

# City Council of Hyattsville, Maryland

## AGENDA

### City Council Regular Meeting

Monday, November 7, 2016

8:00 PM



### Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3<sup>rd</sup> Floor

Hyattsville, MD 20781

(301) 985-5000 [www.hyattsville.org](http://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](mailto: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](http://www.hyattsville.org) prior the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

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

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

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

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

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

Replay Schedule: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at [www.hyattsville.org/councilagendas](http://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. **Approval of the Minutes (8:05 p.m. - 8:10 p.m.)**
  - 4.a) **Approval of the Minutes**

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: 1) Council Meeting of October 3, 2016.

**Motion #:** 75-11-FY17

**Sponsor(s):** At the Request of the City Administrator  
[Minutes\\_Oct 3 2016 FINAL.pdf](#)
5. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
6. **Presentations (8:20 p.m. – 8:30 p.m.)**
  - 6.a) **FY-2015 Audit Update (5 minutes)**

**Motion #:** Presentation Only

**Sponsor(s):** At the Request of the City Administrator
  - 6.b) **Proclamation in Honor of the 100th Birthday of Ms. Geraldine E. Smith (5 minutes)**

**Motion #:** Presentation

**Sponsor(s):** At the Request of the City Administrator
7. **Consent Items (8:30 p.m. – 8:35 p.m.)**
  - 7.a) **Proclamation in Honor of the 100th Birthday of Ms. Geraldine E. Smith**

I move that the Mayor and Council adopt a proclamation in honor of Hyattsville Resident Ms. Geraldine E. Smith's 100th Birthday.

**Motion #:** 62-11-FY17

**Sponsor(s):** At the Request of the City Administrator  
[2016\\_100th\\_Birthday\\_Geraldine\\_Smith.docx](#)
  - 7.b) **Proclamation in Recognition of Municipal Government Works Month**

I move that the Mayor and Council proclaim November 2016 as Municipal Government Works Month in Hyattsville.

**Motion #:** 63-11-FY17

**Sponsor(s):** At the Request of the City Administrator  
[2016 Proclamation Municipal Government Works Month.docx](#)
  - 7.c) **Proclamation in Recognition of Veteran's Day**

I move that the Mayor and Council adopt the following proclamation in recognition of Veterans Day, November 11, 2016.

**Motion #:** 64-11-FY17

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

[Veterans Day Proclamation 2016.docx](#)

**7.d) Proclamation in Recognition of Native American Heritage Month**

I move that the Mayor and Council proclaim November 2016 as Native American Heritage Month in Hyattsville.

**Motion #:** 65-11-FY17

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

[2016 Native American Heritage Month.docx](#)

**7.e) FY17 Budget Amendment: Maryland Highway Safety Office Grant**

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$3,800 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

**Motion #:** 66-11-FY17

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

[MHSO Grant Documents.pdf](#)

**7.f) Appointment to the Health, Wellness and Recreation Advisory Committee**

I move that the Mayor and Council appoint Sade Adeeyo (Ward 1) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on November 7, 2018.

**Motion #:** 67-11-FY17

**Sponsor(s):** Hollingsworth, Warner, Solomon

[Adeeyo\\_HWRAC Application\\_redacted.pdf](#)

**8. Action Items (8:35 p.m. – 9:55 p.m.)**

**8.a) Hyattsville Resolution 2016-04: Declaration of Official Intent, DPW Renovation (5 minutes)**

I move that the Mayor and Council introduce and adopt Hyattsville Resolution 2016-04, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, for the purpose of making a Declaration of Official Intent pursuant to U.S. Treasury Regulation Section 1.150-2 regarding City of Hyattsville's intention to reimburse from borrowed funds prior expenditures made in connection with the project described herein as Department of Public Works Facility Renovation (FIRST READING AND ADOPTION).

**Motion #:** 68-11-FY17

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

[Resolution 2016-04 Hyattsville DOOI Resolution for DPW Project.pdf](#)

**8.b) FY17 Budget Amendment - Adirondack Tree Contract (10 minutes)**

I move that the Mayor and Council amend the FY-2017 budget appropriations for the Department of Public Works by transferring \$30,000 from Administration/Professional Services to Urban Tree Care. I further move that the Mayor and Council authorize the City Administrator to approve an increase in an amount not to exceed \$30,000 to the current contract with Adirondack Tree Expert for tree work in the City.

**Motion #:** 69-11-FY17

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

[Memo\\_DT\\_Tree\\_Funds.docx](#)



**8.c) FY17 Budget Amendment: Governor's Office of Crime Control and Prevention Safe Streets Program Grant (15 minutes)**

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$106,500 from the Governor's Office of Crime Control and Prevention for the purpose of implementing a Safe Streets crime reduction program.

**Motion #:** 70-11-FY17

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

[Safe Streets Program Memo to Council 10.12.16.docx](#)

[Safe Streets Award Notice.pdf](#)

**8.d) Hyattsville Charter Amendment 2016-01: Reclassification of Department Director Positions (5 minutes)**

I move that the Mayor and Council introduce and 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 (FIRST READING).

**Motion #:** 71-11-FY17

**Sponsor(s):** Hollingsworth

[Charter Amendment 2016-01 Articles V C5-1 and VI - Personnel C6-1 through C6-5 .pdf](#)

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

**8.e) Hyattsville Ordinance 2016-02: Update to City Code Sections for Reclassification of Department Director Positions (5 minutes)**

I move that the Mayor and Council introduce and 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 (FIRST READING).

**Motion #:** 72-11-FY17

**Sponsor(s):** Hollingsworth

[Ordinance 2016-02 Sections changing Head to Director.pdf](#)

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

**8.f) 2017 Ballot Question: Composition of Council (10 minutes)**

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- § C2-1. Establishment; composition.
- § C2-2.(A) Election; term of office; qualifications.

Article § C2-1 currently reads as follows:

"The government of said City shall be vested in a Mayor and ten (10) Councilmen, to be elected as hereinafter provided for, who shall compose the City Council."

Article § C2-2. Part A currently reads (in part) as follows:

"A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the City concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the City two (2) years thereafter."

The ballot question should solicit the opinion on whether the Council should consider a reduction in the size of the Hyattsville City Council. Should that question be answered in the affirmative, a follow-up question should request a desired number or method of representation from a defined set of options. The options shall include, but not necessarily limited to:

- A set number of representatives overall with the number of wards and representatives per ward to be determined by committee.
- Two representatives per ward with fewer wards, to be determined by committee.
- 1 representative per ward with the same number of wards.
- Some combination of members elected per ward and at-large, to be determined by a committee.

**Motion #:** 74-11-FY17

**Sponsor(s):** Hollingsworth

[NON-BINDING REF. Revised 101916.docx](#)

**8.g) Hyattsville Charter Amendment Resolution 2016-02: Qualifications of Voters and Same Day Voter Registration for City Elections (30 minutes)**

I move that the Mayor and Council introduce and 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 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 allows registration by affidavit only and 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 (FIRST READING).

**Motion #:** 74-11-FY17

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

[Charter Amendment Article IV Nov 2 2016](#)

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

**9. Discussion Items (9:55 p.m. – 11:00 p.m.)**

**9.a) 2017 Ballot Question: Ambiguity in Charter on Authority of the Mayor (20 minutes)**

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- 1). Should the mayor have the ability to vote as a councilmember?
- 2). Should the language of the charter be changed regarding the ability of the mayor to give direct orders to employees in any matter?
  - Should the mayor only have these powers during an emergency?
  - Should the mayor only have these powers if the staff is failing to abide by an ordinance law or regulation, with council approval?
  - Should the mayor have these powers to influence or direct the day to day administration of the city?

**Motion #:** Discussion Only, Scheduled for Action on 11/21/16

**Sponsor(s):** Solomon, Perry, Frazier

**9.b) Request for County Zoning Variances (15 minutes)**

**Motion #:** Discussion Only, Scheduled for Action on 11/21/16

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

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

[Staff Report - VARIANCE-118-16 -5801 Queens Chapel.docx](#)

[5801 Queens Chapel Rd Map 11032016.pdf](#)

[V-118-16 - 5801 Queens Chapel Road - Hyattsville.pdf](#)

[Staff Report - VARIANCE-120-16 -3513 Nicholson Street.docx](#)

[V-120-16 - 3513 Nicholson Street - Hyattsville.pdf](#)

[Staff Report VARIANCE-6213 Carrollton Terrace.docx](#)

[Staff Report - V131-16 - 6213 Carrollton Terrace.pdf](#)

[V-131-16 - 6213 Carrollton Terrace - Hyattsville.pdf](#)

**9.c) Facility Planning Update (20 minutes)**

**Motion #:** Discussion Only, Scheduled for Action on 11/21/16

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

[Facility Planning Update 2017 ten.docx](#)

**9.d) Johnson, Mirmiran, and Thompson, Inc. Contract – FY17 Appropriation of Funds**

**Motion #:** Discussion Only, Scheduled for Action on 11/21/16

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

[Memo - JMT Contract.docx](#)

**10. Council Dialogue (11:00 p.m. – 11:10 p.m.)**

**11. Community Notices and Meetings**

**11.a) City Calendar: November 8 - 21, 2016**

**Motion #:** N/A

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

[Main City Calendar Oct 18 to Nov 7.pdf](#)

[November Calendar.pdf](#)

**12. Motion to Adjourn**



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Approval of the Minutes (8:05 p.m. - 8:10 p.m.)

### **SUBJECT**

Approval of the Minutes

### **Motion #**

75-11-FY17

### **Recommendation:**

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: 1) Council Meeting of October 3, 2016.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[Minutes\\_Oct 3 2016\\_FINAL.pdf](#)

### **Summary Background:**

Please see attached minutes.

### **Next Steps:**

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

### **Fiscal Impact:**

N/A

### **City Administrator Comments:**

Recommend Approval

### **Community Engagement:**

N/A

### **Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

### **Legal Review Required?**

N/A



## REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY OCTOBER 3, 2016

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Present: Candace Hollingsworth, Mayor  
Bart Lawrence, W1 (Council VP)  
Kevin Ward, W1  
Robert Croslin, W2  
Shani Warner, W2  
Patrick Paschall, W3  
Thomas Wright, W3  
Paula Perry, W4  
Ruth Ann Frazier, W5  
Joseph A Solomon, W5

Absent: Edouard Haba, W4 (Council Pres.)

Also present were the following City staff members:

City Administrator Tracey E. Nicholson  
Assistant City Administrator, Dir. of Community and Economic Development Jim Chandler  
Police Chief Douglas Holland  
City Treasurer Ron Brooks  
Director of Human Resources Vivian Snellman  
City Clerk Laura Reams  
Assistant City Clerk Lillie Littleford  
Intern Nicola Konigkramer

### 1) **Call to Order and Council Roll Call**

Mayor Hollingsworth called the meeting to order at 8:02 p.m. Mayor Hollingsworth noted that Council President Haba sent regrets and would not be able to attend the meeting.

### 2) **Pledge of Allegiance to the Flag**

### 3) **Approval of Agenda**

Councilmember Perry moved to amend the agenda to remove item 7.d. (Schedule Public Hearing) from the Consent agenda, to the Action agenda. Councilmember Paschall echoed her request. The Council approved the amended agenda, unanimously.

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED AS AMENDED [UNANIMOUS]</b>                                                    |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Perry                                                                                     |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

### 4) **Approval of the Minutes**



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**4.a Approval of the Minutes**

**Motion #:** n/a I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of July 18, 2016.

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

[Minutes\\_July 18 2016](#) 

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Paschall                                                                                  |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

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

Ms. Emily Palus, a Ward 3 resident, addressed the Mayor and Council in regards to the upcoming HY-SWAP on October 22, 2016. Ms. Palus noted that the event would be open to all Hyattsville residents, as well as the general public after 2:00 p.m., and would serve as a pop-up boutique where families could shop the swap and take whatever items they wished for free. Ms. Palus highlighted the event's success in the past years and offered thanks for the use of the City's Multipurpose Room as a great community resource. Ms. Palus then introduced Ms. Kate Culzoni to share the same information in Spanish.

Ms. Kate Culzoni, a Ward 2 resident, addressed the Mayor and Council to convey information in regard to the upcoming HY-SWAP in Spanish.

**6) Presentations (8:20 p.m. – 8:45 p.m.)**

**6.a Update FY-2015 Audit (5 minutes)**

City Treasurer Brooks addressed the Mayor and Council and provided an update for the FY2015 Audit. Treasurer Brooks stated that the FY2015 Audit had progressed well and was expected to be completed in January 2017 due to the holiday season. Treasurer Brooks also noted that the FY2016 Audit was anticipated to be completed in June 2017, which would bring the City up to date on its audit cycle.

Mayor Hollingsworth asked if there were any questions and Councilmember Wright commented that he had faith in City Treasurer Brook's abilities.

**6.b Prince George's African American Museum & Cultural Center at North Brentwood (10 minutes)**



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Administrator Nicholson introduced Ms. Chanel Compton, Education Director for the Prince George's County African American Museum and Cultural Center. Ms. Compton provided the Mayor and Council with background information on the presentation for the Museum and Cultural Center located at 4519 Rhode Island Avenue. Ms. Compton highlighted the program's vision to document, interpret and present local and regional African American culture. Ms. Compton then provided information on the collection as well as programs within the area and partnerships with Prince George's County Public Schools. Ms. Compton noted the upcoming event titled "Through Their Eyes: Art, Education and Influence" to be held on October 14, 2016 from 6:00-9:00 p.m. Ms. Compton then provided information on memberships with the Museum and Cultural Center and opened the floor for questioning.

Mayor Hollingsworth thanked Ms. Compton for visiting.

### 6.c Partnership with University of Maryland's Environmental Finance Center (EFC) (10 minutes)

Administrator Nicholson introduced Mr. Andrew Fellows of the University of Maryland Center for Smart Growth and the College of Information Studies.

Mr. Fellows greeted the Mayor and Council and noted a change to the memo sent before Council. Mr. Fellows clarified that this initiative had moved to the University's Center for Smart Growth and continued to explain that this pilot was designed to engage with the larger community to collaborate and design projects to work together. Mr. Fellows noted that TerpService had continuously assisted the City with work in Magruder Park, but asked that the City would choose three new areas of focus for future projects. Mr. Fellows added that each project would work with the corresponding school at the University and noted the College of Architecture as an example. Mr. Fellows also noted that he had served as the Mayor of College Park as well as on the Council and wished to use his experience to facilitate relationships between neighboring municipalities and the University of Maryland.

Mr. Fellows clarified that this grant application was a one-time ask, and was considered a seed funding initiative. Mr. Fellows explained the process that consisted of receiving three areas of growth from each municipality, then he would present the material to faculty and students who would develop the ideas into University research, and finally the students would apply that research to the municipalities. Mr. Fellows stated that he would follow up with City staff to create three areas of collaboration to incorporate with up to 50 projects across neighboring municipalities.

Councilmember Croslin asked what financial impact this partnership would have on the City and what communications had occurred with Staff. Mr. Fellows stated that the City of College Park contributed \$25,000.00, the cities of University Park and Riverdale Park contributed \$5,000.00 each, and he was asking for \$8,000.00 from the City of Hyattsville. Mr. Fellows added that this would be a pool of money to move forward with.

Councilmember Paschall asked what the money would specifically go toward and what budget it would come from. Mr. Fellows responded by saying that the funding would go toward existing





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staff and potential new staff from graduate students to organize these projects. Administrator Nicholson stated that the funding would not come from the City's reserve fund, rather new discovered funding sources available in the DPW and CED departmental budgets. Councilmember Paschall clarified his understanding of the project and Mr. Fellows then highlighted the "Do Good" initiative to use as a reference. Councilmember Paschall then asked how the seed funding would evolve into a long term sustainable program. Mr. Fellows highlighted the proposed timeline for the projects and noted that he had spoken to service learning programs and colleges within the University and noted that he had found grants which would need letters of support from the Council.

Councilmember Wright commented that he was intrigued in this program and thought that the Committees could facilitate conversations as well. Councilmember thanked Mr. Fellows, and Mr. Fellows extended gratitude and added that he was on the agenda for the upcoming Environment Committee meeting. Mayor Hollingsworth thanked Mr. Fellows for his presentation.

### 7) **Consent Items (8:35 p.m. – 8:40 p.m.)**

#### 7.a **Disability Employment Awareness Month**

**Motion #: 38-10-FY17** I move that the Mayor and Council proclaim October of 2016 Disability Employment Awareness Month in Hyattsville.

**Sponsor(s):** At the Request of the City Administrator  
[Disabilities Employment Month Proclamation 2016.pdf](#) 

#### 7.b **Domestic Violence Awareness Month**

**Motion #: 39-10-FY17** I move that the Mayor and Council proclaim October of 2016 Domestic Violence Awareness Month in Hyattsville.

**Sponsor(s):** At the Request of the City Administrator  
[Domestic Violence Month Proclamation 2016.pdf](#) 

#### 7.c **Breast Cancer Awareness Month**

**Motion #: 40-10-FY17** I move that the Mayor and Council proclaim October of 2016 Breast Cancer Awareness Month in Hyattsville.

**Sponsor(s):** At the Request of the City Administrator  
[Breast Cancer Awareness Month Proclamation 2016.pdf](#) 

#### 7.e **Legislative Priority: Integrated Public Health and Safety Strategies**

**Motion #: 42-10-FY17** I move that the Mayor and Council adopt integrated public health and safety strategies as a legislative priority for 2016-17, with an initial focus on citywide bicycle and pedestrian improvements. Priority should be placed on primary pedestrian routes to the two (2)



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Metro stations, three (3) commercial corridors, and all public amenities. Improvements shall include, but not be limited to:

- Citywide traffic study with considerations for one-way, restricted, and/or shared roads (in progress); Roadway resurfacing where needed, particularly on roadway with sharrows;
- Replacement of drainage grates and utility covers with suitable, bicycle-friendly alternatives, particularly on roadway with sharrows;
- Review and enforcement of existing property standards and requirements related to tree overhangs, shrubs, weeds, poles, and other sidewalk obstructions;
- Implementation of connected bike share system(s) within the City and with neighboring municipalities;
- Installation of in-roadway and/or in-pavement pedestrian lighting at critical non-signalized intersections;
- Installation of sidewalks where needed;
- Continuous review of appropriateness of traffic control devices;
- Refreshed or new pavement markings at suggested pedestrian crossings; and
- Continued coordination with MD SHA to address timing/signalization of existing intersections to enhance pedestrian safety and for completion of necessary upgrades on managed roads.

**Sponsor(s):** Hollingsworth

**7.f Legislative Priority: HVLGenerations**

**Motion #: 43-10-FY17** I move that the Mayor and Council adopt HVLGenerations, an initiative supporting a comprehensive approach to enhancing the quality of life and outcomes for all residents with a special emphasis on youth from age 3-17 and adults 65+. This initiative shall include, but not be limited to the following:

- Re-prioritization of the design, layout, and function of Magruder Park;
- Exploration of potential sites, design, and financing of recreation center(s) with intergenerational amenities;
- Determination of the feasibility of and cost benefit analysis for indoor and/or outdoor turf fields;
- Identifying partnerships to support early language learning, promote kindergarten readiness, encourage youth and young adult employment and workforce development, and proliferate mentoring networks for young adults;
- Collaboration with area school leaders, advocates, and business partners to develop a local fund to offer incentives for performance and the narrowing of the achievement gap;
- Development of desired planning and community standards for age-friendly housing; and
- Conducting ongoing measurement of indicators of economic health and affordability.

**Sponsor(s):** Hollingsworth

**7.g Legislative Priority: Ager Road Green Street Project**

**Motion #: 44-10-FY17** I move that the Mayor and Council adopt the Ager Road Green Street Project as a 2017 legislative priority of the City of Hyattsville.

**Sponsor(s):** Haba



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**7.h Legislative Priority: West Hyattsville Transit District Development**

**Motion #:** **45-10-FY17** I move that the Mayor and Council adopt the West Hyattsville Transit District development as the City of Hyattsville's legislative priority.

**Sponsor(s):** Haba

**7.i Legislative Priority: NW Branch / Sligo Creek Trail Safety**

**Motion #:** **46-10-FY17** I move that the Mayor and Council accept Anacostia Tributary Trail System safety, with a focus on highly trafficked areas, specifically the trails around the West Hyattsville Metro Station, and areas of high crime incidents, and Policy Alternative 3, which would allow for commuting by bicycle, as City of Hyattsville FY2017 State and County legislative priorities to be presented at the City's November 2016 legislative event.

**Sponsor(s):** Solomon, Haba, Perry, Frazier  
[MEMO\\_TRAIL\\_SAFETY\\_IMPROVEMENTS.pdf](#)

**7.j Legislative Priority: MD208/Hamilton Street Road Improvements**

**Motion #:** **47-10-FY17** I move that the Mayor and Council adopt MD208/Hamilton Street road improvements as a City of Hyattsville FY2017 State and County legislative priority to be presented at the City's November 2016 legislative event.

**Sponsor(s):** Solomon, Haba, Perry, Frazier  
[MEMO\\_MD208\\_HAMILTON\\_STREET\\_RENOVATIONS.pdf](#)

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Solomon                                                                                   |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

**8) Action Items (8:50 p.m. – 9:50 p.m.)**

**7.d Schedule Public Hearing, October 26, 2016**

**Motion #:** **41-10-FY17** I move that the Mayor and Council schedule a Public Hearing on October 26, 2016 at 8:00 PM in order to hear public comment on the Proposed Charter Amendment to change the qualifications of voters for City elections. The proposed legislation will allow non-US Citizens the right to vote in City elections and authorize future implementation of same day voter registration.

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



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Mayor Hollingsworth asked for comments. Councilmember Perry stated that she had heard from many residents who would not attend the Public Hearing on this proposed legislation because of the way Council had conducted conversation on this matter. Councilmember Perry stated that this was an issue of senior safety. Councilmember Croslin asked for clarification and Councilmember Perry stated that seniors would be scared to report their neighbors for breaking the law and would call Councilmember Perry instead of the authorities.

