

City of Hyattsville

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



Public Hearing Meeting

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_h1AOKF9CSEGRIZw2Hr6g-g

Monday, November 16, 2020

6:30 PM

Virtual

City Council Public Hearing

Mayor Candace B. Hollingsworth
Kevin Ward, Council President, Ward 1
Carrianna Suiter, Council Vice President, Ward 3
Bart Lawrence, Ward 1
Robert S. Croslin, Ward 2
Danny Schaible, Ward 2
Ben Simasek, Ward 3
Edouard Haba, Ward 4
Daniel Peabody, Ward 4
Joseph Solomon, Ward 5
Erica Spell Wolf, Ward 5

ADMINISTRATION

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

WELCOME TO THE CITY OF HYATTSVILLE PUBLIC HEARING!
Your participation at this public hearing 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 to 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 DISABILITY 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.

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 publicly 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 MEETING 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 (Verizon) daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/meetings.

CITY INFORMATION: Sign up to receive text and email notifications about Hyattsville events, government, police and programs at www.hyattsville.org/list.aspx

INCLEMENT WEATHER: In the event of inclement weather, please call 301-985-5000 to confirm the status of the Council meeting.

Public Hearing Notice:

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its Public Hearing on Monday, November 16, 2020 remotely via video conference. The Public Hearing will be conducted entirely remotely; there will be no in-person meeting attendance.

The hearing will be broadcast live on cable television channel 71 (Comcast), channel 12 (Verizon), and available via live stream at www.hyattsville.org/meetings.

PUBLIC PARTICIPATION:

Public comment may be made using the e-comment feature at www.hyattsville.org/meetings or by emailing cityclerk@hyattsville.org. All electronic comments must be submitted by 4:30 PM on November 16, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

Members of the public who wish to attend the virtual Council meeting must register in advance using the link below.

https://zoom.us/webinar/register/WN_h1AOKF9CSEGRIZw2Hr6g-g

1. Call to Order**2. Presentation****2.a) Hyattsville Charter Amendment Resolution 2020-01: Election Day, Certification of Election, and Council Organizational Meeting**[**HCC-133-FY21**](#)

For Discussion and Public Input

Sponsors: City Administrator

Department: City Clerk

Attachments: [Election Presentation - Nov 16](#)
[Charter Resolution - Changing Day of Election 10.14.20](#)
[Resolution - Vote by Mail 11.10.20](#)
[Election Calendar 2021](#)
[2018 VBM Motion](#)

3. Public Comment**4. Motion to Adjourn**



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Agenda Item Report

File #: HCC-133-FY21

11/16/2020

2.a)

Submitted by: Laura Reams
Submitting Department: City Clerk
Agenda Section: Discussion

Item Title:

Hyattsville Charter Amendment Resolution 2020-01: Election Day, Certification of Election, and Council Organizational Meeting

Suggested Action:

For Discussion and Public Input

Summary Background:

In November 2018, Mayor Hollingsworth and Councilmembers Ward, Suiter, and Lawrence submitted a motion proposing the City make revisions to the Election Code necessary to enable the Board of Elections Supervisors to distribute, proactively, a Vote-by-Mail ballot to all registered voters in the City of Hyattsville (on State and city-only registries) and appropriate funds necessary to support this effort in the 2021 municipal election. Council discussed the motion on November 19, 2018. Council indicated support for bringing the proposal back for further discussion after evaluation by the Board of Supervisors of Elections. The Board made a commitment to Council to research the feasibility and logistics of moving to a Vote-by-Mail system post-Election 2019.

Since that time, and with the onset of the COVID-19 pandemic there has been a renewed national initiative for Vote-by-Mail elections. Locally, several elections have been held by mail including the State primary and the Cities of Rockville and New Carrollton. Benefits of an all Vote-by-Mail election include increased voter turnout and civic engagement.

The Board and Clerk's office have worked with the City Attorney to review and make recommended changes to the City Charter and Code for an all Vote-by-Mail election in 2021. These changes include three (3) separate pieces of legislation: the enabling ordinance for City Code: Chapter 8, Elections, the Charter Amendment, and a resolution formally designating the 2021 election as Vote-by-Mail.

