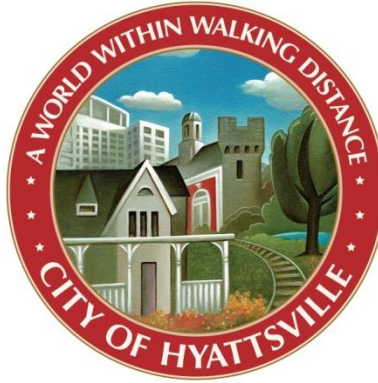




Hyattsville City Council Regular Meeting

Monday, March 2, 2015

8:00 PM

Agenda

1. Call to Order and Council Roll Call

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

- (1) Motion to Approve the Agenda for the Council Meeting of March 2, 2015

4. Public Comment (8:10 p.m. - 8:20 p.m.)

5. Presentations (8:20 p.m. - 9:15 p.m.)

- (1) FY-2013 Audit (5 minutes)
- (2) Police Accreditation Presentation (10 minutes)
- (3) WMATA Joint Development Solicitation (20 minutes)
- (4) Anacostia Trails Heritage Area (10 minutes)
- (5) Pilot Composting Program (10 minutes)

6. Consent Items (9:15 p.m. - 9:20 p.m.)

- (1) **29-03-15 Womens History Month** I move that the Mayor & Council proclaim March Women's History Month in Hyattsville. – **Tartaro**
- (2) **30-03-15 Appointment to Ethics Commission** I move that the Mayor & Council appoint Ruth Ann Frazier to the City's Ethics Commission for a term of three (3) years, expiring on December 31, 2017. – **Solomon, Tartaro**

7. Action Items (9:20 p.m. - 9:25 p.m.)

- (1) **31-03-15 Hyattsville Ordinance 2015-01 (Uncodified), FIRST READING** I move that the Mayor & Council introduce Hyattsville Ordinance 2015-01, an uncodified Ordinance whereby the City Council raises the salary of the Mayor and Council members after July 1, 2017 and grants raises in each successive year until 2021 pursuant to the recommendation of the Compensation Review Commission (FIRST READING). – **Tartaro**

- (2) **32-03-15 Reschedule Public Hearing of March 11, 2015** I move that the Mayor & Council reschedule the Public Hearing on the Proposed Fiscal Year 2016 budget from March 11, 2015 to April 1, 2015 at 7 p.m. – **Tartaro**

8. Discussion Items (9:25 p.m. - 10:15 p.m.)

- (1) Communications Policy (25 minutes)
- (2) Establishment of Quiet Zone (Decatur Railroad Crossing) (10 minutes)
- (3) Teen Advisory Committee (15 minutes)

9. Council Dialogue (10:15 p.m. - 10:20 p.m.)

10. Community Notices and Meetings

- (1) City Calendar - March 3 - March 21, 2015

11. Motion to Adjourn

- (1) Motion to Adjourn the Council Meeting of March 2, 2015



Presentations: FY-2013 Audit

SUBJECT: FY-2013 Audit

SECTION: Presentations

BACKGROUND:

The FY-2013 Audit is underway. The first steps include the related party questionnaire process and setting up files for review and analysis in the areas of account payables, revenues, expenditures and fixed assets.

NEXT STEPS:

The City Treasurer anticipates completing the FY-2013 Audit and FY-2013 Uniform Financial Report by Mid-May 2015.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

The City Treasurer's office will continue to work with the City's Auditor of Record, CohnReznick on completing the outstanding audits.

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 4 – Foster Excellence in all City Operations

Action: 4.3 Ensure policies, procedures, and practices meet or exceed accredited or nation


Tracey Nicholson, City Administrator 2/26/2015



Presentations: Police Accreditation Presentation

SUBJECT: Police Accreditation Presentation

SECTION: Presentations

BACKGROUND:

The Hyattsville Police Department has been accredited thru the Commission on Accreditation for Law Enforcement Agencies (CALEA), Inc. since 1999. Accreditation thru CALEA is a voluntary process and requires an on-site assessment every three years. The most recent on-site assessment was in August 2014, and in November 2014 the Department received its 6th award of Advanced Meritorious Accreditation.

The award is being presented by W. Craig Hartley Jr., Executive Director of the Commission on Accreditation for Law Enforcement Agencies, Inc.

NEXT STEPS:

n/a

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 4 – Foster Excellence in all City Operations

Action: 4.3 Ensure policies, procedures, and practices meet or exceed accredited or nation


Tracey Nicholson, City Administrator 2/27/2015



Presentations: WMATA Joint Development Solicitation

SUBJECT: WMATA Joint Development Solicitation

SECTION: Presentations

BACKGROUND:

The Washington Metropolitan Area Transit Authority (WMATA) is preparing a Joint Development Solicitation for several WMATA properties including the West Hyattsville Metro Station, located at the northwest intersection of Ager Road and Hamilton Street. On Monday, March 2nd, the City of Hyattsville will receive a briefing on the solicitation by Stan Wall, Director, WMATA Office of Real Estate & Station Planning.

NEXT STEPS:

Pending the outcome of the solicitation, additional presentations and/or discussions with the City Council may be necessary.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

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

Action: 2.3 Promote and invest in opportunities for alternative transportation methods to


Tracey Nicholson, City Administrator 2/27/2015



Memo

To: Mayor and Council

From: Jim Chandler, Assistant CA, Director, Community & Economic Development

CC: Tracey Nicholson, City Administrator

Date: February 23, 2015

Re: WMATA Joint Development Solicitation: West Hyattsville Metro

The Washington Metropolitan Area Transit Authority (WMATA) is preparing a Joint Development Solicitation for several WMATA properties including the West Hyattsville Metro Station, located at the northwest intersection of Ager Road and Hamilton Street.

On Monday, March 2nd, the City of Hyattsville will receive a briefing on the solicitation by Stan Wall, WMATA's Director of Office of Real Estate & Station Planning. The briefing will include an overview of the planning analysis to date, solicitation process, and expected timing. The presentation will also afford the Council an opportunity to provide input on any specific goals or areas of concern that WMATA should consider as part of their redevelopment plans.

The West Hyattsville Metro Station is located within the West Hyattsville Transit District Overlay Zone as defined by the West Hyattsville Transit District Development Plan (TDDP). The Plan, adopted in 2006 was the first codified form based zoning plan, which focuses less on development based on permitted uses and places a greater emphasis on building form and its relationship with public spaces. As described in the Plan, "The West Hyattsville TDDP envisions a new community of up to 3,100 housing units; 1,000,000 square feet of retail/office space; an extensive system of civic, park, and open spaces; and a finely balanced street and circulation network. Within the TDOZ, streets will function as places of shared use instead of single-use conduits for automobile traffic. Development in the community will be moderate to higher density and located within an easy walk of the West Hyattsville Metro Station."

At the completion of the solicitation cycle, there may be a need for an additional update and dialogue with both the Council and the community.



WEST HYATTSVILLE JOINT DEVELOPMENT UPDATE

UPDATE TO HYATTSVILLE CITY COUNCIL
MARCH 2, 2015



AGENDA

- Joint Development Overview
- West Hyattsville TOD Vision
- Process and Next Steps





JOINT DEVELOPMENT OVERVIEW PROGRAM OBJECTIVES

Integrate WMATA's transit facilities

Reduce automobile dependency

Increase pedestrian/bicycle originated transit trips

Foster safe station areas

Enhance surrounding area connections to transit stations

Provide mixed-use development including housing and the opportunity to obtain goods and services near transit stations