Councilmember Paschall stated that he had a few questions regarding outreach strategy and asked how the City planned to get the word out to the community. Councilmember Paschall added that he hoped the City would make an effort to make sure all residents would be able to come out to the public hearing. Administrator Nicholson stated that green sheets, text messages, and emails would be sent to residents. Councilmember Paschall asked that the City set up a standard protocol for reaching out to the community, but noted excellent communications work conducted by Director Rollow in the past. Councilmember Paschall also asked if there would be legislation to review at the October 26, 2016 Public Hearing, to which Clerk Reams verified that there would be draft legislation available for the public.

Councilmember Paschall asked Councilmember Perry for clarification on her comment on residents' concerns for safety. Councilmember Perry stated that some residents were concerned for retaliation from their neighbors for speaking their beliefs. Councilmember Paschall asked what the relevance of this concern was in regards to the current topic. Councilmember Perry noted that at least one resident had received retaliation and fears speaking at the Public Hearing. Councilmember Solomon called for a Point of Order. Councilmember Frazier stated that she did not want to vent on television, but as a senior in Ward 5, she would like to speak to all of the Councilmembers in private. Councilmember Frazier added that she was an afraid senior and that she did not want to say anymore. Councilmember Croslin stated that Councilmember Frazier could call him anytime. Councilmember Lawrence noted to residents that any complaints could be made discreetly and that, if a crime has occurred, it could be called into the Police unanimously. Police Chief Holland clarified that callers were not required to give any personal information. Councilmember Croslin asked if it would be possible to have the camera to be turned off during public comment at the public hearing, to which Mayor Hollingsworth stated that the City did give that option. Councilmember Paschall noted to residents that they must let City staff know in advance that they would not like to be pictured, and added that he was still not clear on the fear and could not understand why someone would be afraid to speak on this topic. Mayor Hollingsworth stated that the conversation could continue if residents were to express such fears during any public comment. Councilmember Paschall stated that he was concerned the City was selling into the minds of residents that there is a false idea of a silent majority against this issue. Councilmember Paschall added that he believed the fear among residents was part of the problem he had been speaking about, and expressed his concern for the negative generalizations made about the Latino population in Hyattsville. Councilmember Perry said that she was not speaking about Latino residents in particular and was only speaking on behalf of residents who had called her.

Councilmember Warner asked if emails to the City were subject to the Maryland Public Information Act and Administrator Nicholson replied that they were public. Councilmember Warner then noted ways residents could make comments unanimously.



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Note for the record: Councilmember Solomon left Council Chambers at 8:43 p.m. and returned at 8:45 p.m.

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|------------------|---------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED 8-2</b>                                                       |
| <b>MOVER:</b>    | Lawrence                                                                  |
| <b>SECONDER:</b> | Paschall                                                                  |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | Perry, Frazier                                                            |
| <b>ABSENT:</b>   | Haba                                                                      |

**8.a FY-2017 Budget Amendment: Share Our Strength Grant (5 minutes)**

**Motion #:** **48-10-FY17** I move that the Mayor & Council amend the FY-2017 budget to appropriate the remaining fund balance of \$3,720 from the Share our Strength - Nutrition Assistance Grant previously approved for in FY-2016 for \$5,000.

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

Mayor Hollingsworth asked if there were any questions. Mayor Hollingsworth asked Assistant Clerk Littleford if she needed a voice vote for this item, to which she replied no.

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Warner                                                                                    |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

**8.b FY17 Budget Amendment: MNCPPC Grant for Recreation Activities (5 minutes)**

**Motion #:** **49-10-FY17** I move that the Mayor & Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney for legal sufficiency.

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

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Paschall                                                                                  |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |



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**8.c FY17 Budget Amendment: Council of Governments Membership (5 minutes)**

**Motion #:** 50-10-FY17 I move that the Mayor and Council amend the FY-2017 General Fund budget for the City Administrator by increasing the departments total budget appropriations by \$5,030 to cover the cost of the City's membership in the Metropolitan Washington Council of Governments for the remainder of this fiscal year.

Councilmember Solomon asked for the time period of the fiscal year. Administrator Nicholson stated that it was the same as the City of Hyattsville and ended in June.

**Sponsor(s):** Hollingsworth

|                  |                                                                                    |
|------------------|------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED 9-1</b>                                                                |
| <b>MOVER:</b>    | Lawrence                                                                           |
| <b>SECONDER:</b> | Paschall                                                                           |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | Perry                                                                              |
| <b>ABSENT:</b>   | Haba                                                                               |

**8.d FY-2017 Budget Amendment for Full time Communications Position (10 minutes)**

**Motion #:** 51-10-FY17 I move that the Mayor and Council amend the FY-2017 General Fund budget for Community Services by approving the FTE position of Bi-lingual Communications Coordinator and increasing the departments total budget appropriations by \$44,000 to cover estimated cost of salary and benefits for the remainder of this fiscal year.

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

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Ward                                                                                      |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

**8.e Maintenance Contract for New World / Tyler Technologies CAD/RMS System (10 minutes)**

**Motion #:** 52-10-FY17 I move that the Mayor and Council ratify the maintenance contract with New World / Tyler Technologies, signed on September 23, 2016 by City Administrator Tracey E. Nicholson for maintenance and support of the city CAD/ RMS in the amount, not to exceed \$37,852, for a period of six months.

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

[Tyler Technologies Contract.pdf](#) 

[Memo\\_to\\_Council\\_Emergency\\_Expenditure.docx](#) 



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Chief Holland stated that the current system used had merged with Tyler Technologies and noted that the Police Department had not budgeted for this item because they had anticipated that the transition to the new CAD would have occurred by now. Chief Holland then referenced the failure within the system that had occurred earlier in the year and noted that Sergeant Hartnett had worked hard to find a solution. Chief Holland noted that \$42,000.00 had been budgeted for another budget item and could now go toward this item. Sergeant Hartnett addressed the Mayor and Council and noted that the CAD system was very crucial and complex. Sergeant Hartnett clarified that the system had not given the City any trouble for six years, which led him to forego the maintenance contract earlier that year. Sergeant Hartnett added that the vendor gave the City the opportunity to enter into a six month program.

Councilmember Ward asked if the City had a policy for backups and Sergeant Hartnett noted that the data was backed up onsite and offsite. Councilmember Wright echoed Councilmember Ward and asked if the Police Department would run the risk of a similar problem. Sergeant Hartnett stated that he hoped the City would never run into this problem because they would soon be using a different vendor. Sergeant Hartnett added that the City did not lose any data, rather was set back in terms of efficiency. Councilmember Wright asked if this failure had brought any endangerment to the public and Sergeant Hartnett stated that the only individuals affected were dispatchers because they could not access prior information to the caller to provide to responding officers and that the issue was rectified in three and a half hours. Chief Holland clarified that this issue had not impacted landlines or reaction time rather moved from a CAD to "pad" system.

Councilmember Solomon noted a concern for any other maintenance contracts that the City had opted out of. Administrator Nicholson stated that she was not aware of any other contracts that had lapsed and provided more information on the budget meetings that had taken place before the decision had been made. Councilmember Solomon noted that he believed that the City should move to more cloud based systems to alleviate remediating issues similar the one at hand. Sergeant Hartnett stated that he was a proponent of cloud based systems, but the transition would be difficult due to the size of the current system.

Councilmember Paschall noted savings on the City's behalf despite the system failure. Chief Holland clarified that there was a \$5,000.00 difference in the City's favor.

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Ward                                                                                      |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

**8.f Administrative Guidelines and Procedures for Citizen Boards and Committees (10 minutes)**

**Motion #:** 53-10-FY17 I move that the Mayor and Council adopt the Administrative Guidelines and Procedures for Citizen Boards and Committees.

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



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[Guidelines and Procedures for Committees\\_092916\\_FINAL.docx](#)

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                                                               |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Croslin                                                                                   |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | None                                                                                      |
| <b>ABSENT:</b>   | Haba                                                                                      |

[8.g The Blue – Revised PPS 4-15016 & Revised DSP-15016 \(15 minutes\)](#)

**Motion #: 54-10-FY17** I move that the Mayor and Council authorize the Mayor to send a letter to the M-NCPPC Planning Board supporting the proposed 16-unit townhouse development, The Blue, subject to the following conditions:

1. At a minimum, the private roadways proposed in the plan shall meet the standards for materials and thickness found in the Prince George’s County Department of Public Works and Transportation Standard 100.07 for Urban Secondary Roads. It is the preference of the City the roadway be constructed to a minimum of 26 feet width, so that the City may accept the roadway and be responsible for any maintenance and capital replacement costs. If the applicant does not want to expand the width of the roadway to the City’s standard, the applicant is responsible for determining the entity held liable for the maintenance and capital improvement costs of the roadway.
2. A revised traffic circulation proposal that eliminates U-turns at Hamilton Street or Jefferson Street. It is the City’s belief that a circulation proposal that includes U-turns at those locations is unacceptable and does not support the goals of the Gateway Arts District Sector Plan.

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

[Memo - The Blue 09.29.2016.docx](#)

[Conceptual PPS.pdf](#)

[PPS-415016\\_001 - Revised PPS\\_lr.pdf](#)

[Statement of Justification \(Clean\) 9-1-16.docx](#)

[DSP-15016\\_100616.doc](#)

Director Chandler provided background information on the conditions and the feedback that was used to create them. Director Chandler expanded upon on the issue that storm water management would not be solvable in the proposal. Director Chandler highlighted the first and second points and noted that property owners would have to take on the responsibility of both of these conditions, which would be overly burdensome. Director Chandler added that a U-turn option on Route 1 would be needed and that the SHA had been made aware of the issue. Director Chandler then stated that the applicant had made efforts to reach out to Council and that their case would be heard before the Planning Board.





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Councilmember Croslin asked if the roadway would be extended and Director Chandler clarified that it would remain at 22 feet. Director Chandler then responded to Councilmember Croslin's questions regarding a green space. Director Chandler stated that the property was not large enough to be a park and the County Parks Department believed that it would be overly burdensome for residents to maintain. Director Chandler then clarified that County pipes would facilitate the storm water management plan. Director Chandler then noted that he had also thought the area could serve as a storm water management pond that residents could use, but current park standards required a 60-80 foot width. Councilmember Frazier asked for clarification of the location.

Councilmember Wright asked questions regarding the U-turn option and Director Chandler noted that this option could create issues with the pedestrian crossing as well as traffic problems. Councilmember Wright clarified that the plan did not support the goals of the Gateway Arts District Plan.

Councilmember Paschall stated that he was opposed to the proposed project and noted that he would like Director Chandler's professional advice on how to state that the City was opposed to the project. Director Chandler noted that the Planning Board could state oppositions, but the applicants could continue the project by addressing concerns. Director Chandler added that the City could note the addressed concerns but also state that it fundamentally did not support the project. Councilmember Paschall moved to amend the motion to add the language "and if the project moves forward, we would request the planning board require the following conditions." Councilmember Wright stated that he appreciated the sentiment but was concerned about reducing the City's credibility. Director Chandler noted that the applicant believed that residents had endorsed this project.

Councilmember Solomon stated that he planned to vote against the amendment for the sake of the City's reputation and added that he would like to give deference to councilmembers of the Ward in question and would like to hear more points of views regarding this development. Director Chandler added that he would urge the Council to include this language now so that the District Council would be able to see it. Councilmember Ward stated that he was in favor of the proposed development with the revisions because he believed that residents would knowingly purchase urban or tight living spaces. Councilmember Ward added that he would like to see more happy residents in Hyattsville instead of seeing another empty lot. Council Vice President Lawrence stated that he shared Councilmember Ward's sentiments. Mayor Hollingsworth stated, as a resident, that the both conditions stated would be nonnegotiable.

Councilmember Wright asked why the City did not consider commercial development for the property rather than residential, in light of the location. Mayor Hollingsworth clarified that only owners or proprietors could participate in those conversations and that the City had not made a position on that issue. Councilmember Paschall clarified that he had no concerns about the quality of the homes and expressed agreement with Councilmember Ward's remarks. Councilmember Paschall added that his concerns were in regard to placing a proposed residential development in the center of the City's commercial hub and noted that this proposal would break up the continuity of current developments.



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Councilmember Warner noted that she understood the conditions and wanted to reward them but shared the same sentiment as Councilmember Paschall. Councilmember Warner highlighted current parking issues that would be enhanced by this proposed development. Councilmember Perry noted that the City was considered a walkable community and stated that this type of development would be expected.

Councilmember Solomon noted a general concern about traffic issues and asked if the Council should amend the motion to emphasize that line. Mayor Hollingsworth noted that the motion would have to be reconstructed and Director Chandler agreed that it would be helpful for Council to comment on the revisions at hand. Mayor Hollingsworth noted that she would like to see stronger language to specifically stand against the proposed U-turn and that point two should be in the forefront of the letter. Administrator Nicholson added that Ward specification should be considered. Mayor Hollingsworth asked if there was a motion to modify the language in the letter.

|                  |                                                                                           |
|------------------|-------------------------------------------------------------------------------------------|
| <b>RESULT:</b>   | <b>APPROVED 8-2</b>                                                                       |
| <b>MOVER:</b>    | Lawrence                                                                                  |
| <b>SECONDER:</b> | Ward                                                                                      |
| <b>AYES:</b>     | Hollingsworth, Lawrence, Warner, Wright, Perry, Frazier, Solomon, Ward, Croslin, Paschall |
| <b>NAYS:</b>     | Perry, Frazier                                                                            |
| <b>ABSENT:</b>   | Haba                                                                                      |

### 9) Discussion Items (9:50 p.m. – 10:30 p.m.)

#### 9.a Partnership with University of Maryland's Environmental Finance Center (EFC) (10 minutes)

Mayor Hollingsworth noted that she had wanted to bring this item to Council earlier, but there had been issues with scheduling. Mayor Hollingsworth added that this item complemented the Community Sustainability Plan and asked if Council would financially and morally support this initiative.

Councilmember Warner stated that she thought the City had previously not taken enough initiative to partner with the University of Maryland and that she saw this item as transformational for the City. Councilmember Solomon asked if Council would decide on the ten priorities individually or collaboratively. Councilmember Wright added that he would like to see resident comment and input in the ten initiatives. Mayor Hollingsworth noted that Council would vote on this item on October 17, 2016.

#### 9.b 2017 Ballot Question: Composition of Council (30 minutes)

Mayor Hollingsworth provided background information on the proposed ballot question that would serve as a non-binding referendum. Mayor Hollingsworth explained that residents would provide input and the City would facilitate a conversation on what a smaller council would look like. Mayor Hollingsworth then opened the floor for discussion.



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Councilmember Wright noted that he had always considered redesigning the Council even if that meant redistricting. Councilmember Ward shared Councilmember Wright's sentiments and added that he would like to see what residents would like to see.

Councilmember Perry noted a discussion item for a proposed additional referendum question scheduled for the October 17<sup>th</sup> Council Meeting and asked if it would be easier to merge the two motions. Mayor Hollingsworth clarified that all of the items had to be voted on regardless.

Councilmember Paschall stated that he was in strong support, as a voter, to reduce the size of the Council and asked questions in regard to the format of the ballot question. Mayor Hollingsworth noted that Mr. Colaresi believed it would be in a multiple step "yes" or "no" format. Councilmember Paschall asked if the Board of Elections had discussed this item to which Clerk Reams responded that they had not. Councilmember Paschall then stated that he would like to have more clarity on how the questions would be worded and asked that all other viable options for this item had been considered. Councilmember Paschall further discussed the different options the City had for putting this item to a voter referendum. Councilmember Paschall stated that he agreed with Councilmember Perry in regard to this item being supplementary to the future discussion item on structure of government for the next meeting.

Councilmember Warner recalled that her response to this question would have been different and that when she was a first time candidate for office, she had a "the more the merrier" mentality about the Council. Councilmember Warner added that after five years on Council, she believed the current structure created procedural issues as well as increasing fractionalization. Councilmember Solomon stated that he was in support of this item and agreed with Councilmembers Perry, Paschall, and Warner's remarks. Councilmember Solomon then asked questions regarding the structure of the question on the ballot. Mayor Hollingsworth noted that as much input as the City could get from the ballot question would make it a very successful advisory item. Councilmember Solomon noted an issue with a multi-choice styled question with this item being aggregated with the structure of government item. Councilmember Solomon added that he thought that the Council could take up this issue on dais instead of putting it to a voter referendum.

Councilmember Perry highlighted issues with at large members in the history of the City, as well as other municipalities. Councilmember Perry asked staff to consult the City Attorney in regard to preventing misrepresentation of certain groups in the community. Mayor Hollingsworth further explained Mr. Colaresi's remarks that the Council contain all at large members as opposed to some at large members and added that the language before the Council is what had been sent to the City Attorney. Mayor Hollingsworth then further explained her position on this issue from an operational perspective and noted that the current number of Councilmembers far exceeded the number of senior level staff members. Councilmember Paschall then clarified that the County had addressed the issue of some at large members and noted that the proposed item referenced a council that would be both at large and ward specific.

Mayor Hollingsworth stated that the Council would have this item back as a discussion item where they could discuss the question wording and noted the timeline in order to ensure that this question would be on the May 2017 ballot. Councilmember Wright asked if this item would be



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advisory or binding and Councilmember Paschall replied that there could be a legal barrier to a binding referendum. Councilmember Solomon noted that, unlike the 16-17 year-old voting referendum, this item would require more conversation should it pass. Councilmember Warner stated that a binding resolution had to be resident initiated with a large portion of the population in support, and noted that this would be difficult for City residents to obtain. Administrator Nicholson affirmed Councilmember Warner's remarks. Councilmember Wright asked if the Council would need to consider changing the Charter before proceeding with any referendums. Mayor Hollingsworth asked that Council would include that point in the next conversation at a later Council Meeting. Administrator Nicholson clarified that this item would be advisory and added that these questions would be discussed with the City Attorney.

### 10) **Council Dialogue (10:30 p.m. – 10:40 p.m.)**

Councilmember Frazier reminded residents of the Cops on Rooftops event the following Saturday and Sunday at the Dunkin Donuts.

Councilmember Ward thanked residents that came out to the Zombie Run.

Council Vice President Lawrence stated that the Healthy Hyattsville Weekend was a great success and thanked various residents and volunteers for their help. Council Vice President Lawrence noted that there were over 400 registrations for the run despite the weather and noted that the CycloCross event was the largest Special Olympics fundraiser in Prince George's County. Council Vice President Lawrence then thanked City staff and residents for their cooperation.

Councilmember Solomon thanked City staff and residents who participated in the Healthy Hyattsville Weekend.

Councilmember Perry reminded residents of the Cops on Rooftops event on 3030 Queens Chapel Road for Special Olympics.

Councilmember Croslin reminded residents that the book club would be meeting the following Thursday in the Prangley Room where they would be watching Grace. Councilmember Croslin then noted that his son and cohorts received a reward for a piece they did on body worn cameras.

Councilmember Wright stated that he would like to encourage residents to attend the upcoming Community Conversations on community policing and noted that they would be stated on the City Calendar.

Mayor Hollingsworth echoed her colleagues' remarks about the Healthy Hyattsville Weekend and thanked staff for their work. Mayor Hollingsworth then stated that she would be speaking at an event partnering clergy and residents on October 13<sup>th</sup> at 7:00 p.m. at the Miracle Theater in Washington D.C.

### 11) **Community Notices and Meetings**

11.a City Calendar: October 4 - 17, 2016



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[Main City Calendar\\_Oct 4\\_Oct 17.pdf](#)   
[City Calendar\\_Oct.pdf](#) 

### 12) **Motion to Adjourn**

The meeting adjourned at 10:38 p.m. on a motion made by Councilmember Perry, seconded by Councilmember Ward and approved unanimously by the Mayor and Council.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. – 8:30 p.m.)

### **SUBJECT**

FY-2015 Audit Update (5 minutes)

### **Motion #**

Presentation Only

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

### **Summary Background:**

The FY-2015 audit is beyond the mid-point. Team auditors are wrapping up the analytical activity for recorded receivables and expenditures in the General and Special Revenue Funds. The next phrase of the audit centers on the Debt Service and Capital Funds. In these two areas, most of the focus will be on the inflow and outflow activities of spendable resources, especially the spendable balances in the Capital Funds. Closeout of the letters sent to external governmental units to confirm ending balances continues to be slow. As previously reported the estimated closeout date for this audit is the second week of January 2017.

### **Next Steps:**

As we closeout each phrase of the audit we transfer the closeout information into the current draft of the FY-2015 financial statements until completed.

### **Fiscal Impact:**

Late audit filings with the Department of Administrative Services can result in the loss of various State Grants, loss of revenues from the State Highway Fund and 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: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. – 8:30 p.m.)

### **SUBJECT**

Proclamation in Honor of the 100th Birthday of Ms. Geraldine E. Smith (5 minutes)

### **Motion #**

Presentation

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

### **Summary Background:**

Mayor Hollingsworth will present a proclamation in honor of Ms. Geraldine E. Smith's birthday.

### **Next Steps:**

N/A

### **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: November 7, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (8:30 p.m. – 8:35 p.m.)

### **SUBJECT**

Proclamation in Honor of the 100th Birthday of Ms. Geraldine E. Smith

### **Motion #**

62-11-FY17

### **Recommendation:**

I move that the Mayor and Council adopt a proclamation in honor of Hyattsville Resident Ms. Geraldine E. Smith's 100th Birthday.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[2016\\_100th\\_Birthday\\_Geraldine\\_Smith.docx](#)

### **Summary Background:**

Ms. Geraldine E. Smith will celebrate her 100th birthday on November 26, 2016. She has lived in Hyattsville for 67 years.

### **Next Steps:**

Recognize Ms. Smith

### **Fiscal Impact:**

None

### **City Administrator Comments:**

Recommend Support

### **Community Engagement:**

Communication with Ms. Smith's family.

