



Committee Handbook

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INTRODUCTION

Thank you for your interest in serving your community. The City could not function without the knowledge and time provided by individuals like you who selflessly volunteer to serve. The City's Committees link the Hyattsville City Council and staff to the residents of the City of Hyattsville and help keep our City government vital, responsive, and accountable.

Committee members provide indispensable services to our City and advise the Hyattsville City Council by making recommendations on important policy matters. The mission, responsibilities, and time commitments for each Committee vary. A description and worksheet of each Committee including regular meeting days, times, and locations can be found on the City's website under the "Government" dropdown menu link to Advisory Committees, Boards, and Commissions¹.

The City of Hyattsville is committed to appointing dedicated, diverse, individuals to these Committees to achieve membership with residents of all ages, interests, and backgrounds.

This handbook is for those interested in volunteering on a City Committee and those who have been recently appointed. You will find information on Committee administrative processes such as: qualifications for members, information for new appointees, roles, and responsibilities, City Council policies regarding Committee members, and a description of all City Committees to which City Council appoints members.

If you have any questions or need assistance, contact the City Clerk's Office 301-985-5009 or email cityclerk@hyattsville.org

Note – Advisory Boards, Boards, Commissions, Committees, and Task Forces are now referred to as "Committee" throughout the handbook, unless directly referring to a specific group.

¹ <http://www.hyattsville.org/101/Advisory-Committees-Boards-Commissions>

MESSAGE ON YOUR APPOINTMENT

Thank you for volunteering to serve your community through an appointment by the Mayor and City Council to a Committee. This handbook will acquaint you with the Mayor and City Council's policies regarding Committees and the particular roles and responsibilities of members. This handbook is provided by the Office of the City Clerk along with their notice of appointment.

Committees are established to increase community input and participation in City government. Some Committees exist to advise and make recommendations to City Council while others have responsibilities that are established by City Charter and Code, such as the Board of Supervisors of Elections and the Ethics Committee.

By accepting this appointment you are now in a position to work directly with your local government, on behalf of your fellow residents, to enrich community life on a wide variety of issues. Your participation in the work of the Committee will be critical in carrying out its charge and ultimately improving the community.

The Mayor and City Council consider community participation a vital aspect of good government. Working in partnership with the Mayor, City Council, City staff, and your community, we can continue to set the standards of excellence in good government and quality of life.

All Committee meetings shall comply with the Maryland Open Meetings Act², which requires that all meetings of "public bodies" be open to the public after proper notice has been given.

Unless otherwise specified, a quorum is a majority of the actual members of a Committee. A quorum of the Committee shall be required in order for a meeting to be held or any official action to be taken.

Appointees are subject to attendance policy, code of ethics, and disclosure requirements. Additionally, members are subject to City Council's adopted policies and procedures for Committees. These policies are included herein.

² <https://www.marylandattorneygeneral.gov/Pages/OpenGov/OpenMeetings/default.aspx>

RESIDENCY

A member of any Committee must be a resident of the incorporated City of Hyattsville.³ Exceptions to the residency requirement may exist for some Committees, per the Committee worksheet adopted by the City Council. See the Committee worksheets for further information.⁴

No resident shall be eligible to hold membership for more than two (2) standing Committees concurrently. Additionally, no resident may serve as the Chair or Co-Chair of more than one (1) Committee concurrently. This shall not apply to ad hoc Committees appointed by the City Council.

OATH OF OFFICE

Completion of an oath of office is required for appointment to the Board of Supervisors of Elections. Where applicable, newly appointed members will take and sign an Oath of Office following their appointment by City Council. Reappointed members shall also be administered the Oath of Office, when applicable.

Appointees to the Board of Supervisors of Elections and Ethics Commission are subject to the Code of Ethics, Gift Policy, and Disclosure Requirements for Members of Boards and Advisory Committees (Appendix D).

Annual reporting forms must be completed each calendar year and submitted to the City Clerk's Office by April 1st.

³ <http://www.hyattsville.org/538/Residency-Verification-Page>

⁴ <http://www.hyattsville.org/101/Advisory-Committees-Boards-Commissions>

APPOINTMENT PROCESS

The City of Hyattsville Mayor and City Council provide many opportunities for resident participation in local government Committees to which the Mayor and City Council make appointments.

The Mayor and the City Council appoint residents to both ad hoc Committees and standing Committees. Ad hoc Committees are temporary Committees that have been given a limited charge and are usually expected to provide recommendations to the Mayor and City Council within a year. Standing Committees have ongoing responsibilities and are advisory in nature. Committees are often charged with reviewing and commenting on local policies to provide recommendations to the City Council.

