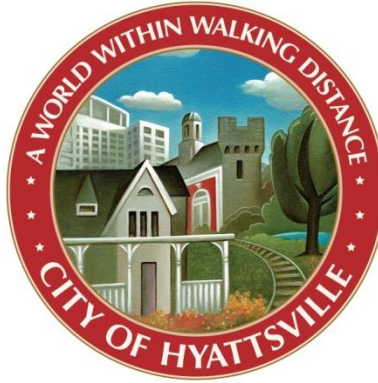




Hyattsville City Council Special Meeting

Wednesday, April 1, 2015

7:30 PM

Agenda

1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Motion to Close (7:30 p.m.)

- (1) Motion to Close Motion # 36-04-15 I move that the Mayor and Council close the Special Council Meeting of April 1, 2015 to discuss contract negotiations and obtain legal advice from the City Attorney. - Tartaro

4. Approval of Agenda (8:00 p.m.)

5. Public Comment (8:00 p.m. - 8:10 p.m.)

6. Discussion Items (8:10 p.m. - 8:50 p.m.)

- (1) FY16 Budget Recap
- (2) FY16 Council Budget Amendment: Education Enrichment Grants Program

7. Council Dialogue (8:50 p.m. - 9:00 p.m.)

8. Community Notices and Meetings

- (1) City Calendar: April 2 - 20, 2015

9. Motion to Adjourn



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

Meeting: 4/1/2015 7:30 PM
Department: Community & Econ Dev
Prepared by: Jim Chandler
Sponsors: Tartaro
DOC ID: (ID # 1121)

3.1

Motion to Close: MOTION #36-04-15 Motion to Close

SUBJECT: Motion to Close

SECTION: Motion to Close

RECOMMENDED ACTION:

Motion #36-04-15

I move that the Mayor and Council close the Special Council Meeting of April 1, 2015 to discuss contract negotiations and obtain legal advice from the City Attorney.

BACKGROUND:

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

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

Action: 2.2 Invest in, and manage City infrastructure including streets, sidewalks and pub

FISCAL IMPACT:


Tracey Nicholson, City Administrator 3/31/2015

Tracey E. Nicholson, City Administrator



Discussion Items: FY16 Budget Recap

SUBJECT: FY16 Budget Recap

SECTION: Discussion Items

BACKGROUND:

City Administrator Tracey Nicholson and Treasurer Ron Brooks will provide the Mayor and Council with information/updates on remaining FY16 budget items and details on the process moving forward to close the FY16 budget cycle.

NEXT STEPS:

City staff proposes that the Council entertain a motion on the Monday, April 6th Council Meeting agenda to cancel the scheduled public hearing and Council Budget Work Session for Wednesday, April 15th.

An introduction and first reading of the budget ordinance is scheduled for April 29, 2015, with a second reading/adoption of the FY16 budget scheduled for May 13, 2015.

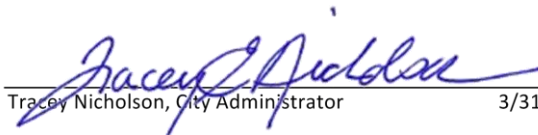
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

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

Action: 2.1 Maintain a responsible level of investment in capital assets, operations and fu


Tracey Nicholson, City Administrator 3/31/2015



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

Meeting: 4/1/2015 7:30 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Lawrence
DOC ID: (ID # 1122)

6.2

Discussion Items: FY16 Council Budget Amendment: Education Enrichment Grants Program

SUBJECT: FY16 Council Budget Amendment: Education Enrichment Grants Program

SECTION: Discussion Items

BACKGROUND:

Please see attached motion form submitted by Councilmember Lawrence.

NEXT STEPS:

This item is for discussion and possible action.

