

City Council of Hyattsville, Maryland

AGENDA

**City Council Regular Meeting
Monday, September 19, 2016
8:00 PM**



**Council Chambers
Hyattsville Municipal Building
4310 Gallatin Street, 3rd Floor
Hyattsville, MD 20781
(301) 985-5000 www.hyattsville.org**

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)
[Edouard Haba, Council President, Ward 4](#)
[Bart Lawrence, Council Vice President, Ward 1](#)
[Kevin Ward, Ward 1](#)
[Robert S. Croslin, Ward 2](#)
[Shani N. Warner, Ward 2](#)
[Patrick A. Paschall, Ward 3](#)
[Thomas Wright, Ward 3](#)
[Paula J. Perry, Ward 4](#)
[Ruth Ann Frazier, Ward 5](#)
[Joseph Solomon, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator
Laura Reams, City Clerk, 301-985-5009, lreams@hyattsville.org

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

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

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

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

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

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

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

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

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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**
 - 4.a) **Approval of the Minutes**

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of June 6, 2016.

Motion #: 24-09-FY17

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

[Minutes June 6 2016 FINAL.docx](#)
5. **Public Comment (8:10 p.m. – 8:20 p.m.) Limit 2 minutes per speaker**
6. **Presentations (8:20 p.m. – 8:40 p.m.)**
 - 6.a) **Introduction of New Staff Members (5 minutes)**

Motion #: Presentation

Sponsor(s): At the Request of the City Administrator
 - 6.b) **FY-2015 Audit Update (5 minutes)**

Motion #: Presentation

Sponsor(s): At the Request of the City Administrator
 - 6.c) **Launch of Hyattsville's Civic Engagement Platform: Speak Up HVL! (10 minutes)**

Motion #: Presentation

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

[Memo Speak Up HVL.docx](#)

[Speak Up HVL Policy FINAL.docx](#)

[speak up FLYER](#)

[Speak Up Instructions How to Sign Up](#)
7. **Consent Items (8:40 p.m. – 8:45 p.m.)**
 - 7.a) **Proclamation in Recognition of Hispanic Heritage Month**

I move that the Mayor and Council proclaim September 15 - October 15, 2016 as Hispanic Heritage Month in Hyattsville.

Motion #: 25-09-FY17

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

[Hispanic Heritage Month 2016.pdf](#)
 - 7.b) **Constellation Energy Contract**

I move that the Mayor and Council ratify the three year contract extension, signed on 18 August, 2016 by City Administrator Tracey E. Nicholson with Constellation Energy not to exceed the quoted rate from Groundswell of 0.05875 per kwh.

Motion #: 26-09-FY17

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

7.c) Appointment to Police and Public Safety Citizens' Advisory Committee

I move that the Mayor and Council appoint Angela Kenny (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on September 19, 2018.

Motion #: 27-09-FY17

Sponsor(s): Solomon

[Kenny PPSAC Application Redacted.pdf](#)

7.d) Nomination of Bart Lawrence to the Anacostia Trails Heritage Area (ATHA) Governing Board

I move that the Mayor and City Council hereby appoint City of Hyattsville Council Member Bart Lawrence to the position of liaison to Anacostia Trails Heritage Area Inc. Governing Board for a period of two (2) years. This position will support the tourism and economic goals of our community as they relate to history, art, culture, and natural resources.

Motion #: 28-09-FY17

Sponsor(s): Hollingsworth

7.e) Schedule Council Work Session

I move that the Mayor and Council schedule a Council Work Session to be held on Wednesday, September 28th at 8:00 p.m. to discuss the proposed FY2017 Legislative Priorities that will be presented at the City's fall legislative event.

Motion #: 29-09-FY17

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

7.f) Memorandum of Understanding with Soltesz and Prince George's County

I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with Soltesz, LLC and Prince Georges County to implement and maintain stormwater projects on City property, upon the review and approval by the City Attorney for legal sufficiency.

Motion #: 30-09-FY17

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

7.g) Mobile Data Terminals (MD / Laptop Computers)

I recommend that the Mayor and Council authorize the expenditure of FY-2017 Police Department Capital Improvement Plan funds, in an amount not to exceed \$23,000, for the purpose of purchasing additional MDT's and related equipment from Brekford Corporation.

Motion #: 31-09-FY17

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

[Memo on MDT_8_2016_FINAL.docx](#)

7.h) Upgrade Existing Recording Software / Equipment and Continued Support with Voice

I move that the Mayor and Council approve the purchase of upgraded recording software and equipment and continued maintenance support from Voice Print International in an amount not to exceed \$25,000.

Motion #: 32-09-FY17

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

[Memo on Voice Print International.docx](#)

7.i) CCTV Cameras and Equipment

I move that the Mayor and Council authorize the expenditure of FY-2017 Police Capital Improvement Plan funds, in an amount not to exceed \$31,000, for the purchase of CCTV cameras and related equipment from J&M Security Solutions.

Motion #: 33-09-FY17

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

[Memo CCTV FINAL.docx](#)

7.j) Body Worn Cameras and Equipment

I move that the Mayor and Council authorize the expenditure of FY-2017 Police Department Capital Improvement Plan funds, in an amount not to exceed \$23,000, for the purpose of purchasing Panasonic Arbitrator Body Worn Cameras and related equipment from Brekford Company under existing Maryland State Contract BPO# 060B2490022.

Motion #: 34-09-FY17

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

[Memo Body Worn Camera FINAL.docx](#)

8. Action Items (8:45 p.m. – 9:25 p.m.)

8.a) City Work Permit (10 minutes)

I move that the Mayor and Council refer the issue of city work permits to the Code Compliance Committee for discussion and recommendations. The committee's findings shall be provided to the council within 120 days.

Motion #: 35-09-FY17

Sponsor(s): Hollingsworth, Croslin, Ward

[City Work Permit Memo.pdf](#)

8.b) Student Conservation Association Contract Approval (10 minutes)

I move that the Mayor and City Council authorize the City Administrator to execute a contract with the Student Conservation Association, in an amount not to exceed \$20,000.00, for the purposes of utilizing SCA resources for the implementation of projects in City parks, upon review and approval by the City Attorney for legal sufficiency.

Motion #: 36-09-FY17

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

[Memo SCA - Sept 19th Council.docx](#)

8.c) Proposed Charter Amendment Concerning Qualifications of City Voters (20 minutes)

I move that the Mayor and Council direct the City Attorney to draft a Hyattsville Charter Amendment changing voter qualifications and authorizing implementation of same day voter registration for Municipal Elections per the parameters in the motion submitted by Council President Haba, Vice President Lawrence and Councilmembers Paschall and Solomon.

Motion #: 37-09-FY17

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

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

9. Discussion Items (9:25 p.m. – 10:00 p.m.)

9.a) Administrative Guidelines and Procedures for Citizen Boards and Committees (10 minutes)

Motion #: TBD: Scheduled for Consent on 10/3/16

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

[Hyattsville Administrative Guidelines and Procedures for Committees](#)

9.b) Council of Governments Membership (10 minutes)

Motion #: TBD: Scheduled for Consent on 10/3/16

Sponsor(s): Hollingsworth

9.c) FY17 Budget Amendment to Hire a Communications and Outreach Coordinator (15 minutes)

Motion #: TBD: Scheduled for Action on 10/3/16

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

[Coordinator for Bilingual Communications Outreach DRAFT FOR COUNCIL.pdf](#)

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

11. Community Notices and Meetings

11.a) City Calendar: September 20, 2016 - November 6, 2016

Motion #: N/A

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

[Clty Calendar Sep.pdf](#)

[City Calendar Oct.pdf](#)

[City Calendar Nov.pdf](#)

[Main City Calendar Sept 20 - Nov 6.docx](#)

12. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016
Submitted by: Laura Reams
Submitting Department: City Clerk
Item Type: Legislative
Agenda Section: Approval of the Minutes

SUBJECT

Approval of the Minutes

Motion #

24-09-FY17

Recommendation:

I move that the Mayor and Council approve the Council Meeting Minutes for the Council Meeting of June 6, 2016.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Minutes June 6 2016_FINAL.docx](#)

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



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JUNE 6, 2016

1. Call to Order and Council Roll Call

Mayor Hollingsworth called the meeting to order at 8:29 p.m. City Administrator Nicholson presented the new City Council opening credits by Cable Television & Communications Coordinator Jonathan Alexander.

Present: Mayor Candace Hollingsworth
Ward 4 Council President Edouard Haba
Ward 1 Council Vice President Bart Lawrence
Ward 1 Councilmember Kevin Ward
Ward 2 Councilmember Robert Croslin
Ward 3 Councilmember Patrick Paschall
Ward 3 Councilmember Thomas Wright
Ward 4 Councilmember Paula Perry
Ward 5 Councilmember Ruth Ann Frazier
Ward 5 Councilmember Joseph Solomon

Absent: Ward 2 Councilmember Shani Warner

Also present were the following City staff members:

City Administrator Tracey E. Nicholson
Assistant City Administrator, Director of Community and Economic Development, Jim Chandler
City Treasurer Ron Brooks
Director of Human Resources Vivian Snellman
Director of Community Services Jake Rollow
City Clerk Laura Reams
Assistant City Clerk Lillie Littleford

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

The agenda was amended to remove the action item 8.B for The Blue Development (5334 Baltimore Avenue), per the developer's request. It was noted that it was anticipated that the agenda item would be rescheduled for July. Two items were then added to the agenda: Disbursement of Ward 2 Discretionary Funds (Motion # 96-06-16) and Disbursement of Ward 5 Discretionary Funds (Motion # 97-06-16). Mayor Hollingsworth requested to add the items to the Consent Agenda. Councilmember Solomon requested to have the Ward 2 item moved to the Action agenda instead.

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

4. Approval of the Minutes

4.a Approval of the Minutes

I move that the Mayor and Council approve the Council Meeting Minutes for the following meetings: (1)



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Council Work Session of April 13, 2016, (2) Council Meeting of April 18, 2016, (3) Public Hearing of April 27, 2016 and (4) Council Work Session of April 27, 2016.

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

5. Public Comment

Ms. Rebecca Bennett, a Ward 2 resident and former Senior Editor of the Hyattsville Life and Times, informed the Mayor and Council that she represented a new publication called Hyattsville Today. Ms. Bennett noted that the premise of the publication was mostly online, and that it was rooted in the City of Hyattsville but intended to expand to neighboring cities. Ms. Bennett stated that she would follow up with older stories and continue to share facts with the residents. Ms. Bennett added that there were positions open on the board or as a writer and provided the web address for Hyattsville Today.