The ordinance enabling the administrative changes required to implement a Vote-by-Mail election was adopted by Council on November 2, 2020. To formally designate the 2021 election as a Vote-by-Mail election the Council must adopt a resolution. This resolution is included in the public hearing packet under separate cover and will be on the action agenda for the City Council on December 7, 2020.

A high-level summary of the proposed changes to the City's Charter is below. These changes were discussed in detail on July 20, 2020.

Charter Amendment

- Proposes moving Election Day to 2nd Tuesday in May
- Proposes changes to the process by which the Council President & Vice President are Elected
- Reduce timeline for Board to certify election from 10 days to 5 days

Charter Amendments require a Public Hearing which must be held 21 days after public notice of the hearing. The proposed timeline for adoption of the Charter Amendment is listed under "Next Steps".

Next Steps:

Timeline for Adoption

- October 19: Schedule Public Hearing for November 16
- November 16: Public Hearing
- December 7: Adoption of the Charter Amendment Resolution
- January 26: Effective Date of the Charter Amendment Resolution

Fiscal Impact:

TBD - There is currently \$55,000 budgeted for the 2021 Election. An all Vote-by-Mail election will likely require a budget amendment, related to infrastructure and increased communication costs. Staff issued a Request for Proposal for an election vendor in the summer. One response was received, and staff and the Election Board are currently in the evaluation process as well as continuing to seek additional vendor quotes.

City Administrator Comments:

Recommend support.

Community Engagement:

There will be a communications strategy planned for Vote-by-Mail.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

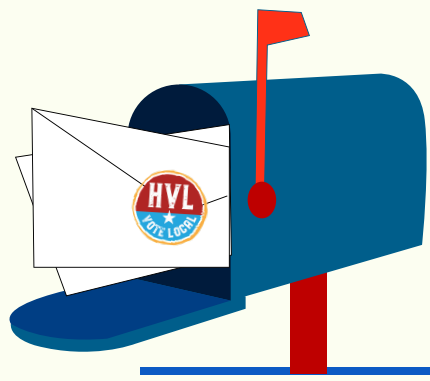
Legal Review Required?

Complete

Election 2021 Proposal



- Election Code Changes
- Charter Amendment
- Election 2021 Resolution



Election Code Amendments

Adopted November 2, 2020

Enabling Legislation

- Retains Flexibility for VBM or Traditional Election
- Method of Voting Determined by Council via Resolution

Authorizing Administrative Procedures for VBM Election

- Mailing of Ballots and Issuance of Replacement Ballots
- Return and Canvas of Ballots (Due by 8 PM on Election Day, No Postmarks)
- Election Day Polling Location with Same Day Voter Registration
- Required Minimum Communications to Residents

Next Steps

- December 7: Approval of Resolution Designating Election 2021 as VBM Election

Charter Amendment Resolution

Summary of Changes

- Shifts Election Day to 2nd Tuesday in May
 - Allows for Extended Season at Beginning & End, Providing Additional Time for Outreach, Communications & Mailings
- Proposes Changes to the Process by which the Council President & Vice President are Elected (Allows Time for Council to Review & Discuss Roles)
- Reduces Timeline for Board to Certify Election from 10 days to 5 days

Charter Amendments require Public Hearings held 21 days after Public Notice

Next Steps

Tonight! Public Hearing

December 7: Adoption of the Charter Amendment Resolution

January 26: Effective Date of the Charter Amendment Resolution

Election 2021 Timeline

December:

**Council Adopts Resolution for all Vote-by-Mail Election
Election Vendor Selections**

February: Candidate Registration Opens for 6.5 Weeks

March: Candidate Registration Closes & Initial Voter Registration Deadline

April: Ballots Mailed to all Registered Voters

Tuesday, May 11: Election Day

- Ballots due by 8 PM, Polling Center Open with Same Day Registration
- Certification of Results due within 5 days

Monday, May 17: Acceptance of Certified Election Results

Monday, June 7: Adjourn Sine Die, Oath of Office Ceremony

Monday, July 19: Election of Council President & Vice President

CHARTER AMENDMENT RESOLUTION 2020-01

A Resolution Amending Article II of the City of Hyattsville’s Charter to Alter the Day When the Newly Elected Mayor and Council Take Office and Alter the day of the Mayor and Council’s organizational meeting; Amending Article IV of the City’s Charter to Alter Election Day, Change the Time By Which Certification of the Election Must Take Place and Include Related Clarifying Language.