Offer active public spaces

Promote and enhance ridership

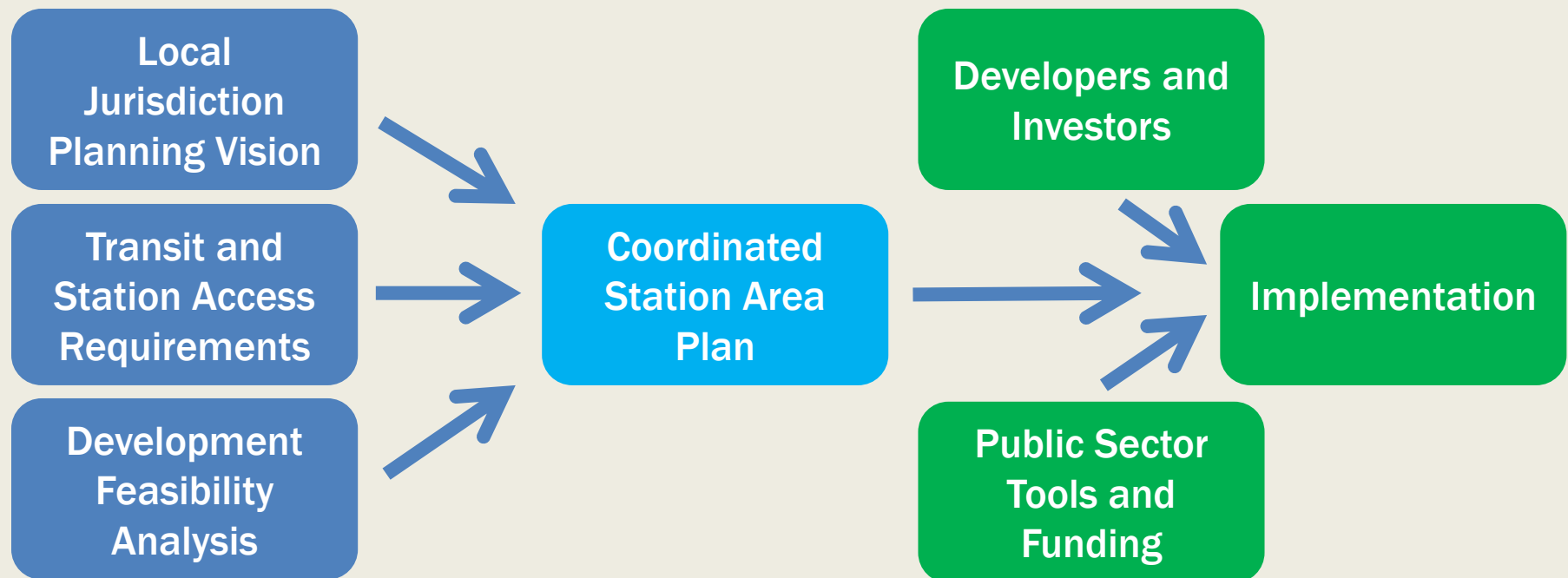
Generate long-term revenues for WMATA

Encourage revitalization and sound growth in the communities that WMATA serves



JOINT DEVELOPMENT OVERVIEW IMPLEMENTATION APPROACH

- Solve as much as possible before developer is on board
 - Complete Detailed Station Area Planning, building off of local planning efforts
 - Determine alternative approaches for accommodating transit facilities
 - Identify alternative development scenarios and test-fits





JOINT DEVELOPMENT OVERVIEW IMPLEMENTATION APPROACH

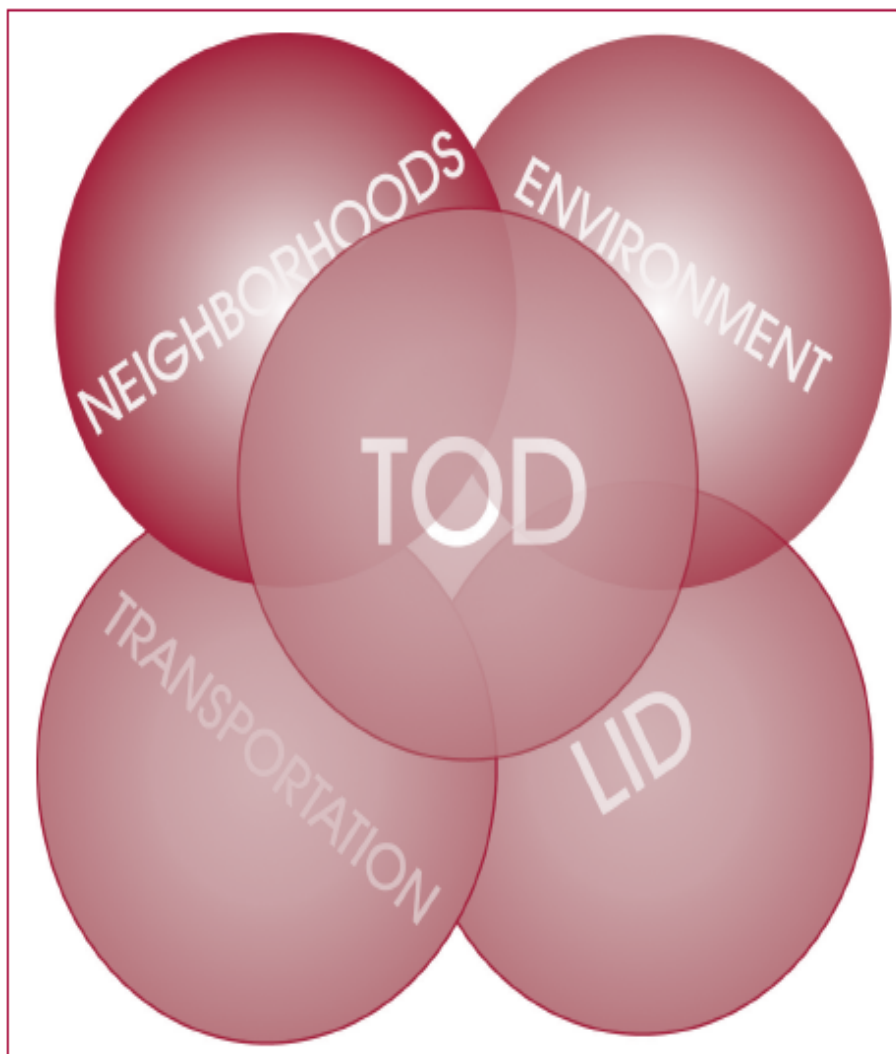
- Focus on placemaking and connections
 - Enhanced bike/ped access helps better ensure realization of TOD ridership gains from surrounding area
 - Placemaking and design quality create more integrated TOD communities beyond WMATA property



Urban Atlantic / Forest City - New Carrollton



WEST HYATTSVILLE TOD VISION



- Transit-Oriented Development
 - Density
 - Diversity
 - Design
- Neighborhoods
- Environment
- Transportation
- Low-Impact Development

From the West Hyattsville Transit District Development Plan (July 2006)



WEST HYATTSVILLE TOD VISION TRANSIT ORIENTED DEVELOPMENT

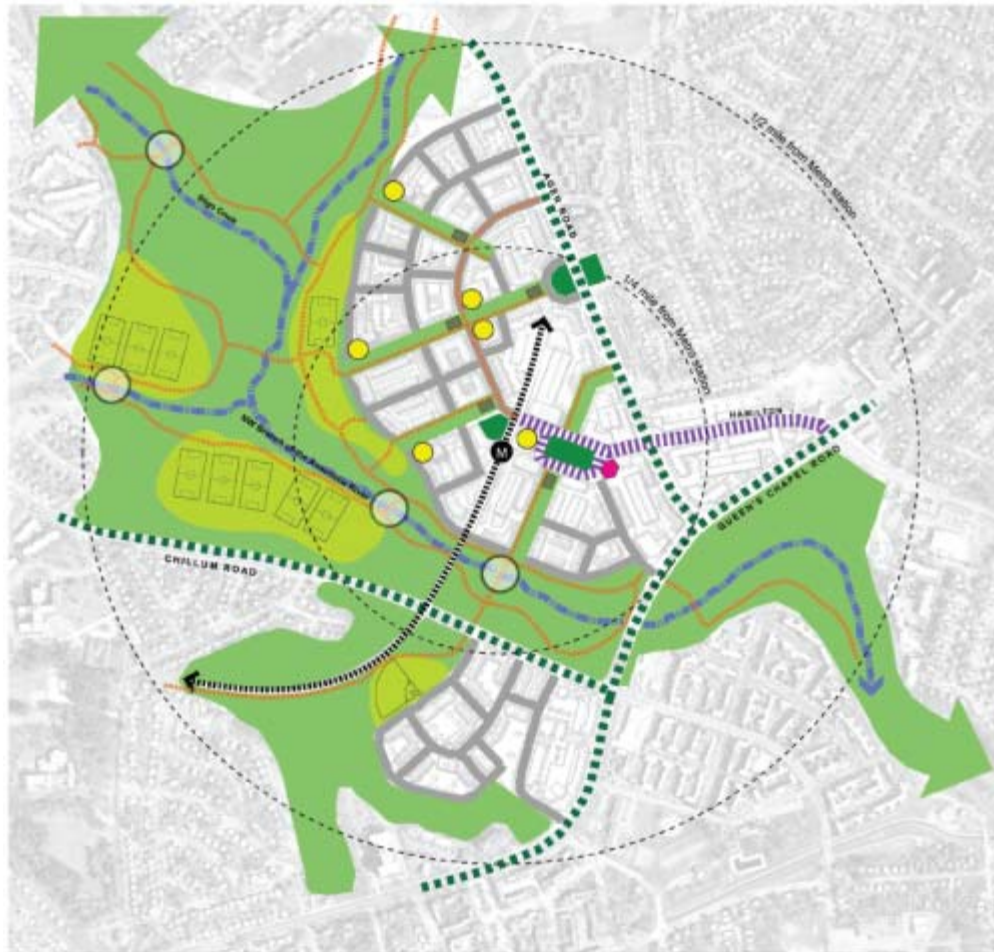


- LEGEND**
- | | | | |
|------|--------------------|------|--------------------|
| (S) | Structured parking | (AR) | Arts residential |
| (M) | Metro station | (SP) | Soccer park |
| (TS) | Town square | (MS) | Main street retail |
| (R) | Residential | | |