Mr. David Marshall, a Ward 2 resident, addressed the Mayor and Council regarding the evening's agenda. Mr. Marshall noted that there was an approval loan for the HVFD on the consent agenda and stated that he was concerned about using tax payer dollars to loan and give funds. Mr. Marshall added that he asked for complete and up to date financial dollars for the HVFD, but had not received them. Mr. Marshall also noted that there was an agenda item to provide discretionary funding for Rosa Parks Elementary School, which was outside of City limits.

Ms. Alvera Winkler, advocate for Ward 4 resident Julio Zaleya, addressed the Mayor and Council regarding safety for pedestrians crossing Nicholson Street. Ms. Winkler stated that Mr. Zaleya was blind and that he was unsafe walking his son to Felegy Elementary School under the current road conditions. Ms. Winkler asked the City to make the street safer for pedestrians.

6. Presentations

6.a FY-2014 and 2015 Audit Update

City Treasurer Brooks provided an update on the close out of the FY14 Audit. Treasurer Brooks detailed a required reduction adjustment to the City's unassigned general fund in the amount of \$3.7M. The reduction was due to misclassification of funds per the City's auditors. Treasurer Brooks added that he would have official audit close out documents the following business day.

Councilmember Solomon thanked Treasurer Brooks and stated that he hoped that the City would continue to audit and find more money. Councilmember Frazier asked for clarification on the unassigned fund balance and Treasurer Brooks stated that it was \$7.1 Million.

6.b Teen Advisory Committee Presentation

Community Services Coordinator for Youth and Recreation programming, Saarah Abdul-Rauf, introduced the Teen Advisory Committee, a group of teens from Northwestern High School that would be presenting an issue and requesting support from the Council on the issue. The members of the Teen Advisory Committee read a prepared statement regarding the issue of bus transportation in Prince George's County.



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The committee members highlighted issues of busses that arrived late and overcrowded and provided a solution to the problem; higher pay and better working conditions. The committee members described what they would like to change and establish and asked the City for a letter of support to provide to the Prince George's County Board of Education.

Mayor Hollingsworth expressed gratitude for the time the students had dedicated to the committee and to their research. Councilmember Solomon offered thanks for the students educating the Council on this matter. Mayor Hollingsworth acknowledged Hyattsville Resident, Mary Kingston Roche, a representative for the Prince George's County Board of Education and thanked her for her time.

Councilmember Paschall stated that he was impressed with the research and work that was done and asked how the students came to their conclusion. The students responded and stated that they had determined the bus drivers had poor working conditions which caused the buses to be late, and that changed working conditions would recruit more bus drivers. Councilmembers Croslin, Perry, and Wright commended the students for their work and provided accolades. Councilmember Ward asked how to change conduct toward bus drivers and the students suggested a school assembly reviewing rules for riding buses. Councilmember Ward expressed pride and joy for the students addressing this issue. Council President Haba stated support for the initiative, and asked if there was anything else the City could do.

Mayor Hollingsworth asked what date the students would need the letter, and was responded to with before the Board Meeting on June 14, 2016. Councilmember Lawrence expressed that this was a large issue, on the middle school level as well and stated that with more time other schools and PTA's could support this initiative. Mayor Hollingsworth asked the Council to add an item to the consent agenda for a letter of support (Motion # 98-06-16), to which the Council agreed.

7. Consent Items

NOTE FOR THE RECORD: All consent items are considered and approved in one Council action.

7.a Caribbean-American Heritage Month Proclamation

Motion # 86-06-16

I move that the Mayor and Council proclaim June Caribbean-American Heritage Month.

7.b LGBT Pride Month Proclamation

Motion # 87-06-16

I move that the Mayor and Council proclaim June LGBT Pride Month.

7.c Disbursement of Ward 1 and Ward 3 Discretionary Funding

Motion # 88-06-16

I move that the Mayor and Council approve the following appropriations and disbursements using discretionary funds Wards 1 and 3: \$200.00 for the purpose of repairing the Burlington Park little free library and beautifying the associated area; \$900 in sponsorship of the Hyattsville Elementary School Parent-Teacher Association's "Zombie Run"; and \$900 to the Hyattsville Middle School Parent, Teacher, Student Organization for the purpose of purchasing science classroom supplies.

7.d Disbursement of Ward 4 Discretionary Funding

Motion # 89-06-16



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I move that the Mayor and Council approve the appropriation and disbursement of Ward 4's council discretionary funds as follows: a.) \$500 in support of Felegy Elementary School's pollinators and vegetable garden project; and b.) \$500 in support of the 2016 Ward 4 Day celebration.

7.e Appointment to the Shade Tree Board

Motion # 90-06-16

I move that the Mayor, with Council approval, appoint Randy Fletcher (Ward 3) to the Shade Tree Board for a term of 3 years to expire on June 6, 2019.

7.f PEPCO Proposal for Lighting Retrofit

Motion # 91-06-16

I move that the Mayor and Council approve the expense of funds from the Capital Improvements Budget to retrofit the existing lighting to LED lighting in the Phase One project area of West Hyattsville, costs not to exceed \$95,000.00.

7.g Loan approval for the Hyattsville Volunteer Fire Department

Motion # 92-06-16

I move that Mayor and Council approve a loan to Hyattsville Volunteer Fire Department not to exceed \$350,000 for ten years at a rate of 3.2%. These funds are to be used to refurbish a 2006 Seagrave Marauder Tractor Drawn 100' Aerial Ladder Truck. Upon completion of final terms, review and approval of all financial documents by the City Attorney, all documents will be presented to the City Administrator for signature.

7.h FY-2015 and FY-2016 Audit Cost

Motion # 93-06-16

I move that the Mayor and Council approve audit cost not to exceed \$80,000 for services provided by CohnReznick and Lindsay and Associates to complete the FY-2015 and FY-2016 audits.

7.i Disbursement of Ward 5 Discretionary Funds (Note: This item was an amendment to the agenda)

Motion # 96-06-16

I move that the Mayor and Council approve the appropriation and disbursement of Ward 5 Council Discretionary funds as follows: \$750.00 in support of Rosa Park's Elementary School soccer program.

7.k Teen Advisory Committee – Letter of Support (Note: This item was an amendment to the agenda)

Motion # 98-06-16

I move that the Council authorize the Mayor to write a letter to the Prince George's County Board of Education requesting improved working conditions for school bus drivers to ensure that they regularly bring students to school on time.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Paschall, Wright, Perry, Frazier, Solomon
NAYS:	None



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ABSENT:	Warner
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8. Action Items

8.a Hyattsville Ordinance 2016-01, Fiscal Year 2017 Budget (10 minutes)

Motion # 94-06-16

I move that the Mayor and Council adopt Hyattsville Ordinance, 2016-01, an Ordinance adopting an annual budget for the Fiscal Year of July 1, 2016 through June 30, 2017, for the General Purpose; fixing the tax rates for the Fiscal Year beginning July 1, 2016; authorizing collection of taxes herein levied, and appropriating funds for the Fiscal Year (SECOND READING).

Mayor Hollingsworth thanked staff for their work on the budget.

RESULT:	APPROVED [8-2]
MOVER:	Haba
SECONDER:	Croslin
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Paschall, Wright, Solomon
NAYS:	Perry, Frazier
ABSENT:	Warner

8.b The Blue Development (5334 Baltimore Avenue) – PPSD 4-15016 & DSP-15016 (Note: This item was removed from the agenda.

8.c Disbursement of Ward 2 Discretionary Funds (Note: This item was an amendment to the agenda)

Motion # 97-06-16

I move that the Mayor and Council approve the appropriation and disbursement of Ward 2's Council Discretionary funds as follows: \$400.00 in support of the Community Conversations Sunset Feast to be held on 11 June 2016 at the City Building.

Councilmember Solomon stated that he pulled this item off of the consent agenda, but that he still supported it. Councilmember Solomon then gave deference to the Ward representatives for spending funds and stated that Councilmember Warner was not available to express an opinion, but the motion makers did reach out to her for input. Council President Haba asked who submitted the motion, and Councilmember Solomon responded and said that he drafted the original motion then contacted Councilmember Croslin. Councilmembers Solomon and Haba clarified that Councilmember Warner was unable to be reached. Council President Haba stated support for the motion and noted that the Council needed to plan ahead in order to avoid submitting motions at the last minute. Council Vice President Lawrence stated that he had spoken to Councilmember Warner, who believed the funding should rather go toward meetings and printing flyers, and that he believed she would have an opinion on the matter.

RESULT:	APPROVED [8-0-2]
MOVER:	Haba
SECONDER:	Solomon
AYES:	Hollingsworth, Haba, Lawrence, Ward, Croslin, Paschall, Wright, Solomon
NAYS:	None
ABSTAIN:	Frazier, Perry



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ABSENT: Warner

9. Discussion Items

9.a ADA Compliance and Accommodation - Nicholson St and Queens Chapel Rd

Department of Public Works Project Manager Hal Metzler provided background information on the request for sidewalk construction and installation of crossings. Mr. Metzler stated that City staff had identified seven other intersections that were not ADA compliant and requested the funding to build the crossings prior to the start of the 2016-2017 school year. Mr. Metzler clarified what the area for the considered crosswalk would be and opened the floor for questions. Council President Haba asked if the City looked into extending the sidewalk instead of installing a crosswalk and Mr. Metzler stated that an extension would require the removal of three large oak trees which would have economic and environmental consequences. Council Vice President Lawrence stressed the importance for making as much of the City ADA compliant as possible and asked the Council to move this item.

Motion # 99-06-16

I move that the Mayor and Council authorize the appropriation and expenditure from the FY17 Capital Improvements budget in the amount of \$20,000 from the ADA Improvements and \$15,000 re-appropriated from funding for sidewalks for the purpose of completing ADA improvements on Nicholson Street. Total expenditure for this project is not to exceed \$35,000.

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

9.b RFP Office Cleaning

City Administrator Nicholson provided background information on the request for RFP selection for a building cleaning services vendor and briefly reviewed the requirements of the RFP. Councilmember Wright asked why the proposal was \$5,000.00 less, and Administrator Nicholson suggested it could be due to the competition factor. Administrator Nicholson added that this proposal included the new Council office. Council Vice President Lawrence stated that he would like to move this item. Councilmember Solomon asked for clarification on the guidelines the City was using to find vendors that met the RFP criteria.

Motion # 100-06-16 Office Cleaning RFP

I move that the Mayor and Council authorize the City Administrator to execute a one-year contract, renewable for up to two additional years, with Office Care for the purposes of building cleaning services in an amount not to exceed \$66,207.60 upon the review and approval by the City Attorney for legal sufficiency.