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND, adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council seek to amend the City Charter to alter the day when the newly elected Mayor and Council take office, alter the day of the Mayor and Council’s organizational meeting, and change the time for certification of the election.

WHEREAS, the Mayor and Council are committed to increasing voter turnout in City of Hyattsville Elections; and

WHEREAS, the Mayor and Council believe that moving the election to the second Tuesday in May will improve voter participation due to likelihood of warmer weather, and improve logistical processes by allowing more time to be allocated for the preparation, implementation, and completion of the election process; and

WHEREAS, the Mayor and Council believe it is possible to reduce the time for certification of the election results; and

WHEREAS, the Mayor and Council believe it is necessary and prudent to adjust the date upon which they first take office in accordance with the adjustment being made to the day of the election; and

WHEREAS, the Mayor and Council desire to delay the organizational meeting so that the new Mayor and Council have time to adjust to their new roles before organizing; and

WHEREAS, the Mayor and Council seek to address these issue by amending the language in the Charter; and

WHEREAS, the City Council gave at least twenty-one (21) days advance notice of the public hearing held regarding adoption of this Resolution and the amendment to the Charter contained herein.

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

Section 1: That Article II, C§2-3 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

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§ C2-3. Organization; vacancies; powers and duties of Mayor; meetings; quorum.
[Amended 5-15-78 by HR No. 3-78, Amended 9-23-92 by HR No. 3-92, Amended 12-7-98 by HR 98-07, Amended 2-19-15 by HR 2015-02]

A. The Council shall meet on the ~~third~~ first Monday in ~~May~~ June of each election year herein provided for, when those members just elected shall qualify by taking the oath required by the provisions of § C12-1 of this Charter, and the Council shall proceed to organize by electing two (2) of their number President and Vice President of the Council at the next regularly scheduled meeting after the first Monday in June.

* * *

§ C4-9. Conduct of elections. [Amended 12-19-83 by HR No. 21-83; 1-30-89 by HR No. 2-89; 2-20-07by HR 2007-03; 2-9-09 by HR 2009-01]

A. Beginning in 2011 for regular City elections, Election Day shall be the ~~first~~ second Tuesday in May of each year an Election for Mayor and/or Council regularly occurs. For any Special Election the City Council shall set an appropriate day as the Election Day. In addition, the City Council shall have the authority to authorize opening the polls to qualified voters on a specific day or days close to, but in advance of, Election Day (advance voting day).

* * *

§ C4-11. Vote count. [Amended 12-19-83 by HR No. 10-83, Amended 12-1-14 by HR 2014-03, Amended 12-2-16 by HR 2016-02]

Within ~~ten (10)~~ five (5) calendar days after the closing of the polls, the Board of Supervisors of Elections shall determine the votes cast for each person, candidate or question and shall certify the results of the election to the Clerk of the City, who shall record the results in the minutes of the Council. Write-in votes for individuals not registered as candidates shall be counted. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in the at large Mayoral election shall be declared elected as Mayor. The individual who meets the qualifications outlined in C2-2 of the City Charter and who has the highest number of votes in each ward shall be declared elected as Councilmember for that ward.

Section 2: That the date of the adoption of this Resolution is December 7, 2020, and that the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall become effective on January, 26, 2021 (50 days after its passage), unless a proper petition for a referendum hereon shall be filed by January 16 , 2021, and that an exact copy of this Resolution shall be posted at the main municipal building and a fair summary of the Amendment shall be published in a newspaper having general circulation in the City of Hyattsville not less than four (4) times at weekly intervals within forty (40) days after passage of this Charter Amendment Resolution.

