16

Recommendation:

I move that the Mayor and Council authorize the City Administrator (and/or her designee) to negotiate a memorandum of understanding with Prince George's County Office of Human Resources, Recruitment, Examination and Classification Division on agreeable terms for Hyattsville to serve as a host site for the Prince George's County Youth@Work/Summer Youth Enrichment Program (SYEP).

Sponsor(s):

Solomon

ATTACHMENTS

[Staff Comments on Youth at Work_12-5-2016.docx](#)

Summary Background:

The Prince George's County Youth@Work/Summer Youth Enrichment Program (SYEP) provides an opportunity for young people across the County to participate in career development, life-skills training and summer employment opportunities.

This robust and exciting initiative is a collaboration between Prince George's Community College, Greater Prince George's County Business Roundtable, Prince George's County Chamber of Commerce, Prince George's County Public Schools, The Maryland-National Capital Park and Planning Commission and Prince George's County Government. As stakeholders of the greater Prince George's County community, we pledge and are committed to providing quality and enriching opportunities for our youth!

The Prince George's County Youth@Work/SYEP Program has several components.

Job Readiness Training prepares youth for job success. County youth are strongly encouraged to register for Youth@Work/SYEP job readiness training, offered in partnership with the Prince George's Community College and Prince George's County Public Schools. Participants will receive a certificate of completion at the end of the program and have priority placement for summer employment positions

Next Steps:

The Department of Community Services has completed the application process. Once approved, the staff is prepared to negotiate an MOU for participation.

Fiscal Impact:

None- No cost program

City Administrator Comments:

Recommend Support. The Community Services Staff submit an application for participation with the County. If approved, and upon mutual agreement w/ the County on program guidelines, and upon legal review, we will sign and execute an MOU for participation.

Community Engagement:

Conducted an initial discussion with Director Rollow of the City of Hyattsville, and Program Specialist for Youth@Work. Community Services followed-up by submitting an application for participation consideration. If approved, outreach to the community, residents and schools will be made as appropriate.

Strategic Goals:

Goal 5: Partnerships & Diversity

Legal Review Required?

TBD

Main City Calendar: December 6, 2016 – December 19, 2016

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays, Thursdays and Fridays, 10:00 AM @ the City Administrative Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

City Calendar: December 6 - 19, 2016

Board of Supervisors of Elections Meeting

December 6, 4:00 PM – 5:00 PM @ the City Administrative Building

Police & Public Safety Advisory Committee

December 7, 7:00 PM – 8:00 PM @ Location TBD

2016 Claus Applause Contest Judging

December 14, 6:30 PM – 8:30 PM @ City-wide

Education Advisory Committee Meeting

December 15, 6:30 PM – 8:00 PM @ the City Administration Building

City Council Meeting

December 19, 8:00 PM – 10:00 PM @ 3rd Floor Council Chambers