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



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9.c NZI Contract for Streets Projects

Project Manager Hal Metzler provided an overview of the request to enter into a two-year contract with NZI Construction for infrastructure projects for \$3 Million over two years. Mayor Hollingsworth asked if this contract would begin the work budgeted for FY2017 and FY2018. Mr. Metzler stated that this would include the University Hills Street Rehabilitation Project in Ward 3 and any other street and sidewalk repairs that come up throughout the course of the year. Council President Haba asked if it was required for the City to sign a two-year contract, and Mr. Metzler explained that the contract was following the tenants of Prince George's County's contract. Treasurer Brooks added that this proposal would only approve the funding appropriation for FY2017 but that the approval would secure the contract for the period of two years. Councilmember Ward asked how Mr. Metzler had felt about the previous work that NZI had done, and Mr. Metzler assured Council that their work was responsive to the City's needs. Council President Haba asked what had been appropriated for the projects in the CIP and Mayor Hollingsworth suggested that this item would return on the action agenda with a specific value.

9.d USPS (Gallatin Street) Parking Lot

Assistant City Administrator Chandler provided background information on the proposal to resurface the Gallatin Street lot and noted that the project would coincide with the opening of Pyramid Atlantic, which would help alleviate some of the potential parking related issues. Mr. Chandler stated that there was a hold on potentially resurfacing the lot for the Community Crisis Center. Mr. Chandler provided clarification on the location of the lot and stated that there were 31 spaces in the lot. Administrator Nicholson noted that this item was brought to Council for reasons of transparency and would return to Council at a later time. Mayor Hollingsworth suggested moving the item. Councilmember Solomon asked how the revenue outlook had been determined, and Mr. Chandler stated that the City looked into the demand rate for parking in order to determine the projected revenues. Mr. Chandler added that the lot was currently for exclusive City vehicle use and that it needed repairs to be opened to the public. Councilmember Croslin noted that the lot near the Church on Jefferson Street had unnumbered spaces. Administrator Nicholson assured Council that the City was aware of this issue and was working on it. Council President Haba asked if there would be another cost proposal brought to Council and Mr. Chandler stated that the costs would be the same.

Motion # 101-06-16 USPS (Gallatin Street) Parking Lot

I move that the Mayor and Council authorize the City Administrator to execute a contract for services with NZI Construction, for the purpose of renovating the Gallatin Street parking lot, effective July 1, 2016, at a total cost not to exceed \$15,000, upon legal review and approval by the City Attorney.

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

10. Council Dialogue

Councilmember Frazier stated that she did not make the International Festival due to parking issues, but was pleased that the event was a success. Councilmember Frazier thanked those who helped with the picnic



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for Aging in Place. Councilmember Frazier then asked Mr. Metzler when the barricades at Felegy would be fixed. Mr. Metzler responded and state that the barricades were hit over the weekends, and were already straightened out.

Councilmember Wright stated that the International Festival was a great event and congratulated Rebecca Bennett on her new publication. Councilmember Ward also gave accolades for the International Festival and announced that June was Pride month. Councilmember Ward then announced that May was foster care month, stressed the importance of foster care programs, and offered to share his experience with anyone who had considered foster care.

Council President Haba stated that the installation on Nicholson Street near Felegy was temporary and that the City should continue to find a solution. Council President Haba then offered congratulations to Director Rollow and staff that helped make the International Festival a success, as well as to Nina Faye and her husband who celebrated their 50th Anniversary. Council President Haba also wished residents a happy Ramadan.

Councilmember Solomon thanked staff for the International Festival and thanked Cheri Everhart. Councilmember Solomon noted that there were similar barricades on 37th place to the ones by Felegy. Councilmember Solomon then thanked Council for passing the budget.

Councilmember Perry apologized for not making the International Festival but said she had heard it was excellent, and offered thanks. Councilmember Perry then announced the annual Law Enforcement Torch Run.

Councilmember Croslin thanked Director Rollow and Saarah Abdul-Raf for their work with the Teen Advisory Committee and invited everyone to attend the book club.

Council President Haba congratulated Councilmember Solomon on his position as the new President-elect of the PGCMA.

11. Community Notices and Meetings

12. Motion to Adjourn

The meeting was adjourned at 10:03 p.m.

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



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. – 8:40 p.m.)

SUBJECT

Introduction of New Staff Members (5 minutes)

Motion #

Presentation

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

City Administrator Tracey Nicholson will introduce several new staff members from the Police, Public Works and Administrative Departments.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:20 p.m. – 8:40 p.m.)

SUBJECT

FY-2015 Audit Update (5 minutes)

Motion #

Presentation

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The City is currently in the process of completing the FY-2015 audit. Audit team members for CohnReznick and Lindsey & Associates are reviewing and analyzing numerous documents in the areas of Cash management, Receivables, Inventory Control, Prepaid Expenses and procurement. Upon completion, they will identify other areas for review and/or analysis in an effort to complete the 2015 Audit.

Next Steps:

1. Submit an extension on filing the FY 2016 audit with the Department of Legislative Services.
2. Continue to push forward to complete the FY-2015 audit by the end of January 2017 and file the UFR.
3. Start the FY-2016 audit in February 2017 with completion expected by June 30, 2017.

Fiscal Impact:

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

City Administrator Comments:

N/A

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: September 19, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Presentation

Agenda Section: Presentations (8:20 p.m. – 8:40 p.m.)

SUBJECT

Launch of Hyattsville's Civic Engagement Platform: Speak Up HVL! (10 minutes)

Motion

Presentation

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo_Speak_Up_HVL.docx](#)

[Speak_Up_HVL_Policy_FINAL.docx](#)

[speak up_FLYER](#)

[Speak Up Instructions_How to Sign Up](#)

Summary Background:

In December of 2015, the City Council authorized the City to contract with Granicus to develop an electronic civic engagement platform, called Speak Up. The City also contracts with Granicus for agenda management, web streaming and administration of City Advisory Board appointments. A contract was executed with Granicus to develop the Speak Up module and in August, Speak Up, HVL! (www.speakuphvl.com) was completed and is ready for launch.

The Speak Up platform enables the City to lead focused online conversations to collect feedback from residents on City ideas, initiatives and projects. The City has administrative control over the content. Feedback can be collected via discussions, surveys or by allowing residents or other stakeholders to post their own topics and ideas for consideration. The platform also includes eComment, where residents can provide online comment or register to speak at City Council meetings on published agenda items. Electronic Comments on agenda items are consolidated into a report that will be provided to elected officials prior to the meeting, to help them better understand their constituents views on a topic.

Staff has developed the attached Speak Up, HVL! Operating Guidelines and Procedures Policy to assist in the over site and management of the platform. The policy discusses responsibilities for day-to-day maintenance, interaction responsibilities, use requirements and restrictions, and topic selection, as well as other logistical items.

Next Steps:

The draft Operating Guidelines will be utilized on a trial basis for the next 90 days, at which time any necessary edits will be made and the policy will formally be presented to the Council for adoption. 18

Fiscal Impact:

\$2,400 annually

City Administrator Comments:

N/A

Community Engagement:

Planned outreach - Flyers, staff, council and committee members advertising. Advertising on the City's social media.
Reviewing the use of the module with existing City committees.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Action 1.1 - Provide Information and Opportunities for resident participation in civic endeavors.

Legal Review Required?

Complete



Memo

To: Mayor and Council

From: Laura Reams, City Clerk

CC: Tracey Nicholson, City Administrator
Jake Rollow, Director of Community Services

Date: September 1, 2016

Re: Launch of Hyattsville's Civic Engagement Platform: Speak Up, HVL!

In December of 2015, the City Council authorized staff to contract with Granicus to develop an electronic civic engagement platform, called Speak Up. The City also contracts with Granicus for agenda management, web streaming and administration of City Advisory Board appointments. A contract was executed with Granicus to develop the Speak Up platform and in July, Speak Up, HVL! (www.speakuphvl.com) was completed. Staff completed internal beta testing of the platform in August and the site is now live with two topics posted for discussion pertaining to the City's Sustainability Plan and Magruder Park.

The Speak Up platform enables the City to lead focused online conversations to collect feedback from residents on City ideas, initiatives and projects. The City has administrative control over the content. Feedback can be collected via discussions, surveys or by allowing residents or other stakeholders to post their own ideas for consideration. In order to post comments on the Speak Up site, users must register or login using a Facebook account. While user feedback is not moderated prior to being posted, the platform has a profanity filter that keeps improper language off the site. To combat other

inappropriate uses of the site, staff and users can flag comments as inappropriate, which will remove the comment from the site for administrative review.

The platform also includes eComment, where residents can provide online comment or register to speak at City Council meetings on published agenda items. Users may also indicate whether they support, oppose or are neutral on a specific agenda item. Electronic comments on agenda items are consolidated into a report that will be provided to Elected Officials prior to a meeting.

Staff has developed the attached Speak Up, HVL! Operating Guidelines and Procedures Policy to assist in the over site and management of the platform. The policy discusses responsibilities for day-to-day maintenance, interaction responsibilities, use requirements and restrictions, and topic selection, as well as other logistical items.

The impact on the staff administering the Speak Up site is expected to be low to moderate and is heavily dependent on the amount of community interest in a discussion topic. Discussions with other cities currently using the platform have compared it to the amount of time spent administering other social media websites such as Facebook and Twitter. The City Clerk is the primary point of contact for Hyattsville's Granicus platform, however, there will be significant interdepartmental collaboration on the site.

OPERATING GUIDELINES AND PROCEDURES FOR SPEAK UP HVL

Speak Up HVL Policy

POLICY

The City of Hyattsville's web-based civic engagement module, Speak Up Hyattsville (HVL) will be designed, implemented and managed as part of its overall communication and engagement strategy.

PURPOSE

This policy establishes guidelines for the use of the Speak Up HVL Civic Engagement Module. The policy outlines the proper use and oversight of the module by City employees and residents and establishes procedures to ensure the site is appropriately and responsibly managed. Staff tasked with oversight of the module shall ensure it is operated in a professional, ethical and lawful manner.

SCOPE

This policy applies specifically to the Speak Up HVL civic engagement module. The City's official website, www.hyattsville.org shall remain the City's primary online medium for communicating information to the public.

DEFINITION

Speak Up Hyattsville is a civic engagement platform that allows for City officials to generate questions and topics and obtain input and feedback from residents and stakeholders. The site allows for discussions on selected topics, or electronic comments on City Council agenda items, and direct feedback via surveys. The module allows participants to obtain information about ongoing projects, create/share/vote on ideas, and connect with other residents that share their interests.