WEST HYATTSVILLE TOD VISION NEIGHBORHOODS

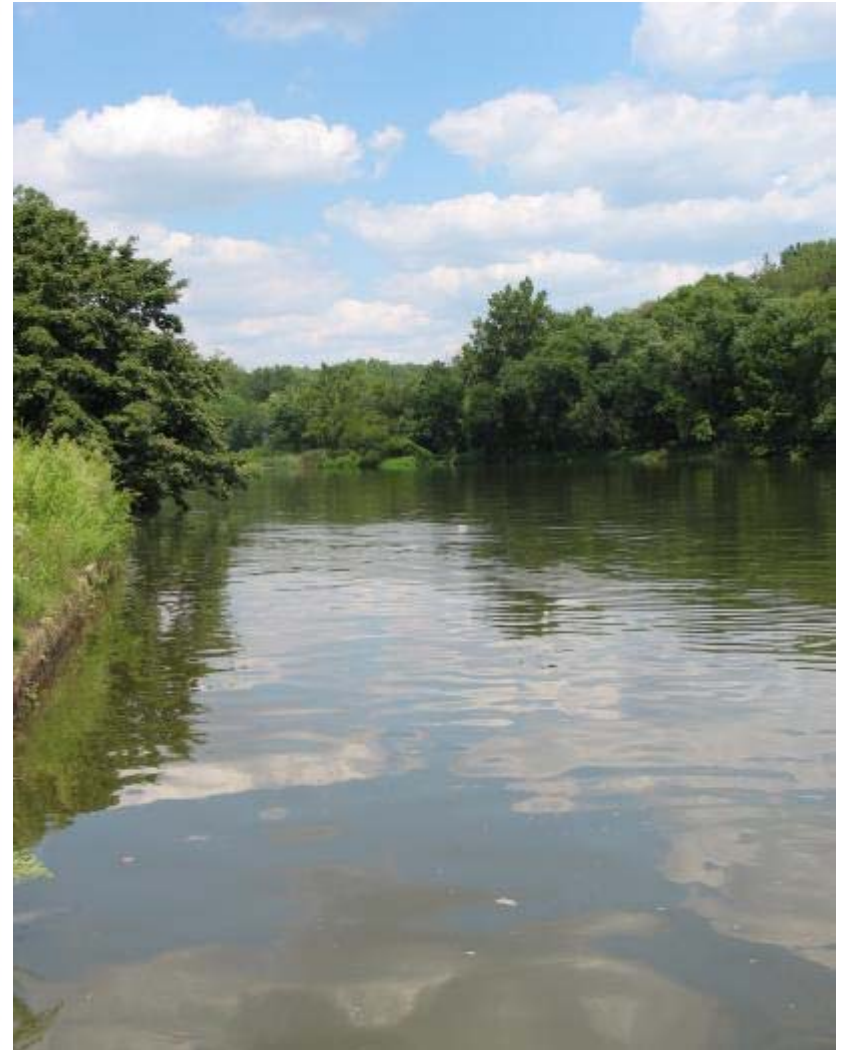
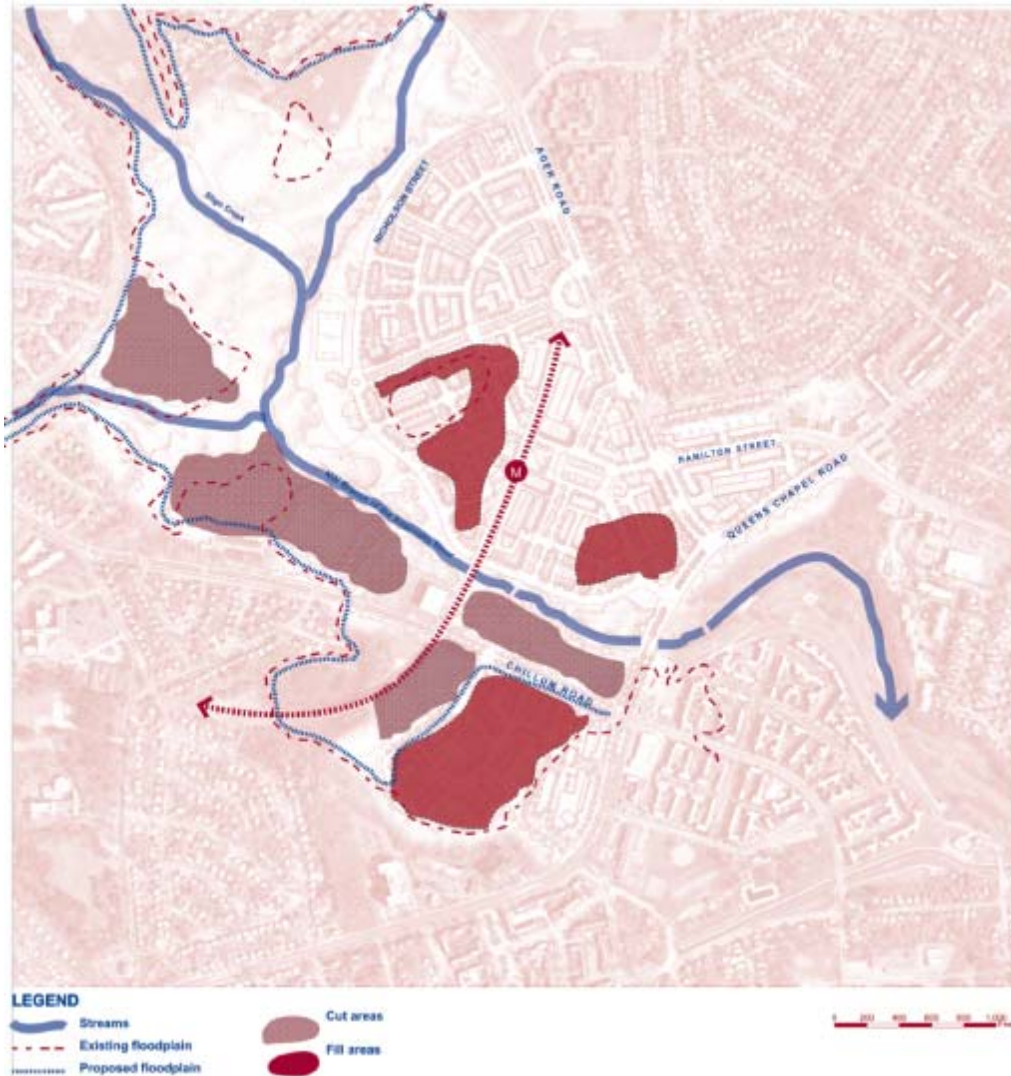


LEGEND

	Landscaped boulevard		Active open space		Community center		Stream
	Main street commercial district		Passive open space		Plaza		New bridge
	Residential street		Neighborhood park		Athletic field		
	Greenway/pedestrian/bike path		Pocket park				