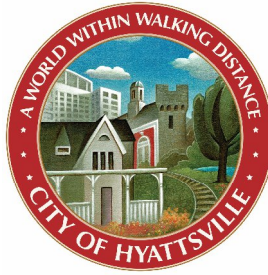
### **Strategic Goals:**

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

### **Legal Review Required?**

N/A





Proclamation in Recognition of  
Geraldine E. Smith  
*Celebrating 100 Years of Life*  
November 26, 2016

Whereas, Ms. Geraldine E. Smith was born on November, 26, 1916, and has lived in the City of Hyattsville for the last 67 years; and

Whereas, Ms. Smith has served our community as a substitute teacher at Hyattsville Elementary School and Hyattsville Junior High, as a Girl Scout Leader and Civil Defense Leader, and as a member of First Baptist Church of Hyattsville; and

Whereas, Ms. Smith has been a mother of three, a wife, a friend, and a neighbor, and in these ways and those mentioned above, has touched countless lives in our community;

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the City of Hyattsville hereby join friends and family as we celebrate Ms. Smith for achieving 100 years of life and thank her for sharing 67 of them with the City of Hyattsville.

---

Candace Hollingsworth, Mayor

November 7, 2016



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Proclamation

Agenda Section: Consent Items (8:30 p.m. – 8:35 p.m.)

### **SUBJECT**

Proclamation in Recognition of Municipal Government Works Month

### **Motion #**

63-11-FY17

### **Recommendation:**

I move that the Mayor and Council proclaim November 2016 as Municipal Government Works Month in Hyattsville.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[2016 Proclamation Municipal Government Works Month.docx](#)

### **Summary Background:**

N/A

### **Next Steps:**

N/A

### **Fiscal Impact:**

N/A

### **City Administrator Comments:**

Recommend Approval

### **Community Engagement:**

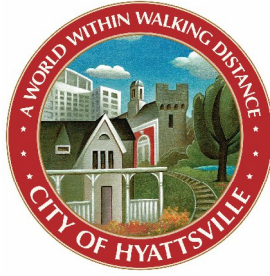
N/A

### **Strategic Goals:**

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

### **Legal Review Required?**

N/A



## Proclamation of Celebration for Municipal Government Works Month November, 2016

Whereas, Maryland's 156 municipalities celebrate Municipal Government Works each November; and

Whereas, the City of Hyattsville became an incorporated Maryland municipality in April 1886; and

Whereas, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

Whereas, in an effort to educate citizens about municipal government and the importance of their participation, the City/Town of is proud to promote municipal government awareness, and

Whereas, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the City of Hyattsville, Maryland hereby joins the Maryland Municipal League in declaring November to be Municipal Government Works Month in the City of Hyattsville

---

Candace Hollingsworth, Mayor

November 7, 2016



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Proclamation

Agenda Section: Consent Items (8:30 p.m. – 8:35 p.m.)

### **SUBJECT**

Proclamation in Recognition of Veteran's Day

### **Motion #**

64-11-FY17

### **Recommendation:**

I move that the Mayor and Council adopt the following proclamation in recognition of Veterans Day, November 11, 2016.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[Veterans Day Proclamation 2016.docx](#)

### **Summary Background:**

N/A

### **Next Steps:**

N/A

### **Fiscal Impact:**

N/A

### **City Administrator Comments:**

N/A

### **Community Engagement:**

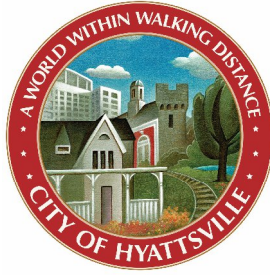
N/A

### **Strategic Goals:**

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

### **Legal Review Required?**

N/A



## Proclamation for Veterans Day November 11, 2016

Whereas, throughout the history of our nation, the brave women and men of our Army, Navy, Air Force, Marine Corps, and Coast Guard have risked their lives to protect our country;

Whereas, their contributions and sacrifices are a reminder that freedom is not free, and we are forever indebted to the millions of service members who fought and died in the line of duty;

Whereas, these sacrifices are also made by the family members who support the men and women that have fought to preserve our liberties;

Whereas, Hyattsville and the surrounding municipalities within Prince George's County have approximately 60,000 veterans who have served in the U.S. Armed Forces;

Whereas, it is most appropriate that we honor and recognize the dedication and valor that veterans have displayed to protect our freedom and democracy.

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the City of Hyattsville, Maryland, with gratitude and respect of the more than 21.8 million veterans who have faithfully served our country in the Armed Services, hereby proclaim November 11, 2016 as Veterans Day, and further extend our profound appreciation for their service to this great country.

---

Candace B. Hollingsworth, Mayor

November 7, 2016



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Proclamation

Agenda Section: Consent Items (8:30 p.m. – 8:35 p.m.)

### **SUBJECT**

Proclamation in Recognition of Native American Heritage Month

### **Motion #**

65-11-FY17

### **Recommendation:**

I move that the Mayor and Council proclaim November 2016 as Native American Heritage Month in Hyattsville.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[2016 Native American Heritage Month.docx](#)

### **Summary Background:**

N/A

### **Next Steps:**

N/A

### **Fiscal Impact:**

N/A

### **City Administrator Comments:**

N/A

### **Community Engagement:**

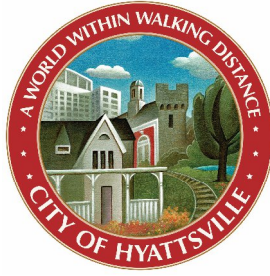
N/A

### **Strategic Goals:**

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

### **Legal Review Required?**

N/A



## Proclamation of Celebration for Native American Heritage Month November, 2016

Whereas, American Indian Heritage Month has been advocated for and observed in many communities since the 1910s, and officially established nationally in 1990; and

Whereas, Native Americans have called Maryland home for generations; and

Whereas, the values and spirit celebrated this month are ones that resonate for all Americans of every background and heritage, including respect for the natural world and the flourishing of future generations; and

NOW, THEREFORE, BE IT PROCLAIMED that the Mayor and Council of the City of Hyattsville, Maryland hereby proclaim November American Indian Heritage Month in Hyattsville, and encourage all residents to remember this part of our rich history.

---

Candace Hollingsworth, Mayor

November 7, 2016





## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Consent Items (8:30 p.m. – 8:35 p.m.)

### **SUBJECT**

FY17 Budget Amendment: Maryland Highway Safety Office Grant

### **Motion #**

66-11-FY17

### **Recommendation:**

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$3,800 from the Maryland Highway Safety Office for the purpose of providing overtime funding for the enforcement of motor vehicle laws.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[MHSO Grant Documents.pdf](#)

### **Summary Background:**

The Maryland Highway Safety Office (MHSO) administers grant-funded programs that address priority areas such as impaired driving prevention, occupant protection, aggressive driving prevention, distracted driving prevention and the safety of pedestrians, bicyclists, motorcyclists, younger drivers and older drivers.

This is an annual, recurring grant. For FY17 the MHSO has awarded \$3,800 to the Hyattsville City Police Department.

### **Next Steps:**

Select dates and locations for the traffic enforcement assignments.

### **Fiscal Impact:**

An additional appropriation and expenditure of \$3,800 in the Special Revenue Funds

### **City Administrator Comments:**

TBD

### **Community Engagement:**

N/A

### **Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

### **Legal Review Required?**

The project agreement was reviewed and approved by City Attorney Cornbrooks on 10/17/16





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

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

|                                                                                  |                                                |
|----------------------------------------------------------------------------------|------------------------------------------------|
| <b>PROJECT TITLE:</b> City of Hyattsville Department Law Enforcement Grant       | <b>FOR MHSO USE ONLY</b>                       |
|                                                                                  | <b>PROJECT NUMBER:</b><br>LE-Hyattsvi-2017-046 |
| <b>PROJECT AGENCY:</b> Hyattsville Police Department                             |                                                |
| <b>PROJECT AGENCY ADDRESS:</b> 4310 Gallatin Street, Hyattsville, Maryland 20781 |                                                |
| <b>FUND RECIPIENT:</b> City of Hyattsville Police Department                     |                                                |
| <b>FUND RECIPIENT ADDRESS:</b> 4310 Gallatin Street, Hyattsville, Maryland 20781 |                                                |
| <b>FEDERAL IDENTIFICATION NUMBER:</b> 52-6000797                                 |                                                |

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

| <b>PROJECT COORDINATOR &amp; FINANCIAL ADMINISTRATOR</b>          |                          |                                                                   |                          |
|-------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------|--------------------------|
| <b>PROJECT COORDINATOR</b>                                        |                          | <b>FINANCIAL ADMINISTRATOR</b>                                    |                          |
| <b>NAME:</b> Michelle Dunklee                                     |                          | <b>NAME:</b> Ronald Brooks                                        |                          |
| <b>TITLE:</b> Executive Assistant for Chief of Police             |                          | <b>TITLE:</b> Treasurer                                           |                          |
| <b>AGENCY:</b> Hyattsville Police Department                      |                          | <b>AGENCY:</b> City of Hyattsville                                |                          |
| <b>ADDRESS:</b> 4310 Gallatin Street, Hyattsville, Maryland 20781 |                          | <b>ADDRESS:</b> 4310 Gallatin Street, Hyattsville, Maryland 20781 |                          |
| <b>PHONE:</b> 301-985-5084                                        | <b>FAX:</b> 301-985-5074 | <b>PHONE:</b> 301-985-5042                                        | <b>FAX:</b> 301-985-5007 |
| <b>E-MAIL:</b> mdunklee@hyattsville.org                           |                          | <b>E-MAIL:</b> rbrooks@hyattsville.org                            |                          |

| <b>PROJECT DIRECTOR &amp; AUTHORIZING OFFICIAL SIGNATURES</b>     |                          |                                                                   |                          |
|-------------------------------------------------------------------|--------------------------|-------------------------------------------------------------------|--------------------------|
| <b>PROJECT DIRECTOR</b>                                           |                          | <b>AUTHORIZING OFFICIAL</b>                                       |                          |
| <b>NAME:</b> Douglas Holland                                      |                          | <b>NAME:</b> Candance Hollingsworth                               |                          |
| <b>TITLE:</b> Chief                                               |                          | <b>TITLE:</b> Mayor                                               |                          |
| <b>AGENCY:</b> Hyattsville Police Department                      |                          | <b>AGENCY:</b> City of Hyattsville                                |                          |
| <b>ADDRESS:</b> 4310 Gallatin Street, Hyattsville, Maryland 20781 |                          | <b>ADDRESS:</b> 4310 Gallatin Street, Hyattsville, Maryland 20781 |                          |
| <b>PHONE:</b> 301-985-5084                                        | <b>FAX:</b> 301-985-5074 | <b>PHONE:</b> 301-985-5000                                        | <b>FAX:</b> 301-985-5007 |
| <b>E-MAIL:</b> dholland@hyattsville.org                           |                          | <b>E-MAIL:</b> chollingsworth@hyattsville.org                     |                          |
| <b>SIGNATURE &amp; DATE:</b>                                      |                          | <b>SIGNATURE &amp; DATE:</b>                                      |                          |

| <b>FOR MHSO USE ONLY</b>                          |                                              |
|---------------------------------------------------|----------------------------------------------|
| <b>FEDERAL FISCAL YEAR START DATE:</b> 10/01/2016 | <b>FUNDS OBLIGATED FROM MHSO:</b> \$3,800.00 |
| <b>FEDERAL FISCAL YEAR END DATE:</b> 09/30/2017   | <b>PROJECT START DATE:</b>                   |
| <b>MHSO CHIEF APPROVAL SIGNATURE &amp; DATE:</b>  |                                              |

**Motor Vehicle Administration  
Maryland Highway Safety Office  
FFY 2016 GRANT APPLICATION OVERVIEW**

**Introduction**

The purpose of this document is to provide potential grantees with information on the Maryland Highway Safety Office's (MHSO) grant application process. This information is provided to assist the applicant agency in developing a highway safety project. Grants awarded for the FFY 2016 will begin on October 1, 2015 and will end on September 30, 2016.

**The MHSO's Highway Safety Program**

The MHSO administers grant-funded programs that address priority areas such as impaired driving prevention, occupant protection, aggressive driving prevention, distracted driving prevention and the safety of pedestrians, bicyclists, motorcyclists, younger drivers, and older drivers. In addition, grant funds can be awarded toward projects that help improve the quality of traffic safety data.

**Problem Statement**

Motor vehicle crashes are one of the leading causes of death in Maryland, eclipsing homicides in virtually every jurisdiction. On average, there are more than 92,000 motor vehicle crashes in Maryland each year, resulting in an average of 500 deaths and 44,000 injuries.

**Grant Program Eligibility**

State and local government agencies, law enforcement agencies, non-profit organizations, institutions of higher education and hospitals are eligible for funding. Funding is provided on a competitive basis to projects that are data driven, and to those that implement evidence-based countermeasures with goals of eliminating motor vehicle crashes and the associated injuries and fatalities. Collaboration with the "four Es of highway safety" education, enforcement, engineering and emergency medical services is encouraged

**How to Apply**

The application must be completed and submitted electronically through the MHSO's online grants system, SHARP. This site is used to apply for and manage grant-funded projects. There are two types of grant applications available, one specifically for law enforcement and another for general applications. The deadline for both the general and the law enforcement applications is February 27, 2015.



### **Description of High Visibility Enforcement (HVE)**

High Visibility Enforcement (HVE) is a universal traffic safety approach designed to create deterrence and change unlawful traffic behaviors. HVE combines highly visible and proactive law enforcement targeting a specific safety issue. Law enforcement efforts are combined with visibility elements and a publicity strategy to educate the public and promote voluntary compliance with the law. Law enforcement agencies should develop sustained HVE plans across all areas of traffic safety using the HVE approach: Enforcement, Visibility, and Publicity.

### **Description of the MHSO's Available Law Enforcement Funding Opportunities**

#### **Aggressive Driving**

Funding will be provided for officer overtime for aggressive driving enforcement patrols. Examples of aggressive driving infractions include speeding, red light running, failure to yield, DUI, reckless driving, following too close, improper turn and other hazardous violations. Operations must be data driven and targeted in areas of greatest need as determined by crash data. Highway safety funds can be used to implement a year-round aggressive driving enforcement strategy and to participate in the MHSO's Smooth Operator Program, a high-visibility enforcement effort with four waves beginning in May and running through September. In addition to officer overtime, funds may be used for training and equipment if a need is demonstrated and funds are available. Educational materials may be available through the MHSO.

#### **Distracted Driving**

Funding will be provided for officer overtime for distracted driving enforcement patrols. These funds are designed to decrease distracted driving violations by enforcing Maryland's hand held cell phone and texting laws. Operations must be data driven, with target locations being based on crash and citation data. Funds will be available for officer overtime and training if a need is demonstrated and funds are available. Educational materials may be available through the MHSO.

#### **Impaired Driving**

Funded projects will target high crash locations and corridors where there has been a high incidence of DUI related crashes and arrests. Evidence-based enforcement operations include saturation patrols (consisting of two or more officers patrolling high-crash areas during peak times), sobriety checkpoints, and underage drinking enforcement that includes, but is not limited to, compliance checks and party patrols. Funds will be available for officer overtime, training, and equipment if a need is demonstrated and funds are available. Educational materials may be available through the MHSO.

### **Occupant Protection**

Funding will be provided to projects that are evaluated to best increase seat belt use and promote the proper use of child safety seats. These projects include enforcement activities to increase nighttime seatbelt use. Operations must be data driven and target locations based on crash and citation data. Funding will be provided for officer overtime during nighttime hours (9:00 pm -5:00 am) training, and equipment if a need is demonstrated and funds are available. Educational materials may be available through the MHSO.

### **Pedestrian/Bicycle**

Funding will be provided to projects designed to improve pedestrian/bicyclist safety, and to those projects that increase motorist awareness through enforcement. High-priority locations selected through a data driven approach will be utilized. Funding will be provided for officer overtime, training, and equipment if a need is demonstrated and funds are available. Educational materials may be available through the MHSO.

### **Description of the MHSO's Available General Funding Opportunities**

General grant applicants are encouraged to develop proposals for outreach initiatives that focus on Maryland's highway safety priorities: impaired driving prevention distracted driving prevention, aggressive driving prevention, occupant protection, and the safety of pedestrians, bicyclists, motorcyclists, young and older drivers. Applicants interested in submitting proposals that focus on police traffic services and traffic records should also apply through the general grant application. Applicants should be sure the proposed project addresses an identified highway safety priority and includes strategies, actions steps and measurable outcomes. Questions to help guide pre-planning prior to contacting a technical advisor at the MHSO and completing a grant application are provided below:

- What is the highway safety problem you intend to address?
- Who is your target population? Is this a local or statewide effort?
- What is the proposed solution you will implement to resolve the highway safety problem?
- How will you evaluate the program?

Information on previously funded projects can be found in the MHSO's Annual Report located on MHSO's website at

<http://www.mva.maryland.gov/safety/docs/mhsoannualreport2014.pdf>

### **Additional Resources Available**

**In preparation for applying for a grant, applicants are encouraged to review the following documents for information:**

# RE: MHSO Project Agreement

Skip Cornbrooks <scornbrooks@bkcklaw.com>

Mon 10/17/2016 10:09 AM

Inbox

To: Michelle Dunklee <mdunklee@hyattsville.org>;

Michelle:

You may proceed.

E.I. Cornbrooks, IV, Esquire  
Karpinski, Colaresi & Karp, P.A.  
Suite 1850  
120 East Baltimore Street  
Baltimore, Maryland 21202-1605  
Telephone: 410-727-5000  
Facsimile: 410-727-0861  
[scornbrooks@bkcklaw.com](mailto:scornbrooks@bkcklaw.com)

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**From:** Michelle Dunklee [mailto:mdunklee@hyattsville.org]

**Sent:** Thursday, October 13, 2016 11:04 AM

**To:** Skip Cornbrooks <scornbrooks@bkcklaw.com>

**Subject:** MHSO Project Agreement

Hi Skip,

Hope my email finds you well. Please review the attached and advise if we can move forward.

MICHELLE A. DUNKLEE  
EXECUTIVE ASSISTANT  
COLONEL DOUGLAS K. HOLLAND  
CHIEF OF POLICE  
HYATTSVILLE CITY POLICE DEPARTMENT

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**From:** Copier Copier

**Sent:** Thursday, October 13, 2016 11:04 AM

**To:** Michelle Dunklee

**Subject:**

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CS 8001i  
[00:c0:ee:3e:2c:0a]  
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## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (8:30 p.m. – 8:35 p.m.)

### **SUBJECT**

Appointment to the Health, Wellness and Recreation Advisory Committee

### **Motion #**

67-11-FY17

### **Recommendation:**

I move that the Mayor and Council appoint Sade Adeeyo (Ward 1) to the Health, Wellness and Recreation Advisory Committee for a term of 2 years to expire on November 7, 2018.

### **Sponsor(s):**

Hollingsworth, Warner, Solomon

### **ATTACHMENTS**

[Adeeyo\\_HWRAC Application\\_redacted.pdf](#)

### **Summary Background:**

The HWRAC was established by the City Council in November 2015. The first meeting of the Committee was held in July 2016.

### **Next Steps:**

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

### **Fiscal Impact:**

None

### **City Administrator Comments:**

N/A

### **Community Engagement:**

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

### **Strategic Goals:**

Goal 1 - Ensure Transparent & Accessible Governance

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

### **Legal Review Required?**

N/A



## Profile

sade

First Name

adeeyo

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

## Ward 1

Ward

Primary Phone

Alternate Phone

### Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee, Planning Committee

Maureen Foster from a  
SpeakUpHVL event

Referred By:

## Biographical Statement

I believe in the power of community voice. And I'm driven by initiatives where I can work collaboratively with diverse stakeholders who center the lived experiences and comprehensive needs of residents through evidence-informed programming, strategic policy initiatives, and coordinated services. My applied research focuses on building and evaluating community-based interventions with an intersectional race, gender, and class lens. My areas of interest include food security, social determinants of health, supportive workforce development, affordable housing, and positive youth development.

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## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Finance

Item Type: Resolution

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### SUBJECT

Hyattsville Resolution 2016-04: Declaration of Official Intent, DPW Renovation (5 minutes)

### Motion #

68-11-FY17

### Recommendation:

I move that the Mayor and Council introduce and adopt Hyattsville Resolution 2016-04, a Resolution of the Mayor and City Council of the City of Hyattsville, Maryland, for the purpose of making a Declaration of Official Intent pursuant to U.S. Treasury Regulation Section 1.150-2 regarding City of Hyattsville's intention to reimburse from borrowed funds prior expenditures made in connection with the project described herein as Department of Public Works Facility Renovation (FIRST READING AND ADOPTION).

### Sponsor(s):

At the Request of the City Administrator

### ATTACHMENTS

[Resolution 2016-04 Hyattsville\\_DOOI\\_Resolution\\_for\\_DPW\\_Project.pdf](#)

### Summary Background:

It is the intent of the City to issue bonds to fund the renovation of the Department of Public Works (DPW) facility. To date, the City has incurred expenses related to this project prior to the issuance of bonds. Under Section 1.150-2 of the U.S. Treasury Regulations (Reimbursement Regulations) local governments that have incurred and paid "original expenditures" on infrastructure related projects before issuance can be reimbursed for these expenses from bond proceeds. To do so, Council must pass a resolution called a "Declaration of Official Intent" in order to qualify the "original expenditures" for reimbursement from bond proceeds. The DPW renovation project is a \$3.3 million capital improvement project with an CY 2018 anticipated completion date. The City previously passed a "Declaration of Official Intent" resolution to reimburse prior project costs out of the 2010 and 2012 bond proceeds from bonds issued thru the Maryland Infrastructure Bond Fund.

### Next Steps:

Upon adoption, staff will provide the City's Bond Attorney with an executed copy of the Resolution.

### Fiscal Impact:

Council approved \$3.3 million in capital improvement expenditures for this project.

### City Administrator Comments:

Recommend Support

### Community Engagement:

N/A

### Strategic Goals:

Ensure the Long-Term Economic Viability of the City.