GOALS

Speak Up HVL represents the City's adopted Strategic Goal 1, to ensure transparent and accessible governance, and Action 1.1, to provide information and opportunities for resident participation in civic endeavors.

The goals of integrating a civic engagement module are:

- To promote the value and importance of civic participation among residents
- To sustain the productive involvement of its residents
- To engage a broader audience and generate fresh ideas
- To better inform residents of new and ongoing projects
- To see feedback from residents about current and potential projects as well as issues of community or neighborhood concern
- To foster two-way communication channels between the City and its residents, and to maintain an open, professional and responsive dialogue with residents

MANAGEMENT OF CIVIC ENGAGEMENT MODULE

The City Clerk, Public Information Officer, or their designee will be responsible for day-to-day maintenance of Speak Up HVL. At times the City staff, the City Administrator, Department Heads, City Councilmembers and City Advisory Bodies may be needed to assist with interactions. When using Speak Up HVL the City

Policies / Procedures

Reference Date: September 1.2016

will be required to abide by the City's Official Communications Policy.

USE

The primary use of Speak Up HVL will be for the City to better inform residents of new and ongoing projects and to receive input or feedback about projects and other issues of community interest. Speak Up HVL will also be a place where residents can share ideas, ask questions, and receive responses from the City.

POSTING OF TOPICS

City staff will be the primary source for generating and moderating topics for inclusion on Speak Up HVL. Members of the Council, Advisory Boards and Committees may request approval through the City Clerk to the Council Executive Committee (XCOM) for a topic to be posted. Once approved, the topic will be prioritized and posted within 30 days of receipt. Residents' ideas and discussion items can be posted in the Ideas section of the module; however staff may determine that an idea should be escalated to a discussion item. Once the item is reviewed by the City Clerk and approved by the City Administrator it will be posted. Staff and Advisory Boards/Committees interested in employing the survey function of Speak Up HVL shall do so only after submitting a request through the City Clerk and receiving approval from the City Administrator. Survey postings are for informational purposes and are not intended to be scientific measurements of public opinion.

HOSTING, TRAINING AND SUPPORT

The City of Hyattsville City Clerk will provide training to the staff members responsible for maintaining the Speak Up HVL site. Additional training is available through the City's service provider, Granicus.

DATA RETENTION

Electronic comments on City Council Agenda Items will be considered part of the official meeting record and retained in accordance with the City's Record Retention Schedule, approved by the Maryland State Archives. Routine social media posts and comments by residents on ideas/discussions/forums are considered "temporary/transitory correspondence". These messages are considered to be non-permanent and not required to be retained.

DISCLAIMER

The following disclaimer will be posted on the City's website.

Speak Up HVL is operated by the City of Hyattsville. The City reserves the right, at its sole discretion, to change, modify, add or delete comments or posts, photos and video at any time. Comments associated with unlawful activity or that contain offensive or vulgar language or photos, personal attacks on staff or members of the public, political endorsements of any kind, commercial advertisements or any other form of commercial solicitation will be removed. The City of Hyattsville has the right to reproduce any pictures or videos to this site in any of its publications or websites or any other media outlets.

The City recognizes that the views, postings or opinions expressed on Speak Up HVL may not be representative of all City residents. The City Council and staff are not bound by survey results or consensus depicted on Speak Up.

ADVERTISING

The City of Hyattsville does not, and will not endorse any product, service, company, or organization

Policies / Procedures

Reference Date: September 1.2016

advertising through its civic engagement module.

PRIVACY POLICY

The City of Hyattsville does not share information gathered through its social media sites with third parties for promotional purposes. However, any information provided to the City is subject to the Maryland Public Information Act. The law classifies certain information as available to the public upon request.

MODERATING PUBLIC COMMENTS

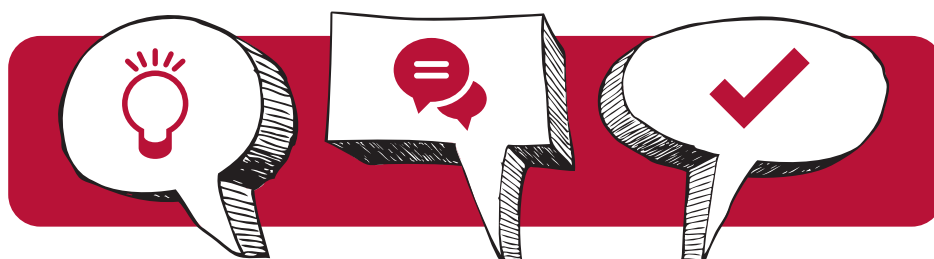
The City of Hyattsville staff, with administrative rights, will not edit posted comments, but may remove comments that are determined to be abusive; obscene; defamatory; in violation of the copyright, trademark right, or other intellectual property right of any third party; or otherwise inappropriate or incorrect. The following are examples of items that will be removed by City staff:

- Potentially libelous comments
- Obscene or racist comments or other discriminatory comments
- Personal attacks, insults or threatening language
- Plagiarized material
- Private, personal information published without consent
- Comments unrelated to the topic of the forum
- Commercial promotions or spam
- Hyperlinks to material that is not directly related to the discussion
- Sexual content or links to sexual content
- Encourage or promote illegal activity
- Promote political campaigns or ballot measures
- Information that may compromise the safety or security of the public
- Posts by individuals using aliases or false names to utilize module

Residents may flag abusive or offensive comments as part of the Speak Up HVL terms of use. Once a comment has been flagged it will be placed into a queue for staff review and removed from the website. Should the staff determine that the comment violated the module's terms of conditions, the comment will be deleted and the posting member will be warned. Repeated offensive posts will result in the loss of posting privileges for the offending poster.



THE CITY OF HYATTSVILLE'S COMMUNITY ENGAGEMENT PORTAL



SHARE

Share your ideas to
improve the city

DISCUSS

Contribute to
online discussions
on community
initiatives

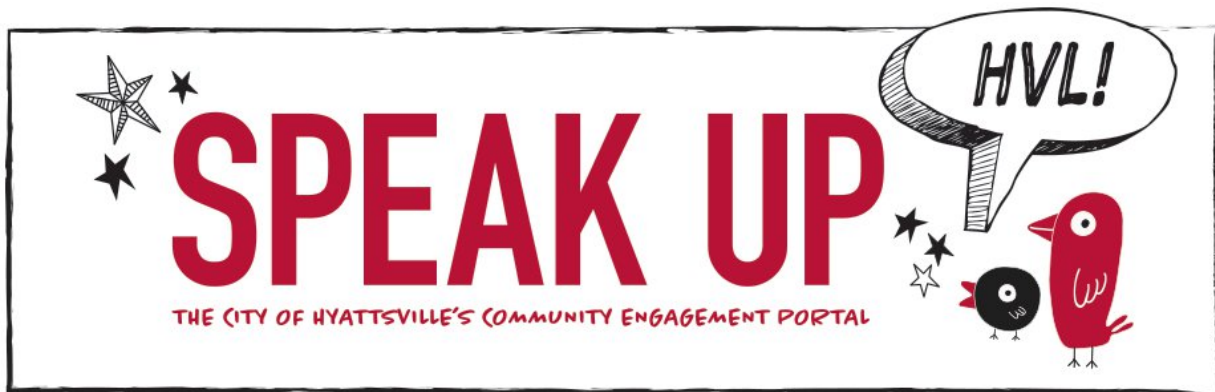
VOTE

Vote for ideas that
you support

JOIN US AT www.speakuphvl.com



4310 GALLATIN STREET, HYATTSVILLE, MD 20781 ■ 301-985-5000



How do I sign up?

- o Signing up to participate in Speak Up HVL is easy. Go to speakuphvl.com.
- o Click Sign Up in the upper right corner.
- o Enter your information – Email, Password, First Name, Last Name and Street Address. We ask for your street address so we may direct your comments to your City Ward Elected Official.
- o Click Sign Up at the bottom.
- o You will receive an email which has a link to verify and complete your account.
- o Click the “complete your account” link in the email which will take you back to speakuphv.com to fill in your remaining account items.

Once you've entered your information click update and that's it!

What's inside?

Inside Speak Up HVL you'll find two different ways to interact with both the City and fellow residents:

Discussions are designed to solicit feedback around a specific initiative. Discussions are guided by the City, which monitors the feedback and respond as necessary. Each discussion has one or more subtopics where you can add your thoughts or respond to other residents' comments.

The Ideas section is a free-flowing area where residents can post or share ideas on any topic. Ideas can garner votes and residents can show support for ideas they like or comment on ideas. The Ideas section can also be used to pose questions to the City.

Want to comment on a City Council agenda item but can't make the meeting?

Also launching is eComment, which will enable citizens to comment on specific agenda items from the Internet. Comments are displayed on the website for Council and the general public to see and are entered into the official meeting record. To comment on an agenda item, go to speakuphvl.com/meetings.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Proclamation

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Proclamation in Recognition of Hispanic Heritage Month

Motion #

25-09-FY17

Recommendation:

I move that the Mayor and Council proclaim September 15 - October 15, 2016 as Hispanic Heritage Month in Hyattsville.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Hispanic Heritage Month 2016.pdf](#)

Summary Background:

Hispanic Heritage Month is Sept. 15 through Oct. 15

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 Hispanic Heritage Month

September 15, 2016 through October 15, 2016

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

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

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

Candace Hollingsworth, Mayor

September 19, 2016



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Constellation Energy Contract

Motion #

26-09-FY17

Recommendation:

I move that the Mayor and Council ratify the three year contract extension, signed on 18 August, 2016 by City Administrator Tracey E. Nicholson with Constellation Energy not to exceed the quoted rate from Groundswell of 0.05875 per kwh.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

In March of 2014 Council accepted a proposal from Groundswell to provide the City with a clean energy resource. Groundswell, is a non-profit, broker “aggregator” helping communities to leverage their shared purchasing power to transform energy markets from the bottom up. The non-profit believes that with this framework membership organizations can jump start local clean energy sectors, while saving money and reinvesting in their communities. As a broker or the non-profit receives payment from the energy provider.

The contract with Constellation Energy was due to expire in mid-September. Staff requested a legal review in early July. While the legal review was ongoing, the staff requested additional price bids from Groundswell. Energy prices fluctuate with market values and our broker can only hold price quotes for a limited amount of time. Constellation Energy's prices dropped, and once the legal review was completed, Groundswell informed the staff that to guarantee the new low rates with Constellation we would need to extend the contract before 23 August, 2016. Constellation Energy was the lowest bid and best value for a long-term cost savings to the City on renewable energy. Request the Council ratify the contract that was signed by the City Administrator on 18 August 2016.