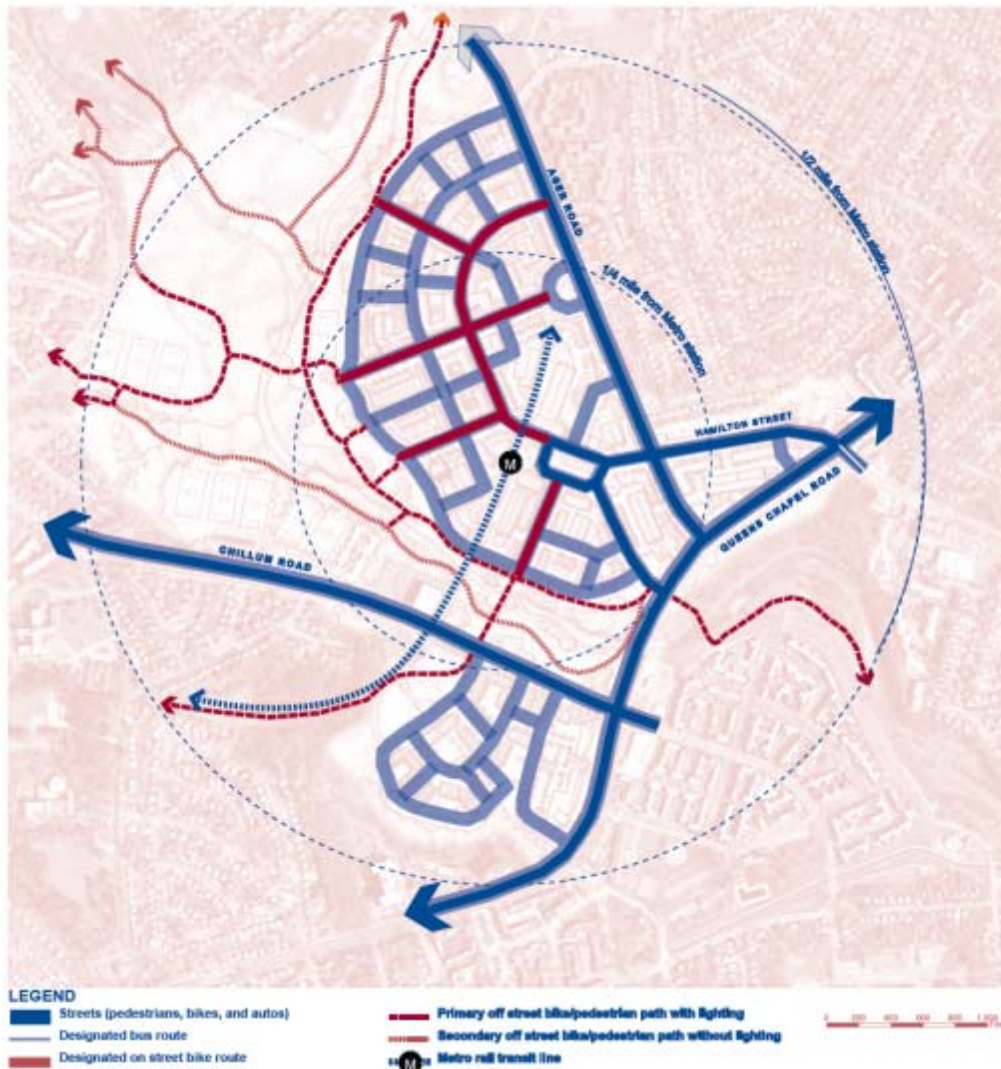


WEST HYATTSVILLE TOD VISION ENVIRONMENT





WEST HYATTSVILLE TOD VISION TRANSPORTATION → ACCESS



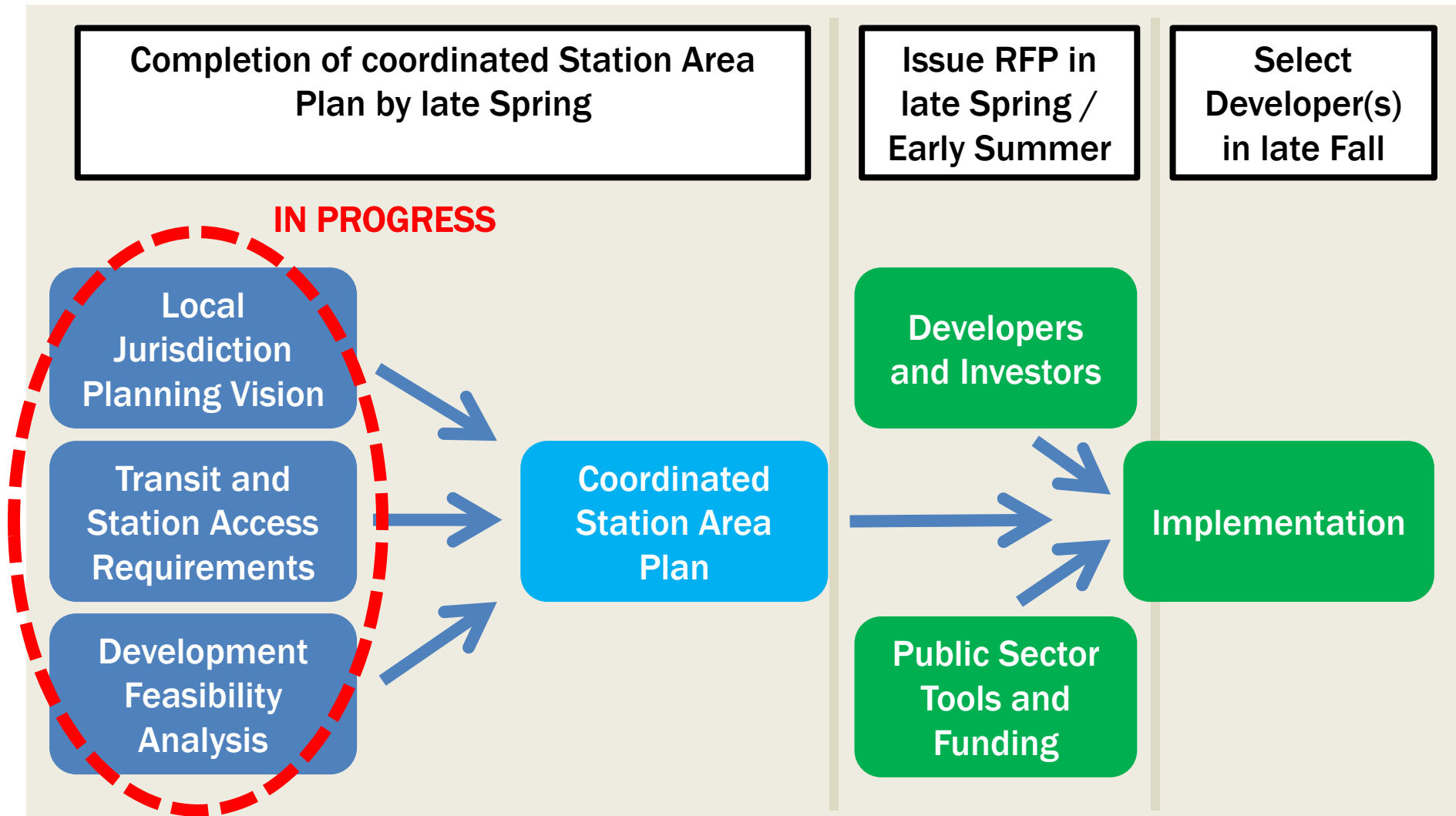


WEST HYATTSVILLE TOD VISION LOW IMPACT DEVELOPMENT





JOINT DEVELOPMENT PROCESS AND NEXT STEPS





Thank You

www.wmata.com/realestate

realestate@wmata.com



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

Meeting: 3/2/2015 8:00 PM
Department: Community & Econ Dev
Prepared by: Jim Chandler
Sponsors: Tartaro
DOC ID: (ID # 1094)

5.4

Presentations: Anacostia Trails Heritage Area

SUBJECT: Anacostia Trails Heritage Area

SECTION: Presentations

BACKGROUND:

The Anacostia Trails Heritage Area (ATHA) is the Certified Maryland Heritage Area for Prince George's County and its Executive Director Aaron Marcavitch will be providing the City Council with a summary of the organization's programming and a request to support an application to secure grant funding.

NEXT STEPS:

A letter of support for ATHA will be included on the March 16, 2015 agenda. The City's ATHA membership is included in the proposed FY2016 Budget.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

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

Action: 5.4 Develop and/or strengthen partnerships with organizations and neighboring comm


Tracey Nicholson, City Administrator 2/26/2015



Memo

To: Mayor and Council
 From: Jim Chandler, Assistant CA, Director, Community & Economic Development
 CC: Tracey Nicholson, City Administrator
 Date: February 23, 2015
 Re: Anacostia Trails Heritage Area

The Anacostia Trails Heritage Area (ATHA) is the Certified Maryland Heritage Area for Prince George's County and its Executive Director Aaron Marcavitch will be providing the City Council with an summary of the organization's programming and a request to support an application to secure grant funding.

The vision of the organization is to create a major tourist destination in ATHA where visitors may come and enjoy a wide variety of attractions along the trail system, visit well-maintained communities, stay overnight at a comfortable hotel, eat at any number of different restaurants, and conduct research if so inclined, all while spending tourist dollars and thereby contributing to the success of the area, its resources, and its citizens. Some of the many Maryland Milestone programs that ATHA operates or serves as partners include:

- War of 1812 and the Battle of Bladensburg
- Annual Rivers to Rockets Bicycle Rally
- Star Spangled Banner National Historic Trail
- Bostwick Heritage Festival

A major source of operating revenue for ATHA is provided by annual funding by the Maryland Heritage Areas Authority (MHAA), which provides dollar-for-dollar matching grants to non-profit organizations for non-capital projects located within a Maryland Certified Heritage Area (CHA). Mr. Marcavitch will be requesting the City's continued support for ATHA's programming, our continued membership, and a letter of support for their grant application.

Additional information is available at: <http://www.anacostiatrails.org> and also available on the organization's Facebook page or through its Twitter handle.

5.4.a

Attachment: Memo_ATHA Presentation [Revision 1] (1094 : Anacostia Trails Heritage Area)



: Pilot Composting Program

SUBJECT: Pilot Composting Program

SECTION:

BACKGROUND:

The use of compost is paramount to soil health as it has the ability to help regenerate poor soils. The composting process encourages the production of beneficial micro-organisms (mainly bacteria and fungi) which in turn break down organic matter to create humus. Humus is a rich nutrient-filled material that increases the nutrient content in soils and helps soils retain moisture. Compost has also been shown to suppress plant diseases and pests, reduce or eliminate the need for chemical fertilizers, and promote higher yields of agricultural crops.

Composting organic materials that have been diverted from landfills ultimately avoids the production of methane and leachate formulation in the landfills. Compost has the ability to prevent pollutants in stormwater runoff from reaching surface water resources. Compost has also been shown to prevent erosion and silting on embankments parallel to creeks, lakes, and rivers, and prevents erosion and turf loss on roadsides, hillsides, playing fields, and golf courses.

The Hyattsville Environmental Committee recommended a pilot composting program. In response, the City staff coordinated with surrounding municipalities that support composting programs, and contacted Prince Georges County to review their pilot program and receive food scraps. The staff also researched the cost to implement a City wide pilot program. The cost for implementing the program was under \$4000.00 dollars and will be integrated into the regular yard waste pickup on Monday's. The County agreed to support Hyattsville by allowing the City to be part of their pilot food scrap program which has enabled the City to cost effectively implement this program.

NEXT STEPS:

Volunteer Services sent out a notice for volunteers in January and within a few days over 40 Hyattsville homes had accepted the call to compost. We are meeting with our volunteers on March 7, 2015 to go over the composting guidelines and distribute the containers. We are excited about this pilot composting initiative and looking forward to working with Community Services, the Environmental Committee, our residents, and Prince Georges County on this project.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

We have been able to integrate the pickup of food scraps for composting during our regular Monday schedule with no additional cost to our budget.