Appointments to Committees are confirmed during the first Council meeting in the months of April and October or as vacancies arise. In cases in which a member resigns before their term has expired, residents may apply for the position to serve as a member through the end of the original term. The vacancies are publicized on the City website, social media, and through other methods.

Applicants seeking appointments to a specific Committee are strongly urged to attend several meetings of the Committee. It is a requirement that all applicants attend at least one (1) meeting prior to completing and submitting an application. After submission, all applicants must meet with the Council liaison(s) for an interview either in-person or through virtual means. Upon completion of the interview, the Council liaison(s) may sponsor the appointment to the Committee and each member requires at least one (1) sponsor.

An application is required for consideration of an appointment to a Committee. Be aware that all information provided in completing the application becomes public information and is therefore subject to public records requests. However, personal information is not disclosable under the Maryland Public Information Act⁵ (i.e., email addresses, phone numbers, street addresses, etc.).

Once an application for an appointment has been filed with the City Clerk, it is placed on file and remains active for one (1) year.

The Clerk's office will verify that the applicant has attended at least one (1) meeting of the Committee for which they have applied and has completed an interview with the Council liaison(s). Once the required number of sponsors have been established, the appointments will be presented to Council during the Consent⁶ portion of a City Council open session.

⁵ <https://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>

⁶ Under parliamentary rules governing City Council meetings, Consent Calendar items are reserved for items that are deemed to be non-controversial. They allow a City Council to save the bulk of its meeting time for issues in which there is a need for a serious public debate for voting.

Upon majority approval, the appointment is adopted by the City Council for the term defined in the motion. Once an appointment is confirmed, the City Clerk's Office will notify the candidate of their appointment⁷.

Please visit the City's website and select the "Advisory Committees, Boards, and Commissions" option under the "Government" dropdown menu to view vacancies, upcoming openings, and to apply online (Appendix C).

⁷ Members of the Board of Supervisors of Elections and the Ethics Commission are appointed by the Mayor.

NEW MEMBERS

These policies apply to all appointees by the City Council to a Committee associated with the City of Hyattsville.

ORIENTATION SESSION

Orientation sessions for new members will be scheduled semi-annually in May and November. Training will include a review of committee policies and procedures; Open Meetings Act requirements and public records requirements. All new committee members are required to attend an orientation session.

OPEN MEETINGS

All members are required to complete Open Meetings Act training⁸ as part of the Committee onboarding process. Appointees must complete the training prior to attending their first meeting and submit a copy of their certificate of completion to the City Clerk's Office at cityclerk@hyattsville.org. The training takes approximately one (1) hour to complete.

PUBLIC INFORMATION

The public's right to information about government activities lies at the heart of a democratic government. Maryland's Public Information Act (Appendix E) grants the people of this State a broad right of access to public records while protecting legitimate governmental interests and the privacy rights of individual citizens.

TERMS FOR SERVING AS CHAIR

There are no terms limits for Committee members, however consideration of individuals on waiting lists for appointments is encouraged. No member of any Committee may serve more than two (2) consecutive terms in the role of Committee Chair. Chairs are elected by the Body annually in January and serve one-year terms. After serving two (2) full terms as a Chair, an individual may not serve in that role for one (1) full term before being eligible for appointment as Chair to the same body. An exception to this rule may be made on a case-by-case basis (i.e., a need for continuity or experience).

REPORTS

Each Committee that is part of the City or is established by City Council is required to submit annual written reports that must contain a review of the Body's activities including goals,

⁸ <https://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>

objectives, successes, opportunities, and the need for Council assistance when applicable. These reports shall be submitted to the City Clerk who shall provide copies to the Mayor and Council.

RESIGNATIONS, TERMINATIONS, AND REPLACEMENTS

Any member of a Committee who desires to resign shall do so in writing or email to the Committee Chair, staff liaison, and Office of the City Clerk.

Members of a Board or Committee can be removed for failure to meet attendance requirements or at the discretion of the Mayor and Council. Procedures for removal of a board or committee member shall be done in accordance with Article II, section 4-5 (f) of the City Charter and the approved committee worksheet. Grounds for removal may include a member moving outside of the boundaries.

For information regarding partial terms, please see “Appointment Process” paragraph three (3).

ROLES AND RESPONSIBILITIES

Listed below are general guidelines for roles and responsibilities. Committee members make recommendations to and receive their scope of work from the Mayor and City Council. Staff members are employees of the City and are accountable to their Department Head. Clearly defined responsibilities make the Committee and its work more effective.

ATTENDANCE POLICY

Members are required to attend at least 50% of meetings held each calendar year unless otherwise specified in the Committee worksheet or City Charter and Code. Failure to comply with attendance requirements shall result in a review by the staff liaison(s) in collaboration with Council liaison(s) to determine the future standing of the member in relation to the Committee.