Next Steps:

Ratify the contract and continue obtaining services from Constellation Energy

Fiscal Impact:

The cost for energy are in the Department of Public Works operating budget.

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Complete



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Appointment

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Appointment to Police and Public Safety Citizens' Advisory Committee

Motion #

27-09-FY17

Recommendation:

I move that the Mayor and Council appoint Angela Kenny (Ward 2) to the Police and Public Safety Citizens' Advisory Committee for a term of 2 years, ending on September 19, 2018.

Sponsor(s):

Solomon

ATTACHMENTS

[Kenny_PPSAC Application_Redacted.pdf](#)

Summary Background:

The next meeting of the Police and Public Safety Citizens' Advisory Committee will be held on October 5, 2016.

Next Steps:

Upon appointment, the staff liaison will reach out to the new appointee to invite them to attend the next meeting, Please note all meetings of the committee are open to the public.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Agendas for the Police and Public Safety Advisory Committee Meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

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

Legal Review Required?

N/A

Profile

Angela

First Name

Kenny

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

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

Ward 2

Ward

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Police & Public Safety Citizens' Advisory Committee

Joseph
Solomon

Referred By:

Biographical Statement

I've have lived in Hyattsville Maryland for my whole life and interested in the safety of my hometown



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Jim Chandler

Submitting Department: Legislative

Item Type: Appointment

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Nomination of Bart Lawrence to the Anacostia Trails Heritage Area (ATHA) Governing Board

Motion #

28-09-FY17

Recommendation:

I move that the Mayor and City Council hereby appoint City of Hyattsville Council Member Bart Lawrence to the position of liaison to Anacostia Trails Heritage Area Inc. Governing Board for a period of two (2) years. This position will support the tourism and economic goals of our community as they relate to history, art, culture, and natural resources.

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

The Anacostia Trails Heritage Area is one of 13 Heritage Areas certified by the State of Maryland under the Maryland Heritage Areas Authority. Established in 1997 and certified in 2001, the organization seeks to preserve nearly 84 square miles of Northern Prince Georges County – bordered by Washington, D.C. to the south, Montgomery County to the West, Howard and Anne Arundel County to the North and the Baltimore/Washington Parkway to the East.

The Heritage Area is managed by Anacostia Trails Heritage Area Inc. ATHA Inc. is dedicated to preserving and promoting the historical, artistic, cultural, and natural resources of the Heritage Area. ATHA Inc. performs its work through partnerships, programs and grants. Their partnerships include Federal partners (Beltsville Agricultural Research Center, Greenbelt National Park, and the Patuxent Wildlife Refuge); State Partners (MHAA, Department of Tourism) Regional Partners (Prince Georges Convention and Visitors Bureau, Maryland-National Capital Park and Planning Commission, Prince Georges County); and local partners, sites, and municipalities. Their participating municipalities are Bladensburg, Colmar Manor, Cottage City, Edmonston, Berwyn Heights, Greenbelt, College Park, Mt. Rainier, Hyattsville, Brentwood, North Brentwood, Riverdale Park, University Park, and the Beltsville area.

ATHA Inc. has a governing board made up of representatives from their partner communities to set goals and a managing board for day-to-day operations. We are a 501(c)3 organization under the IRS code. The organization originally served in an advisory capacity to the Redevelopment Authority of Prince Georges County. In 2010 the organization took full operation of the Heritage Area.

Jim Chandler, Assistant City Administrator and Director of Community & Economic Development has served as the City's liaison to ATHA since April 7, 2008 and prior to that the seat was filled by then City Administrator Elaine Murphy.

Next Steps:

The next ATHA Governing Board meeting is scheduled for September 22, 2016.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

No additional community engagement is scheduled.

Strategic Goals:

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

Action 5.3 – Promote City accomplishments, services and events through appropriate media

Action 5.4 – Develop and maintain strategic partnerships with organizations and communities

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Schedule Council Work Session

Motion #

29-09-FY17

Recommendation:

I move that the Mayor and Council schedule a Council Work Session to be held on Wednesday, September 28th at 8:00 p.m. to discuss the proposed FY2017 Legislative Priorities that will be presented at the City's fall legislative event.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

The City plans to hold its second annual legislative event in November 2016. At this event, the Mayor, Council and City staff will present the City's legislative priorities to partners from throughout government, industry, nonprofit and our community.

Next Steps:

The Mayor and Council will take action to determine the top priorities to be presented at the event during the Council meeting of October 3, 2016.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Memorandum of Understanding

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Memorandum of Understanding with Soltesz and Prince George's County

Motion #

30-09-FY17

Recommendation:

I move that the Mayor and Council authorize the City Administrator to execute a Memorandum of Understanding with Soltesz, LLC and Prince Georges County to implement and maintain stormwater projects on City property, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

Summary Background:

Representatives from Corvias and Soltesz LLC, gave a presentation to the City Council on their partnership with Prince George's County on December 21, 2015. The presenters relayed their plans for stormwater mitigation at Magruder Park. The City staff received documentation for a Memorandum of Understanding which is required for the construction of bio-retention features and will ensure County maintenance of these features in perpetuity. The mitigation efforts will be at no-cost to the City.

Next Steps:

Upon Council approval, and legal review, the Director of Public works will coordinate with program managers for installation.

Fiscal Impact:

None

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

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

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Mobile Data Terminals (MD / Laptop Computers)

Motion #

31-09-FY17

Recommendation:

I recommend that the Mayor and Council authorize the expenditure of FY-2017 Police Department Capital Improvement Plan funds, in an amount not to exceed \$23,000, for the purpose of purchasing additional MDT's and related equipment from Brekford Corporation.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo on MDT_8_2016_FINAL.docx](#)

Summary Background:

See Attached Memo

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

\$23,000.00

City Administrator Comments:

Recommend Support

Community Engagement:

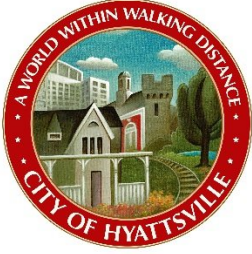
N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Chief Holland, Chief of Police
Lt. Chris Purvis, Administrative Services

Date: August 24, 2016

Re: Mobile Data Terminals (MDT's)

The purpose of this memorandum is to obtain approval from the Mayor and members of the City Council to purchase Mobile Data Terminals (Laptop Computers) and related equipment for the \$23,000 that was approved in the FY-2017 budget (Line Item: 70-202-001-5664).

Background

The police department currently uses the Panasonic Toughbook as a MDT, as well as an Automatic Vehicle Locator (AVL), and word processor. The Panasonic Toughbook is a mobile device that officers can use in their police cars to receive calls for police service and to communicate with dispatchers and other officers. The officers also use the MDT's to write paperless police reports. The MDT's have a replacement life cycle of approximately five (5) years.

The City intends to continue to purchase the Panasonic Mobile Data Terminals from Brekford Corporation. Brekford Corporation holds the State of Maryland DOIT contract for Desktop, Laptop (MDT) and Tablets using blanket Purchase Order Number: 060B5400007.

Recommendation:

Recommend the Mayor and members of the City Council approve the funds budgeted in the FY-2017 Police Department Capital Improvement Budget, not to exceed \$23,000, Line item: 70-202-001-5664 / Capital Outlay, to purchase additional MDT's and related equipment. All aspects of the City Procurement Policy will be followed.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Upgrade Existing Recording Software / Equipment and Continued Support with Voice

Motion #

32-09-FY17

Recommendation:

I move that the Mayor and Council approve the purchase of upgraded recording software and equipment and continued maintenance support from Voice Print International in an amount not to exceed \$25,000.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo on Voice Print International.docx](#)

Summary Background:

Please see attached memo

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

\$25,000.00

City Administrator Comments:

Recommend Support

Community Engagement:

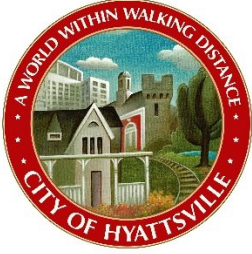
N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Mayor and City Council
CC: Tracey Nicholson, City Administrator
From: Chief Holland, Chief of Police
Lt. Chris Purvis, Administrative Services

Date: August 24, 2016

RE: Upgrade Existing Recording Software & Equipment with Voice Print International

The purpose of this memorandum is to obtain approval from the Mayor and members of the City Council to spend the \$25,000 (Line item: 01-204-001-5328 / Maintenance Contracts – Records and Communications) that was adopted in the FY17 budget to upgrade our current software and equipment and to continue yearly support for the existing voice recording system in communications.

Background

The Hyattsville City Police Department purchased equipment used to record telephone and two-way radio transmissions in 2001 from Voice Print International (VPI). That equipment, which consists of a proprietary purpose-built server, workstation software and telephone / radio interfaces has reached its “end-of-life” cycle and is no longer supported or maintained by Voice Print International. Therefore, in order to continue to use this product, we need to upgrade the software and the proprietary purpose-built server which will run the upgraded software.

Voice Print International (VPI) is the Sole Source manufacturer-proprietor of our current voice recording system. Voice Print International does not train, certify, license, or otherwise endorse any third party to provide support, maintenance, software and/or upgrade services to their Voice Print recording technology.

Program Continuation

This recording equipment is extremely important as it allows dispatchers to “playback” telephone calls and/or radio transmissions in situations where the person’s voice was unintelligible or spoke too fast before hanging up. The equipment is also used to assist in investigations or complaints regarding the demeanor of dispatchers or other persons answering the telephone emergency lines, to fulfill court subpoenas, and is required by the Commission on Accreditation for Law Enforcement Agencies to maintain CALEA certification.

In order to order to continue to utilize this system, we are required to upgrade some of the components such as the purpose-built server and workstation software. We also need to renew our maintenance and repair services contract for customer support and equipment repair.

Recommendation:

Recommend the Mayor and members of the City Council approve the budgeted funds from the FY 17 Police Department budget, not to exceed \$25,000, Line item: 01-204-001-5328 / Maintenance Contracts – Records and Communications, to upgrade the software / equipment and continue the support with Voice Print International. All aspects of the City Procurement Policy will be followed.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

CCTV Cameras and Equipment

Motion #

33-09-FY17

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY-2017 Police Capital Improvement Plan funds, in an amount not to exceed \$31,000, for the purchase of CCTV cameras and related equipment from J&M Security Solutions.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo CCTV_FINAL.docx](#)

Summary Background:

Please see attached memo.