**Legal Review Required?**

This resolution was prepared and submitted on behalf of the City by Lindsey A. Rader, the City's bond counsel and is pending final review and approval by the City's general counsel.

## **HYATTSVILLE RESOLUTION 2016-04**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, FOR THE PURPOSE OF MAKING A DECLARATION OF OFFICIAL INTENT PURSUANT TO U.S. TREASURY REGULATION SECTION 1.150-2 REGARDING CITY OF HYATTSVILLE'S INTENTION TO REIMBURSE FROM BORROWED FUNDS PRIOR EXPENDITURES MADE IN CONNECTION WITH THE PROJECT DESCRIBED HEREIN AS DEPARTMENT OF PUBLIC WORKS FACILITY RENOVATION.**

### **RECITALS**

WHEREAS, City of Hyattsville (the "City") has determined to undertake a project generally described as the Department of Public Works Facility Renovation (the "Project") and, in connection with the Project, to acquire or pay for, as applicable, the acquisition of improved or unimproved land, necessary property rights and equipment, related site and utility improvements, related architectural, planning, design, engineering, bidding, acquisition, construction, improvement, installation, modification, demolition, removal, renovation, reconstruction, rehabilitation, equipping, inspection, construction management, permitting, financial, administrative and legal expenses, costs of related activities, improvements and appurtenances, and related costs of issuance of any financing or refinancing therefor; and

WHEREAS, the City anticipates borrowing money for costs of the Project, such borrowing to be evidenced by one or more series of general obligation bonds or other evidences of indebtedness (collectively, or individually by series, the "Bonds") to be issued by the City; and

WHEREAS, the City reasonably expects to spend City funds on costs of the Project prior to issuance of the Bonds or any interim financing incurred by the City in anticipation of the Bonds, and (i) to reimburse the City from proceeds of the Bonds for all or a portion of such previously paid costs of the Project, and/or (ii) to use Bond proceeds to refinance all or a portion of any interim borrowing incurred by the City that is applied to reimburse the City for prior Project expenditures; and

WHEREAS, Section 1.150-2 of the U.S. Treasury Regulations (the "Reimbursement Regulations") provides that local governments funding "original expenditures" intended to be reimbursed from the proceeds of "obligations" must make a declaration of "official intent" in order to qualify such original expenditures for reimbursement from a "reimbursement bond", all within the meaning of the Reimbursement Regulations; and

WHEREAS, the City is an "issuer" for purposes of the Reimbursement Regulations and wishes to adopt this Resolution for the purpose of evidencing the clear and official intent of the City to reimburse from reimbursement bond proceeds (meaning the Bonds or any interim financing incurred in anticipation of the Bonds) original expenditures made in connection with the Project.

**NOW, THEREFORE, BE IT RESOLVED**, by the Mayor and City Council of the City of Hyattsville:

SECTION 1. That (i) the Recitals to this Resolution are deemed a substantive part of this Resolution and are incorporated by reference herein, and (ii) capitalized terms defined in the Recitals to this Resolution and not defined in the Sections hereof shall have the meanings given to such terms in the Recitals hereto.

SECTION 2. That in accordance with the Reimbursement Regulations, the City hereby makes this declaration of its reasonable expectation to expend money on costs of the Project prior to the issuance of the Bonds (or any interim financing incurred in anticipation of the Bonds) and to utilize proceeds of the Bonds (or such interim financing), which Bonds or interim financing will qualify as a “reimbursement bond” for purposes of the Reimbursement Regulations, to reimburse all or a portion of such original expenditures. This Resolution is intended to be a declaration of official intent within the meaning of the Reimbursement Regulations.

SECTION 3. That the maximum aggregate principal amount of the Bonds expected to be issued for the Project (and the maximum aggregate principal amount of any interim financing expected to be incurred by the City for the Project in anticipation of the Bonds) is Three Million Three Hundred Thousand Dollars (\$3,300,000.00) each.

SECTION 4. That this Resolution shall become effective immediately upon its adoption.

**INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a \_\_\_\_\_ regular \_\_\_\_\_ special [check applicable meeting type] meeting on \_\_\_\_\_, 2016, at which meeting copies were available to the public for inspection.

[CONTINUED ON FOLLOWING PAGE]

**ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a \_\_\_\_\_  
regular \_\_\_\_\_ special [check applicable meeting type] meeting on  
\_\_\_\_\_, 2016, at which meeting copies were available to the public  
for inspection.

ATTEST:

\_\_\_\_\_  
Laura Reams, City Clerk

\_\_\_\_\_  
Candace B. Hollingsworth, Mayor

#189957;50036.001



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### SUBJECT

FY17 Budget Amendment - Adirondack Tree Contract (10 minutes)

### Motion #

69-11-FY17

### Recommendation:

I move that the Mayor and Council amend the FY-2017 budget appropriations for the Department of Public Works by transferring \$30,000 from Administration/Professional Services to Urban Tree Care. I further move that the Mayor and Council authorize the City Administrator to approve an increase in an amount not to exceed \$30,000 to the current contract with Adirondack Tree Expert for tree work in the City.

### Sponsor(s):

At the Request of the City Administrator

### ATTACHMENTS

[Memo\\_DT\\_Tree\\_Funds.docx](#)

### Summary Background:

The City has numerous dead and dying trees that are creating hazardous conditions on streets and within the City Right of Way. The current Parks Division budget for tree removal and pruning will not support the work required at this time. We are requesting a budget amendment to increase Adirondack Tree Experts contract from \$100,000.00 to \$130,000.00 so that we can accomplish additional tree work.

### Next Steps:

Schedule the additional tree work that is needed to improve hazardous tree conditions.

### Fiscal Impact:

\$30,000.00 will be transferred from the DPW Administration budget

### City Administrator Comments:

Recommend Support

### Community Engagement:

Outreach to residents that are within the surrounding and impacted areas.

### Strategic Goals:

Promote a Safe and Vibrant Community

### Legal Review Required?

Complete



# Memo

To: Lesley Riddle, DPW Director  
From: Dawn Taft, Park Maintenance Supervisor  
CC: Ron Brooks, City Treasurer  
Date: September 26<sup>th</sup>, 2016  
Re: Tree Maintenance Budget

---

The past two seasons have been erratic with extreme weather patterns. It is likely that these patterns will continue and trees will either adjust to new weather conditions or continue to decline.

The extreme heat, drought, rain and extensive storms/micro bursts have caused significant decline of major scaffold limbs and accelerated the decline of an already stressed and mature tree canopy. Extreme conditions drain trees defenses making them vulnerable to opportunistic decay fungi, disease, virus and insects. Our Oaks and Maples trees are in rapid decline creating hazardous conditions throughout the city.

Conditions vary with some trees showing external stress while others have internal damage, such as accelerated decay and stress cracks. Internal damage is rarely visible, but has resulted in an increase in the amount of emergency work removing “hangers” from over the public right of way. Limbs falling on private property has also caused an increase in the amount of insurance claims and we anticipate this will continue.

In the two short months since the submission of FY’17 tree work to our contractor for pricing, more trees have died or are in worse condition and in need of attention. Funding preparation is needed to respond to the amount of tree work needed with increases expected throughout the winter months.



The additional work needed in FY 2016 exceeded our budget by approximately \$40K. This work was postponed until the beginning of FY 2017. Unfortunately, the extreme heat and extensive rains this summer have impacted both our mature and immature canopies. Storms/micro bursts have contributed to the decline of an already stressed tree canopy and is creating hazardous conditions all over the city.

The City requires an additional \$28,850 to complete the current round of tree work. This will cover our immediate needs and estimates for potential hazards. We anticipate numerous trees that are currently in decline requiring hazardous pruning this spring.

Urban Forestry PO# P17/101559    Urban Forestry

|                              |            |
|------------------------------|------------|
| Remaining balance -          | \$38,650   |
| Outstanding invoice / hanger | 350        |
| Reallocation to PO           | 450        |
|                              | <hr/>      |
|                              | \$37,850   |
| Adirondak reduced proposal   | \$66,700   |
|                              | <hr/>      |
| Balance                      | \$(28,850) |

Below you will find samples of what we are experiencing all over the city.





















## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Grant

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### **SUBJECT**

FY17 Budget Amendment: Governor's Office of Crime Control and Prevention Safe Streets Program Grant (15 minutes)

### **Motion #**

70-11-FY17

### **Recommendation:**

I move that the Mayor and Council amend the FY17 budget to accept and appropriate the grant award in the amount of \$106,500 from the Governor's Office of Crime Control and Prevention for the purpose of implementing a Safe Streets crime reduction program.

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[Safe Streets Program Memo to Council 10.12.16.docx](#)

[Safe Streets Award Notice.pdf](#)

### **Summary Background:**

See attached memorandum

### **Next Steps:**

Complete the memorandum of understanding between program partners, announce the positions of contract program coordinator and crime analyst and schedule the first meeting.

### **Fiscal Impact:**

An additional appropriation and expenditure of \$106,500 in the Special Revenue Funds

### **City Administrator Comments:**

Recommend Support

### **Community Engagement:**

This item was discussed at a Council meeting on October 17, 2016.

### **Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

### **Legal Review Required?**

The memorandum of understanding is pending review by the City Attorney



# Memo

To: Mayor and Council  
From: Douglas K. Holland, Chief of Police  
CC: Tracey Nicholson, City Administrator  
Date: October 12, 2016  
Re: Safe Streets Initiative Grant from the Governor's Office of Crime Control and Prevention

---

## Summary Background

The Maryland's Safe Streets Initiative (Safe Streets) is an offender based crime reduction model that was established to institute collaboration and information sharing across all levels of Government to dramatically reduce crime. The program is coordinated by the Governor's Office Of Crime Control & Prevention (GOCCP). The objective of Safe Streets is significant violent crime reduction through seamless coordination, consistent interagency collaboration and information sharing by focusing on a core group of offenders who commit the majority of local violent crime.

The program was first introduced in Annapolis in 2008 and a second award went to Salisbury in 2010. In 2012-2014 the program expanded to Baltimore, Cumberland, Frederick, Hagerstown, Cambridge, Harford and Cecil Counties.

The grant process is by invitation only and Hyattsville was invited to apply.



There are 10 core goals associated with the Safe Streets program:

- Identify and Prioritize Offenders
- Supervise and Contain Priority Offenders
- Identify and Prioritize Warrants
- Establish a Watch Center Model
- Train Patrol Officers on Safe Streets Strategies
- Establish a Prosecution Strategy for Priority Offenders
- Identify and address substance abuse issues
- Track the Prosecutions of Priority Offenders
- Identify and Enforce Suspended and Truant Children
- Nuisance Abatement
- Truancy Education and Engagement
- Technology and Equipment Assistance

The program requires a coalition of partners that at a minimum include:

- Municipal Executive
- Municipal Police
- County Police and/or Sheriff's Office
- Prince George's County State's Attorney's Office
- Local Detention Center (County Corrections)
- Maryland Community Supervision (Dept. of Public Safety and Correctional Services)
- Department of Juvenile Services
- U.S. Attorney's Office

Management and accountability for the program rests on the Municipal Executive, Police Department and a coordinator who is assigned to the coalition. The coalition must meet on a regular basis to share information and develop on-going operational strategies. GOCCP requires sites to hold monthly full Coalition meetings and frequent operational meetings where intelligence is shared on priority offenders.

GOCCP requires monthly reporting of the following information:

- Monthly crime statistics as well as YTD comparison from 2 previous years
- Running list of all Safe streets offenders arrested including case dispositions
- Statistics on warrants served while using grant funds including planned initiatives or sweeps
- Warrant backlog information

This is a reimbursement grant program, meaning that the City must expend funds, submit receipts and request reimbursement from the State. Grant funding is generally approved for personnel, overtime and technology. The program will require the hiring of a program coordinator, crime analyst and ideally a dedicated (most likely part time) prosecutor from the State's Attorney's Office. These positions generally guide the coalition in their operational objectives. Overtime funding is generally used for deployment of police officers for warrant service operations/sweeps and to accompany Parole and Probation personnel on offender home visits. Technology requests can cover a wide range of equipment such as crime

mapping services, entry team protective gear, e-tix (electronic citation) hardware, LPRs (License Plate Recognition Systems), body cameras and crime scene processing equipment.

This program is a very intensive management challenge requiring a full time coordinator and crime analyst that must manage a large coalition of municipal, county and State partners. The coalition requires monthly full coalition meetings as well as monthly operational meetings. Rigorous monthly reporting requirements are mandated by GOCCP.

Hyattsville Safe Streets Initiative Partners are:

- City of Hyattsville Government
- Greenbelt City Police Department
- City of Mount Rainier Police Department
- Town of Bladensburg Police Department
- Town of Riverdale Park Police Department
- Town of University Park Police Department
- Town of Edmonston Police Department
- Prince George's County Police Department
- Prince George's County Office of the Sheriff
- Prince George's County State's Attorney's Office
- Prince George's County Department of Corrections
- Prince George's County Office of Juvenile Services
- Prince George's County Office of Parole and Probation
- Prince George's County Department of Health

The police department submitted an application to the GOCCP on July 31, 2016 requesting a total of \$ 275,750.

The City received a notice on August 18, 2016 that it had received an award in the amount of \$106,500.

- Crime Analyst Salary \$22,500
- Program Coordinator Salary \$25,000
- Law Enforcement Overtime \$50,000
- Computers \$ 3,000
- Crime Analysis Software \$ 6,000

Recommendation:

It is recommended that the Mayor and Council accept, appropriate and authorize the expenditure of a \$106,500 grant from the Governor's Office of Crime Control and Prevention for a Safe Streets Initiative.



100 Community Place, 1st Floor  
Crownsville, MD 21032  
410-697-9338  
Fax: 443-782-0205  
dinfo\_goccp@maryland.gov  
goccp.maryland.gov

Larry Hogan  
Governor

Boyd K. Rutherford  
Lt. Governor

V. Glenn Fueston, Jr.  
Executive Director

August 18, 2016

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

RE: MDSS-2017-0023

Dear Mayor Hollingsworth:

I am pleased to inform you that your grant application submitted by **City of Hyattsville**, entitled "**Safe Streets**", in the amount of \$106,500.00 has received approval under the Maryland Safe Streets program. Enclosed is the Grant Award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Hyattsville Police Department Safe Streets initiative addresses high incidents of crime in the city and surrounding contiguous areas contained in Prince George's County. The program aggressively tracks offenders by utilizing a security integration model of multi-agency collaboration with state, and local law enforcement agencies, public safety agencies, and community partners. Additionally, the program will entail a variety of initiatives across several disciplines to make residents safer and neighborhoods more attractive. Grant funds provide overtime, salary support and equipment.

Please pay particular attention to the instructions included on the Grant Award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by GOCCCP are located online, at <http://www.goccp.maryland.gov/grants/general-conditions.php>. The Chief Elected Official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the Grant Award, must sign the original Grant Award Acceptance form and return it to the Governor's Office of Crime Control and Prevention within **Twenty-One (21) Calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

MDSS-2017-0023

Page 2

A copy of the Grant Award, Notification of Project Commencement, and Individual Project Reports has also been sent to the Project Director. The Project Director is responsible for completing these and other required forms now and at the end of each reporting period. If the Project Director changes, GOCCP must be notified immediately to avoid potential reporting problems.

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

If you have any questions or need any clarification regarding this Grant Award, please contact **Linda Brookes**, your Regional Monitor, or **Felicia Bailey**, Fiscal Specialist, at (410) 821-2828. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our State.

Sincerely,

A handwritten signature in black ink, appearing to read "V. Glenn Fueston, Jr.", with a stylized flourish at the end.

V. Glenn Fueston, Jr.  
Executive Director

cc: Colonel Douglas Holland





8/18/2016



Control Number:

32449

GOCCP Regional Monitor:

Brookes, Linda

GOCCP Fiscal Specialist:

Bailey, Felicia

Governor's Office of Crime Control &amp; Prevention

## Grant Award & Acceptance Form

**Grant Award Number:** MDSS-2017-0023  
**Sub-recipient:** City of Hyattsville  
**Project Title:** Safe Streets  
**Implementing Agency:** Hyattsville City Police Department  
**Award Period:** 10/01/2016 - 06/30/2017

CFDA: State

|                 |                     |         |              |                   |
|-----------------|---------------------|---------|--------------|-------------------|
| Funding Summary | Grant Funds         | 100.0 % | \$106,500.00 |                   |
|                 | Cash Match          | 0.0 %   | \$0.00       |                   |
|                 | In-Kind Match       | 0.0 %   | \$0.00       |                   |
|                 | Total Project Funds |         | \$106,500.00 | Budget Version: 0 |

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

### Maryland Safe Streets

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

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

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

### FOR THE STATE OF MARYLAND:

Executive Director

Governor's Office of Crime Control &amp; Prevention

### SUB-RECIPIENT ACCEPTANCE:

Signature of Authorized Official

CANDACE B. HOLLINGSWORTH, MAYOR

Typed Name And Title

8/22/16

Date

Return original form  
signed in blue ink to:

Governor's Office of Crime  
 Control and Prevention  
 100 Community Place, 1st Floor  
 Crownsville, MD 20132  
 Attention: Control Desk





Governor's Office of Crime Control & Prevention

GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:

Brookes, Linda  
Bailey, Felicia

## Grant Award - Special Conditions

|                            |                         |                             |                                    |
|----------------------------|-------------------------|-----------------------------|------------------------------------|
| <b>Grant Award Number:</b> | MDSS-2017-0023          | <b>Sub-Recipient:</b>       | City of Hyattsville                |
| <b>Award Period:</b>       | 10/01/2016 - 06/30/2017 | <b>Implementing Agency:</b> | Hyattsville City Police Department |
| <b>Project Title:</b>      | Safe Streets            |                             |                                    |

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

In addition, the Grantees Toolbox is provided as a resource on the GOCCP website (<http://www.goccp.maryland.gov/grants/grantee-toolbox.php>) to address frequently asked questions.

- 2 Accountability rests on the Executive Department, the primary law enforcement agency under the authority of the Executive Department, and the Coordinator whom the Executive Department and law enforcement agency jointly assign to guide the Coalition. In cases where a Sheriff's Office is the applicant, accountability rests on the Sheriff's Office and its assigned Coordinator. The Coordinator is responsible for collecting and tracking data on the program for report at monthly Coalition meetings. Reports (given by the Coordinator or members) must include data on crime statistics, warrants, watch center cases, code enforcement cases and prosecution cases at minimum. GOCCP is developing a uniform reporting form for all sites. This form will be required once received by GOCCP.
- 3 The Safe Streets Coalition membership is diverse and requires careful coordination. Monthly Coalition meetings are required. The following members must attend monthly: Municipal Police Departments, County Police Department, Sheriff's Office, State's Attorney's Office, Local Detention Center, Maryland State Police, Community Supervision, Department of Juvenile Services and Housing/Code Compliance. The following members are optional to attend monthly: County and/or Municipal Executive Department and the U.S. Attorney's Office (USAO).
- 4 The HEAT Team is the primary entity responsible for the implementation of the street level public safety elements of the strategic plan. Biweekly HEAT team meetings are required. The following members must attend biweekly: the Coordinator, the Crime Analyst, municipal law enforcement agencies, county police department, Sheriff's Office, State's Attorney's Office, Community Supervision, Department of Juvenile Services, and Housing Code Compliance. The HEAT team meetings provide a forum to share information on priority offenders and develop supervision, containment, and prosecution strategies as appropriate.



Governor's Office of Crime Control &amp; Prevention

GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:Brookes, Linda  
Bailey, Felicia

## Budget Notice

**Grant Award Number:** MDSS-2017-0023  
**Sub-recipient:** City of Hyattsville  
**Project Title:** Safe Streets  
**Implementing Agency:** Hyattsville City Police Department  
**Award Period:** 10/01/2016 - 06/30/2017

CFDA: State

|                 |                     |         |              |
|-----------------|---------------------|---------|--------------|
| Funding Summary | Grant Funds         | 100.0 % | \$106,500.00 |
|                 | Cash Match          | 0.0 %   | \$0.00       |
|                 | In-Kind Match       | 0.0 %   | \$0.00       |
|                 | Total Project Funds |         | \$106,500.00 |

### Personnel

| Description of Position  | Salary Type | Funding     | Total Budget |
|--------------------------|-------------|-------------|--------------|
| Crime Analyst            | Salary      | Grant Funds | \$22,500.00  |
| Law Enforcement          | Overtime    | Grant Funds | \$50,000.00  |
| Safe Streets Coordinator | Salary      | Grant Funds | \$25,000.00  |
| Personnel Total:         |             |             | \$97,500.00  |

### Equipment

| Description      | Funding     | Quantity | Unit Cost  | Total Budget |
|------------------|-------------|----------|------------|--------------|
| Computers        | Grant Funds | 2        | \$1,500.00 | \$3,000.00   |
| Equipment Total: |             |          |            | \$3,000.00   |

### Other

| Description            | Funding     | Quantity | Unit Cost  | Total Budget |
|------------------------|-------------|----------|------------|--------------|
| Crime Analyst Software | Grant Funds | 1        | \$6,000.00 | \$6,000.00   |
| Other Total:           |             |          |            | \$6,000.00   |

Approved:

GOCCP Authorized Representative

Effective Date: 10/1/2016





Governor's Office of Crime Control &amp; Prevention



Control Number:  
GOCCP Regional Monitor:  
GOCCP Fiscal Specialist:  
Submitted Date:

32449  
Brookes, Linda  
Bailey, Felicia

## Programmatic Reporting

**Grant Award Number:** MDSS-2017-0023  
**Sub-recipient:** City of Hyattsville  
**Project Title:** Safe Streets  
**Implementing Agency:** Hyattsville City Police Department  
**Award Period:** 10/01/2016 - 06/30/2017

CFDA: State

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

## Performance Measures (10)

|    |                                                                                                                                                                                         |  |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1  | While utilizing grant funds during this reporting period, how many guns were seized? DO NOT report Guns Seized that have been, or will be, reported under another sub-award.            |  |
| 2  | While utilizing grant funds during this reporting period, how many gun arrests were there? DO NOT report Gun Arrests that have been, or will be, reported under another sub-award.      |  |
| 3  | While utilizing grant funds during this reporting period, how many gun cases were referred for Federal prosecution?                                                                     |  |
| 4  | While utilizing grant funds during this reporting period, how many gun cases were prosecuted in your jurisdiction?                                                                      |  |
| 5  | While utilizing grant funds during this report period, what was the total number of violent crime cases prosecuted?                                                                     |  |
| 6  | While utilizing grand funds during this reporting period, what was the number of criminal drug cases prosecuted?                                                                        |  |
| 7  | While utilizing grant funds during this report period, what was the number of investigations assisted through analyst and intelligence data?                                            |  |
| 8  | While utilizing grant funds during this reporting period, home many home visits were conducted with DPP and/or DJS?                                                                     |  |
| 9  | While utilizing grant funds during this reporting period, how many gang members were arrested? DO NOT report Gang Arrests that have been, or will be, reported under another sub-award. |  |
| 10 | While utilizing grant funds during this reporting period, how many victims were served?                                                                                                 |  |

## Progress Report Questions (6)

|   |                                                                                                                                         |
|---|-----------------------------------------------------------------------------------------------------------------------------------------|
| 1 | Please explain how this award helped reduce crime and/or improve public safety in your jurisdiction.                                    |
| 2 | Describe Law Enforcement's participation during this quarter (include: Safe Street Coalition meeting, HEAT Team meeting, events, etc.). |

|   |                                                                                                                                                                                                                                                                                                                                          |
|---|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3 | Describe the Prosecutor's activity/participation during this quarter (include: Safe Street Coalition meeting, HEAT Team meeting, events, etc.).                                                                                                                                                                                          |
| 4 | Please list any successes and/or best practices developed through this GOCCP funded program.                                                                                                                                                                                                                                             |
| 5 | Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed. |
| 6 | If no funds or minimal funds (less than 25%) were expended during this reporting period please provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.                                                                                                 |

Signed:  Date: 9/7/16

Project Director - Holland, Douglas

(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)

Printed Name: DOUGLAS HOLLAND Phone: 301 985-5084



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Charter Amendment

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### SUBJECT

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

### Motion #

71-11-FY17

### Recommendation:

I move that the Mayor and Council introduce and 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 (FIRST READING).