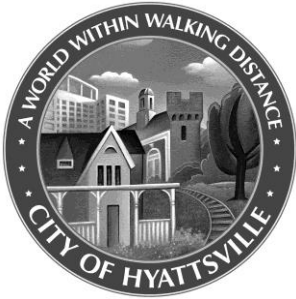
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 1 – Ensure Transparent and Accessible Governance

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


Tracey Nicholson, City Administrator 3/31/2015



Council Agenda Form

MOTION #		DRAFT #
DATE SUBMITTED: March 11, 2015	DATE TO GO BEFORE COUNCIL:	
SUBMITTED BY: Lawrence, Hollingsworth		
DEPARTMENT: Legislative		

TITLE OF MOTION: Education Enrichment Grants Program
RECOMMENDATION:

I move that the Mayor and Council establish an annual Education Enrichment Grants Program (EEGP) to provide select schools and parent-teacher organizations the opportunity to apply for grants of up to \$500. Total funding for the first year of the EEGP will be \$5,000. EEGP grants will support activities that enhance or enrich school-based activities (e.g., guest speakers, field trips, materials for a special project). The grants are not intended to fund items that are normally supplied by the County school system (e.g., copier paper, staff). Special consideration will be given to projects that reach/affect large groups, build ties within the community (e.g., between schools and business), and integrate the arts. Grant applications will be available and due in the fall, with only one round of applications each year. Hyattsville Education Advisory Committee (EAC) members will review all applications and make award recommendations to the City Council. The City Council will approve the final selections of the grant recipients during a December Council Meeting. The winners will be notified by January 1 and funding will be disbursed by the City by January 15. Comprehensive PGCPs schools (i.e., not charter or specialty) with boundaries that overlap the city borders will be eligible for EEGP grants. The following schools and their parent-teacher organizations are eligible to apply for EAC grants: Northwestern High School, Bladensburg High, Nicholas Orem Middle, Hyattsville Middle, William Wirt Middle (Pending PGCPs Boundary change approval for WWM), Hyattsville Elementary, Edward M. Felegy Elementary, University Park Elementary, Rosa L. Parks Elementary, Rogers Heights Elementary. The EAC will annually review eligibility and evaluation criteria and other program requirements, and will recommend updates to the program for Council approval as necessary.

BACKGROUND:

This is an opportunity for schools, organizations, and the City to work together to enrich the educational experience of our community's students, and demonstrate Hyattsville's dedication to and support of its public schools. The cities of College Park, Greenbelt, and Bowie all run similar education-related grant programs with great success. The proposed Hyattsville grant program was developed following a review of these programs and conversations with the programs' points of contact. Funded at \$5,000, the Hyattsville program will be modest in comparison to, for example, College Park's program, which allocates nearly \$50K annually.

This program also aligns with the goals and objectives of the Education Advisory Committee as it helps the City "identify positive and meaningful opportunities to influence student achievement, and develop high-impact community and school partnerships. Establishing this program will also highlight the City's commitment to its schoolchildren and help fulfill its mission to work to enhance the quality of life in the City."

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Approximately 20 hours of staff time annually (Finance and Community Services & Recreation).

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

Tracey Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

Goal 1 - Ensure Transparent & Accessible Governance, Action 1.1 - Encourage resident participation in City committees, meetings and elections. Goal 5 - Strengthen the City's Identity as a Diverse, Creative & Welcoming Community, Action 5.4 - Work with other organizations and communities to broaden the range of resources and services provided to City residents.

SUPPORTING DOCUMENTATION:

March 6, 2015 Hyattsville Education Advisory Committee Memo
Draft EEGP Application

CURRENT YEAR BUDGET IMPACT: \$5,000 FY16

MEMO

3/6/2015

To: Mayor Marc Tartaro and Hyattsville City Council

From: Hyattsville Education Advisory Committee

Subject: Establishing a Pilot Grant Program

Mayor and Council,

As you prepare the City's budget for the coming year, the Education Advisory Committee asks you to include funds to establish and run an ongoing grant program that would benefit the City's school children and demonstrate the City's commitment to its schools. This program will directly benefit the public schools Hyattsville's children attend, will build stronger relationships between the school communities and the City, and will provide opportunities to showcase the City and its schools in a positive light.

The cities of College Park, Greenbelt, and Bowie all run similar education-related grant programs with great success. The proposed Hyattsville grant program was developed following a review of these programs and conversations with the programs' points of contact. The Hyattsville program is modest in comparison to, for example, College Park's program, which allocates nearly \$50K annually.

Because Hyattsville's grant program would be competitive, it will also help shed light on areas of need or exciting opportunities for growth that involve the City's schools. We suggest that you fund the program at \$5,000 (grants will be limited to \$500 each). There will be a need for some City staff time (Community Services & Finance), but having spoken with staff at the cities of College Park and Greenbelt, we expect that the demand on staff time would be less than 20 hours annually. The Education Advisory Committee will be tasked with reviewing the applications and recommending awards to Council.