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

\$31,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Mayor and City Council

CC: Tracey Nicholson, City Administrator

From: Chief Holland, Chief of Police
Lt. Chris Purvis, Administrative Services

Date: August 24, 2016

Re: Closed Circuit TV (CCTV) Cameras and Equipment

The purpose of this memorandum is to obtain authorization from the Mayor and members of the City Council to spend the \$31,000 that was approved in the FY17 budget, Line item: 70-202-001-5678 / Capital Outlay, for the purchase of CCTV Cameras and related equipment.

Background

Shortly after the annexation of the Mall at Prince George's, the Hyattsville City Police Department began working with Target Corporation on a "Safe City" project that emphasized community safety through collaboration, communication and technology solutions. One of the main components of the technology solution was the development and implementation of a City Wide CCTV program.

The CCTV program was implemented in 2009-2010 and began with Nine (9) cameras and Emergency Call Boxes. An additional camera was installed in 2011. The cameras were intended to be another investigative tool and serve as a deterrent to crime. There are currently 20 CCTV cameras in operation.

Vendor

The City of Hyattsville has a city-wide CCTV video camera system. The City has a four (4) year maintenance contract with J & M Security Solutions to oversee and sustain the entire system. As the need arises, equipment and software needs to be upgraded and or replaced. We will continue to use J & M Security Solutions to maintain, replace, upgrade and add CCTV cameras and equipment. J & M Security Solutions is considered and has been approved as a Sole Source provider for our CCTV video camera system.

Recommendation:

Recommend that the Mayor and members of the City Council approve the budgeted funds from the FY-20 17 Police Department Capital Improvement Budget, not to exceed \$31,000, Line item: 70-202-001-5678 / Capital Outlay, to purchase additional CCTV cameras and related equipment. All aspects of the City Procurement Policy will be followed.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Douglas Holland

Submitting Department: Police Department

Item Type: Purchase

Agenda Section: Consent Items (8:40 p.m. – 8:45 p.m.)

SUBJECT

Body Worn Cameras and Equipment

Motion #

34-09-FY17

Recommendation:

I move that the Mayor and Council authorize the expenditure of FY-2017 Police Department Capital Improvement Plan funds, in an amount not to exceed \$23,000, for the purpose of purchasing Panasonic Arbitrator Body Worn Cameras and related equipment from Brekford Company under existing Maryland State Contract BPO# 060B2490022.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo Body Worn Camera FINAL.docx](#)

Summary Background:

See attached memo

Next Steps:

Purchase according to the City's procurement policy and approval of the City Treasurer.

Fiscal Impact:

\$25,000.00

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3- Promote a Safe and Vibrant Community

Legal Review Required?

N/A



City of Hyattsville

Memo

To: Mayor and Council
From: Douglas K. Holland, Chief of Police
Lt. Chris Purvis, Administrative Services
CC: Tracey E. Nicholson, City Administrator
Date: August 24, 2016
Re: Body Worn Cameras

The purpose of the memorandum is to obtain approval from the Mayor and members of the City Council to purchase Body Worn Cameras and related equipment for an amount NTE the \$25,000 that was approved in the FY17 budget.

Background:

The Hyattsville City Police Department began a pilot Body Worn Camera (BWC) program in August 2013 after public discussion and approval from the Mayor and Council. The program was supported by the Local Government Insurance Trust (LGIT) who provided, at no cost, thirty (30) BWCs manufactured by the Veho Corporation and marketed as the model MUVI VEC-003 Digital Video Camera. The Department's first General Order was drafted with input and approval from the City Attorney. It was published in March 2013 and later updated in July 2013. An evaluation and update of the program was presented to the Mayor and Council in March 2015. The evaluation concluded that the make and model of the camera provided by LGIT was insufficient for police work, but the program had merit and we should invest in a better camera system with more dependability and better security of video images. The police department conducted an evaluation of several body worn cameras and all of the results can be found, in detail, in Chief Holland's Memo to Council, dated May 9th, 2016.

Evaluation Results

After twelve months of field testing and evaluation, the department decided that the best choice for our agency is the Panasonic Arbitrator Body Worn Camera. This BWC has the following important features that make it stand out from the other cameras tested:

- Small, lightweight, and easy to operate with minimal buttons to push.
- Manufactured to military specifications (MilSpec) for Ruggedness and Durability.
- Has a nominal run time of 8 hours, which can be extended to 12 hours if necessary.
- Has a 130 degree field of vision, as recommended by the National Institute of Justice.
- Video Data is in a proprietary, encrypted format making it practically impossible to be read without the use of specialized software.
- Has a low light rating of .5 Lux, for acceptable videos as night.
- Has internal storage capacity of 32GB.
- Has the ability to “tag” (bookmark) notable incidents for quick recall at a later date.
- Records at the recommended 30 frames per second.
- Has the ability to take still photos in addition to video.
- Has built-in GPS metadata.
- Has a red LED recording indicator.
- Offers a 30 second pre-record feature (Same as the In-Car Video System)
- Has wireless (hands free) video data upload ability.
- Is a companion product to our existing Panasonic Arbitrator In-Car Video Recording System and it shares the same encrypted back office database software and video storage device developed by Panasonic.

Equipment and Vendor

The recommended BWC for use by the Hyattsville City Police Department is the Panasonic Arbitrator BWC. Because the Arbitrator BWC is essentially an *extension* of the Panasonic mobile video system, which has been used in all of our marked police vehicles since 2009, and since it shares the same encrypted back office database software and video storage device developed by Panasonic, this product meets all requirements of the City of Hyattsville Department of Finance Procurement Policy, Section 4 for Sole Source Procurement.

The necessary Panasonic Arbitrator BWC hardware will be purchased from and installed by the Brekford Company under existing Maryland State Contract BPO# 060B2490022.

Recommendation:

On April 18, 2016, Councilmember Solomon moved (61-04-16) that the Mayor and members of the City Council adopt Resolution 2016-02 concerning the implementation and use of body worn cameras. The motion was approved 6 -3.

Recommend the Mayor and City Council approve the sole source procurement of the Panasonic Arbitrator Body Worn Cameras and related equipment and approve the use of funds budgeted from the FY 17 Police Department Capital Improvement Budget, not to exceed \$25,000, Line Item: 70-202-001-5678 / Capital Outlay, for the purchase. All aspects of the City Procurement Policy will be followed.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Action Items (8:45 p.m. – 9:25 p.m.)

SUBJECT

City Work Permit (10 minutes)

Motion #

35-09-FY17

Recommendation:

I move that the Mayor and Council refer the issue of city work permits to the Code Compliance Committee for discussion and recommendations. The committee's findings shall be provided to the council within 120 days.

Sponsor(s):

Hollingsworth, Croslin, Ward

ATTACHMENTS

[City Work Permit Memo.pdf](#)

Summary Background:

Please see attached memo from the Code Compliance Department.

Next Steps:

Recommend that the Mayor and Council refer the issue to the Code Compliance Advisory Committee for review and recommendation for action to the Council within 120 days.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

Code Compliance Advisory Committee Meetings are open to the public. The next meeting of the Committee will be held on Wednesday, September 21 at 7 PM.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Memo

To: Jim Chandler, Assistant City Administrator

CC: Tracey Nicholson, City Administrator,
Leslie Riddle, DPW Director
Hal Metzler, Project Manager DPW

From: Chris Giunta, Manager, Code & Parking Compliance

Date: September 15, 2016

Re: City Work Permit

This memorandum serves as a explanation of the need for the City to create and administer a local municipal work permit ordinance.

Summary

Code Compliance Staff has recognized the need for a local ordinance that would require homeowners, property owners and/or contractors to apply for and receive a local municipal work permit whenever work requiring a Prince George's County permit is being conducted within the City limits. This would include any and all work, but not limited to, that requires a County building, electrical, plumbing, razing permit etc.

Recently the City experienced two scenarios where work was done without proper County or City permits. The first was the new homes that were being constructed on the 4100 block of Hamilton St: several trees were razed without a City tree permit and the lot subdivided without the City being made aware. Had the City had a local permit requirement we would have known in advance of the work that was taking place or had a mechanism to fine the contractor in the event that all the required permits were not obtained.

The second issue was when a builder constructed a new home in the University Hills area and was installing a driveway and razing trees without the proper permits.

Currently if a property is found to not have the required County work permits Code staff has no mechanism to fine a property owner we simply notify the County and wait for them to address the situation which is often not done in a timely fashion or is done after the fact which can result in work the builder/homeowner has completed having to be undone; several years ago a homeowner in the 4300 block of Gallatin St was required by the County to remove interior walls because the framing inspection was never completed.

Having a local work permit would go a long way in avoiding these issues.

Recommendation

Code staff recommends that the City Attorney draft a local work permit ordinance that shall be submitted to the Code Compliance Committee for review. Staff recommends a modest fee of not more than \$50 be set for such a permit.



Chris Giunta

Code & Parking Compliance Manager



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Contract

Agenda Section: Action Items (8:45 p.m. – 9:25 p.m.)

SUBJECT

Student Conservation Association Contract Approval (10 minutes)

Motion

36-09-FY17

Recommendation:

I move that the Mayor and City Council authorize the City Administrator to execute a contract with the Student Conservation Association, in an amount not to exceed \$20,000.00, for the purposes of utilizing SCA resources for the implementation of projects in City parks, upon review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Memo SCA - Sept 19th Council.docx](#)

Summary Background:

On April 4th, 2016 Tobias Bokum-Fauth, the Regional Program Manager from Student Conservation Association (SCA) presented the Council with an overview of the programs that their non-profit organization offers to clients/municipalities. SCA's mission is to build the next generation of conservation leaders and inspire lifelong stewardship of the environment and communities by engaging young people in hands-on service to the land. SCA's agency partner's include: National Parks, State and Municipal public land agencies, the Department of Agriculture, and non-profits such as the National Park Foundation, the Audubon Society, and the Nature Conservancy.

Hyattsville has elected to partner with SCA and work with local youth interested in nature and the environment.. The partnership with SCA will benefit the City of Hyattsville by allowing the staff to mentor and train local youth on protecting, managing and maintaining our parks and environment. It is also a tremendous opportunity for participating youth to gain workforce experience and learn valuable lessons on environmental stewardship, teamwork and workmanship. The funds for this project will be costed out of the Parks operating budget. Typically these funds are reserved for projects completed by professional contracted services. By partnering with SCA, we will not only reduce costs, but will have the opportunity to train and work with local youth who are enthusiastic about sustaining the environment and improving our parks and green-space.