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

Meeting: 3/2/2015 8:00 PM
Department: Public Works
Prepared by: Lesley Riddle
Sponsors: Tartaro
DOC ID: (ID # 1083)

5.5

STRATEGIC GOALS AND ACTIONS:

: Pilot Composting Program

Goal: Goal 4 – Foster Excellence in all City Operations

Action: 4.4 Apply sustainable practices to City operations, infrastructure, facilities, and


Tracey Nicholson, City Administrator 2/26/2015



MEMO

To: Mayor Tartaro and Council

From: Lesley Riddle, Director of Public Works

CC: Tracey Nicholson, City Administrator

Date: February 12, 2015

RE: Pilot Composting Program

Background:

Numerous studies have concluded that the use of compost is paramount to soil health. Compost has the ability to help regenerate poor soils. The composting process encourages the production of beneficial micro-organisms (mainly bacteria and fungi) which in turn break down organic matter to create humus. Humus—a rich nutrient-filled material—increases the nutrient content in soils and helps soils retain moisture. Compost has also been shown to suppress plant diseases and pests, reduce or eliminate the need for chemical fertilizers, and promote higher yields of agricultural crops.

Compost helps prevent pollution -

Composting organic materials that have been diverted from landfills ultimately avoids the production of methane and leachate formulation in the landfills. Compost has the ability to prevent pollutants in stormwater runoff from reaching surface water resources. Compost has also been shown to prevent erosion and silting on embankments parallel to creeks, lakes, and rivers, and prevents erosion and turf loss on roadsides, hillsides, playing fields, and golf courses.

Using compost offers economic benefits -

Using compost can reduce the need for water, fertilizers, and pesticides. It serves as a marketable commodity and is a low-cost alternative to standard landfill cover and artificial soil amendments. Composting also extends municipal landfill life by diverting organic materials from landfills and provides a less costly alternative to conventional methods of remediating (cleaning) contaminated soil.

Based on a request from the Hyattsville Environmental Committee for the City to consider a pilot composting program; City staff was motivated to conduct interviews with surrounding municipalities that support composting programs, and contact Prince Georges County to review their pilot program to receive food scraps. Staff also researched the overall costs to implement a City pilot program for composting. The cost for implementing this program was under \$4000.00 dollars and we will be able to integrate the pickup into our regular yard waste pickup on Monday. The success of this pilot being cost effective relied on the County agreeing to support Hyattsville by allowing the City to be part of the County pilot food scrap program.

Next Steps:

Volunteer Services sent out a notice for volunteers in January and within a few days forty Hyattsville homes had accepted the call to compost. We are meeting on March 7, 2015 with our volunteers to go over the composting guidelines and we will distribute the containers needed for composting at this meeting. We are excited about this pilot composting initiative and are looking forward to working with Community Services, our citizens, and Prince Georges County on this project.

Budget Impact:

Staff was able to utilize funds within the Solid Waste operating budget to fund the purchase of the composting containers for this program.

Staff Resources Required to Implement:

We have been able to integrate the pickup of food scraps for composting during our regular Monday schedule with no additional cost to our budget.



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

Meeting: 3/2/2015 8:00 PM
Department: Community Services
Prepared by: Jake Rollow
Sponsors: Tartaro
DOC ID: (ID # 1090)

6.1

Consent Items: MOTION #29-03-15 Womens History Month

SUBJECT: Womens History Month

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #29-03-15

I move that the Mayor & Council proclaim March Women's History Month in Hyattsville.

BACKGROUND:

NEXT STEPS:

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

STRATEGIC GOALS AND ACTIONS:

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

Action: 5.4 Develop and/or strengthen partnerships with organizations and neighboring comm

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 2/26/2015

Tracey E. Nicholson, City Administrator



Proclamation in Recognition of Women's History Month

Weaving the Stories of Women's Lives

March, 2015

Whereas, Hyattsville is proud to be a City that recognizes the achievements of women and benefits from their leadership; and

Whereas, Hyattsville welcomed the National American Woman Suffrage Association in 1913, and was home to prominent suffrage advocates; and

Whereas, as a community we strive to foster equality, celebrate diversity, and promote understanding and support the needs and desires of all residents; and

Therefore, we proclaim March Women's History Month in Hyattsville, and encourage all residents to reflect on this part of our rich history.

Marc Tartaro, Mayor

March 2, 2015



Consent Items: MOTION #30-03-15 Appointment to Ethics Commission

SUBJECT: Appointment to Ethics Commission

SECTION: Consent Items

RECOMMENDED ACTION:

Motion #30-03-15

I move that the Mayor & Council appoint Ruth Ann Frazier to the City's Ethics Commission for a term of three (3) years, expiring on December 31, 2017.

BACKGROUND:

Per Chapter 8, Section 10-2 of the Hyattsville City Code, the City's Ethics Commission is composed of five (5) members, appointed by the Mayor and approved by the City Council. The tenure of each member is three (3) years. The Commission currently has four (4) members, with the appointment of Mrs. Frazier, the Commission will be at the required capacity.

NEXT STEPS:

The next Ethics Commission meeting will be held in early April.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

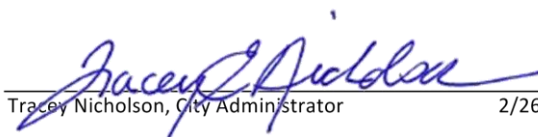
STRATEGIC GOALS AND ACTIONS:

Goal: Goal 1 - Ensure Transparent and Accessible Governance

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

FISCAL IMPACT:

None


Tracey Nicholson, City Administrator 2/26/2015



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

Meeting: 3/2/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Solomon, Tartaro
DOC ID: (ID # 1096)

6.2

Consent Items: MOTION #30-03-15 Appointment to Ethics Commission

Tracey E. Nicholson, City Administrator



CITY OF HYATTSVILLE COMMITTEE / BOARD APPLICATION

APPLICANT INFORMATION

NAME OF COMMITTEE/BOARD:	
NAME OF APPOINTEE:	
ADDRESS:	
WARD #:	
EMAIL:	
PHONE NUMBER:	
REFERRED BY:	

BIOGRAPHICAL STATEMENT:

Please provide a brief background statement including why you are interested in being appointed to a committee. This statement will be posted on the City's website.

BIO STATEMENT (FOR POSTING ON CITY WEBSITE):	

For internal use:

DATE INFORMATION RECEIVED:	
APPROVED BY COUNCIL (DATE & MOTION NUMBER):	
DATE OF TERM EXPIRATION:	
DATE POSTED ON WEBSITE	



Action Items: MOTION #31-03-15 Hyattsville Ordinance 2015-01 (Uncodified), FIRST READING

SUBJECT: Hyattsville Ordinance 2015-01 (Uncodified), FIRST READING

SECTION: Action Items

RECOMMENDED ACTION:

Motion #31-03-15

I move that the Mayor & Council introduce Hyattsville Ordinance 2015-01, an uncodified Ordinance whereby the City Council raises the salary of the Mayor and Council members after July 1, 2017 and grants raises in each successive year until 2021 pursuant to the recommendation of the Compensation Review Commission (FIRST READING).

BACKGROUND

During the Council Meeting of February 19, 2015 the Council voted to approve the recommendation of the Compensation Review Committee. This is the first reading of the Ordinance.

NEXT STEPS:

The second reading and adoption of the Ordinance is planned for the Council Meeting of March 16, 2015. A fair summary of the Ordinance will be published in the Prince George's Sentinel.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

STRATEGIC GOALS AND ACTIONS:

Goal: Goal 4 - Foster Excellence in All City Operations

Action: Action 4.6 (Goal 4) - Be good stewards of revenue and expenditures. Ensure adequate internal and e

FISCAL IMPACT:

Please see financial detail in attached recommendation from the 2015 Compensation Review Committee and in the text of Ordinance 2015-01. Additionally, Ordinances incur legal fees and costs for advertising the fair summary.



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

Meeting: 3/2/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Tartaro
DOC ID: (ID # 1093)

7.1

Action Items: MOTION #31-03-15 Hyattsville Ordinance 2015-01 (Uncodified), FIRST READING


Tracey Nicholson, City Administrator 2/26/2015

Tracey E. Nicholson, City Administrator

DRAFT

February 25, 2015

**CITY OF HYATTSVILLE
ORDINANCE 2015-01
UNCODIFIED**

An Ordinance whereby the City Council raises the salary of the Mayor and Council members after July 1, 2017 and grants raises in each successive year until 2021 pursuant to the recommendation of the Compensation Review Commission.

WHEREAS, the Hyattsville Charter at C2-5 and C2-6 requires that the City Council set the compensation of the Mayor and the Council members by ordinance; and

WHEREAS, pursuant to C2-6.1 of the Charter of the City of Hyattsville, a compensation review committee met and made recommendations as to the salary of the Mayor and Council which recommendations are attached hereto; and

WHEREAS, the Mayor and Council by motion approved the recommendations of the compensation review committee

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that the salary of the Mayor and Council be set as follows:

Effective in the first pay period after July 1, 2017 the annual salary of the Mayor shall be \$11,550.00, and the annual salary of all Council members shall be \$7,729.00; and

Effective in the first pay period after July 1, 2018, the annual salary of the Mayor shall be \$12,914.00 and the annual salary of each Council member shall be \$8,643.00; and

Effective in the first pay period after July 1, 2019 the annual salary of the Mayor shall be \$14,340.00 and the annual salary of each Council member shall be \$9,597.00; and

Effective in the first pay period after July 1, 2020 the annual salary of the Mayor shall be \$15,834.00 and the annual salary of each Council member shall be \$10,597.00.