### Sponsor(s):

Hollingsworth

### ATTACHMENTS

[Charter Amendment 2016-01 Articles V C5-1 and VI - Personnel C6-1 through C6-5 .pdf](#)

[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 Charter Amendment and corresponding Ordinance on October 17.

### 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.



The Charter Amendment and Ordinance will come back to Council for second reading/adoption on November 21. 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:**

NA

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 4 - Foster Excellence in all City Operations

**Legal Review Required?**

Complete

## 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. 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 HE OR SHE 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, ~~h.~~ **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, 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. 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 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 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. 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.** He/she shall attend all meetings of the Council and keep a full and accurate account of the proceedings of the Council. 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. 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 \_\_\_\_\_, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on [50 days], unless a proper petition for a referendum hereon shall be filed by [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 [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 he/she 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 \_\_\_\_\_, 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 \_\_\_\_\_, 2016, at which meeting copies were available to the public for inspection.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
Mayor

[ ] indicate deletions

CAPS/**BOLD** indicate additions



**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.



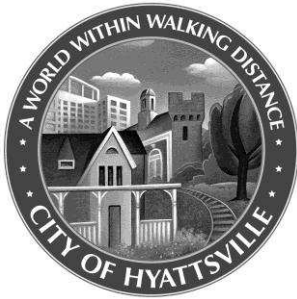
Hyattsville City Council  
4310 Gallatin Street, 3<sup>rd</sup> floor  
Hyattsville, MD 20781

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

|                                                 |                                                                              |                |
|-------------------------------------------------|------------------------------------------------------------------------------|----------------|
| <b>MOTION # 20-02-16</b>                        |                                                                              | <b>DRAFT #</b> |
| <b>DATE SUBMITTED:</b><br>August 31, 2015       | <b>DATE TO GO BEFORE COUNCIL:</b><br>1/19/2016 (Discussion), 2/1/16 (Action) |                |
| <b>SUBMITTED BY:</b> Hollingsworth              |                                                                              |                |
| <b>DEPARTMENT:</b> 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.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Ordinance

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### SUBJECT

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

### Motion #

72-11-FY17

### Recommendation:

I move that the Mayor and Council introduce and 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 (FIRST READING).

### Sponsor(s):

Hollingsworth

### ATTACHMENTS

[Ordinance 2016-02 Sections changing Head to Director.pdf](#)

[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.

### 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.

The Charter Amendment and Ordinance will come back to Council for second reading/adoption on November 21. 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:**

NA

**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.**

**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(A), 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, 90-6, 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' work per day shall be **DETERMINED** ~~controlled~~ by the Director under the direction of the 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 **DIRECTOR** of the Police Department. By virtue of authority vested in him, 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 his 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 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 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 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. The 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 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 his/her designee (the hearing 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 code enforcement department~~ shall be given an opportunity to present evidence.

(5) The 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 (4) (b) above. The 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 has been issued in connection with the enforcement of any provision of this chapter may request and shall be granted a hearing on the matter before the ~~h~~Head of ~~e~~Code ~~e~~Enforcement or 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 hearing 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 to assess the location of the request and determine if a traffic calming device is in the interests of both best traffic engineering practice and public safety; and the Mayor who will schedule a public hearing in accordance with subsection C, below.

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

\* \* \*

**§ 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 he/she desires to stand trial he/she may notify the Hyattsville Police Department or other designated City department **OR AGENCY** at least five (5) days prior to 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 his 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 \_\_\_\_\_, 2016.

**ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on \_\_\_\_\_, 2016.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_

\_\_\_\_\_  
Mayor

[ ] indicate deletions

CAPS/**BOLD** indicate additions

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



**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.



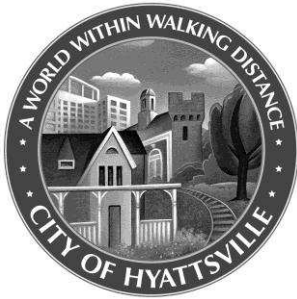
Hyattsville City Council  
4310 Gallatin Street, 3<sup>rd</sup> floor  
Hyattsville, MD 20781

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

|                                                 |                                                                              |                |
|-------------------------------------------------|------------------------------------------------------------------------------|----------------|
| <b>MOTION # 20-02-16</b>                        |                                                                              | <b>DRAFT #</b> |
| <b>DATE SUBMITTED:</b><br>August 31, 2015       | <b>DATE TO GO BEFORE COUNCIL:</b><br>1/19/2016 (Discussion), 2/1/16 (Action) |                |
| <b>SUBMITTED BY:</b> Hollingsworth              |                                                                              |                |
| <b>DEPARTMENT:</b> 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.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### SUBJECT

2017 Ballot Question: Composition of Council (10 minutes)

### Motion #

74-11-FY17

### Recommendation:

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- § C2-1. Establishment; composition.
- § C2-2.(A) Election; term of office; qualifications.

Article § C2-1 currently reads as follows:

"The government of said City shall be vested in a Mayor and ten (10) Councilmen, to be elected as hereinafter provided for, who shall compose the City Council."

Article § C2-2. Part A currently reads (in part) as follows:

"A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a term of four (4) years. One (1) Councilman shall be elected from each ward of the City concurrent with the election of the Mayor, and one (1) Councilman shall be elected from each ward of the City two (2) years thereafter."

The ballot question should solicit the opinion on whether the Council should consider a reduction in the size of the Hyattsville City Council. Should that question be answered in the affirmative, a follow-up question should request a desired number or method of representation from a defined set of options. The options shall include, but not necessarily limited to:

- A set number of representatives overall with the number of wards and representatives per ward to be determined by committee.
- Two representatives per ward with fewer wards, to be determined by committee.
- 1 representative per ward with the same number of wards.
- Some combination of members elected per ward and at-large, to be determined by a committee.

### Sponsor(s):

Hollingsworth

### ATTACHMENTS

[NON-BINDING REF. Revised 101916.docx](#)

### Summary Background:

The last credible debate over the size of the Hyattsville City Council came in 2012 upon examination of the City's 98 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 and October 17, 2016. For the purposes of discussion, the City Attorney prepared a draft of how the question may appear on the 2017 Election Ballot. A revised draft of the ballot questions, based on the October 17 discussion is attached to this item. The City Attorney will be present at the November 7 meeting to answer questions and provide legal advice.

**Next Steps:**

If approved, the City Attorney will be required to draft a Resolution containing the ballot question(s) for consideration by the City Council to be placed on the May 2, 2017 ballot. The exact wording of such 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. It is anticipated that the proposed Resolution will be presented to Council on December 5 for discussion and on December 19 for adoption.

**Fiscal Impact:**

Professional services provided by the City Attorney(s).

**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?**

Required.

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. 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

(d). In addition to the above, should there be one or more councilmembers elected at large by all of the city voters?

Yes

No



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Charter Amendment

Agenda Section: Action Items (8:35 p.m. – 9:55 p.m.)

### SUBJECT

Hyattsville Charter Amendment Resolution 2016-02: Qualifications of Voters and Same Day Voter Registration for City Elections (30 minutes)

### Motion #

74-11-FY17

### Recommendation:

I move that the Mayor and Council introduce and 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 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 allows registration by affidavit only and 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 (FIRST READING).

### Sponsor(s):

Haba, Lawrence, Paschall, Solomon

### ATTACHMENTS

[Charter Amendment Article IV\\_Nov 2 2016](#)

[Motion\\_Voter Qualifications\\_7-21-2016\\_Clean.doc](#)

### 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.

**Next Steps:**

A first reading of the Charter Amendment Resolution will be held on November 7. A second reading and adoption of the Amendment Resolution is scheduled for November 21. The Charter Amendment will be effective 50 days after adoption.

Upon adoption, the Election Board will 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. A part-time Elections Coordinator 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 \$20,000

**City Administrator Comments:**

If approved by the Mayor and Council, the City will submit a budget amendment for approximately \$20K prior to the 2017 City Election for contracted services and 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 7, 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 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 allows registration by affidavit only and 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 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 members of the Board of Supervisors of Elections shall begin on the second Monday in January in the year in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors of Elections shall be qualified voters of the City and shall not hold or be candidates for any elective office during their term of office. The Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by the Mayor with the approval of the Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

\* \* \*

**§ C4-6. 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 AN APPLICANT SUBMITTING TO THE BOARD A COMPLETED AND SIGNED REGISTRATION APPLICATION WHICH SHALL CONTAIN AN AFFIDVIT THAT THE INFORMATION ON THE REGISTRATION APPLICATION IS TRUE UNDER PENALTY OF PERJURY. BY SIGNING THE REGISTRATION APPLICATION, THE APPLICANT SHALL SWEAR THAT ALL OF**

**THE INFORMATION ON THE REGISTRATION APPLICATION IS TRUE UNDER PENALTY OF PERJURY. THE REGISTRATION APPLICATION SHALL CONTAIN THE FOLLOWING INFORMATION:**

**(1) THE APPLICANT'S NAME AND RESIDENCE ADDRESS, INCLUDING STREET AND NUMBER;**

**(2) A STATEMENT THAT THE APPLICANT MEETS THE REGISTRATION REQUIREMENTS OF THE CITY CHARTER TO BE A QUALIFIED VOTER IN THE CITY OF HYATTSVILLE;**

**(3) THAT THE ADDRESS ON THE APPLICATION IS HIS OR HER PRIMARY RESIDENCE;**

**(4) THE APPLICANT HAS LIVED IN THE CITY OF HYATTSVILLE FOR AT LEAST THIRTY (30) DAYS; AND**

**(5) THE APPLICANT DOES NOT CLAIM THE RIGHT TO VOTE ELSEWHERE IN THE UNITED STATES.**

**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 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 \_\_\_\_\_, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall be and become effective on [50 days], unless a proper petition for a referendum hereon shall be filed by [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 [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 he/she 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.

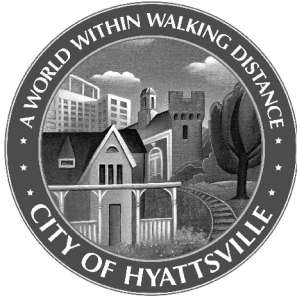
**ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on \_\_\_\_\_, 2016, at which meeting copies were available to the public for inspection.

Adopted: \_\_\_\_\_

Attest: \_\_\_\_\_  
Laura Reams, City Clerk

\_\_\_\_\_  
Candace B. Hollingsworth, Mayor

[ ] indicate deletions  
CAPS/**BOLD** indicate additions



## Council Agenda Form

|                                                        |                                          |                  |  |
|--------------------------------------------------------|------------------------------------------|------------------|--|
| <b>MOTION #</b>                                        |                                          | <b>DRAFT # 5</b> |  |
| <b>DATE SUBMITTED:</b><br>June 24, 2016                | <b>DATE TO GO BEFORE COUNCIL:</b><br>TBD |                  |  |
| <b>SUBMITTED BY:</b> Haba, Lawrence, Paschall, Solomon |                                          |                  |  |
| <b>DEPARTMENT:</b> 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):

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**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: November 7, 2016

Submitted by: Joseph Solomon, W5

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (9:55 p.m. – 11:00 p.m.)

### SUBJECT

2017 Ballot Question: Ambiguity in Charter on Authority of the Mayor (20 minutes)

### Motion #

Discussion Only, Scheduled for Action on 11/21/16

### Recommendation:

I move that the Mayor & Council authorize the City Attorney to prepare a ballot question to appear on the May 2, 2017 ballot requesting the advisory opinion of the electorate on the following:

- 1). Should the mayor have the ability to vote as a councilmember?
- 2). Should the language of the charter be changed regarding the ability of the mayor to give direct orders to employees in any matter?
  - Should the mayor only have these powers during an emergency?
  - Should the mayor only have these powers if the staff is failing to abide by an ordinance law or regulation, with council approval?
  - Should the mayor have these powers to influence or direct the day to day administration of the city?

### Sponsor(s):

Solomon, Perry, Frazier

### ATTACHMENTS

### Summary Background:

The motion submitted by Councilmembers Solomon, Perry and Frazier requesting a 2017 ballot referendum on Structure of Government has been modified by the motion makers as follows.

The city charter states that the city administrator, the mayor, and the appointed department heads may give direct orders to city employees. This authority of the mayor over city employees has been a constant problem in the past, particularly if this authority is abused or misused for political, personal gain or otherwise. In the past, mayors have been accused of interfering with the administration of the city, ordering city administrators, treasurers and others to do tasks that may serve the goals of the mayor but not necessarily those deemed to be in the best interest of the city and then the mayor gets to vote on it. This kind of intervention by any mayor can create a disruption in the morale for city staff and a separate, divisive, or secret power source in the administration of good governance.

In the past, Council members have reported that they have been refused access to city administrative offices, or the staff may have been asked to add questionable items to budgets, some of which may impact the real property of the mayors. The staff has been intimidated and/or impeded in their access to officials and resources that could be helpful to them. There is even the potential for staff to be asked to pull back tickets or citations of friends or neighbors of mayors or citations directed at the mayor.

The mayors office is essentially a political one and the Council should take this time to addresses the authority and control of the mayor, and potential conflicts in furthering his or her own political agenda. The time is right for the Council to decide whether or not it is in the city's best interest for the Mayor to be able to give direct orders to employees without visibility. The potential for a lack of visibility and notice to the city administrator, to the council, department heads, and certainly to the public can risk having an abuse of power, even if it is invisible. The public and those administering the city have a right to know what the Mayor is attempting to do. This broad language of the charter needs to change in the interest of good governance. The authority of the Mayor needs to be defined and limited.

**Next Steps:**

Upon adoption the question shall appear on the May 2017 ballot.

**Fiscal Impact:**

TBD

**City Administrator Comments:**

N/A

**Community Engagement:**

Point of community during resignation of former City Administrator.

**Strategic Goals:**

Goal 2: Budgeting, Environment & Public Infrastructure

**Legal Review Required?**

Required



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

Agenda Section: Discussion Items (9:55 p.m. – 11:00 p.m.)

### SUBJECT

Request for County Zoning Variances (15 minutes)

### Motion #

Discussion Only, Scheduled for Action on 11/21/16

### 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](#)

[Staff\\_Report\\_-\\_VARIANCE-118-16\\_-5801\\_Queens\\_Chapel.docx](#)

[5801 Queens Chapel Rd\\_Map\\_11032016.pdf](#)

[V-118-16 - 5801 Queens Chapel Road - Hyattsville.pdf](#)

[Staff Report - VARIANCE-120-16 -3513 Nicholson Street.docx](#)

[V-120-16 - 3513 Nicholson Street - Hyattsville.pdf](#)

[Staff Report VARIANCE-6213 Carrollton Terrace.docx](#)

[Staff Report - V131-16 - 6213 Carrollton Terrace.pdf](#)

[V-131-16 - 6213 Carrollton Terrace - Hyattsville.pdf](#)

### Summary Background:

The City of Hyattsville has received referrals from the Prince George's County Board of Appeals for three subject properties. Staff has reviewed these variance requests, and subject to the City Council's adopted Zoning Variance Policy has provided recommendations for action for each of the three variance requests:

V-118-16: 5801 Queens Chapel Road, Hyattsville (Oppose)

V-120-16: 3513 Nicholson Street, Hyattsville (Support)

V-131-16: 6213 Carrollton Terrace, Hyattsville (Support)

### Next Steps:

The Prince George's County Board of Appeals is awaiting the City's comments regarding this variance requests **111** 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.

Staff is recommending that the City Council take action for these related actions on December 5th.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

Adjacent property owners have been notified by the Prince George's County Board of Appeals.

**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?**

N/A

## *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**





# Memo

To: Jim Chandler, Community & Economic Development Director, Assistant City Administrator  
From: Chris Giunta, Code & Parking Compliance Manager  
Date: October 11, 2016  
Re: 5801 Queens Chapel Road, Hyattsville - Variance Request

---

The purpose of this memorandum is to provide the Assistant City Administrator a briefing detailing the issues surrounding the variance request, V-118-16 a residential property located at 5801 Queens Chapel Road, Hyattsville.

The residential structure at 5801 Queens Chapel Road is a detached single-family home with a driveway offset to the left of the home. The specific issue with this property is that the homeowner has constructed a large accessory structure next to an existing accessory structure at the side and rear of the home.

The accessory structure (shed) will require variances of two feet side street yard depth, 8.2% net lot coverage, 11.8% side yard coverage, 29 feet front street line setback for one accessory structure and 17 feet front street line setback for a second accessory structure. The front yard depth (the front yard is 15 feet deep not 25 as currently required) and a 3.1% net lot coverage overage.

The homeowner has not responded to numerous attempts to contact him to discuss the requirements for variance support by the City. Staff has provided a GIS based overhead map of the subject property and existing structures.

## Recommendation

Staff is recommending opposition of the variances.

In addition to failing to meet the City's policy for support of a variance request, Staff does not recommend support based on the lot coverage overage and location of the shed. There is ample room at the opposite side (Northeast) of the property to locate an accessory structure without the need for some of the variance requested and that would not be as imposing to the rear property line neighbor.

The Prince George's County Board of Appeals is awaiting the City's comments regarding this variance requests, therefore we are recommending the City Council approve the letter of opposition for the

applicant's request 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.