Section 3: That as soon as the Charter Amendment hereby enacted becomes effective, either as herein provided or following a referendum, the Clerk shall send separately to the Department of Legislative Services, the following information concerning the Charter Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,

1 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor
2 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the
3 Charter Amendment.

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

10 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
11 Regular Meeting on December 7, 2020, at which meeting copies were available to the public for
12 inspection, and at which time a public hearing took place.

13 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
14 Regular Meeting on December 7, 2020, at which meeting copies were available to the public for
15 inspection.

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Adopted: _____

Attest: _____

Mayor

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19 { } indicate deletions

20 Underline/**bold/CAPS** indicate additions/amendments to additions

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CITY OF HYATTSVILLE

RESOLUTION 2020-09

A resolution whereby the City Council declares the City’s 2021 election to be a Vote-by-Mail election.

WHEREAS, the Council recognizes that there is tremendous uncertainty about the course of the COVID-19 pandemic and that there is presently a resurgence of the disease across the globe and in many states in the United States of America; and

WHEREAS, the Council is committed to ensuring the 2021 election is accessible, secure, and safe, while minimizing, to the extent possible, the potential for exposure to COVID-19 to the voting public and City employees and election workers; and

WHEREAS, the City Code provides that the Mayor and Council may determine by resolution that an election is a vote-by-mail election; and

WHEREAS, the Mayor and City Council deem it in the best interest of its residents to conduct a vote-by-mail election pursuant to the City Code.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Hyattsville in regular session assembled that the City’s 2021 election will be a vote-by-mail election.

INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland at a regular meeting on December 7, 2020, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland at a regular meeting on December 7, 2020, at which meeting copies were available to the public for inspection.

APPROVED:

City of Hyattsville, Maryland:

Date

Candace B. Hollingsworth
Mayor

ATTEST/WITNESS:

City of Hyattsville, Maryland:

Date

Laura Reams
City Clerk



**CITY OF HYATTSVILLE, MARYLAND
2021 ELECTION CALENDAR - DRAFT**

MONDAY, FEBRUARY 1, 2021	Candidates may begin registering, Candidate Packets available for pick up at City Building or online at www.hyattsville.org/election (drop off times between 8:30 AM – 5:00 PM or by appointment, email cityclerk@hyattsville.org) <i>CANDIDATE REGISTRATION OPEN FOR 6.5 WEEKS</i>
MONDAY, FEBRUARY 8, 2021	Candidate Information Session, 6:00 PM – 8:00 PM City Building, 2 nd Floor, Prangley Room and/or VIRTUAL
SATURDAY, MARCH 6, 2021	Candidate Information Session, 10:00 AM – 12:00 PM City Building, 1 st Floor, Multipurpose Room and/or VIRTUAL
FRIDAY, MARCH 26, 2021	Deadline to register to receive a ballot automatically by mail. Voters may register past this deadline (and same day), but may have to pick up ballot
FRIDAY, MARCH 26, 2021	Deadline to file for candidacy, 5:00 PM Candidates must turn in the following: <ul style="list-style-type: none"> - Candidate Registration Form - Certificate of Candidate Qualifications - Financial Disclosure Statement - Appointment and Acceptance of Treasurer - Campaign Account Registration
MONDAY, MARCH 29, 2021	Candidate Deadline to withdraw from candidacy, 5:00 PM
THURSDAY, APRIL 1, 2021	Mandatory Certified Candidate Information Session, 6:00 PM – 8:00 PM, City Building, 2 nd Floor, Prangley Room and/or VIRTUAL
TUESDAY, MARCH 30 – FRIDAY, APRIL 2	Ballots proofed, sent to print & mailed (approximately 6 weeks prior to Election Day – no earlier than 45 days)
MONDAY, APRIL 5, 2020	COUNCIL MEETING Board presentation of certified election candidates
TUESDAY, APRIL 20, 2021	Candidate Deadline: Initial Campaign Finance Reports, 1:00 PM
FRIDAY, APRIL 23, 2021	Candidate Deadline: Amended Initial Campaign Finance Reports, 1:00 PM
FRIDAY, APRIL 30, 2021	POP-UP BALLOT DROP OFF (TIME/LOCATION TBD)
SATURDAY, MAY 1, 2021	POP-UP BALLOT DROP OFF (TIME/LOCATION TBD)
TUESDAY, MAY 4, 2021	Candidate Deadline: Second Campaign Finance Reports, 1:00 PM
FRIDAY, MAY 7, 2021	Candidate Deadline: Amended Second Campaign Finance Reports, 1:00 PM
SATURDAY, MAY 8, 2021	POP-UP BALLOT DROP OFF (TIME/LOCATION TBD)
TUESDAY, MAY 11, 2021	CITY ELECTION, 7:00 AM – 8:00 PM
SUNDAY, MAY 16, 2021	Deadline for Board to Certify Election Results
MONDAY, MAY 17, 2021	CITY COUNCIL MEETING, 8:00 PM Certified Election Results accepted by the Council Adjourn Sine Die Current Council
MONDAY, JUNE 7, 2021	CITY COUNCIL MEETING, 8:00 PM Newly Elected Officials are issued the Oath of Office 1 st Meeting of new Council, Recognition of outgoing Councilmembers