As a member, you should notify the Chair and the staff liaison if you will be unable to attend a meeting.

COMMITTEE MEMBERS

Committee members are an important part of the City of Hyattsville government process. They are selected to be part of a Committee that advises the City Council on pertinent issues, policymaking, project development, and implementation. Any person seeking membership to a Committee is advised to consider the following items:

All members should be aware of the time, energy, and commitment that is involved in being a part of a Committee. Most of the work is accomplished at scheduled meetings in which all members in attendance contribute to the most effective work plan.

Individual members are encouraged to prepare materials that are substantive and meet required deadlines and members may be assigned to complete specific tasks which may include serving on Subcommittees.

All members contribute to the problem-solving process and are required to vote on recommendations and actions of the group unless a potential conflict of interest exists.

Members are asked to keep current on information relating to the Committee interest areas and to provide the most comprehensive information to the Mayor and City Council. All members must possess the ability to compromise and negotiate in order to reach consensus whenever possible.

COMMITTEE APPOINTED ROLES

Appointed roles in the Committee include the Chair and the Secretary. Committees may choose to have Co-Chairs or Vice Chairs at their discretion or at the direction of the Committee worksheet. The duties of these roles are described below.

- **Committee Chair:** The Chair is elected annually in January for a one (1) year term. The Chair provides leadership and direction to the Committee to facilitate the Body in pursuing its vision and mission. The Chair facilitates the meeting by calling the meeting to order and acts as the meeting Chairperson. The Chair develops the meeting agendas in partnership with Committee members and the staff liaison(s). The Chair also works with the staff liaison(s) to ensure meeting requirements are met for the posting of agendas and approval of minutes.
- **Secretary:** Elected annually in January for one (1) year term. Responsible for writing meeting minutes and submitting minutes for approval of the Body.

COUNCIL LIAISON(S)

A Council liaison is assigned to each Committee (except for the Election Board and Ethics Commission) by the City Council. Their primary role is to communicate the City Council's needs, policies, and interests to the members of the Committee and to communicate back to the City Council the recommendations made and discussions held by the Committee. The Council liaison(s) may also bring forth any budgetary recommendations of the Committee to the full Council. They are non-voting participants and serve as advisors only.

STAFF LIAISON

A staff liaison is assigned to each Board or Committee by the City Administrator or their designee. Staff liaisons are members of the administrative staff and have knowledge or expertise in the functional area in which the Committee is involved. The staff liaison may provide research and information to help members formulate their recommendations to the City Council. The liaison works with the Chair to coordinate and schedule meetings times, dates, and locations and to ensure the Committee meets the legal requirements for meetings. The liaison also advises the City Administrator or their Department Head on the activities of the Committee. They are non-voting participants and serve as advisors only.

COMMUNICATIONS

Committee members are encouraged to contact the City Administrator, their Council liaisons, the Mayor, and other Councilmembers at any time with specific concerns, issues, or questions. Official correspondence directed to the Mayor and Council on behalf of the full Committee should be addressed to the Mayor and Council and routed through the Chair, the staff liaison and the relevant Department Director. A copy should be provided to the City Clerk's office for the City's records.

INTERACTION WITH MEDIA OUTLETS

Any media inquiries should be referred to the City of Hyattsville Department of Communications at pio@hyattsville.org. Committee members should refrain from speaking to media on behalf of the City.

CITY CLERK'S OFFICE RESPONSIBILITIES

The Clerk's Office is responsible for setting up, removing, and making any updates or adjustments to Hyattsville Committees, as well as providing transparency and public access to information regarding any such actions.

The office informs the Mayor and Council of any resignations or other concerns from the Committees.

For additional information "Appointment Process" paragraphs six (6) and seven (7).

MEETING PROCEDURES

Listed below are the requirements for holding a Committee meeting. The Chair should work with the staff liaison to ensure all requirements are met. Committees who do not submit agendas within the required timeframe will be unable to meet.

MEETING AGENDAS

Agendas will be prepared by the Committee Chair, or their designee, in consultation with the staff liaison. The staff liaison will ensure the City Clerk has copies of all meeting agendas. Agendas must be submitted to the City Clerk in .doc or .pdf format no less than two (2) business days prior to the meeting. Virtual meetings must include the link for the public to register to attend. Failure to announce or submit an agenda will result in cancellation of the meeting. *Agendas must be emailed to committees@hyattsville.org.* The Clerk's office is responsible for the public posting of the agendas in accordance with the Open Meetings Act.