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

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

Attachment: Ordinance 2015-01 City Council Raises in Salaries (1093 : Hyattsville Ordinance 2015-01 (Uncodified), FIRST READING)

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

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on March 2, 2015.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2015.

Adopted: _____

Attest: _____
Laura Reams, Clerk

Marc Tartaro, Mayor

[] indicate deletions

CAPS/**BOLD** indicate additions

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

INTRODUCED: **March 2, 2015**

ADOPTED:

EFFECTIVE:

Compensation Review Committee Statement & Recommendation

Updated: 1/23/2015 11:41 AM

The following statement reflects the views of all participating members on the Hyattsville City Council Compensation Review Committee.

The Committee's decision-making process was guided in large part by a debate over what compensation for the Mayor and City Council is meant to achieve. The compensation debate can be conceived as a spectrum, where on one end, no compensation is given, because the officials in question are simply performing their civic duty, and are not motivated to do so by money. On the other end of the spectrum lies the concept of a "fair wage" for the Mayor and City Council that serves several purposes:

- 1) A pay scale *approximating* the wages one could expect to earn from a second, part-time job expands the potential universe of candidates and could increase competition for Council seats, especially in wards with a disproportionate number of low-income residents. At the current pay rate, it is hard to imagine anybody working two jobs quitting one of those jobs in order to run for, and hold a seat on the Council.
- 2) Most workers tend to respond positively when given a pay increase. The hope in this case is that higher compensation will yield a harder-working Mayor and City Council.
- 3) Any substantial pay increase is likely to receive attention from local media and constituents. That increased attention will raise the profile of the Council, the Mayor and the decisions they make.

In the course of our deliberations, the Committee made an effort to understand the overall fiscal condition of the city budget, the degree to which Mayoral and City Council compensation is a factor in the budget, and the scope of the Mayor and Council's decision-making authority. Addressing the first point, City Treasurer Ronald Brooks provided a summary of past, current and future operating budgets, after which, the Committee concluded that a substantial compensation increase would probably not have any significant impact on funding sources for city services. The Committee also gathered data from surrounding jurisdictions, which showed that Hyattsville currently sits in the middle of the pack in terms of the percentage of the city budget spent on Mayoral and Council compensation. We also received a summary of Mayoral and Council duties from Committee Member David Hiles, himself a former Council Member.

In conclusion, our proposal contemplates a substantial compensation increase over a four year period for the Mayor and City Council. Even at the end of the four-year period, Hyattsville's compensation budget for the Mayor and City Council would be within range of surrounding jurisdictions, albeit on the higher end of the spectrum. We would encourage Council Members to return a portion of their compensation to the city if the extra income is not needed. We would also encourage the next Compensation Review Committee to analyze city elections held after the salary increases take effect, looking especially at how many seats are contested and for evidence of greater diversity on the Council.

The numerical details of our proposal are spelled out in the chart below, with an effective date of July 1, 2017 for the first increase in Mayoral and Council Member salaries. Here is an explanation for that two year delay: *The Maryland State Constitution* essentially forbids sitting elected officials from raising their own pay. *The Hyattsville City Charter* mandates equal pay for all Council Members. The 2017 effective date ensures that no member on the current Council will be voting to raise their own pay before they have to stand for re-election, and also ensures that every Council member will be paid the same salary. Technically, the Mayor's salary could be increased starting July 1, 2015, but we are recommending a delay in order to synchronize the Mayor's pay increase with the Council's. Our recommendation extends through 2020 in order to avoid what amounts to a two year "dead period" (caused by the conflict between the Charter & State Constitution referenced above) after the next Compensation Review Committee is convened in 2019. City Attorney Richard Colaresi has approved this recommendation as to legal sufficiency.

City of Hyattsville, Maryland					
Recommendations of Compensation Review Committee: Budget Years 2017-2020					
	Base Year (2014)	July 1, 2017	July 1, 2018	July 1, 2019	July 1, 2020
Operating Budget Forecast*		2.5%	2.5%	2.5%	2.5%
Total City Budget	\$15,000,000.00	\$16,153,500.00	\$16,557,000.00	\$16,971,000.00	\$17,400,000.00
Mayor's Compensation	\$7,800.00	\$11,550.00	\$12,914.00	\$14,340.00	\$15,834.00
Council Mbr. Compensation	\$5,200.00	\$7,729.00	\$8,643.00	\$9,597.00	\$10,597.00
Total \$ Compensation	\$59,800.00	\$88,844.25	\$99,342.00	\$110,311.50	\$121,800.00
% of Budget	0.40%	0.55%	0.60%	0.65%	0.70%

*2.5% budget increase forecast based on information gathered during briefing with the Hyattsville City Treasurer



Action Items: MOTION #32-03-15 Reschedule Public Hearing of March 11, 2015

SUBJECT: Reschedule Public Hearing of March 11, 2015

SECTION: Action Items

RECOMMENDED ACTION:

Motion #32-03-15

I move that the Mayor & Council reschedule the Public Hearing on the Proposed Fiscal Year 2016 budget from March 11, 2015 to April 1, 2015 at 7 p.m.

BACKGROUND:

There was a planned Public Hearing scheduled for March 11, 2015 to hear input from the public on the proposed FY16 budget. After reviewing the budget scheduling, City staff recommends that this public hearing be rescheduled for April 1, 2015 in order to allow the public to hear budget presentations from all City departments prior to providing feedback.

NEXT STEPS:

The date of the Public Hearing will be updated on the City's website and all communications regarding the budget. A revised budget meeting calendar is attached.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

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

FISCAL IMPACT:

None



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

Meeting: 3/2/2015 8:00 PM
Department: Clerk's Office
Prepared by: Laura Reams
Sponsors: Tartaro
DOC ID: (ID # 1097)

7.2

Action Items: MOTION #32-03-15 Reschedule Public Hearing of March 11, 2015


Tracey Nicholson, City Administrator 2/26/2015

Tracey E. Nicholson, City Administrator



CITY OF HYATTSVILLE, MD
2015 DETAILED BUDGET MEETING SCHEDULE
REVISED: 2/26/15

7.2.a

FEBRUARY	
February 11	Council Work Session – Introduction of Draft Budget
February 17	<i>Regular Council Meeting</i>
February 25	Council Work Session – Budget Proposed Agenda: - Departmental Review: (1) General Government (Mayor, Council, City Administrator, Finance, Clerk, HR, IT, Elections, Legal) (2) Police Department
MARCH	
March 2	<i>Regular Council Meeting</i>
March 11	Council Work Session – Budget (8 PM) Proposed Agenda: - Review Follow Up Items from 2/25 Meeting (30 minutes) (1) Council Discussion on Real Property Tax Rate (2) Additional 2/25 Follow up items - Departmental Review: (1) Community/Economic Development (2) Community Services
March 16	<i>Regular Council Meeting</i>
March 25	Council Work Session – Budget Proposed Agenda: - Review Follow Up Items from 3/11 (30 minutes) - Departmental Review: (1) Public Works (2) Capital Improvement Projects
APRIL	
April 1	Public Hearing on the Proposed Budget and Real Property Tax Rate (7 PM), Special Council Meeting – Deadline for Council Budget Amendments (8 PM) Proposed Agenda: - Review Outstanding Follow Up Items - Intro/Discussion of Council Budget Amendments
April 6	<i>Regular Council Meeting</i>
April 15	Public Hearing on Tax Rate(7 PM)/Council Work Session – Budget (8 PM) Proposed Agenda: - Review Outstanding Follow Up Items
April 20	<i>Regular Council Meeting</i>
April 29	Special Council Meeting – Budget Ordinance, First Reading
MAY	
May 4	<i>Regular Council Meeting</i>
May 5	<i>City Election</i>
May 13	Special Council Meeting – Budget Ordinance Second Reading, Adoption
May 18	Regular Council Meeting, seating of Mayor & Council

Attachment: 2015 Budget Meeting Calendar - updated Feb 26 (1097 : Reschedule Public Hearing of March 11, 2015)



CITY OF HYATTSVILLE, MD
2015 DETAILED BUDGET MEETING SCHEDULE
REVISED: 2/26/15

JANUARY						
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DECEMBER						
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2015 11

Council Meeting
Budget Meeting

Attachment: 2015 Budget Meeting Calendar - updated Feb 26 (1097 : Reschedule Public Hearing of March 11, 2015)



Discussion Items: Communications Policy

SUBJECT: Communications Policy

SECTION: Discussion Items

BACKGROUND:

The attached City Communications Policy has been revised to reflect the suggestions made by Council during the January, 5, 2015 meeting. However, discussion at that meeting was shortened to afford time to other priority, time sensitive issues. At today's meeting, the staff requests that the Council review the updated draft and provide input or feedback on any/all elements of policy, so that staff can more thoroughly revise and subsequently present a proposed policy.

NEXT STEPS:

Staff will revise the policy with input from Council.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

n/a

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 2/27/2015

City Communications Policy

This policy addresses City communications among City employees, officials and third parties, including email, text messages, social media and advertising.