The Education Advisory Committee proposes that comprehensive PGCPs schools (i.e., not charter or specialty) with boundaries that overlap the city borders should be eligible for grants at the onset of the program. Eligibility and other program guidelines will be reviewed following the program's initial launch, leaving room for adjustment and improvement over time.

This program is aligned with the goals and objectives of the Education Advisory Committee as it helps the City identify positive and meaningful opportunities to influence student achievement, and develop high-impact community and school partnerships. Establishing this program will also highlight the City's commitment to its schoolchildren and help fulfill its mission to work to enhance the quality of life in the City.

Thank you for your consideration. Please contact us if you have any questions.

Dr. Michael C. Mineiro

202-367-3561; Michaelcmineiro@gmail.com

Chairman – Hyattsville City Council Education Advisory Committee

Mr. T. Carter Ross 3018871118; tcr25.tcarter@gmail.com

Vice-Chairman - Hyattsville City Council Education Advisory Committee

Attachment: Memo - Direct Grants 2015 (1122 : FY16 Council Budget Amendment: Education Enrichment Grants Program)

City of Hyattsville

Education Enrichment Grants Program

Application Form

Due Date: November X, 2015

The City of Hyattsville's Education Advisory Committee (EAC) is pleased to announce the Hyattsville Education Enrichment Grants Program, which provides select schools and parent-teacher organizations the opportunity to apply for grants of up to \$500 each. This is an opportunity for schools, organizations, and the City to work together to enrich the educational experience of our community's students.

The Education Enrichment Grants Program supports activities that enhance or enrich school-based activities (e.g., guest speakers, field trips, materials for a special project). Applications may include funding for projects or materials. The grants are not intended to fund items that are normally supplied by the County school system (e.g., copier paper, staff). Applications should clearly describe the activity to be funded by the grant.

Special consideration will be given to projects that reach/affect large groups, build ties within the community (e.g., between schools and business), and integrate the arts.

The following schools and their parent-teacher organizations are eligible to apply for EAC grants: Northwestern High School, Bladensburg High, Nicholas Orem Middle, Hyattsville Middle, William Wirt Middle*, Hyattsville Elementary, Edward M. Felegy Elementary, University Park Elementary, Rosa L. Parks Elementary, Rogers Heights Elementary.

*Pending PGCPs Boundary change approval.

Please review the following instructions carefully. Failure to follow the application instructions may result in the rejection of an application.

Pre-application Meeting—Applicants are encouraged to attend the Pre-application Meeting. This meeting is an opportunity for prospective applicants to ask questions about the application process. The meeting will be held at 6:30 p.m. on September XX in the Prangley Room on the second floor of the Municipal Building at 4310 Gallatin Road. [Can we provide a conference line?]

Questions—Question about the Grants Program should be submitted in writing to Jake Rollow, staff EAC liaison, at jrolow@hyattsville.org.

Application Instructions and Requirements—Applications are welcome from eligible schools and from the school's parent-teacher organization. There is no limit to the number of applications schools and organizations may submit, but all applications must be independent of each other (i.e., a school cannot submit two \$500 applications for the same project).

Grants are limited to a maximum of \$500 each, but can be less than the maximum. The total amount should be justified in your application. Applications must include a detailed budget plan. Applications that include additional funding sources should indicate the source of funding or contributions. It is recommended that a letter of support or commitment from the external funding source be included. If the external funding is from the school or parent-teacher organization, this should be indicated, and the signature of the principal or the organization's president shall be taken as a commitment of support.

Applications can be prepared by teachers, staff, students, and parent-teacher organization members. All applications must be signed by the school principal. Applications from organizations must also be signed by the organization's president. Proposals that the Principal is unable or unwilling to sign should include a statement explaining why the Principal would not sign; however, proposals that use school facilities or involve teachers will not be funded without the Principal's endorsement.

Applications should cover activities or purchases that will take place between January 1, 2016 and the end of the 2015-2016 school year. Applicants should provide an explanation/justification for any deviations from this timeline.

Awardees are required to submit a post-grant report documenting expenditures and project completion. Failure to submit the post-grant report on time could result in a school or organization being ineligible for future grants. The post-grant report shall include (1) an account of monies spent, including receipts, (2) description of target population reached (e.g., number and age), and (3) an assessment of the project and its effects.