MINUTES

Minutes must be kept of all meetings. The Chair, in the absence of the Secretary, shall have the discretion to appoint an individual to prepare the minutes at each meeting. The minutes should be brief and reflect decisions and recommendations of the Committee. Minutes should be reviewed and approved by the meeting Body at the next regularly scheduled meeting of the Body. The staff liaison will ensure copies of the approved minutes are provided to the City Clerk for posting on the City's website. *Approved minutes must be emailed to committees@hyattsville.org.* Minutes should be posted on the City's website in a timely manner.

WHAT IS A PUBLIC RECORD?

A public record is any original or copy of any documentary material in any form created or received by an agency in connection with the transaction of public business. Included in this definition are written materials, photographs, photocopies, video recordings, email or text communications, maps, drawings, and other materials.

PUBLIC RECORDS AND YOU

All Committees receive and create public records while conducting regular business. Public records are also produced when a member is acting in their official capacity.

For example, if you communicate with another individual in your official capacity or exchange information about matters under your Committee purview, you may create a public record even if you use your personal email, voicemail, or video recording to transmit that information. Many misunderstand the law and assume communications on personal email accounts or via text messages are not subject to the public records law: this is untrue. All Board and Committee-related communications are subject to public disclosure (Appendix E).

The law may require you to turn over certain records if a member of the public requests them when they contain content related to your official capacity. This is true even if the records are on your personal computer, personal cellphone, or personal email account.

Requests for public records must be made available promptly. If records are requested of you from a City staff member to fulfill a public records request, please make every effort to provide the requested information in a timely manner.⁹

⁹ <http://www.hyattsville.org/76/Maryland-Public-Information-Act-Request>

COMMITTEE EMAIL DISTRIBUTION LISTS

To facilitate communications between committee members, staff, Council, and the public, the City has established email addresses for each committee. Upon appointment committee members are added to the appropriate email group. The email groups are intended for committee logistical planning (setting meeting dates and times, and agendas). They are not intended for any committee discussion. Discussion of committee matters is a public process and should take place during an open meeting. The email group is also intended to provide a way for the public to easily contact committee members.

The existing committee email addresses are listed below:

Board of Supervisors of Elections: electionboard@hyattsville.org

Code Compliance Advisory Committee: codecompliance@hyattsville.org

Education Advisory Committee: eac@hyattsville.org

Education Facilities Task Force: edtaskforce@hyattsville.org

Health, Wellness, and Recreation Advisory Committee: hwrac@hyattsville.org

Hyattsville Environment Committee : hec@hyattsville.org

Planning Committee: planningcommittee@hyattsville.org

Police and Public Safety Citizens' Advisory Committee: ppsac@hyattsville.org

Race and Equity Task Force: equity@hyattsville.org

Shade Tree Board: Treeboard2020@hyattsville.org

APPENDIX DOCUMENTS AND REFERENCE WEBSITES

APPENDIX DOCUMENTS

Appendix A – Committee Descriptions and Worksheets

Appendix B – Special Committees and City Departments, Hyattsville City Charter, Article II 4-5, A-F

Appendix C – Hyattsville City Code, Chapter 10 Code of Ethics, Gift Policy, and Disclosure Requirements for Members of Committees

REFERENCE WEBSITES

While every effort is made to ensure these links are valid, occasionally websites may change or fall out of date. Please notify the City Clerk's Office if a link is no longer valid.

Advisory Boards/Committee Home Page

<http://www.hyattsville.org/101/Advisory-Committees-Boards-Commissions>

Resident Verification Page

<http://www.hyattsville.org/538/Residency-Verification-Page>

Maryland Public Information Act

<https://www.marylandattorneygeneral.gov/Pages/OpenGov/pia.aspx>

Maryland Open Meetings Act

<https://www.marylandattorneygeneral.gov/Pages/OpenGov/Openmeetings/default.aspx>

Maryland Open Meetings Act Online Training

https://www.igsr.umd.edu/VLC/OMA/class_oma_title.php

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.

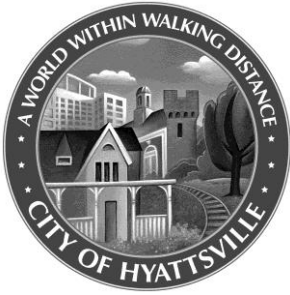
Council Liaison: The Committee shall have two Council Member Liaisons who provide insight into issues under discussion. Council Member liaisons are non-voting.

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

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.

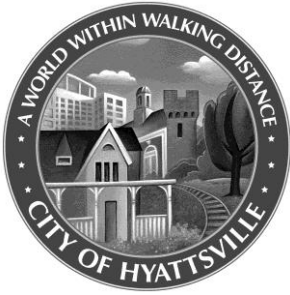
Council Liaison: The Committee shall have two Council Member Liaisons who provide insight into issues under discussion. Council Member liaisons are non-voting.

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-](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