Appropriate Communications and Oversight:

1. When communicating via City accounts, equipment or property, communications should only contain comments that would ordinarily be said at a public meeting. Sarcasm, personal comments and insults should be avoided, as well as discriminatory, harassing, derogatory, obscene, defamatory, threatening or illegal communications. Employees/officials should avoid speaking in code and using shorthand terms or uncommon acronyms that would not ordinarily be used in a letter or public announcement. Caution should be used for confidential issues, personnel issues and legal opinions.
2. No communications shall violate the rights of other parties or entities, or include without proper consent trademarks, service marks, trade names, copyrighted or patented material, or other intellectual property belonging to others.
3. The City Administrator shall designate an employee as the City's Public Information Officer. The City's Public Information Officer shall oversee all editorial and multimedia content distributed widely to the public. Any department may designate its own public information officer who will work in collaboration with the City's Public Information Officer.
4. Caution should be exercised with drafts of documents, contracts, ordinances, and resolutions that have not yet been introduced at a public meeting. Drafts ordinarily shall not be disseminated to the public, but they may be provided to City committees for their internal review, and to the media upon request. All draft documents should be clearly dated and marked as drafts.

Use of Email:

1. Every employee/official should have only one email account used exclusively for public business. Once an employee/official has been given a City email account, that account should be the exclusive email account used for City business. Note - If City employees/officials use additional email accounts to conduct City business, the information on those accounts may be subject to search and seizure and used in litigation. In the case that an employee/official refuses to provide access to those accounts, he/she assumes all liabilities for such actions and could become named third parties in such litigation. Using another person or

- employer's email account for City business could implicate that person or employer in such search and seizure and in the litigation itself.
2. All emails should be correctly labeled with a subject so that they can be found and retrieved as necessary.
 3. Only City business should be communicated on the City email accounts or the dedicated private email account. There should be no personal, private business, or religious communications on this account.
 4. Avoid forwarding to the public confidential emails and emails related to the legislative process from the Mayor and Council, City staff, the City Attorney, or other City consultants. This is particularly important when attorney opinions are sent by email. Caution should be exercised when forwarding long-strings of emails to the public.
 5. The City shall inform residents registering their contact information with the City that it could be disclosed to the public under Maryland's Public Information Act. Outside of public information requests, the City shall not share or sell resident contact information. Employees/officials should avoid forwarding strings of emails addresses.
 6. Employees/officials shall not delete any emails that they expect could become the subject of litigation or of importance to the City. Rather, they shall save emails in a clearly labeled file and/or share them with the City Administrator and City Clerk.
 7. The City has the obligation to preserve emails containing material regarding incidents/circumstances that (1) could become litigation or (2) for which the City has received notice under the Local Government Tort Claims Act. Such emails shall only be destroyed after the final disposition of the litigation or the expiration of the statute of limitations. The City Administrator and the City Clerk are hereby designated with the duty to gather, isolate and save in a separate file all electronic information regarding matters that are or may be litigated or of importance to the City.

Use of Text Messages:

1. Like emails, text messages shall be treated as official City correspondence. If an employee/official has been given a City phone and number, that account should be the exclusive text-messaging account used for City business.
Note - If City employees/officials use additional phone numbers or devices to conduct City business, the information on those devices and numbers may be subject to search and seizure and used in litigation. In the case that an

employee/official refuses to provide access to those accounts or devices, they assume all liabilities for such actions and could become named third parties in such litigation. Using another person or employer's device or phone number for City business could implicate that person or employer in such search and seizure and in the litigation itself.

2. Employees/officials shall not delete any text messages that they expect could become the subject of litigation or of importance to the City.

Use of Social Media:

1. The social media sites maintained by the City – for example, Facebook, Instagram and Twitter – are to be used for the sole purpose of disseminating information to the public. However, they are not open forums for public comment. Therefore, although members of the public may be allowed by the sites' design to comment on City-maintained social media sites, the City reserves the right to delete comments it deems inappropriate, including but not limited to comments that violate the policies listed in the first section of this policy.

Advertising:

1. In all print and electronic communications broadcast widely to the public – including the Hyattsville Reporter, flyers, email updates, text updates, social media and the cable channel – the City shall disseminate information generated by City employees/officials or directly related to the City government and its programs, events and policies. The City may also elect to publish/broadcast material promoting the local events and programs of schools, other governments, local businesses and non-profit organizations.

Enforcement:

1. Violations or failure to comply with any of these policies may result in disciplinary action. In the case that a member of City Council violates a policy, a majority of the members of Council can vote to determine an appropriate response.



Discussion Items: Establishment of Quiet Zone (Decatur Railroad Crossing)

SUBJECT: Establishment of Quiet Zone (Decatur Railroad Crossing)

SECTION: Discussion Items

BACKGROUND:

Several Hyattsville residents requested a Quiet Zone be established at the Decatur Street Railroad crossing, citing considerable noise, increased growth and population density near the rail line. On February 5, 2015, members of the City staff along with the Edmonston Town Administrator participated in a diagnostic review/walk-thru with the CSX Project Manager, the FRA Regional Manager, and our assigned SHA Traffic Development Team Leader. The diagnostic review is offered at no-cost by the SHA to evaluate safety conditions, discuss necessary upgrades, funding sources, and provide input on the feasibility of establishing a Quiet Zone.

The Review Team advised the staff that the horn is required to blow 1/4 mile before and after a rail crossing site. They concluded that any discussion of a Quiet Zone should also include the Alt. Rte 1 location. The horn is blown at the same spot at the "Y", ¼ mile before Decatur St and Alt Rte 1, and will have the same noise effect. They informed the staff that quieting the horns would require an update to the "constant warning time" system at both crossings. The cost for the constant warning time upgrades, gates and lights is estimated to be between \$300K-\$600K.

The SHA Team Leader confirmed that approximately 27 trains traveling at 15-25 MPH cross the Decatur Road crossing daily. In addition, approximately 9000 vehicles cross the tracks each day. These conditions make the site a candidate for State/Federal funded safety enhancements. SHA is currently working on their requirements for FY18 and recommended that Hyattsville send a letter requesting the constant warning time and safety upgrades to both sites. The Hyattsville City Administrator will submit a letter to SHA requesting State/Federal support for funding.

NEXT STEPS:

The City will continue to coordinate with SHA for timely safety upgrades to be funded no later than FY2018. If the Council recommends going forward once the upgrades are complete, the cost is projected to be approximately \$30K to \$100K for a Consultant to prepare the application and associated filing fees.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: NA



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

Meeting: 3/2/2015 8:00 PM

8.2

Department: City Administration

Prepared by: Tracey Nicholson

Sponsors: Tartaro

DOC ID: (ID # 1095)

STRATEGIC GOALS AND ACTIONS:

Discussion Items: Establishment of Quiet Zone (Decatur Railroad Crossing)

Goal: Goal 3 – Promote a Safe and Vibrant Community

Action: 3.1 Enhance safety and security in public places including residential neighborhood


Tracey Nicholson, City Administrator 2/26/2015



Memo

To: Mayor and Council
 From: Tracey Nicholson, City Administrator
 CC: Leslie Riddle, DPW, Doug Holland, HPD
 Date: February, 25, 2015
 Re: Establishment of Quiet Zone (Decatur Railroad Crossing)

Background:

Several members of the Hyattsville Community who reside near or along the Route 1 corridor requested that the City consider the establishment of a Quiet Zone at the Decatur Street Railroad crossing site. They cited considerable noise, increased growth, and population density near the rail line as reasons for this request. The establishment of a Quiet Zone means the train engineer is not required to blow the horn by law, but can signal its approach if conditions warrant.

On January 5, the staff advised the Council that a Quiet Zone can only be established once required safety standards are achieved. We recommended that the Council afford us additional time to coordinate a diagnostic review and a safety assessment with applicable or responsible parties.

Update:

On Thursday, February, 5, 2015, the City Administrator, the Assistant City Administrator, and the Director of Public Works participated in a diagnostic walk-thru with the Town of Edmonston Administrator, a CSX Project Manager, the FRA Crossing & Trespassing Regional Manager, and the SHA Traffic Development Team Leader for Hyattsville area. The diagnostic review is a no-cost option offered by the SHA to evaluate safety conditions, discuss necessary upgrades, funding sources, and allow the City to obtain information and recommendations on the feasibility of establishing a Quiet Zone at the crossing site.