Proposals must include a completed Application Form signed by the appropriate official(s) and a type-written Grant Request Description. Grant descriptions are limited to 3 pages and should use Times New Roman 12-pt. Descriptions must include the following sections:

1. Description of Grant Request
2. Target Population
3. Location of the Project
4. Project Timeline
5. Detailed Budget Plan

Letters of endorsement from any partner organizations are not subject to the page limit.

Evaluation and Award Process—EAC committee members will review all applications and make award recommendations to the City Council. The City Council will make the final selections of the grant recipients during a December 2015 Council Meeting. The winners will be notified by January 1, 2016 and funding will be disbursed by the City by January 15.

Complete applications must be submitted by the due date. Failure to follow the application instructions may result in the rejection of an application. Available funding may limit the number of awards. The EAC reserves the right to reject any application at its own discretion.

Due Date—Applications are due by 5 p.m. on (Day, Month, Date, Year).

Submit Grant Applications To—

Hyattsville Education Enrichment Grants Program
c/o Jake Rollow
4310 Gallatin Street
Hyattsville, MD, 20781

Hand-delivered applications should be brought to the third floor of 4310 Gallatin Street during regular business hours. Do not leave the application in any other City office.

DRAFT

City of Hyattsville Education Enrichment Grant Application
Due date: November X, 2015. Late proposals will not be accepted.

Section 1: APPLICANT INFORMATION:

Name: _____

Position: _____

E-mail Address: _____

School: _____

Address: _____

Phone: _____ Other phone (identify): _____

Amount Requested: _____

Check should be made payable to: _____

Project start date: _____ Project end date: _____

not before Jan. 1, 2016

not after June 15, 2016

Reminder: final report will be due 30 days after Project end date.

Section 2: SIGNATURES:

All proposals must be signed here by the school principal. Proposals from parent-teacher organizations must also be signed by the organization's president.

Principal's Signature: _____

Printed Name: _____

Date: _____

P-T President's Signature: _____

Printed Name: _____

Date: _____

Does the school have any overdue grant reports (y/n)? _____

Section 3: DESCRIPTION OF GRANT REQUEST

Title of Project: _____

Please attach a typed description of the grant request (3-page limit).

OFFICE USE: Date received _____ Application complete _____

Accepted _____ Amount _____

Main City Calendar for April 2 – April 20, 2015

City Council Meeting

April 6, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

Environmental Committee Meeting

April 8, 7:30 PM - 8:30 PM @ City Municipal Building - 2nd Floor Prangley Room

Deadline to Register to Vote for the May 5, 2015 City Election

April 10, All Day

Deadline for residents to register or report address changes to the Maryland Board of Elections to vote in the May 5, 2015 City election. Applications may be obtained and submitted online at www.elections.state.md.us/voter_registration. To submit registration electronically, you must provide a valid Maryland-issued state ID number or driver's license number. If you do not have the required ID or if you do not wish to complete the application online, you may print an application from the website and mail it to the Prince George's County Board of Elections. For more information call 301/341-7300.

Social Security Online Services Presentation

April 10, 11:00 AM - 1:00 PM @ City Municipal Building

Presented by a Social Security Representative Learn how to: Apply for retirement, spouse's or disability benefits, Estimate your retirement benefits, using our benefits planners, Change your address or phone numbers, if you receive benefits Create a my Social Security online account, Get proof of your benefit amount, Apply for extra help with Medicare prescription drug plan costs, Replace your Medicare card, Sign up or change your direct deposit,

City of Hyattsville 129th Anniversary Parade, Carnival, Festivities & Fireworks

April 16 – 19, @ Magruder Park

City Council Meeting

April 20, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

Creative Minds: Parent & Child Program

Every Tuesday and Thursday, 10:00 AM - 12:00 PM @ Magruder Recreation Center

Creative Minds Parent & Child Program is a toddler program enriching children through education & interactive activities, including introduction to movement, art, music, story time and free play.

Applications for Vote by Mail (Absentee) Ballots Available

Available through May 4, 10:00 AM

Applications are available to all registered voters and may be picked up at the City Municipal Building, 3rd floor or downloaded online at www.hyattsville.org/election. Applications may be returned via mail, in person or emailed to votebymail@yattsville.org.