Next Steps:

Upon Council approval SCA will recruit local youth to work on projects within the City of Hyattsville. City staff will coordinate with SCA representatives to create a project list and work schedule.

Fiscal Impact:

\$20,000, Budgeted funds, Parks Operating Budget

City Administrator Comments:

Recommend Support

Community Engagement:

We have requested that SCA reach out to local youth for the work scheduled in the City of Hyattsville

Strategic Goals:

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

Legal Review Required?

Pending



City of Hyattsville

Memo

To: Tracey Nicholson, City Administrator
From: Lesley Riddle, Director of Public Works
Date: September 15, 2016
Re: Student Conservation Association

In spring of 2015 City staff, and representatives of the Student Conservation Association (SCA) met to discuss the possibilities of forming a partnership with their organization. SCA is a national non-profit that trains youth in conservation and environmental work disciplines.

Background

On April 4th, 2016 Tobias Bokum-Fauth, the Regional Program Manager from SCA presented to Council the programs that their non-profit organization offers to clients. SCA's mission is to build the next generation of conservation leaders and inspire lifelong stewardship of the environment and communities by engaging young people in hands-on service to the land. SCA's agency partners include: 300+ National Parks, Federal, State and Municipal public land agencies; more than 70 government agencies including the US Departments of the Interior, Agriculture, Labor, Energy and Defense; the Bureau of Land Management; the Environmental Protection Agency; the Corporation for National and Community Service/AmeriCorps; State and City parks, sites, top environmental nonprofits such as the Nature Conservancy, the Audubon Society, the National Park Foundation

Next Steps

SCA will recruit local youth to work on projects within the City of Hyattsville, improving our parks and street-scapes. We believe that this partnership will benefit the City and our local youth as we all learn how to be better stewards of our environment through positive action. The funds for this project will be costed out of the Parks operating budget. Typically, these funds are used for projects completed by a professional

contractor providing specific services to the City. SCA will provide local youth as a trained workforce to help improve our parks and green space.

With Council approval of the SCA contract, City staff will review the proposed project schedule with SCA staff and create a work schedule to accomplish various projects throughout the City.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Laura Reams

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Action Items (8:45 p.m. – 9:25 p.m.)

SUBJECT

Proposed Charter Amendment Concerning Qualifications of City Voters (20 minutes)

Motion

37-09-FY17

Recommendation:

I move that the Mayor and Council direct the City Attorney to draft a Hyattsville Charter Amendment changing voter qualifications and authorizing implementation of same day voter registration for Municipal Elections per the parameters in the motion submitted by Council President Haba, Vice President Lawrence and Councilmembers Paschall and Solomon.

Sponsor(s):

Haba, Lawrence, Paschall, Solomon

ATTACHMENTS

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

Summary Background:

Please see attached motion submitted by Council President Haba, Council Vice President Lawrence, and Councilmembers Paschall and Solomon. This motion was initially submitted in fall 2015, as part of the 2015 Hyattsville legislative session. An initial discussion of the proposed motion was held on January 4, 2016, followed by a Council Work Session on February 10, 2016. A revised motion was submitted to the City Clerk in July 2016.

Next Steps:

Upon approval by the City Council, the City Attorney will draft a Charter Amendment for review. It is anticipated that the draft Amendment will be scheduled for Council discussion in October. A Public Hearing on the proposed Amendment will also be held in October. It is anticipated that the Council will take action on the Charter Amendment in November, for implementation in the 2017 City 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:

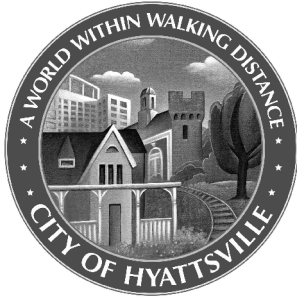
A Public Hearing on the proposed Charter Amendment will be scheduled and held in October.

Strategic Goals:

Goal 1 – Ensure transparent and accessible governance

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

Legal Review Required?
Pending



Council Agenda Form

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

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

RECOMMENDATION:

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

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

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

BACKGROUND:

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

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

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

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

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

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

Tracey Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 1 – Ensure transparent and accessible governance

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

SUPPORTING DOCUMENTATION:

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



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Policy

Agenda Section: Discussion Items (9:25 p.m. – 10:00 p.m.)

SUBJECT

Administrative Guidelines and Procedures for Citizen Boards and Committees (10 minutes)

Motion #

TBD: Scheduled for Consent on 10/3/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Hyattsville Administrative Guidelines and Procedures for Committees](#)

Summary Background:

City staff has developed administrative guidelines and procedures for the City's Committees and Boards. The guidelines are intended to provide consistency in committee operations and ensure that committee members are aware of new or updated administrative requirements. Guidelines include the requirement to post meeting announcements and agendas a minimum of 48 hours in advance, submit minutes following each committee meeting and clarify the role of staff liaisons and the process for submitting resignations.

Next Steps:

Upon adoption, the new administrative guidelines will be distributed to all members of City Committees/Boards via their staff liaison and posted on the City's website. The requirement for providing agendas is effective October 1, in accordance with recently adopted State law, HB 217.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The Administrative Guidelines and Procedures will be posted on the City's website and shared with all Committee members.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

ADMINISTRATIVE GUIDELINES AND PROCEDURES FOR CITIZEN BOARDS AND COMMITTEES

The City values resident participation in City Advisory Boards and Committees. These guidelines were prepared to assist committee members as they help to shape policies and procedures for the City. The following administrative guidelines and procedures will be used by all Hyattsville City Boards, Committees and Advisory Bodies.

A body elects its chair annually from its appointed members for a term of one year unless otherwise specified in the enabling legislation. The chairperson is responsible for setting and distributing the meeting agenda and minutes, and ensuring the appointment of officers. The Chairperson may also accept resignations of board members and inform the members of the Board, the City Administrator, Mayor and Council. Council liaisons are assigned to each Board, Committee or Advisory body as advisors.

All Board and Committee meetings are open to the public pursuant to the Open Meetings Act. A Board or Committee may convene in executive (closed) session only for those reasons set forth in Section 3-305 of the General Provisions Article of the Maryland Code. Any request for an executive session should be reviewed by the City Attorney's Office via the City Clerk or City Administrator.

Boards and Committees shall hold meetings when necessary to conduct business or at such intervals as may be mandated by law, resolution or rule. Meetings shall be held at the call of the chairperson, but must be published/announced a minimum of 48 hours in advance. The staff liaison is responsible for ensuring that all meeting dates are adequately publicized on the City's website. A majority of the members of the board or committee shall constitute a quorum for the transaction of business. A majority vote of those present at any meeting, but not less than the number necessary for a quorum, shall be sufficient for any official action taken by the Board or Committee.

AGENDAS

Agendas will be prepared by the Committee Chair in consultation with the staff liaison. The staff liaison is responsible for providing the City Clerk with copies of all meeting agendas. Agendas must be submitted to the City Clerk in .doc or .pdf format no less than 48 hours prior to the meeting. Failure to announce or submit an agenda will result in cancellation of the meeting. Agendas may be emailed to cityclerk@hyattsville.org. The Clerk's office is responsible for the public posting of the agendas in accordance with the Open Meetings Act.

MINUTES

Minutes must be kept of all meetings. The Chair shall have the discretion to appoint an individual to prepare the minutes at each meeting. The minutes should be brief and reflect decisions and recommendations of the Board or Committee. Minutes should be reviewed and approved by the meeting body at the next regularly scheduled meeting of the body. The staff liaison is responsible

Policies / Procedures

Reference Date: September 1 2016

for forwarding copies of the approved minutes to the City Clerk for posting on the City's website. Minutes should be posted on the City's website in a timely manner.

STAFFING

A staff liaison is assigned to each Board or Committee by the City Administrator or his/her designee. Their primary role is to facilitate the flow of information to and from the Mayor and Council, the staff, and the Board or Committee. They are non-voting participants, and serve as advisors only.

COMMUNICATIONS

Board and Committee members are encouraged to contact the City Administrator, their Council liaisons, the Mayor and other Council members at any time with specific concerns, issues or questions. Correspondence directed to the Mayor and Council on behalf of the full Board or Committee should be routed through the chairperson, the staff liaison and the relevant Department Director.

RESIGNATION

Appointment and removal of a board or committee member is governed by Section 4-5 of the Charter and Code of the City of Hyattsville. Members may tender voluntary resignation from a board or committee at any time. Voluntary resignations from a board or committee member must be submitted to the Chair of the board or committee. The Chairperson of the board or committee shall provide an acknowledgement of receipt and acceptance of a letter of resignation to the resignee. The Chairperson shall also provide the letter of acceptance of resignation and notice of resignation to the Mayor, Council, City Administrator, and City Clerk.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Candace Hollingsworth, Mayor

Submitting Department: Legislative

Item Type: Legislative

Agenda Section: Discussion Items (9:25 p.m. – 10:00 p.m.)

SUBJECT

Council of Governments Membership (10 minutes)

Motion #

TBD: Scheduled for Consent on 10/3/16

Recommendation:

Sponsor(s):

Hollingsworth

ATTACHMENTS

Summary Background:

The Mayor, City Administrator, and Assistant City Administrator met with the membership coordinator for COG at the Mayor's request on June 3, 2016 to discuss membership and benefits of membership. Membership in COG would offer the City of Hyattsville access to technical assistance, research, and grant opportunities in addition to the ability to participate in the organization's bulk purchasing program. Renewal membership for FY18 will be considered during the annual budget process.

Next Steps:

Acceptance of membership and payment of annual fee.

Fiscal Impact:

\$5,030.00

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Action 2.5 – Leverage funding and resource opportunities to support projects, programs and services consistent with City's adopted Vision, Mission and Strategic Goals

Action 4.4 – Solicit and support collaborative partnerships that enhance City services to broaden the range of resources and services provided to City residents

Legal Review Required?

Pending.



Hyattsville City Council Agenda Item Report

Meeting Date: September 19, 2016

Submitted by: Jake Rollow

Submitting Department: Finance

Item Type: Budget

Agenda Section: Discussion Items (9:25 p.m. – 10:00 p.m.)