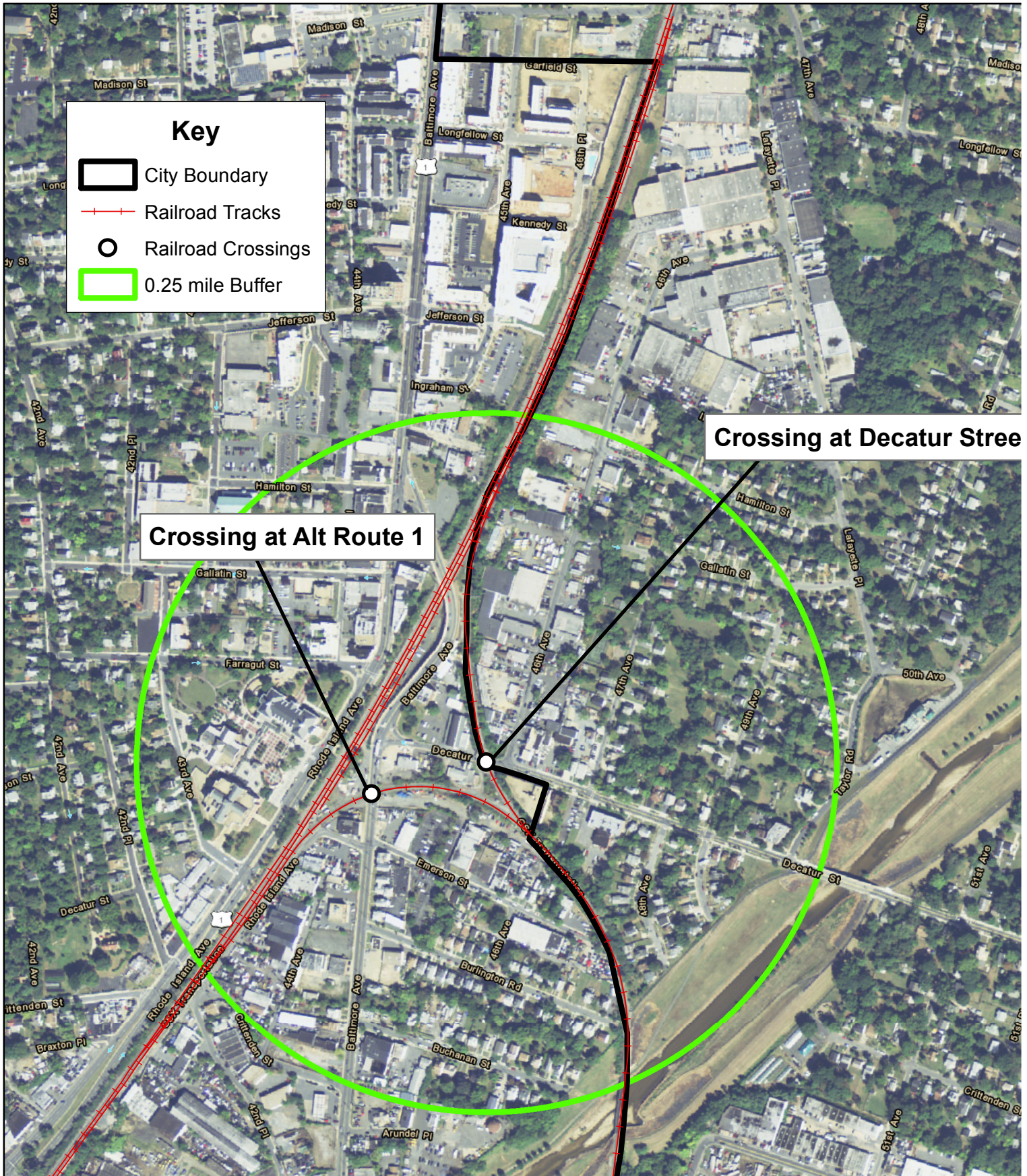
The SHA, FRA and CSX Team advised the staff that the horn is required to blow 1/4 mile before and after a rail crossing site as well as at all passenger stations. They also advised that any discussion of a Quiet Zone should also include the Alt. Rte 1 location that is in close proximity to the Decatur St. Crossing. The horn is blown at the same spot at the "Y", ¼ mile before Decatur St and Alt Rte 1, and will have the same noise effect if both locations are not considered simultaneously.

They also informed the staff that quieting the horns at either location would require an update to the "constant warning time" system. This system is an electrical mechanism that synchronizes the algorithm of trains prior to reaching the crossing. The approximate cost for the constant warning time updates, associated labor and upgrades of the gates and lights will cost between \$300K-\$600K.

The SHA Team Leader confirmed that approximately 27 trains at a speed of 15-25MPH cross the Decatur Road crossing daily. In addition, approximately 9000 vehicles cross the tracks per day. These conditions make the site a strong candidate for State/Federal funded safety enhancements. SHA is currently working on their requirements for FY17 &18 and recommended that the Hyattsville City Administrator send a letter requesting safety related upgrades to both sites. The Hyattsville City Administrator and Town of Edmonston Administrator are preparing letters requesting State/Federal support for funding.

Recommendation:

At this point, we recommend that the City coordinate with SHA for timely safety enhancements to be funded no later than CY2018, and that the Council revisit the Quiet Zone request and feasibility after the necessary safety enhancements are complete. If the Council recommends going forward once the upgrades are complete, the cost is projected to be approximately \$30K to \$100K for a Consultant to prepare the application and associated filing fees.



Attachment: Map - Railroad Crossing at Decatur Street (1095 : Establishment of Quiet Zone (Decatur Railroad Crossing))



0 0.125 0.25 Miles



Discussion Items: Teen Advisory Committee

SUBJECT: Teen Advisory Committee

SECTION: Discussion Items

BACKGROUND:

The purpose of this motion is to establish a conduit for communication with our younger residents. This committee should consist of at least two members of the High School Student Governments of each of the high schools in Hyattsville, as well as any other person age 13-17 appointed by the Mayor and Council. Committee members should be able to present their ideas and concerns to the council as often as once a month.

NEXT STEPS:

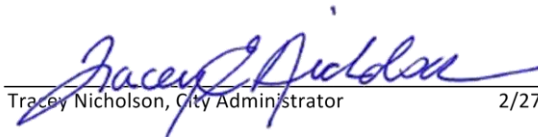
If approved, the Mayor and Council shall contact schools and appoint Committee members.

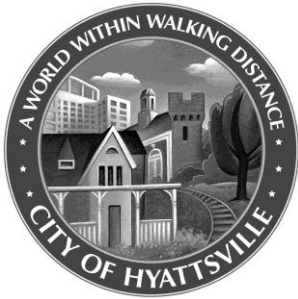
ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

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 2/27/2015



Council Agenda Form

MOTION # Discussion		DRAFT #
DATE SUBMITTED: 1/28/2015	DATE TO GO BEFORE COUNCIL: 3/2/2015	
SUBMITTED BY: Croslin		
DEPARTMENT:		

TITLE OF MOTION: Teen Advisory Committee

RECOMMENDATION:

I move that the Mayor and Council establish a Student Advisory Committee.

BACKGROUND:

The purpose of this motion is to establish a conduit for communication with our younger citizens. This committee should consist of Two members of the High School Student Governments of each of the area high schools and should be able present their ideas and concerns to the council once a month.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT: minimal

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

Tracey E. Nicholson, City Administrator

STRATEGIC GOALS AND ACTIONS:

SUPPORTING DOCUMENTATION:

CURRENT YEAR BUDGET IMPACT:

Attachment: Croslin Motion Submittal Form_Teen Advisory Committee (1102 : Teen Advisory Committee)

COMMITTEE WORKSHEET

Teen Advisory Committee

Mission Statement: The Hyattsville Teen Advisory Committee is a volunteer advisory group to the Mayor and Council on matters related to teenagers and youth.

Scope: The Committee is responsible for reviewing and proposing legislative items and recommendations concerning teenagers and youth for the consideration of the Mayor and Council.

Deliverables: The Committee shall provide the Mayor and Council with meeting minutes and specific written recommendations on teen and youth matters.

Frequency of meetings: The Committee is scheduled to meet once each month, except for December. Meetings in the months of June, July and August are optional.

Minimum number of meetings per year: The Committee is required to meet a minimum of six times per year.

Is the committee permanent or temporary? The Teen Advisory Committee is intended as a permanent standing committee.

Composition of members (all wards recommended or required): The Committee should not be required to have members from all Wards, however a minimum of one representative from each Ward is preferred. The student governments of high schools located in Hyattsville shall designate a least two members to participate on the Committee. Other Committee members can be nominated and approved by the Mayor and Council. All members must be 13-17 years old.

Council liaison required? A Council Liaison is required, as this individual will be responsible for communicating committee work to their colleagues on the Council.

City staff required? A City staff member is required, as this individual will be responsible for communicating committee work to their colleagues on City staff.

Committee member term of office: Appointments to the Committee are for a one-year term. If the total number of Committee members falls below five active members, the Mayor may be required to appoint a substitute Member.

Grounds for removal for any Committee member: Removal of a Committee member will be made by a written request by the Chair to the Mayor and Council and will specify the reason for the request. The removal of a Committee member may only be approved by the Mayor and Council.

DRAFT

Main City Calendar

- **Candidate Registration for the May 5, 2015 City Election**

February 23 - March 27, 2015

The City Election will be held on Tuesday, May 5, 2015. The Election is to fill the Office of Mayor and five (5) City Council seats, one seat for each of the five wards, serving four (4) year terms. Candidates may file to run for office from February 23rd to March 27, 2015. For more information go to: www.hyattsville.org/election or contact City Clerk, Laura Reams at 301/985-5009.

- **Applications for Vote by Mail (Absentee) Ballots Available**

February 2 - 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. Emailed applications must be signed.

- **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.

- **Spring Sports Field Permitting Meeting**

March 4, 7:00 PM - 8:00 PM @ City Building 1st Floor Multipurpose Room

This meeting is mandatory for all sports organizations interested in applying for permits for Spring sports practices and games at Magruder Park.

- **Under the Big Top Parent & Child Dance**

March 7, 5:00 PM - 7:00 PM @ City Municipal Building

- **City Council Budget Work Session**

March 11, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

- **City Council Meeting**

March 16, 8:00 PM - 10:00 PM @ Third Floor, Council Chambers

- **Planning Committee**

March 17, 7:30 PM - 9:30 PM @ Prangley Room

- **Code Compliance Advisory Meeting**

March 18, 7:00 PM - 8:30 PM @ City Municipal Building, 1st Floor Multipurpose Room