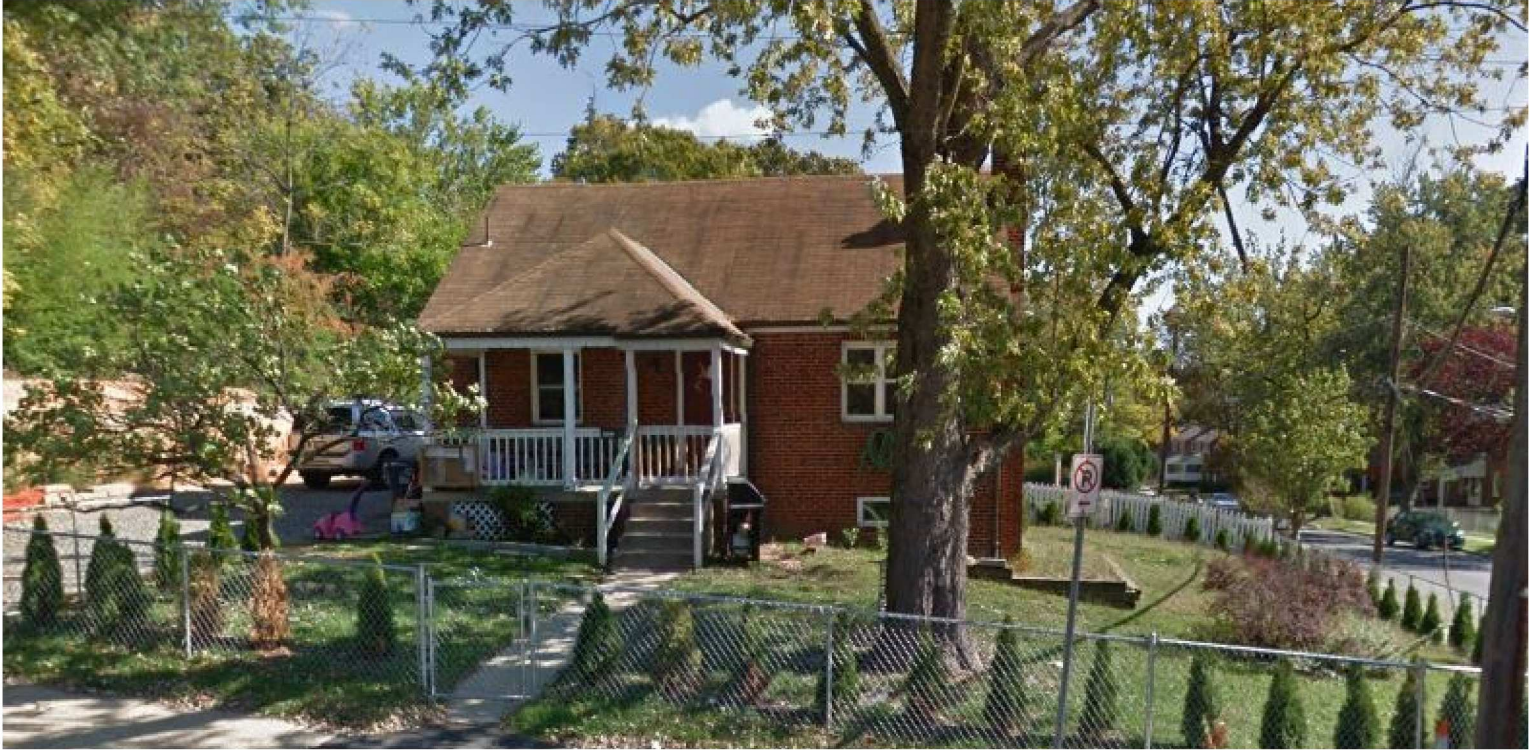




City of Hyattsville

**5801 Queens Chapel Road**

11/03/2016







# 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

RECEIVED

Date: October 11, 2016 OCT 12 2016

Petitioner: Afework Tesgaye

City of Hyattsville

Appeal No.: V-118-16

Hearing Date: WEDNESDAY, OCTOBER 26, 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 existing conditions and obtain a building permit for a new shed on the premises known as Part of Lot 12, Block 9, Clearwood Subdivision, being 5801 Queens Chapel Road, 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(e)(Table IV) prescribes that each corner lot shall have a side yard along the side street at least 25 feet in depth. 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. Section 27-442(i)(Table VIII) prescribes that not more than 25% of the side yard shall be covered by accessory buildings. Section 27-442(i)(Table VIII) prescribes that accessory buildings shall be set back 60 feet from the front street line. Variances of 2 feet side street yard depth, 8.2% net lot coverage, 11.8% side yard coverage, 29 feet front street line setback for one accessory building and 17 feet front street line setback for a second accessory building 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



OCT 12 2016

**(USE BLACK INK ONLY)**  
**PLEASE READ INSTRUCTION SHEET**  
**BEFORE FILLING OUT APPLICATION**

**TO: BOARD OF ZONING APPEALS FOR PRINCE**

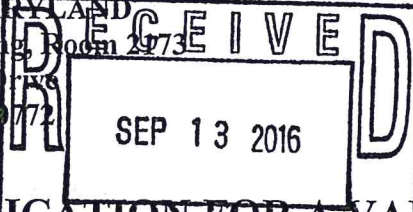
**GEORGE'S COUNTY, MARYLAND**

County Administration Building, Room 2073

14741 Governor Oden Bowie Drive

Upper Marlboro, Maryland 20772

(301) 952-3220



Filing Fee Paid: \$ 200  
 CK/M.O. # WU 17-452141718  
 By: TESSGAYE AFEWORK  
3636-16th St # B610 NW  
Washington DC 20010  
 Sign Posting Fee Paid: \$ 60  
 CK/M.O. # WU# 17-452141719  
 By: TESSGAYE AFEWORK  
same as above

APPEAL NO. 118-16

(OFFICE USE ONLY)

**APPLICATION FOR A VARIANCE**  
**FROM STRICT APPLICATION OF THE ZONING ORDINANCE**

*(If variance is being applied for due to receipt of a Violation Notice, a copy of the notice is required.)*

Owner(s) of Property TESSGAYE AFEWORK  
 (AS SHOWN ON DEED)

Address of Owner(s) 3636-16th Street # B610 NW

City Washington State DC Zip Code 20010

Telephone Number (home) \_\_\_\_\_ (cell) (202) 491-7647 (work) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Applicant/attorney/engineer/contractor's name, address and telephone number if different from above: (circle one)

NO

Has the property in question ever been subject to a previous Board, County Council or Zoning Hearing Examiner action? NO Is the property subject to any action by the Planning Board? NO

If so, give Case No.(s)/Decision Date(s) \_\_\_\_\_

**A copy of the Type 2 Tree Conservation Plan or a Letter of Exemption will be required at the time of grading permit issuance if a grading permit is required**

For assistance in completing 1-5 below, see corresponding paragraphs 1-5 on *Instructions to Applicants*, which is designed to help you fill out this form. **SUBMITTED SITE PLANS/PLATS MUST BE DRAWN TO SCALE BY A CERTIFIED ENGINEER, SURVEYOR OR ARCHITECT (WITH OFFICIAL SEAL OR STATE OF MARYLAND REGISTRATION NUMBER SHOWN ON THE SITE PLAN/PLAT) AND SHOW ALL STRUCTURES (MUST INCLUDE ALL DIMENSIONS AND NUMBER OF STORIES).**

1. Location of Property involved: a) Street Address 5801 Queen Chapel Road  
 City Hyattsville MD Property Zone R35 Gateway

b) Lot(s) part 12 Block 9 Parcel \_\_\_\_\_

Subdivision (name) clear wood

**If the property is located within a recorded subdivision, a copy of the subdivision plat is required. If in a cluster subdivision, a copy of the cluster's modifications is also required. (Subdivision plats are available at the Zoning Information Center, M-NCPPC, Lower Level, County Administration Building, (301) 952-3208)**

Name(s) & Address(es) of Homeowners/Citizens/Civic and/or Community Association(s): \_\_\_\_\_

NO

c) Municipality (City/Town) Name city of Hyattsville

LOT COVERAGE WORKSHEET

NET LOT SIZE

6607 SQUARE FEET30% LOT COVERAGE ALLOWED1982.1 SQUARE FEETSTRUCTURE/PARKINGMEASUREMENTSSQUARE FOOTAGE

HOUSE

25 X 34.1852.5

GARAGE/CARPORT

DRIVEWAY

16 X 66.14  
6 X 43  
6 X 8 X .51058.24  
258  
24

1340.24

PORCH/SUNROOM

7.5 X 16  
3.5 X 7120  
24.5

SHED(S)

7 X 16  
7 X 10112  
70

ADDITION(S)

OTHER: Chimney1 X 5.55.5

TOTAL LOT COVERAGE

2524.74

TOTAL % NET LOT COVERAGE

38.2%

TOTAL % OVER NET LOT COVERAGE

8.2 % (543 S.F.)



**YARD COVERAGE WORKSHEET**NET Side YARD SIZE 13 x 38 =494 SQUARE FEET

25% YARD COVERAGE ALLOWED

123.5 SQUARE FEETSTRUCTURE/PARKINGMEASUREMENTSSQUARE FOOTAGE

GARAGE/CARPORT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SHED(S)

7 x 16  
7 x 10112  
70

OTHER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL YARD COVERAGE

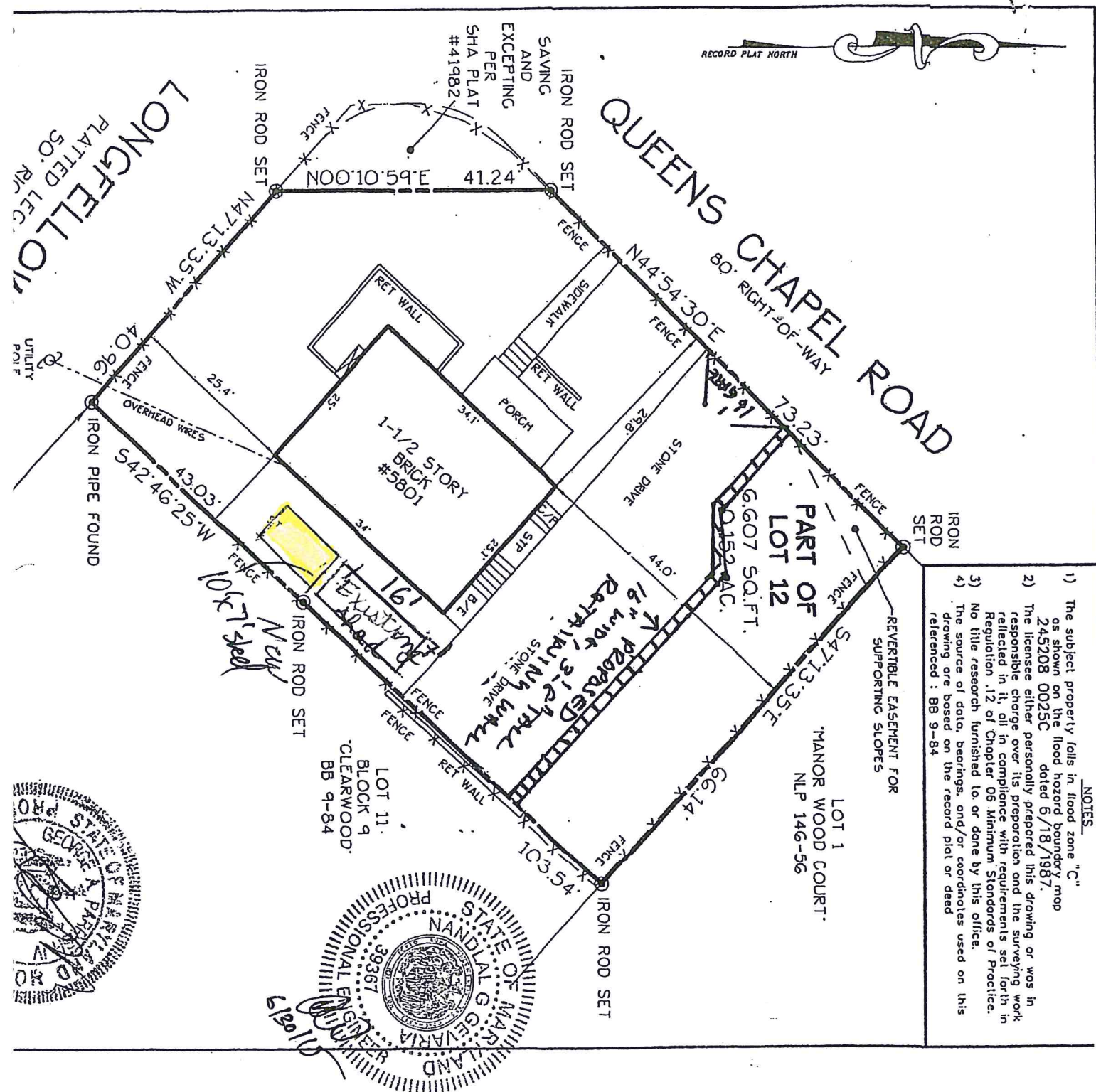
182

TOTAL % NET YARD COVERAGE

36.8 %

TOTAL % OVER NET YARD COVERAGE

11.8 % (59 S.F.)





# Memo

To: Jim Chandler, Community & Economic Development Director, Assistant City Administrator  
From: Chris Giunta, Code & Parking Compliance Manager  
Date: October 11, 2016  
Re: 3513 Nicholson Street, Hyattsville - Variance Request

---

The purpose of this memorandum is to provide the Assistant City Administrator a briefing detailing the issues surrounding the variance request, V-120-16 a residential property located at 3513 Nicholson Street, Hyattsville.

The residential structure at 3513 Nicholson Street is a detached single family home with a driveway offset to the left of the home. The specific issue with this property is that the homeowners propose to construct a roof over the existing front porch.

The proposed porch roof will require validation of the existing conditions being the front yard depth (the front yard is 15 feet deep not 25 as currently required) and a 3.1% net lot coverage overage. The requested validation of conditions is consistent with the existing conditions of similar adjacent residential structures.

The variances for front yard depth and lot coverage are existing conditions from when the structure was originally built.

## Recommendation

Staff is recommending support of the variances.

Overall, the homeowner's requests are consistent with variances supported by the City in the past and the additions to the residential structure would be consistent with modifications made to other homes in the neighborhood.

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.



# 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

Date: October 11, 2016

Petitioners: Son Nguyen and Hoa Tran

Appeal No.: V-120-16

Hearing Date: WEDNESDAY, OCTOBER 26, 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 covered front porch on the premises known as Lot 7, Block 20, Queens Chapel Manor Subdivision, being 3513 Nicholson 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(e)(Table IV) prescribes that each lot shall have a front yard at least 25 feet in depth. 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 10 feet front yard depth and 3.1% 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.**

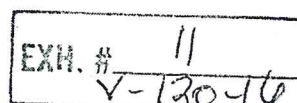
Adjoining property owners, who are owners of premises either contiguous to or opposite the property involved, are notified of this hearing in order that they may express their views if they so desire. However, their presence is not required unless they have testimony to offer the Board.

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  
Administrator

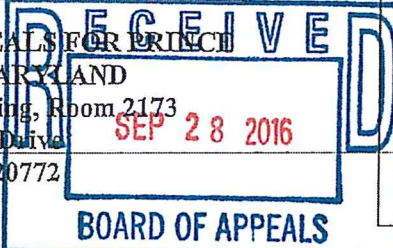
cc: Petitioners  
Adjoining Property Owners  
Park and Planning Commission  
City of Hyattsville





**(USE BLACK INK ONLY)**  
**PLEASE READ INSTRUCTION SHEET**  
**BEFORE FILLING OUT APPLICATION**

**TO: BOARD OF ZONING APPEALS FOR DISTRICT**  
**GEORGE'S COUNTY, MARYLAND**  
 County Administration Building, Room 2173  
 14741 Governor Oden Bowie Drive  
 Upper Marlboro, Maryland 20772  
 (301) 952-3220



|                                                                                               |
|-----------------------------------------------------------------------------------------------|
| Filing Fee Paid: \$ <u>200</u>                                                                |
| CK/M.O. # <u>3286</u>                                                                         |
| By: <u>Aurora Architects LLC</u><br><u>2206 Welborne Manor Sq</u><br><u>Ashburn, VA 20148</u> |
| Sign Posting Fee Paid: \$ <u>30</u>                                                           |
| CK/M.O. # <u>3287</u>                                                                         |
| By: <u>Aurora Architects LLC</u><br><u>2206 Welborne Manor Sq</u><br><u>Ashburn, VA 20148</u> |
| APPEAL NO. <u>V-120-16</u>                                                                    |
| (OFFICE USE ONLY)                                                                             |

**APPLICATION FOR A VARIANCE**  
**FROM STRICT APPLICATION OF THE ZONING ORDINANCE**

(If variance is being applied for due to receipt of a Violation Notice, a copy of the notice is required.)

Owner(s) of Property SON NGUYEN & TRAN, HCA #  
 (AS SHOWN ON DEED)

Address of Owner(s) 3513 NICHOLSON ST STREET

City HYATTSVILLE State MD Zip Code 20782

Telephone Number (home) 703-349-1800 (cell) 571-247-5514 (work) \_\_\_\_\_

Applicant/attorney/engineer/contractor's name, address and telephone number if different from above:  
N/A

Has the property in question ever been subject to a previous Board, County Council or Zoning Hearing Examiner action? NO Is the property subject to any action by the Planning Board? NO

If so, give Case No.(s)/Decision Date(s) \_\_\_\_\_

Is grading permit needed for the project? \_\_\_\_\_ If so, number of square feet of land to be disturbed: \_\_\_\_\_  
 (Copy of Tree Conservation Plan or Letter of Exemption required if 5,000+ sq. ft. of land will be disturbed.)

For assistance in completing 1-5 below, see corresponding paragraphs 1-5 on *Instructions to Applicants*, which is designed to help you fill out this form. **SUBMITTED SITE PLANS/PLATS MUST BE DRAWN TO SCALE BY A CERTIFIED ENGINEER, SURVEYOR OR ARCHITECT (WITH OFFICIAL SEAL OR STATE OF MARYLAND REGISTRATION NUMBER SHOWN ON THE SITE PLAN/PLAT).**

1. Location of Property involved: a) Street Address 3513 NICHOLSON ST

City HYATTSMILLE Property Zone R-55/DDO2 (Cemetery Arts District)

b) Lot(s) 7 Block 20 Parcel \_\_\_\_\_

Subdivision (name) Queen's Chapel Manor

If the property is located within a recorded subdivision, a copy of the subdivision plat is required. If in a cluster subdivision, a copy of the cluster's modifications is also required. (Subdivision plats are available at the Zoning Information Center, M-NCPPC, Lower Level, County Administration Building, (301) 952-3208)

Name(s) & Address(es) of Community/Citizens/Homeowners and/or Civic Association(s): NO

c) Municipality (City/Town) Name Hyattsville



2. Why is a variance required? (i.e., what will be/has been constructed on the property?)

PROPOSED THE COVER OF EXISTING PORCH: 16' x 11'

3. Zoning Ordinance Section(s) from which variance(s) is/are requested:

27-442

4. Variance(s) requested:

SECTION 27-442 (c) TABLE IV - SETBACK, 10' FRONT YARD

**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!)

5. NAME ADDRESS

2. MCINTYRE CHERYL & ABD#

3530 MANOR WOOD DR. HYATTSVILLE, MD 20782

3. SNYDER BRYCE A ETAL

3528 MANOR WOOD DR. HYATTSVILLE, MD 20782

4. CAMPOSANO VILMA V & SATURNINO P.

3511 NICHOLSON ST. HYATTSVILLE, MD 20782

5. FORD CATHERINE

3601 NICHOLSON ST. HYATTSVILLE, MD 20782

6. STEWART DONALD W

5900 35TH AVE. HYATTSVILLE, MD 20782



Signature of Owner/Attorney

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](http://www.princegeorgescountymd.gov).

LOT COVERAGE WORKSHEETNET LOT SIZE 6,300 SQUARE FEET30 % LOT COVERAGE ALLOWED 1,890 SQUARE FEET

| <u>STRUCTURE/PARKING</u> | <u>MEASUREMENTS</u>                  | <u>SQUARE FOOTAGE</u>                        |
|--------------------------|--------------------------------------|----------------------------------------------|
| HOUSE                    | <u>26.2 x 35.2</u><br><u>15 x 16</u> | <u>922.24</u> } <u>1162.24</u><br><u>240</u> |
|                          |                                      |                                              |
|                          |                                      |                                              |
|                          |                                      |                                              |
|                          |                                      |                                              |
| GARAGE/CARPORT           |                                      |                                              |
|                          |                                      |                                              |
|                          |                                      |                                              |
| DRIVEWAY                 | <u>10 x 52</u>                       | <u>520</u>                                   |
|                          |                                      |                                              |
|                          |                                      |                                              |
|                          |                                      |                                              |
|                          |                                      |                                              |
| PORCH/SUNROOM            | <u>11 x 16</u>                       | <u>176</u>                                   |
|                          |                                      |                                              |
|                          |                                      |                                              |
| SHED(S)                  | <u>10.5 x 12</u><br><u>10 x 10</u>   | <u>126</u><br><u>100</u>                     |
|                          |                                      |                                              |
| ADDITION(S)              |                                      |                                              |
|                          |                                      |                                              |
|                          |                                      |                                              |
| OTHER: _____             |                                      |                                              |
| _____                    |                                      |                                              |
| _____                    |                                      |                                              |

TOTAL LOT COVERAGE

TOTAL % NET LOT COVERAGE

TOTAL % OVER NET LOT COVERAGE

|        |          |
|--------|----------|
| EXH. # | 10       |
|        | 1-120-16 |

2084.2433.1 %3.1 % ( 194 S.F.)

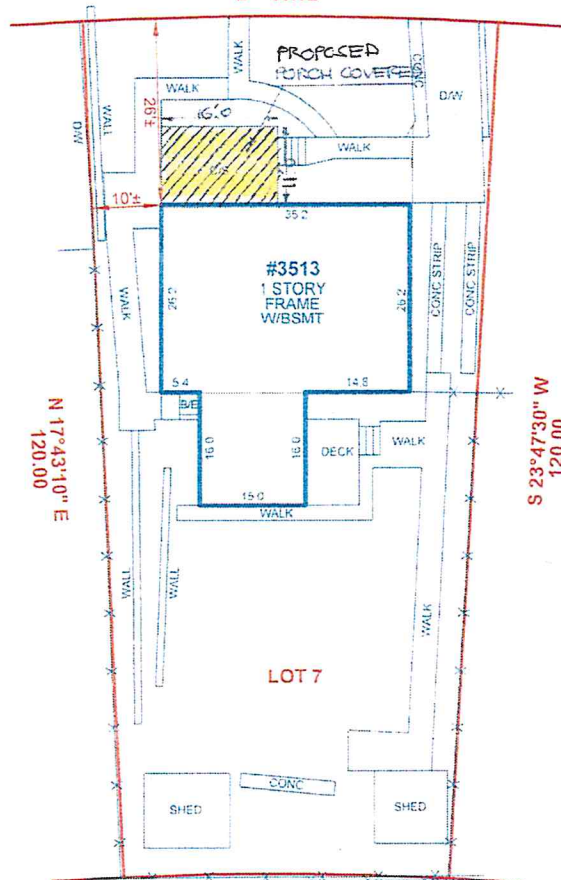
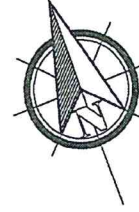
5137

# 48229-2015-0

LOT SIZE  
6,300 SF

# NICHOLSON STREET

R = 555.00  
L = 58.82



R = 435.00  
L = 46.10

NOTE:  
ENCROACHMENTS  
MAY EXIST

EXH. # 2  
V-120-16

## LOCATION DRAWING OF:

#3513 NICHOLSON STREET  
LOT 7 BLOCK 20  
SECTION FIVE

QUEENS CHAPEL MANOR  
PLAT BOOK 14, PLAT 56  
PRINCE GEORGE'S COUNTY, MARYLAND

SCALE: 1"=20' DATE: 8-17-16  
DRAWN BY: BG/AP FILE #: 166040-200

## LEGEND:

- FENCE
- B/E - BASEMENT ENTRANCE
- B/W - BAY WINDOW
- BR - BRICK
- BRL - BLDG. RESTRICTION LINE
- BSMT - BASEMENT
- CS - CONCRETE STOOP
- CONC - CONCRETE
- D/W - DRIVEWAY
- FR - FRAME
- MAC - MACADAM
- OH - OVERHANG
- PUE - PUBLIC UTILITY ESMT.