CITY OF HYATTSVILLE, MARYLAND
2021 ELECTION CALENDAR - DRAFT

MONDAY, JULY 19, 2021	CITY COUNCIL MEETING, 8:00 PM Election of Council President and Vice President
TUESDAY, SEPTEMBER 7, 2021	Candidate Deadline: Annual Campaign Finance Reports, 1:00 PM
FRIDAY, SEPTEMBER 17, 2021	Candidate Deadline: Amended Annual Campaign Finance Reports, 1:00 PM



Hyattsville City Council Agenda Item Report

Meeting Date: November 19, 2018
Submitted by: Candace Hollingsworth, Mayor
Submitting Department: Legislative
Item Type: Ordinance
Agenda Section:

SUBJECT

Chapter 8: Citywide Vote-By-Mail for 2021 Election (15 minutes)

HCC-132-FY19

Recommendation:

I move that the Mayor and Council authorize the City Attorney to draft revisions to Chapter 8 necessary to enable the Board of Elections Supervisors to distribute, proactively, a Vote-by-Mail ballot to all registered voters in the City of Hyattsville (on State and city-only registries). I further move that the Mayor and Council appropriate funds necessary to support this effort in the 2021 municipal election.

Sponsor(s):

Hollingsworth

Co-Sponsor(s):

Lawrence, Suiter, Ward

ATTACHMENTS

Summary Background:

Hyattsville ordinance 2017-01 enabled vote-by-mail in municipal elections upon receipt of a completed application by eligible voters. Additionally, the Hyattsville City Council is currently considering additional revisions to Chapter 8 that will enable the establishment of a permanent vote-by-mail designation that may be revoked (proposed) due to non-participation in three previous city elections or by request of the voter. This revision is requested to further expand democracy by ensuring that every voter in the City of Hyattsville is able to participate in city elections with fewer barriers.

Next Steps:

Discussion, determination of feasibility and anticipated costs.

Fiscal Impact:

TBD

City Administrator Comments:

The Board of Supervisors of Elections is supportive of Vote-by-Mail initiatives, however the Board has not yet had the opportunity to review this proposal. A 2021 implementation date allows the staff and the Election Board to evaluate support requirements and estimated cost.

The Initial evaluation identified the following next steps:

- Identify and recommend code changes
- Identify budget requirements
- Determine coordination needed with Prince George's County Board of Elections
- Determine vendor and equipment needs and process
- Review security plan for mailing/storage of ballots including location of secure room for processing ballots

- Develop a communications strategy
- Identify drop box locations and other standard operating procedures

Community Engagement:

TBD

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending