

APPENDIX A

COMMITTEE DESCRIPTIONS – CHARTER & CODE CREATED COMMITTEES

Board of Supervisors of Elections

The Board of Supervisors of Elections was established by City Charter to manage all conduct pertaining to City elections. The five members are appointed to four-year terms by the Mayor and approved by the Council.

Ethics Commission

The Ethics Commission was established by the City Ethics Code Chapter 10, per State mandated guidelines. Five members are appointed to three (3) year terms by the Mayor and approved by the Council, with the goal of to ensuring the City meets Maryland State guidelines for filing of ethics forms.

Shade Tree Board

The Shade Tree Board Committee assists the City Arborist in developing plans for the care, preservation and maintenance of City trees and reviews requests for removal of trees over a specific size. Members are appointed by the Mayor, with Council approval.

COMMITTEE WORKSHEET

Hyattsville Code Compliance Advisory Committee

Mission Statement: The mission of the Hyattsville Code Compliance Advisory Committee is to provide Resident input to the City Staff and City Council of Hyattsville in regards to proposed changes, revisions, or new ordinances for the City Code.

Scope: The scope of the Committee includes responding to requests from City Staff, City Council Members, the Mayor, Resident groups, and Residents by providing input, suggestions, and recommendations on Code related issues.

Deliverables: The Committee reviews information provided to it by City Council Members, the Mayor, City Staff, or Residents, and provides recommendations to the City Council or City Staff on changes or additions to the City Code.

Frequency of meetings: The Committee meets monthly, except in unusual circumstances. The Committee may meet more than once a month.

Minimum number of meetings per year: Ten

The Committee is permanent: The Committee is a permanent committee. The Code often requires adaptation to the changing needs of the City and its Residents.

Composition of members: The Committee is open to all City of Hyattsville Residents. It is preferable that there be members from each ward. All meetings are open to the public. The Committee elects a Chair to coordinate meeting dates, to coordinate agendas, and to conduct meetings. The Committee elects a Secretary to record minutes.

Council Liaison: The Committee shall have two Council Member Liaisons who provide insight into issues under discussion. Council Member liaisons are non-voting.

City Staff: The Manager of Parking and Code Compliance, or staff designee, shall attend Committee meetings to bring issues to the Committee and provide in-depth knowledge of code compliance and practices.

Committee Member term of office: Members proposed and approved by the City Council serve two year terms. The City Clerk shall notify Council Member Liaisons, the Committee Chair, and the Committee Member 60 days in advance of the Member's term expiration date.

Grounds for removal for any Committee Member:

1. The Member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the City Council



Council Agenda Form

MOTION # 185-11-13		DRAFT # 2
DATE SUBMITTED: April 22, 2013	DATE TO GO BEFORE COUNCIL: August 5, 2013	
SUBMITTED BY: Hollingsworth		
DEPARTMENT: Legislative		

TITLE OF MOTION: Education Advisory Committee (EAC)

RECOMMENDATION:

I move that the Mayor and Council establish an Education Advisory Committee. The EAC shall be a 9-member committee consisting of a Chair, Vice-Chair, and 7 at-large members. At least 50%+1 of the sitting committee members must be residents of the City of Hyattsville. Members of the EAC shall be appointed by the Mayor and Council to serve two-year, renewable terms.

I further move that the Mayor and Council adopt the following statement of goals and objectives for the EAC:

Education Advisory Committee

The Education Advisory Committee (EAC) is established to help strengthen the relationship between the City and the schools/organizations providing educational services to students in the City of Hyattsville. The goal of the Education Advisory Committee is to help the City identify positive and meaningful opportunities to influence student achievement.

The EAC works on behalf of the Mayor and City Council to:

- Develop and recommend educational programs, projects or other initiatives impacting the educational development of residents in the City of Hyattsville;
- Develop high-impact community and school partnerships;
- Serve as a resource to staff in the development of Citywide programs serving youth and young adults;
- Receive and review grant applications from eligible entities for education-related programs and make recommendations for funding; and
- Advise the Mayor and City Council in the development of policies and positions to advocate on behalf of students in the City of Hyattsville

BACKGROUND:

The City's education committee is no longer active. In 2011, the Mayor and Council developed a list of objectives to accomplish in the following year. Many of those efforts are complete or in progress. Establishing an EAC including goals and objectives was identified as one of those legislative priorities. The City of Hyattsville would join the company of several municipalities in the region with similar bodies formed for this purpose.

ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:

Staff liaison and council liaison shall be required to attend regular meetings of the body.

CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:

FUNCTION AND OBJECTIVES:

Included in the body text of the motion.

SUPPORTING DOCUMENTATION: N/A

CURRENT YEAR BUDGET IMPACT:

NONE

COMMITTEE WORKSHEET

Educational Facilities Task Force

Mission Statement: The mission of this committee is to ensure that the State and County address the local infrastructure needs as reported in the Approved 2017 Facilities Master Plan or as needs develop, and do so in a manner informed by local needs and conditions.

Scope: The committee shall advise the Mayor and City Council on matters related to its goal, and to accomplish its goal shall recommend action within its authority under advisement of City staff and Council liaisons.

Deliverables: Ongoing advisement and recommendations.

Frequency of meetings: At the committee's discretion, not less than 6.

Minimum number of meetings per year: 6

The Committee is temporary/permanent: Permanent

Composition of members: 11 members, up to 1 non-resident appointment.

Council Liaison: Councilmember Bart Lawrence, Councilmember Joseph Solomon

City Staff: TBD

Committee Member term of office: Two Years

Grounds for removal for any Committee Member: Upon resignation or absence from more than 50% of the scheduled meetings.

COMMITTEE WORKSHEET

Hyattsville Environment Committee

Mission Statement: The general mission of the Environment Committee is to provide Council and staff recommendations regarding parks usage and maintenance, waste reduction / recycling, and sustainable practices. The Committee may establish work groups among the members to facilitate work in the areas of waste reduction and recycling, energy conservation, and tree plantings and native species protection, and is encouraged to communicate with other groups in the City that are addressing similar issues.

Scope: The Hyattsville Environment Committee works to provide information and recommendations, ad hoc or at the request of City Council or Staff, to the City Council and Staff that positively affects the City of Hyattsville's efforts, rules and codes on environmental and sustainability issues.

Deliverables: The environment committee provides recommendations and requests to the City Council and Staff on environmental and sustainability issues. The Committee reviews information provided to it from the City for comment as well as raises issues that would it feels would benefit the City in its environmental/sustainability efforts.

Frequency of meetings: The Environment Committee meets once a month on the third Wednesday of the month.

Minimum number of meetings per year: Ten

Is the committee permanent or temporary? The Committee believes that it should be a permanent committee.

Composition of members (all wards recommended or required): The Committee is open to all citizens who live in the City of Hyattsville. The Committee prefers at least two members from every ward. Currently, the Committee only has four "official" members who were appointed by the City:

Jim Groves, Alan Mattlage, Rebecca Schaaf and Elizabeth Arnold. All of the current members are from Ward 2. Meetings are open to all Citizens of the City of Hyattsville as is the use of the Hyattsville Environment Committee email list. The Committee nominates a Chair to run the meetings.

Council liaison required? The Environment Committee prefers to have a Council liaison that can bring issues to the Committee and provide insight into programs and issues under

discussion by the City Council. Our current Council liaison is Nicole Hinds, although she has not been at a meeting in a very long time.

City staff required? The Environment Committee would very much like to have the Director of Public Works and/or someone who works with the City Administrator (or the City Administrator her/himself). Jim Chandler, Director of Community & Economic Development has attended several meeting.

Committee member term of office: This is for the Council to decide. However, the Committee would prefer that once appointed, there is no end date and that members do not need to be reappointed. We are a volunteer group that works on behalf and at the pleasure of the City Council. The City Council can remove/replace any Committee member at any time and any Committee member may remove him/herself from the Committee at any time.

Grounds for removal for any Committee member:

1. A citizen moving outside the boundaries of the City of Hyattsville
2. At the request of the Chair of the Committee
3. By majority of the City Council

COMMITTEE WORKSHEET

Hyattsville Health, Wellness, and Recreation Advisory Committee

Mission Statement: The Health, Wellness, and Recreation Advisory Committee (HWRAC) makes recommendations to City Council, develops public awareness campaigns and coordinates community engagement initiatives to encourage healthy lifestyles.

HWRAC Objectives: Possible HWRAC objectives include but are not limited to:

- Promoting and Engaging Residents in Healthy Eating –
 - Work with local restaurants, convenience stores, food pantries and vending and concessions groups to offer healthier food and drink options
 - Partner with local governments and community organizations to offer spaces for residents to grow and eat fresh local produce
 - Work with local schools to offer healthier food options to students
 - Work with the Hyattsville Farmers Market to offer affordable, local foods to the community
- Promoting and Engaging Residents in Active Living –
 - Encourage schools to create time for physical activity during school day
 - Work with State, County and local jurisdictions to conduct park audits to assess safety and appeal of parks
 - Improve existing parks, playgrounds, and open spaces by cleaning up litter, increasing the number of trash receptacles, improving lighting, and removing graffiti
 - Work with State, County, and local jurisdictions to open up school and community spaces during the evenings and weekends for physical activity programming
 - Identify safe routes to and from schools so that more children can walk and bike
- Promoting and Engaging Residents in Designing Healthy Communities –
 - Conduct walk audits to identify improvements to make streets safer for all
 - Conduct Health Impact Assessments (HIAs) to understand how community projects, plans, or policies can affect us and our health
 - Review “Complete Streets” policies that make roads safe and enjoyable for all users by identifying locations safe bike lanes, bike racks, easy-to-follow signage, and safe crosswalks
 - Explore options for recreational space and community centers or partnerships with establish community centers where people can gather and socialize
 - Improve existing green space and parks
 - Supporting Hyattsville HEAL Cities & Towns initiatives
- Developing Public Awareness Campaigns–
 - Work with City Staff to design, publish, and distribute the Hyattsville Welcome Packet for new residents

- Develop partnerships with established institutions (included as examples but not limited to: Center For Disease Control, World Health Organization, National Institute of Health, and the Coalition of National Health Education Organizations) to better understand Hyattsville health statistics
- Improve public awareness on matters of mental health matters including depression, suicide, and mental illness
- Support initiatives that target the eradication, suppression, or treatment of mass health epidemics including Cancer, AIDS/HIV, influenza, prohibited drugs, tobacco use, and hunger
- Engage faith-based institutions in supporting community health, wellness, and recreation initiatives and supporting spiritual health needs of residents and municipal employees
- Increase outreach to, programming for, and engagement of, special needs residents which may include but are not limited to: veterans (disabled or not), mentally and physically challenged, and seniors (especially those who are immobile)

Deliverables: The HWRAC will, at a minimum, report its advisory findings annually to the Mayor, Council and City Administrator. The HWRAC will report on legislation referred to it by the Council within a timeframe determined by the Council.

Frequency of meetings: In general the HWRAC members shall meet at least once per month. However, in unusual circumstances or where an annual schedule has been adopted which accounts for minimum meeting requirements, the committee may choose not to meet in certain months. The Committee may also meet more than once a month.

Minimum number of meetings per year: The HWRAC will meet at least eight (8) times per year.

A special meeting of the HWRAC may be called at any time by the Chairperson, with a minimum of one week advanced notice to the Staff and Council liaisons. Absence from a special meeting shall not be counted against HWRAC members.

Members are allowed two (2) absences from scheduled meetings during one calendar year. Additional absences may constitute recommendation for removal from the HWRAC by called vote of the HWRAC members present at the next HWRAC regular or special meeting.

Quorum: The presence of 50% + 1 voting members shall constitute a quorum. No formal actions may be voted without a quorum.

The Committee is temporary/permanent: The HWRAC shall be a permanent standing committee.

Composition of members: The Committee is open to all City of Hyattsville Residents. It is preferable that there be members from each ward. All meetings are open to the public. The Committee elects a Chair to coordinate meeting dates, to coordinate agendas, and to conduct meetings. The Committee elects a Secretary to record minutes.

Council Liaison: The Committee shall have two Council Member Liaisons who provide insight into issues under discussion. Council Member liaisons are non-voting.

City Staff: The Director of the Department of Community Services, or staff, shall attend Committee meetings to provide input on matters related to Health, Wellness, and Recreation.

Committee Member term of office: Members proposed and approved by the City Council serve two year terms. The City Clerk shall notify Council Member Liaisons, the Committee Chair, and the Committee Member 60 days in advance of the Member's term expiration date.

Grounds for removal for any Committee Member:

1. The Member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the City Council

COMMITTEE WORKSHEET

Planning Committee

Mission Statement: The Hyattsville Planning Committee is a volunteer advisory group to the Mayor and Council on matters related to planning and development.

Scope: The Committee is responsible for reviewing proposed development site plans, as well as legislative items related to planning and zoning and providing the Mayor and Council with specific recommendations for their consideration.

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

Frequency of meetings: The Committee is scheduled to meet the third Tuesday of each month except for the months of August and December.

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 Planning 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 total recommended number of members is 5 – 7.

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 providing the committee with preparation and distribution of materials and scheduling of presentations.

Committee member term of office: In order to provide stability to the Committee, it is recommended that the appointment to the Committee be a 2 year term. If the total number of Committee members falls below five active members, that the Mayor 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.

COMMITTEE WORKSHEET

Hyattsville Police and Public Safety Citizens' Advisory Committee

Mission Statement: The City of Hyattsville Police and Public Safety Citizens' Advisory Committee (PPSCAC) is established to promote civic participation and provide advisement and relevant feedback to the Mayor, City Council, and City Administration on issues related to community policing and public safety, including but not limited to policies and procedures, throughout the City.

PPSCAC Objectives:

- Provide a venue for residents to assist in developing public awareness campaigns on issues of public safety;
- Provide an opportunity for residents to assist in the dissemination of information to communities on the roles, responsibilities and on-going activities of the Hyattsville City Police Department (HCPD) and other public safety agencies of the City Hyattsville as requested;
- Provide an opportunity for residents to assist in the solicitation of views from its members' neighborhoods in order to advise the City Administrator, Chief of Police (as requested), Mayor, and City Council on issues and concerns that, in general, impact the wellbeing of residents, business owners and guests.

PPSCAC Scope: The work associated with Hyattsville Policing and Public Safety Advisory Citizen's Committee shall include but not be limited to:

1. Provide an opportunity for residents to assist in improving the public's knowledge and understanding of the roles and responsibilities of members of the City of Hyattsville's public safety agencies;
2. Provide an opportunity to strengthen citizen and resident familiarity with the Hyattsville public safety agencies by promoting its responsiveness, innovation and importance to the safety and well-being of the community;
3. Provide feedback from a community perspective on crime trends, fear of crime and strategies to address public safety concerns;
4. Coordinating regular reporting and presentations from external policing partners and enforcement organizations (Prince George's County, Maryland Park Police, Metro Transit Police, etc) on issues of public health and safety, and crime trends.
5. Advise council and make recommendations on issues related to public safety throughout the City
6. Advise council on educating the community about public safety issues, concerns, and programs
7. Advise council on public safety policies and practices (e.g., best practices)
8. Advise council on facilitating/increasing community involvement in and awareness of public safety

9. Advise council on improving and promoting cooperation and coordination between the community and public safety agencies
10. Work with residents and advise council on methods of strengthening and promoting Hyattsville's community policing model
11. Advise council on methods for developing partnerships within communities to serve residents' interests with a focus on reducing crime and fear/perception of crime such as establishing and/or growing neighborhood watch programs
12. Establish a forum where residents feel comfortable sharing concerns on health, safety, and policing with residents and community leaders with the intent of providing back to the Mayor and council on methods addressing such concerns

Deliverables: The PPSCAC will, at a minimum, report its advisory findings annually to the Mayor, Council, City Administrator, and Chief of Police. The PPSCAC will also report on legislation referred to it by the Council within a timeframe determined by the Council.

Frequency of meetings: The Committee shall attempt to meet monthly.

Minimum number of meetings per year: The PPSCAC will meet at least eight (8) times per year, ~~typically on the second Wednesday of each month at 7:30 p.m. conducting at least one meeting per year in each of the five City wards.~~ All PPSCAC meetings are open to the public.

A special meeting of the PPSCAC may be called at any time by the Chairperson, with advance notice to the Staff and Council liaisons. Absence from a special meeting shall not be counted against PPSCAC members.

Members are allowed two (2) absences from scheduled meetings during one calendar year. Additional absences may constitute removal from the PPSCAC by called vote of the PPSCAC members present at the next PPSCAC regular or special meeting.

Quorum: The presence of 50% + 1 voting members shall constitute a quorum. No formal actions may be voted without a quorum.

The Committee is permanent: The Committee is a permanent committee.

Composition of members: The PPSCAC shall be comprised of a maximum of 11 (eleven) voting members. The Council recommends at least two voting members from each of the City's five voting wards, which may include residents, business owners, and students appointed by the Mayor and City Council.

The Committee shall elect a Chairperson, a Vice-Chairperson, and secretary.

Council Liaison: The Committee shall have two Council liaisons. Councilmember liaisons are considered non-voting members.

City Staff: There shall be two staff liaisons representing the City's enforcement agencies (including but now limited to: Department of Public Works, Code Compliance, and Hyattsville

City Police Department), with at least one designated by the City Administrator with advice from Chief of Police. Staff Liaisons are considered non-voting members.

Committee Member term of office: Members proposed and approved by the City Council serve two year renewable terms. The City Clerk shall notify Council Liaisons, the Committee Chair, and the committee member 60 days in advance of the member's term expiration date.

Grounds for removal for any Committee Member:

1. The member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the committee or the City Council

COMMITTEE WORKSHEET

Race and Equity Task Force

Mission Statement: The mission of the Hyattsville Race and Equity Task Force is to develop an equity plan for the City of Hyattsville and advise the Council on the implementation of this plan. This plan should include recommendations to advance equity in the city in administration, public services, and community development to further support our goals of being an inclusive community.

In addition to developing the Equity Plan, the committee may advise the Council on actions necessary to implement the plan and stated organizational goals.

Scope: The committee shall be initially tasked with answering the following questions:

- 1) What policies, programs, and/or practices should the City of Hyattsville adopt within the next 5 years to help maintain its racial, ethnic, and socioeconomic diversity, and promote disability inclusion?
- 2) What are the top five issues facing low to moderate income families and individuals living in the City of Hyattsville? What new programs should the City consider to support economic mobility? How can/should the City of Hyattsville redesign existing programs to better support equity goals?
- 3) How should the city measure its progress towards these goals?

Resources:

[City of Hyattsville Draft Race and Equity Plan](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/340934/Hyattsville_RETf_Draft_Equity_Plan_FINAL_4.9.19.pdf)

[https://legistarweb-](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/340934/Hyattsville_RETf_Draft_Equity_Plan_FINAL_4.9.19.pdf)

[production.s3.amazonaws.com/uploads/attachment/pdf/340934/Hyattsville RETf Draft Equity Plan FINAL 4.9.19.pdf](https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/340934/Hyattsville_RETf_Draft_Equity_Plan_FINAL_4.9.19.pdf)

Future of Equity in Cities (2017) - National League of Cities

<http://nlc.org/sites/default/files/2017-11/Future%20of%20Equity%20in%20Cities%202017.pdf>

Policy Application of a Racial Equity Lens – Associated Black Charities

<http://www.abc-md.org/resources-1/>

Deliverables: Document – Final Hyattsville Equity Plan (2019-23)

Frequency of meetings: At the committee's discretion, ~~not more than 6.~~

Minimum number of meetings per year: ~~4~~

The Committee is temporary/permanent: Permanent

Composition of members: 8 members, up to 1 non-resident appointment. Additional members may be authorized by the Council at the Committee's request.

Council Liaison: TBD

City Staff: City Clerk's Office (for coordination assistance with appropriate department)

Committee Member term of office: Members proposed and approved by the City Council serve two-year terms. The City Clerk shall notify Council Member Liaisons, the Committee Chair, and the Committee Member 60 days in advance of the Member's term expiration date.

Grounds for removal for any Committee Member:

1. The Member moving outside the boundaries of the City of Hyattsville
2. By a majority vote of the City Council