## COLOR KEY:

- (RED) - RECORD ASSURANCE
- (BLUE) - ENCROACHMENTS
- (GREEN) - EASEMENTS & RESTRICTION LINES

A Land Surveying Company



**DULEY**  
and  
Associates, Inc.

Serving D.C. and MD.

14604 Elm Street, Upper Marlboro, MD 20772

Phone: 301-888-1111

Fax: 301-888-1114

Email: orders@duley.biz

On the web: www.duley.biz

## SURVEYOR'S CERTIFICATE

I HEREBY STATE THAT I WAS IN RESPONSIBLE CHARGE OVER THE PREPARATION OF THIS DRAWING AND THE SURVEY WORK REFLECTED HEREIN AND IT IS IN COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN REGULATION 12 CHAPTER 09.13.05 OF THE CODE OF MARYLAND ANNOTATED REGULATIONS. THIS SURVEY IS NOT TO BE USED OR RELIED UPON FOR THE ESTABLISHMENT OF FENCES, BUILDING, OR OTHER IMPROVEMENTS. THIS PLAT DOES NOT PROVIDE FOR THE ACCURATE IDENTIFICATION OF PROPERTY BOUNDARY LINES. BUT SUCH IDENTIFICATION MAY NOT BE REQUIRED FOR THE TRANSFER OF TITLE OR SECURING FINANCING OR REFINANCING. THIS PLAT IS OF BENEFIT TO A CONSUMER ONLY INsofar AS IT IS REQUIRED BY A LENDER OR A TITLE INSURANCE COMPANY OR ITS AGENTS IN CONNECTION WITH THE CONTEMPLATED TRANSFER, FINANCING OR REFINANCING. THE LEVEL OF ACCURACY FOR THIS DRAWING IS 1". NO TITLE REPORT WAS FURNISHED TO NOR DONE BY THIS COMPANY. SAID PROPERTY SUBJECT TO ALL NOTES, RESTRICTIONS AND EASEMENTS OF RECORD. BUILDING RESTRICTION LINES AND EASEMENTS MAY NOT BE SHOWN ON THIS SURVEY. IMPROVEMENTS WHICH IN THE SURVEYOR'S OPINION APPEAR TO BE IN A STATE OF DISREPAIR OR MAY BE CONSIDERED "TEMPORARY" MAY NOT BE SHOWN. IF IT APPEARS ENCROACHMENTS MAY EXIST, A BOUNDARY SURVEY IS RECOMMENDED.

## DULEY & ASSOC.

WILL GIVE YOU A 100%  
FULL CREDIT TOWARDS  
UPGRADING THIS  
SURVEY TO A  
"BOUNDARY/STAKE"  
SURVEY FOR ONE  
YEAR FROM THE DATE  
OF THIS SURVEY

(EXCLUDING D.C. & BALT. CITY)





# Memo

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

From: Chris Giunta, Code & Parking Compliance Manager

Date: 11/3/16

Re: V-131-16, 6213 Carrollton Terrace 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.

The homeowners, Kenneth Carter and Rumi Matsuyama, have applied for a zoning variance with the County to construct a one story addition and a covered front porch on a detached single family dwelling located at 6213 Carrollton Terrace, Hyattsville, MD 20781. The proposed addition will require variances of 2% net lot coverage.

The variance for a 2% net lot coverage is a reasonable request and the homeowners have met the requirements of the City's Variance Policy (see attached.)

## Recommendation

The Office of Code Compliance recommends support of the variance.

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.



**Carter/Matsuyama Variance Proposal**  
**6213 Carrollton Terrace**  
**Hyattsville, Maryland 20781**

A. Narrative description of the proposed changes:

We propose to build a small 12' x 30' one story, one bedroom/bathroom addition to our house at 6213 Carrollton Terrace so that Toshimi and Kay Matsuyama (Rumi Matsuyama's parents) can move in with us. They are currently living in Fountain Valley, California (60 miles south of Los Angeles) and would like to move in with us in Hyattsville so that we can help support them as they age (they are both in their 80s).

We propose to tear down the existing side addition and build a slightly larger addition that will accommodate one small bedroom, one bathroom and closets. We will also convert our existing living room into a sitting room for them. We propose to add a small front porch that will allow side access to the new living quarters. It will also be more aesthetically pleasing than having two front doors. The windows and trim will match the existing house, which was completely renovated five years ago by the same contractor, Smiley Renovations, LLC, who does excellent work.

B. Specifics of the zoning variance requirements:

The proposed construction will require a 2% variance over the 30% requirement. The additional space is necessary in order to provide a handicapped accessible private bedroom/bathroom suite for Toshimi and Kay.

C. Explanation of how the variance request:

1. remedies a unique situation that zoning did not anticipate:

Tosh and Kay had initially hoped to stay in Fountain Valley, California, however, they did not enjoy staying in a local assisted living facility. They also don't have any local family and thus accepted our invitation to move in with us. We are excited to have them live with us and our kids are excited to spend more time with their grandparents.

2. remedies that which creates a significant hardship on the property-owner that can be documented and clearly demonstrated:

We do not have the funds to fly back and forth to California to take care of Tosh and Kay and they don't have the funds to hire live-in assistance. Rumi's sister, who lives in San Francisco, cannot move to Fountain Valley and her (and her boyfriend's) apartment is too small to accommodate four adults.

3. will result in benefits to the residents and improve the quality of the environment of the City:

Hyattsville will get two great new residents and Carrollton Terrace will have another tasteful addition to one of their center hall colonials.

WASHINGTON SUBURBAN SANITARY DISTRICT  
APPROVED MAY 23, 1938  
AS TO SUITABILITY FOR WATER AND SEWER

Chief Engineer

59

# ENGINEER'S CERTIFICATE

I hereby certify that the plan shown hereon is correct; that it is a subdivision of all of the lands conveyed by Frances M. Nichols, to the Maryland City Builders, Inc. by deed dated June 1, 1938, and recorded in the Land Records of Prince Georges County, Maryland, in Liber 47, Folio 109, and that the same have been placed as indicated.

May 20, 1938

Albert B. Parsons  
Engineer

## OWNERS DEDICATION

We, Maryland City Builders, Inc., a Maryland corporation, by A.H. Seiden-spinner, President and Albert B. Parsons, Secretary, owners of the property, shown and described herein, hereby building this subdivision, dedicate the streets, to public use, however, excepting from this dedication any lands designated "Reservation", such lands as deemed to be dedicated automatically at such times as street extensions adjacent thereto are dedicated in adjoining property.

There are no suits of action, leases, liens, or trusts on the property included in this plan of subdivision, except a certain DEED OF TRUST, the Trustee whereof and all other parties in interest thereto have below indicated their assent to this plan of subdivision.

Attest:

May 20, 1938  
Secretary

We assent to this plan of subdivision.

June 21, 1938

TRUSTEES:

James M. Hill  
Howard B. Dickson

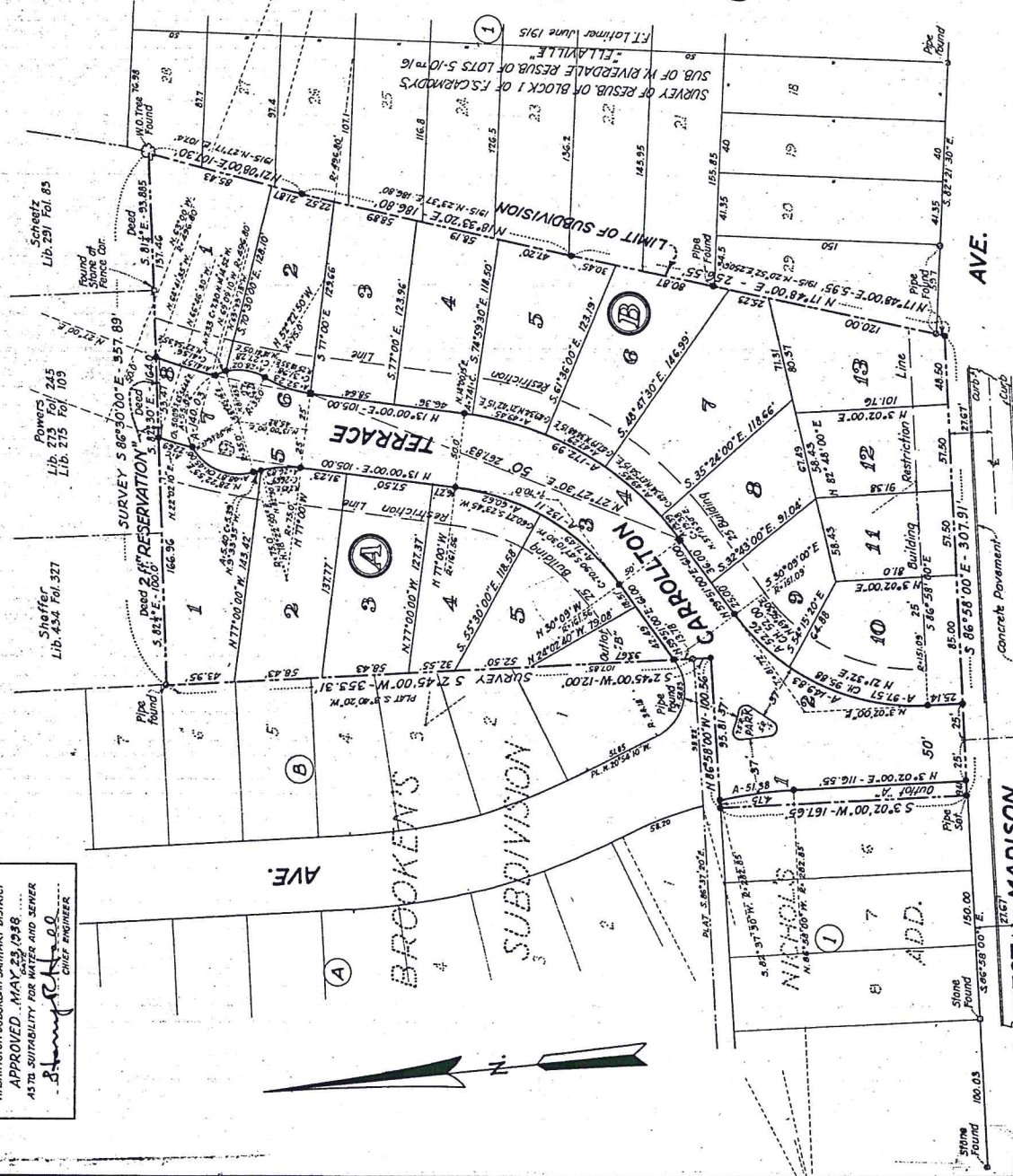
## "COLONIAL KNOLL"

### A RESUBDIVISION OF LOTS 1 TO 5: BLOCK I

NICHOL'S ADDITION TO HYATTSVILLE, MD.  
PRINCE GEORGES COUNTY  
MAY 20, 1938  
Scale: 1"=50'

Albert B. Parsons  
Engineer  
Hyattsville, Md.

Filed July 28th 1938  
BB 6-59



| CURVE DATA |        |           |        |       |
|------------|--------|-----------|--------|-------|
| NO.        | RADIUS | Δ         | ARC    | TRAN  |
| 1          | 282.85 | 10°24'30" | 57.58  | 25.76 |
| 2          | 151.09 | 56°49'00" | 149.63 | 81.72 |
| 3          | 161.56 | 46°51'00" | 132.11 | 70.00 |
| 4          | 211.56 | 46°51'00" | 172.99 | 91.66 |
| 5          | 75.00  | 24°37'10" | 32.23  | 16.37 |
| 6          | 75.00  | 24°37'10" | 32.23  | 16.37 |
| 7          | 35.00  | 22°54'20" | 14.03  | 7.50  |
| 8          | 496.80 | 4°47'36"  | 41.57  | 20.80 |
| 9          | 496.80 | 7°22'40"  | 22.63  | 11.37 |
| 10         | 546.80 | 7°50'50"  | 24.83  | 12.63 |

MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION  
APPROVED JUNE 19, 1938  
Chief Engineer  
M-N-C-P & P.C. RECORD FILE NO. 876













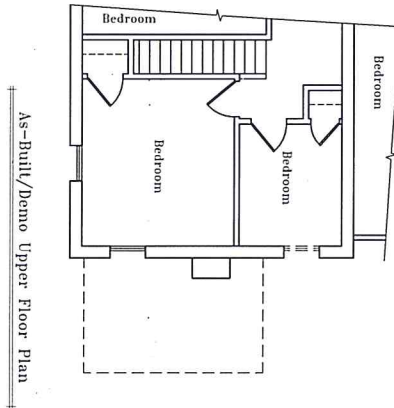
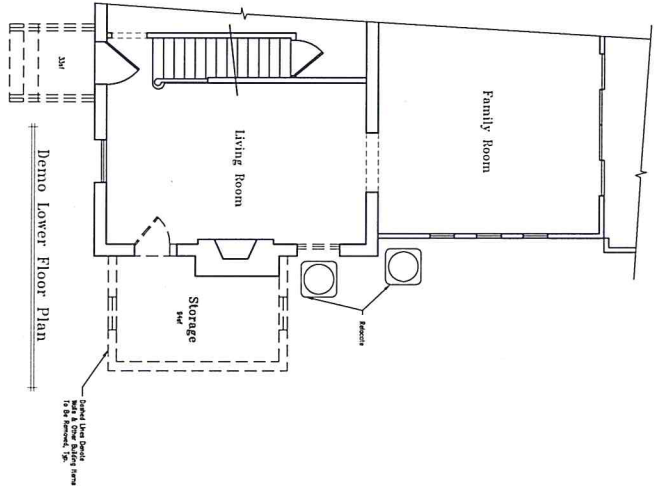
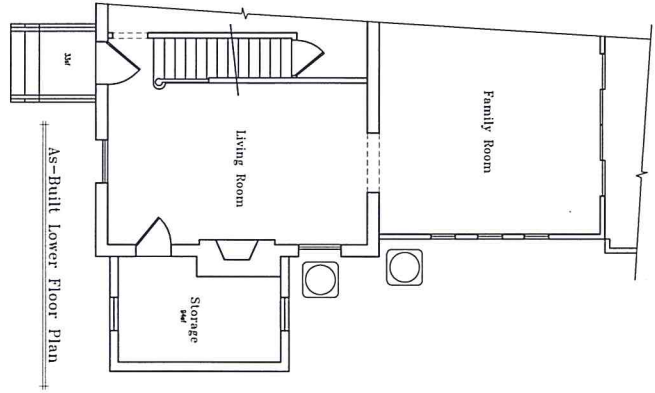








As-Built Front Elevation



DRAWING SCALE : 1/8"=1'-0"

Professional Certification: I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland. License number 15022, expiration date 08-31-2018.

SHEET NUMBER:

AB

QUIET STREAM ARCHITECTURE  
TANIA L. BRUNO, ARCHITECT

8808 QUIET STREAM CT.  
POTOMAC, MARYLAND 20854  
301-213-2520



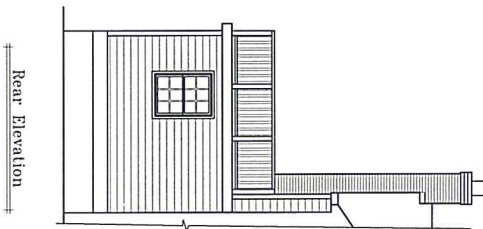
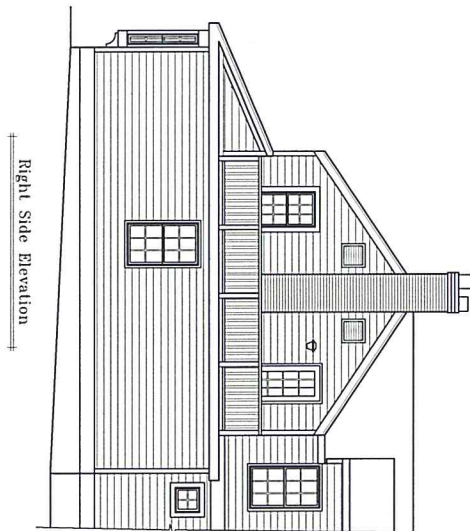
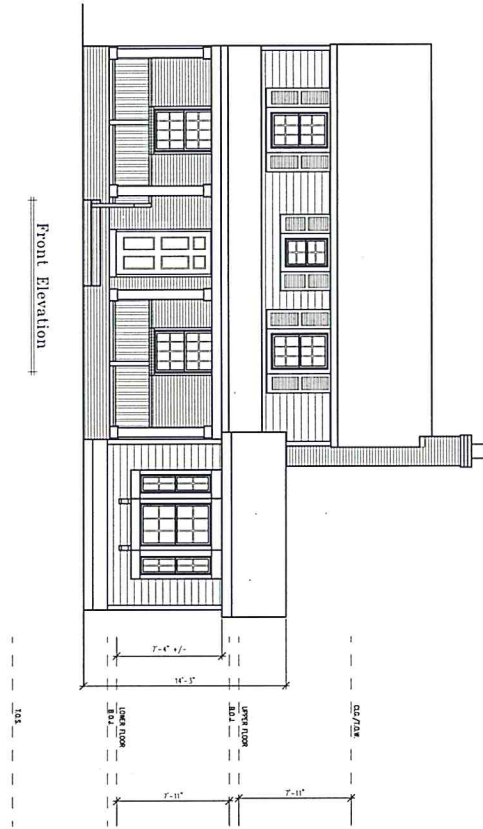
SMILEY RENOVATIONS LLC  
ADDITION FOR MR. & MRS. WILLEM & CATHIE POLAK

6213 CARROLLTON TERRACE  
HYATTSVILLE, MARYLAND 20781



DATE:  
10/17/16  
10/18/16





DRAWING SCALE: 1/8"=1'-0"

Professional Certification: I certify that these documents were prepared or approved by me, and that I am a duly licensed architect under the laws of the State of Maryland. License Number: 11221, expiration date 08-31-2018.

SHEET NUMBER:

A-2

QUIET STREAM ARCHITECTURE  
TANIA L. BRUNO, ARCHITECT

8808 QUIET STREAM CT.  
POTOMAC, MARYLAND 20854  
301-213-2520



SMILEY RENOVATIONS LLC  
ADDITION FOR MR. & MRS. WILLEM & CATHIE POLAK

6213 CARROLLTON TERRACE  
HYATTSVILLE, MARYLAND 20781



DATE:  
10/17/16  
10/18/16





*gem*

# 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

Date: October 25, 2016

RECEIVED

OCT 27 2016

Petitioners: Kenneth Carter and Rumi Matsuyama

Appeal No.: V-131-16

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 construct a covered front porch and one-story addition with second level deck on the premises known as Lot 3, Block B, Colonial Knoll Subdivision, being 6213 Carrollton Terrace, 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(c)(Table II) prescribes that not more than 30% of the net lot area shall be covered by buildings and off-street parking. A variance of 2% net lot coverage is 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

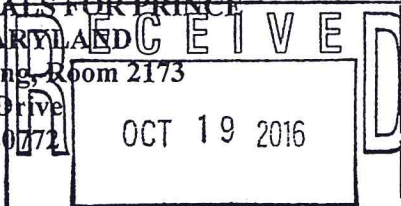
By: Anne F. Carter  
Anne F. Carter  
Administrator

cc: Petitioners  
Adjoining Property Owners  
Park and Planning Commission  
City of Hyattsville



**(USE BLACK INK ONLY)**  
**PLEASE READ INSTRUCTION SHEET**  
**BEFORE FILLING OUT APPLICATION**

TO: BOARD OF ZONING APPEALS FOR PRINCE  
 GEORGE'S COUNTY, MARYLAND  
 County Administration Building, Room 2173  
 14741 Governor Oden Bowie Drive  
 Upper Marlboro, Maryland 20772  
 (301) 952-3220



Filing Fee Paid: \$ 200.00  
 CK/M.O. # 25684  
 By: Smiley Renovations, LLC  
808 Orchard Way  
Silver Spring, MD 20904  
 Sign Posting Fee Paid: \$ 30.00  
 CK/M.O. # 25685  
 By: Smiley Renovations, LLC  
same as above  
 APPEAL NO. ✓ 131-16  
 (OFFICE USE ONLY)

**APPLICATION FOR A VARIANCE**  
**FROM STRICT APPLICATION OF THE ZONING ORDINANCE**

(If variance is being applied for due to receipt of a Violation Notice, a copy of the notice is required.)

Owner(s) of Property Kenneth J. Carter & Rumi Matsuyama  
 (AS SHOWN ON DEED)

Address of Owner(s) 6213 Carrollton Terrace

City Hyattsville State MD Zip Code 20781-1426

Telephone Number (home) 301.927.2843 (cell) 301.254.5932 (work) 301.254.5405

E-mail address: brewshi@yahoo.com / rumipumi@gmail.com

Applicant/attorney/engineer/contractor's name, address and telephone number if different from above: (circle one)  
Smiley Renovations, LLC 808 Orchard Way Silver Spring, MD 20904 301.646.7879

Has the property in question ever been subject to a previous Board, County Council or Zoning Hearing Examiner action? NO Is the property subject to any action by the Planning Board? NO

If so, give Case No.(s)/Decision Date(s) \_\_\_\_\_

**A copy of the Type 2 Tree Conservation Plan or a Letter of Exemption will be required at the time of grading permit issuance if a grading permit is required**

For assistance in completing 1-5 below, see corresponding paragraphs 1-5 on *Instructions to Applicants*, which is designed to help you fill out this form. **SUBMITTED SITE PLANS/PLATS MUST BE DRAWN TO SCALE BY A CERTIFIED ENGINEER, SURVEYOR OR ARCHITECT (WITH OFFICIAL SEAL OR STATE OF MARYLAND REGISTRATION NUMBER SHOWN ON THE SITE PLAN/PLAT) AND SHOW ALL STRUCTURES (MUST INCLUDE ALL DIMENSIONS AND NUMBER OF STORIES).**

1. Location of Property involved: a) Street Address 6213 Carrollton Terrace

City Hyattsville Property Zone R-55

b) Lot(s) 3 Block B Parcel 0000 Grid 00B3  
map 0042  
 Subdivision (name) Colonial Knoll 1600

**If the property is located within a recorded subdivision, a copy of the subdivision plat is required. If in a cluster subdivision, a copy of the cluster's modifications is also required. (Subdivision plats are available at the Planning Information Services, M-NCPPC, Lower Level, County Administration Building, (301) 952-3208)**

Name(s) & Address(es) of Homeowners/Citizens/Civic and/or Community Association(s): NONE

c) Municipality (City/Town) Name Hyattsville

12x30 and Level Deck + Covered Front porch 6x28

2. Why is a variance required? (i.e., what will be has been constructed on the property?)

The proposed 12x30 one story Addition, to allow for the homeowners elderly parents to reside at the property, would exceed the 30% lot coverage

3. Zoning Ordinance Section(s) from which variance(s) is/are requested:

4. Variance(s) requested:

To exceed the 30% maximum lot coverage by 395 sq. feet.