SUBJECT

FY17 Budget Amendment to Hire a Communications and Outreach Coordinator (15 minutes)

Motion

TBD: Scheduled for Action on 10/3/16

Recommendation:

Sponsor(s):

At the Request of the City Administrator

ATTACHMENTS

[Coordinator for Bilingual Communications Outreach_DRAFT FOR COUNCIL.pdf](#)

Summary Background:

Over the past few years the City has seen a significant increase in the amount of print, social media, outreach and communication support required to ensure timely and transparent communication and messaging. Currently, the Director of Community Services provides nearly all City communications and outreach support. In communications, this includes writing and/or proofreading publications generated by the City departments, updating and improving the website, following and generating social media and electronic postings, coordinating photography and graphic design projects, bilingual translation on all correspondence and numerous other tasks. Outreach consists of creating, building and maintaining relationships with resident organizations, schools, churches, religious groups, local businesses, and many of the cultural communities/organizations within our City. The dual hatted nature of the director's role has proven increasingly challenging and insufficient to meet increased communications demands.

Hiring a Communications and Outreach Coordinator will allow the Director of Community Services to focus on additional priorities such as the management, leadership and oversight of community programs and services to include child and youth programs, senior and disability services, volunteer services, reception services, recreation and community events, and videography. The Coordinator would focus on pro-active messaging, timely communications, translation and outreach. If approved, this position would be hired at a junior-level and will report to the Director of Community Services. The Coordinator will also provide support to directors and staff as their communications and outreach requirements continue to expand. Approval to hire a dedicated Communications and Outreach Coordinator will afford the City the opportunity to effectively cover a wider range of City programs and events and ensure the timely dissemination of information through various print, public engagement, and social media platforms.

Next Steps:

Budget amendment and hiring

Fiscal Impact:

\$44,000

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

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

Legal Review Required?

N/A



DRAFT

CITY OF HYATTSVILLE JOB ANNOUNCEMENT

Bilingual Communications & Outreach Coordinator

NATURE OF WORK

The Bilingual Communications and Outreach Coordinator will play a central role in crafting the City's external messaging and building relationships with local communities. Applicants must have excellent writing skills in English and Spanish, enjoy meeting with community members of all types, and be able to work a flexible schedule to attend evening and weekend events and meetings. The Coordinator reports to the City's Community Services Director, who is also the City's Public Information Officer, and in this role helps to meet the communications and outreach needs of all departments.

PRIMARY FUNCTIONS

The coordinator will write and translate content for many City communications – both internal and external, and for print and online. This includes but is not limited to the City's newsletter, promotional materials, email and text updates, facebook, twitter, Instagram, SpeakUp, press releases, contracts, speeches, policies, etc. The coordinator will also photograph and design, or coordinate the photography, design and preparation of promotional flyers, advertising, etc. Additionally, the coordinator will outreach to local institutions and groups including schools, PTAs, churches, neighborhood/apartment/homeowner associations, businesses, etc. The coordinator will also represent the City at community functions.

KNOWLEDGE, SKILLS AND ABILITIES

Excellent knowledge of written English and Spanish – as well as grammar and punctuation rules – and the ability to write clear, concise content for multiple mediums is required.

Excellent interpersonal skills, and the ability to build relationships and trust across culture and difference is required.

Strong photography and graphic design skills preferred.

MINIMUM QUALIFICATIONS

Bachelor's degree in English, Spanish, Communications or a related field, and two years of professional experience working in communications. Bilingual ability (Spanish/English) is required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is essentially sedentary with occasional walking, standing, bending, and carrying items under 25 pounds such as books, files, papers, etc.

ADDITIONAL INFORMATION

Please note that this description is not intended to describe all the duties associated with this position and the City in its sole discretion reserves the right to modify the duties of the position.

The City of Hyattsville is an Equal Opportunity Employer without regard to race, color, religion, national origin, sex, ancestry, marital status, age, sexual orientation, disability, political or union affiliation.

HOW TO APPLY

Application forms are available at www.hyattsville.org. Please submit the application, a cover letter and your resume by email to Kiomara Rivera at krivera@hyattsville.org. Questions should be directed to Human Resources Director Vivian Snellman at 301-985-5043.

September 2016						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	31	01 Call-a-Bus Grocery Store Shopping Trip	02	03
04	05 Seniors on the Move - Free Movie Monday	06 Call-a-Bus Grocery Store Shopping Trip Hyattsville Farmers Market Board of Supervisors of Elections Meeting	07 Ageless Grace Exercise Class City Building Redevelopment Proposals Police & Public Safety Advisory Committee	08 Ageless Grace at the Mall Community Conversation	09 Ageless Grace Exercise Class	10 Hyattsville Arts & Ales Festival
11	12 Call-a-Bus Grocery Store Shopping Trip	13 Hyattsville Farmers Market Residential Parking Zone Committee Meeting	14 Ageless Grace Exercise Class Senior Dining & Lecture Series	15 Ageless Grace at the Mall Price Rite Nutritional Tour Speak Up - Community Planning Session	16 PARK(ing) Day - Hyattsville Ageless Grace Exercise Class Prince George's Co. "SENIOR FITNESS DAY PICNIC"	17 Our Hyattsville Grassroots Expo
18 Community Conversations - Biases, Boundaries and Bridges	19 City Council Meeting	20 Call-a-Bus Grocery Store Shopping Trip Hyattsville Farmers Market Ethics Commission Meeting	21 Ageless Grace Exercise Class Code Compliance Advisory Committee Meeting Speak Up - Community Planning Session	22 Ageless Grace at the Mall Creative Minds Open House Education Advisory Committee	23 Ageless Grace Exercise Class Sunset Movie Series at Heurich Park - Zootopia (PG)	24 Speak Up - Community Planning Session
25	26 Call-a-Bus Grocery Store Shopping Trip	27 Creative Minds Hyattsville Farmers Market Residential Parking Zone Committee Meeting	28 Ageless Grace Exercise Class	29 Ageless Grace at the Mall Creative Minds Call-a-Bus Grocery Store Shopping Trip	30 Ageless Grace Exercise Class	01

<u>October</u> <u>2016</u>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
25	26	27	28	29	30	01 <u>Healthy Hyattsville Weekend</u>
02 <u>Healthy Hyattsville Weekend</u>	03 <u>Seniors on the Move - Free Movie Monday</u> <u>City Council Meeting</u>	04 <u>Creative Minds</u> <u>Board of Supervisors of Elections Meeting</u>	05 <u>Ageless Grace Exercise Class</u> <u>Police & Public Safety Advisory Committee</u>	06 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	07 <u>Ageless Grace Exercise Class</u>	08 <u>Cops on Rooftops Fundraiser for Special Olympics of Maryland</u>
09 <u>Cops on Rooftops Fundraiser for Special Olympics of Maryland</u>	10	11 <u>Creative Minds</u> <u>Planning Committee</u>	12	13 <u>Creative Minds</u> <u>Community Conversation</u>	14	15
16	17 <u>City Council Meeting</u>	18 <u>Creative Minds</u> <u>Hyattsville Environment Committee</u>	19 <u>Ageless Grace Exercise Class</u> <u>Code Compliance Advisory Committee Meeting</u>	20 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	21 <u>Ageless Grace Exercise Class</u>	22 <u>Movin' With The Mayor - Crossfit</u>
23	24	25 <u>Creative Minds</u>	26 <u>Ageless Grace Exercise Class</u>	27 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	28 <u>Ageless Grace Exercise Class</u>	29 <u>Spooky Fest Halloween Party</u>
30	31	01	02	03	04	05

<u>November</u> <u>2016</u>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	01 <u>Creative Minds</u> <u>Board of Supervisors of Elections Meeting</u>	02 <u>Ageless Grace Exercise Class</u> <u>Police & Public Safety Advisory Committee</u>	03 <u>Ageless Grace at the Mall</u> <u>Creative Minds</u>	04 <u>Ageless Grace Exercise Class</u>	05

Main City Calendar: September 20, 2016 – November 5, 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: September 20, 2016 – November 5, 2016

Call-a-Bus Grocery Store Shopping Trip

September 20, 11:00 AM – 1:00 PM @Shoppers & Price Rite Grocery Stores

Hyattsville Farmers Market

September 20, 3:00 PM – 7:00 PM @ Corner of East-West Highway and Queens Chapel Road

Ethics Commission Meeting

September 20, 7:00 PM – 8:00 PM @ 3rd Floor Inner Conference Room

Code Compliance Advisory Committee Meeting

September 21, 7:00 PM @ City Municipal Building

Speak Up – Community Planning Session

September 21, 7:00 PM @ Hyattsville Elementary School

Education Advisory Committee Meeting

September 22, 6:30 PM – 8:00 PM @ City Municipal Building

Sunset Movie Series at Heurich Park

September 23, 7:00 PM – 9:00 PM @ Heurich Park

Speak Up – Community Planning Session

September 24, 10:00 AM @ City Municipal Building

Call-a-Bus Grocery Store Shopping Trip

September 26, 11:00 AM – 1:00 PM @ Giant - E/W Highway

Hyattsville Farmers Market

September 27, 3:00 PM – 7:00 PM @ Corner of East-West Highway and Queens Chapel Road

Residential Parking Zone Committee Meeting

September 27, 7:00 PM – 8:30 PM, Location TBD

Call-a-Bus Grocery Store Shopping Trip

September 29, 11:00 AM – 1:00 PM @ Safeway & Aldi's

Healthy Hyattsville Weekend

HES PTA 5K and Cyclocross Open Course October 1, 8:30 AM @ Magruder Park

Cyclocross Competition October 2, 8:00 AM @Magruder Park

Seniors on the Move – Free Movie Monday

October 3, 9:00 AM – 12:30 PM @ Beltway Plaza, Academy 8 Theaters

City Council Meeting

October 3, 8:00 PM – 10:00 PM @ 3rd Floor Council Chambers

Board of Supervisors of Elections Meeting

October 4, 4:00 PM – 5:00 PM @3rd Floor Inner Conference Room

Walk to School Day

October 5, 7:30 AM @ Elementary Schools

Police & Public Safety Advisory Committee

October 5, 7:00 PM, Location TBD

Cops on Rooftops Fundraiser for Special Olympics of Maryland

October 8, 9:00 AM – 11:00 PM @ Dunkin Donuts

October 9, 9:00 AM – 12:00 PM @ Dunkin Donuts

Community Conversation

October 13, 7:00 PM -8:30 PM @ St. Matthews Episcopal Church

The Hyattsville Police Department is partnering with local faith communities to host community building conversations. All are welcome to participate.

City Council Meeting

October 17, 8:00 PM – 10:00 PM @ 3rd Floor Council Chambers

Hyattsville Environment Committee

October 18, 7:00 PM – 9:00 PM @ City Municipal Building

Code Compliance Advisory Committee Meeting

October 19, 7:00 PM @ City Municipal Building

Movin' With the Mayor – CrossFit

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

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 @ 3rd Floor Inner Conference Room

Police & Public Safety Advisory Committee

November 2, 7:00 PM, Location TBD