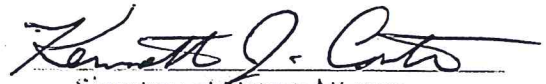
**PRINT NAMES AND MAILING ADDRESSES OF ALL**

**ADJOINING PROPERTY OWNERS**

(on both sides, behind and across streets - including vacant property)

(DO NOT COLLECT SIGNATURES PLEASE!)

| 5. NAME                                        | ADDRESS                        |
|------------------------------------------------|--------------------------------|
| <del>Carter Kenneth J &amp; Rumi Tsukuma</del> | <del>6213 Carrollton Ter</del> |
| Schrock Valerie                                | 6206 Carrollton Ter            |
| Weaver Joseph D & Rosanna L                    | 6208 43rd Ave                  |
| Mattingly John D & Linda S                     | 6217 Carrollton Ter            |
| Santilli Emidio & Dorothy E                    | 6204 Carrollton Ter            |
| Williams Gregory S II & Juan Amado             | 6206 43rd Ave                  |
| Nielsen Carl & Sarah Nordmann                  | 6211 Carrollton Ter            |
|                                                | All in Hyattsville MD 20781    |

  
Signature of Owner/Attorney

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](http://www.princegeorgescountymd.gov).



LOT COVERAGE WORKSHEET

NET LOT SIZE

7436 SQUARE FEET30% LOT COVERAGE ALLOWED2230.8 SQUARE FEET

| <u>STRUCTURE/PARKING</u> | <u>MEASUREMENTS</u>                                                                                 | <u>SQUARE FOOTAGE</u>                                                      |
|--------------------------|-----------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| HOUSE                    | <u>26.6 X 36.1</u><br><u>.2 X 19.1</u><br><u>1 X 28.1</u><br><u>1.3 X 19.1</u><br><u>(overhang)</u> | <u>960.26</u><br><u>3.82</u><br><u>28.1</u><br><u>24.83</u><br><u>86.9</u> |
|                          |                                                                                                     | 1104                                                                       |
| GARAGE/CARPORT           |                                                                                                     |                                                                            |
| DRIVEWAY                 | <u>10.5 X 71</u>                                                                                    | <u>745.5</u>                                                               |
| PORCH/SUNROOM            | <u>6 X 28</u>                                                                                       | <u>168</u>                                                                 |
| SHED(S)                  |                                                                                                     |                                                                            |
| ADDITION(S)              | <u>12 X 30</u>                                                                                      | <u>360</u>                                                                 |
| OTHER:                   |                                                                                                     |                                                                            |
|                          |                                                                                                     |                                                                            |
|                          |                                                                                                     |                                                                            |

TOTAL LOT COVERAGE

2377.5

TOTAL % NET LOT COVERAGE

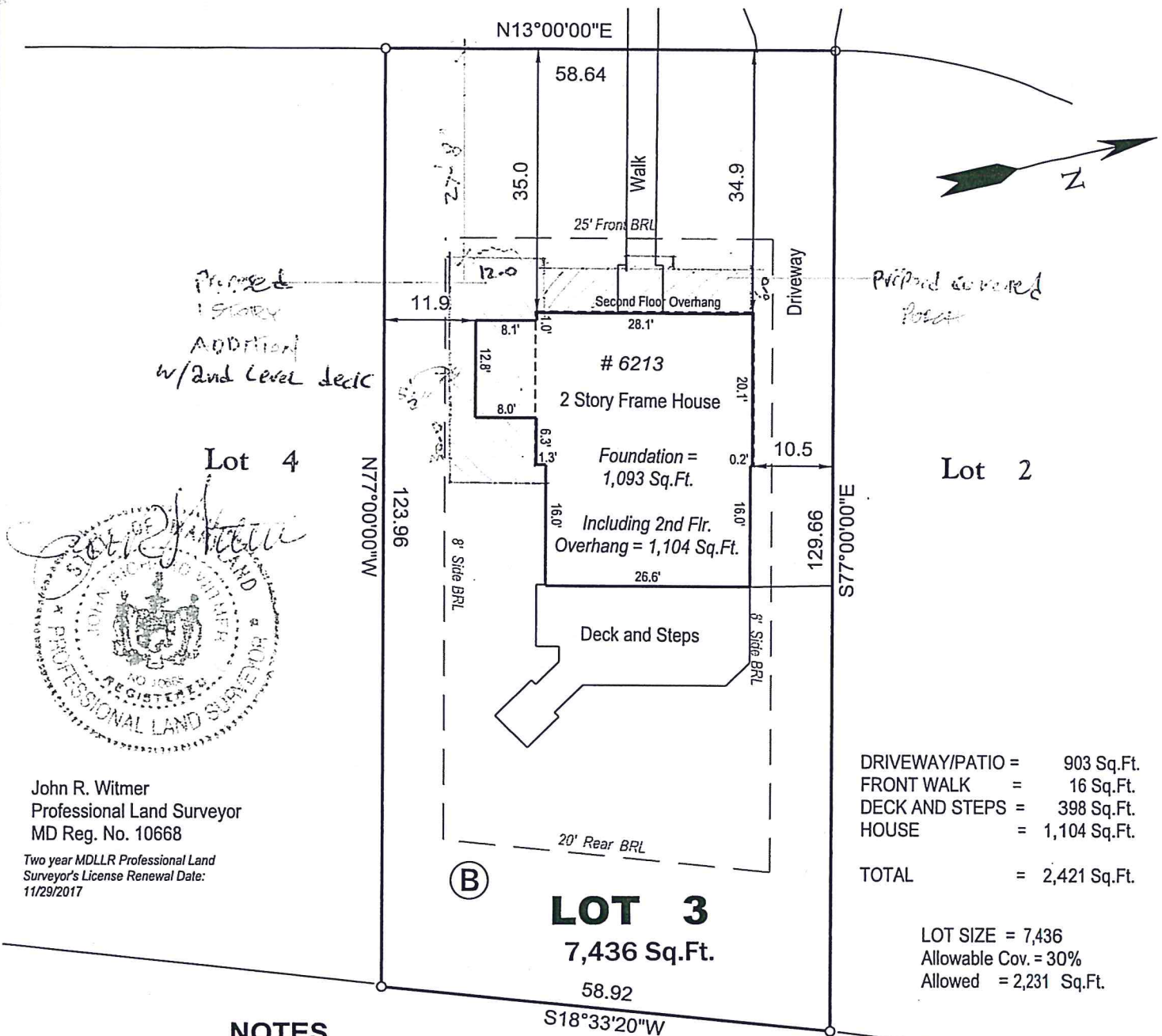
32%

TOTAL % OVER NET LOT COVERAGE

2% (142 S.F.)

# CARROLLTON TERRACE

144



## NOTES

Lot 3, Block 8, as shown, was taken from a subdivision record plat titled "Colonial Knoll" and is recorded among the Land Records of Prince George's County, Maryland in Plat Book BB 6 as Plat 59.

Existing Zone: R - 55  
Setbacks: Front = 25' min.  
Side = 8' min.  
Rear = 20' min.  
Height = 35' max.  
Coverage = 30% max

Street Address: 6213 Carrollton Terrace



Tolerance for measurements indicated hereon = 0.25' +/-



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Report

Agenda Section: Discussion Items (9:55 p.m. – 11:00 p.m.)

### **SUBJECT**

Facility Planning Update (20 minutes)

### **Motion #**

Discussion Only, Scheduled for Action on 11/21/16

### **Recommendation:**

### **Sponsor(s):**

At the Request of the City Administrator

### **ATTACHMENTS**

[Facility\\_Planning\\_Update\\_2017\\_ten.docx](#)

### **Summary Background:**

City Administrator Nicholson will provide a City Facility Update, see attached memo.

### **Next Steps:**

A motion authorizing City staff to proceed with the \$7.7M renovation of 3505 Hamilton Street for the relocation of the Police Department will be on the action agenda for Nov 21.

### **Fiscal Impact:**

\$7,743,743.00

### **City Administrator Comments:**

Recommend Support

### **Community Engagement:**

Community outreach will be scheduled during the course of the project.

### **Strategic Goals:**

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

Goal 4 - Foster Excellence in all City Operations

### **Legal Review Required?**

N/A



## City of Hyattsville

# Memo

To: Tracey Nicholson, City Administrator  
From: Jim Chandler, Assistant City Administrator  
Lesley Riddle, Director of Public Works  
Date: November 7, 2016  
Re: Facility Planning Update

---

This memorandum serves as an update on the 2015 approved Facility Management Plan.

### Background:

On May 4, 2015 the City Council approved a path forward for the long-term planning, programming and management of four (4) City owned facilities. Recommendations were based on information provided in the December 2011 Hess Facilities Assessment, which included a Property Condition and Assessment Report, a Program Analysis, and a 20-Year Capital Improvement Plan with modest increases to account for projected rises in labor and material costs.

The approved plan included the interior and exterior renovation of the Magruder Park Recreation Center; the Solicitation for a conforming use/tenant for building 4318 Gallatin Street (formerly known as the Arcade); Renovation of the Department of Public Works facility and maintenance bays; the renovation and adaptive re-use of building 3505 Hamilton Street to serve as the City Police Headquarters; and to determine if there is a market for the redevelopment of the City Administration Building site at 4310 Gallatin Street, while simultaneously reviewing options for renovating and repairing the existing building, or relocating to another site/facility. Project Status Update:

### Arcade Building (Project Completed in June 2016)

Approved Budget: \$250,000.00

Actual Cost: \$250,000.00-- 25-Year Lease to Pyramid Atlantic Arts Center. The \$250,000 in capital improvements will be repaid to the City with interest over the 25-year lease term.

The City welcomed Pyramid Atlantic Arts Center in April 2016. The building was renovated by Pyramid Atlantic Arts Center and provides the community with creative arts programming, education and events.



#### Department of Public Works Facility (In Progress)

Approved Budget: \$3,300,000.00

##### Project Overview:

- Ratified contract with Keller CM in March 2016 for the design/build and renovation
- Design includes a new pre-fabricated conditioned space and allows for reuse of the existing structure for semi-conditioned cold storage.
- Initiated an alternate design study – *complete*
- Location and foot print of new building – *complete*
- Mandatory referral process with MNCPPC-- *in progress*
- Dedication of Roadway – *in review with MNCPPC*
- Site Development -Storm Water Management – *in progress*
- County Department of the Environment Site Plan approval – *in progress*
- Building permit approval – *late winter 2017*
- Phase One Construction – *early spring 2017*
- Estimated Completion—*spring 2018*

The DPW renovation project remains on schedule with permit reviews ongoing at the County and Commission level. Project details and finalized building plans are in progress. Staff continues to research grant funding streams for potential project funding offsets.

#### Police Services Building- 3505 Hamilton Street

Original Budget Estimate: \$4,400,000.00

Projected Budget 2017: \$7,743,743.00 (construction only)

##### Project Overview:

- Ratified contract for design and professional services with JMT
- Planning and programming with City staff – *still in progress*
- Development of concept plan - *complete*
- Site survey – *complete*
- Environmental assessment – *complete*
- HVAC life cycle analysis – *complete*
- Design- *FY 2017/2018*
- Construction – *FY 2018/2019*
- Estimated completion date-CY 2019

The updated project cost proposal for the renovation of 3505 Hamilton Street for Police Headquarters exceeded the Hess study cost estimates by \$3.2M. Several significant issues drove the cost differentials for this project. The original Hess study projections were based on conversion of the building for office space rather than police operations; the projections are based on net usable space rather than gross space per square foot; Commission on Accreditation for Law Enforcement Agencies (CALEA) standards; and changes in market conditions that were not accurately projected/reflected in the Hess report.

Additionally, undefined costs such as stormwater retention and mitigation, hazardous material remediation, replacement of HVAC systems, upgrades of existing elevators, and ADA compliance requirements were not included in the original report. These omissions, along with the cost of accommodating special police operational needs, such as communications and dispatch, evidence processing, Sally Ports, holding cells, secure interview rooms, equipment storage, community space, training, and a kitchen/break area.

City Administration Building: 4310 Gallatin Street

The City Administrative Building at 4310 Gallatin Street is being evaluated as a 3-part process. The City issued a Request for Qualifications and a subsequent Request for Proposal to determine interest in the redevelopment of the existing site as an alternative to either renovating the existing structure or redeveloping the existing site for a municipal use.

The City received responses from two firms who offered residential options that included a Net Zero townhouse development and a multi-family building with artist studios and a community space. The City staff is completing due diligence should the City Council choose to select the sale and redevelopment of the site. Any sale would be contingent upon the City finding a suitable alternative site to provide administrative services, public space and a City Council chambers.

In tandem with the solicitation to gauge interest in the site, the staff was authorized through City Council Motion #56-05-15 to evaluate options for the renovation or relocation of City Administrative Offices. For relocation, the staff is exploring options that include long-term leases, joint development, joint tenancy, or purchase of a facility. For renovation, the staff will require a full cost estimate for renovation of the existing structure for long term use and a conceptual model for the redevelopment of the existing site for municipal services.

Further evaluation of the relocation and renovation options will require our professional services contractor to assist in conducting a condition assessment and preparing a cost estimate of the current facility and a programming model for alternative sites.



## Hyattsville City Council Agenda Item Report

Meeting Date: November 7, 2016

Submitted by: Laura Reams

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Discussion Items (9:55 p.m. – 11:00 p.m.)

### SUBJECT

Johnson, Mirmiran, and Thompson, Inc. Contract – FY17 Appropriation of Funds

### Motion #

Discussion Only, Scheduled for Action on 11/21/16

### Recommendation:

### Sponsor(s):

At the Request of the City Administrator

### ATTACHMENTS

[Memo\\_-\\_JMT\\_Contract.docx](#)

### Summary Background:

In the 2016 through 2020 Capital Improvements Plan, funding was approved to begin the renovation project for 3505 Hamilton Street, in the amounts of \$500,000 in FY-2016, \$1,500,000 in FY-2017 and \$1,500,000 in FY-2018. In February 2016 the City entered into a contract of \$500,000 with Johnson, Mirmiran, and Thompson, Inc. (JMT) for capital planning, predesign, environmental engineering services, architectural and engineering services, procurement support, construction management, third party inspection, testing, commissioning, and acceptance and renovation of the 3505 Hamilton Street, City infrastructure and other projects in support of the facility management plan as assigned. The administration is seeking to amend the current JMT contract to include the \$1.5M increase as approved in the FY17 CIP budget to pay for professional engineering and other professional services in FY17.

### Next Steps:

This item is on the action agenda for the November 21st Council Meeting. Upon approval, the City Administrator will execute the FY17 contract.

### Fiscal Impact:

\$1,500,000.00

### City Administrator Comments:

Recommend Support

### Community Engagement:

N/A

### Strategic Goals:

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

Action 2.2 - Invest in, and manage City infrastructure including streets, sidewalks and public facilities.

### Legal Review Required?

Pending





## City of Hyattsville

# Memo

To: Tracey Nicholson, City Administrator  
From: Lesley Riddle, Director of Public Works  
Date: August 12, 2016  
Re: Johnson, Mirmiran, and Thompson, Inc. Contract

---

On February 4, 2016 the City signed a three-year contract with Johnson, Mirmiran, and Thompson, Inc. (JMT) for professional services. This request is to amend the contract and appropriate funds for professional services for FY17 as approved in the FY17 CIP budget.

### Background

In September of 2015 the City solicited a RFP for professional engineering and site specific services. Johnson, Mirmiran, and Thompson, Inc. (JMT) was awarded the contract. The City entered into a contract with JMT in February 2016 for the following services: capital planning, predesign, environmental engineering services, architectural and engineering services, procurement support, construction management, third party inspection, testing, commissioning, and acceptance and renovation of the 3505 Hamilton Street and other projects as assigned.

### Next Steps

With Council approval, the City Administer will increase the contract with JMT to include the approved FY17 budgeted amount of \$1.5M. JMT will continue their work on 3505 Hamilton Street Project and various other projects throughout the City.

## **Main City Calendar: October 18, 2016 – November 7, 2016**

### **Weekly Program Offerings**

#### **Ageless Grace Senior Exercise Classes**

Wednesdays and Fridays, 10:00 AM @ the City Administrative Building

Thursdays, 9:00 AM @ The Mall at Prince Georges

#### **Creative Minds**

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

### **City Calendar: October 18, 2016 – November 7, 2016**

#### **Hyattsville Environment Committee**

October 18, 7:00 PM – 9:00 PM @ City Municipal Building, 3<sup>rd</sup> Floor Conference Room

#### **Hyattsville Planning Committee**

October 18, 7:30 PM – 9:30 PM @ City Municipal Building, Prangley Room

#### **Code Compliance Advisory Committee Meeting**

October 19, 7:00 PM @ City Municipal Building

#### **University Hills Community Meeting – Street and Sidewalk Construction**

October 20, 2016, 7:00 PM @ Prince George's Plaza Community Center

Overview of Phase 2 of Construction Timeline for planning and construction of Phase 3 of Construction

#### **Mary Prangley Cleanup Day**

October 22, 2016, 7:00 AM - 2:00 PM

#### **Movin' With the Mayor – CrossFit**

October 22, 12:30 PM – 1:30 PM @ CrossFit Hyattsville

#### **Hyattsville City Council Public Hearing**

October 26, 8:00 PM @ 3<sup>rd</sup> Floor Council Chambers

#### **Spooky Fest Halloween Party**

October 29, 1:00 PM – 3:00 PM @ University Town Center

#### **Board of Supervisors of Elections Meeting**

November 1, 4:00 PM – 5:00 PM @ 3<sup>rd</sup> Floor Inner Conference Room

#### **Police & Public Safety Advisory Committee**

November 2, 7:00 PM @ Location TBD

#### **Seniors on the Move - Free Movie Monday**

November 7, 2016, 9:00 AM - 12:30 PM @ Beltway Plaza, Academy 8 Theaters

#### **Hyattsville City Council Meeting**

November 7, 8:00 PM @ 3<sup>rd</sup> Floor Council Chambers

## City of Hyattsville Calendar

| <b><u>November</u>      <u>2016</u></b> |                                                                                            |                                                                                                                                        |                                                                                                          |                                                                                                                               |                                                  |                                                                                            |
|-----------------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|--------------------------------------------------------------------------------------------|
| <b>Sunday</b>                           | <b>Monday</b>                                                                              | <b>Tuesday</b>                                                                                                                         | <b>Wednesday</b>                                                                                         | <b>Thursday</b>                                                                                                               | <b>Friday</b>                                    | <b>Saturday</b>                                                                            |
| 30                                      | 31                                                                                         | <b>01</b><br><u>Creative Minds</u><br><u>Board of Supervisors of Elections Meeting</u><br><u>Speak Up - Community Planning Session</u> | <b>02</b><br><u>Ageless Grace Exercise Class</u><br><u>Police &amp; Public Safety Advisory Committee</u> | <b>03</b><br><u>Ageless Grace at the Mall</u><br><u>Creative Minds</u>                                                        | <b>04</b><br><u>Ageless Grace Exercise Class</u> | <b>05</b><br><u>Speak Up - Community Planning Session</u>                                  |
| 06                                      | <b>07</b><br><u>Seniors on the Move - Free Movie Monday</u><br><u>City Council Meeting</u> | <b>08</b><br><u>Creative Minds</u>                                                                                                     | <b>09</b><br><u>Ageless Grace Exercise Class</u>                                                         | <b>10</b><br><u>Creative Minds</u><br><u>Community Conversation</u>                                                           | <b>11</b>                                        | <b>12</b><br><u>Movin' With The Mayor: Internal Fitness Training</u><br><u>Heroes Bowl</u> |
| 13                                      | 14                                                                                         | <b>15</b><br><u>Creative Minds</u><br><u>Planning Committee</u>                                                                        | <b>16</b><br><u>Ageless Grace Exercise Class</u><br><u>Code Compliance Advisory Committee Meeting</u>    | <b>17</b><br><u>Creative Minds</u><br><u>Education Advisory Committee</u><br><u>Health, Wellness and Recreation Committee</u> | <b>18</b><br><u>Ageless Grace Exercise Class</u> | 19                                                                                         |
| 20                                      | <b>21</b><br><u>2016 Claus Applause Nominations Open</u><br><u>City Council Meeting</u>    | <b>22</b><br><u>Creative Minds</u>                                                                                                     | <b>23</b><br><u>Ageless Grace Exercise Class</u>                                                         | 24                                                                                                                            | 25                                               | 26                                                                                         |
| 27                                      | 28                                                                                         | <b>29</b><br><u>Creative Minds</u>                                                                                                     | <b>30</b><br><u>Ageless Grace Exercise Class</u>                                                         | 01                                                                                                                            | 02                                               | 03                                                                                         |



4310 Gallatin St.

Hyattsville, MD 20781

301-985-5000