

City of Hyattsville

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



Agenda Regular Meeting

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_BjN6KRILTFmNT5Aoket4yQ

Tuesday, January 19, 2021

7:30 PM

Virtual

City Council

Kevin Ward, Interim Mayor, Ward 1
Carrianna Suiter, Council Vice President, Ward 3

Bart Lawrence, Ward 1

Robert S. Croslin, Ward 2

Danny Schaible, Ward 2

Ben Simasek, Ward 3

Edouard Haba, Ward 4

Daniel Peabody, Ward 4

Joseph Solomon, Ward 5

Erica Spell Wolf, Ward 5

ADMINISTRATION

Tracey E. Douglas, City Administrator

Laura Reams, City Clerk, 301-985-5009, cityclerk@hyattsville.org

WELCOME TO THE CITY OF HYATTSVILLE CITY COUNCIL MEETING!
Your participation at this public meeting is valued and appreciated.

AGENDA/PACKET: The Agenda/Packet is available for review at the Hyattsville Municipal Building and online at www.hyattsville.org prior to the scheduled meeting (generally available no later than the Friday prior to the scheduled Monday meeting). Please note, times given for agenda items are estimates only. Matters other than those indicated on the agenda may also be considered at Council discretion.

AMERICANS WITH DISABILITY ACT: In compliance with the ADA, if you need special assistance to participate in this meeting or other services in conjunction with this meeting, please contact the City Clerk's Office at (301) 985-5009. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

AUDIBLE DEVICES: Please ensure all audible devices are turned off or otherwise not audible when the City Council is in session. Thank you.

PUBLIC INPUT: If you wish to address the Council during the Public Comment period, please submit an Audience Participation Form to the City Clerk prior to the beginning of the meeting. Matters identified during Public Comment that are not on that meeting's agenda will be referred to staff for follow-up or considered on a future agenda. Issues that require a response will be addressed publicly at the next regular Council meeting. Speakers are requested to keep their comments to no more than two (2) minutes per speaker. Written comments or supporting documents may be turned in to the City Clerk for distribution to the Mayor and Council.

WAYS TO WATCH THE MEETING LIVE: City Council meetings are broadcast live on cable television channel 71 (Comcast) and channel 12 (Verizon). You may also view meetings live online at hyattsville-md.granicus.com/MediaPlayer.php?camera_id=2

REPLAY SCHEDULE: The meetings will be re-broadcast on cable television, channel 71 (Comcast) and channel 12 (Verizon) daily at 7:00 a.m., 1 p.m., and 8 p.m. Meetings are also able for replay online at www.hyattsville.org/meetings.

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

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

Meeting Notice:

As we continue to take precautions due to the COVID-19 (Coronavirus) pandemic, the Hyattsville City Council will hold its meeting on Tuesday, January 19, 2021 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

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

PUBLIC PARTICIPATION:

Public comment may be made using the e-comment feature at www.hyattsville.org/meetings or by emailing cityclerk@hyattsville.org. All electronic comments must be submitted by 5:30 PM on January 19, 2021. Comments received will be read by City staff during the public comment portion of the meeting.

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https://zoom.us/webinar/register/WN_BjN6KRILTFmNT5Aoket4yQ

1. Call to Order and Council Roll Call**2. Pledge of Allegiance to the Flag****3. Approval of Agenda****4. Approval of the Minutes****4.a) Approval of the Minutes**[HCC-200-FY21](#)

I move that the Mayor and Council approve the minutes of the Council Meeting of December 21, 2020.

Sponsors: City Administrator

Attachments: [Minutes Dec 21, 2020 CM FINAL](#)

5. Public Comment (7:40 p.m. – 7:50 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**6. City Administrator Update (7:50 p.m. - 8:00 p.m.)****7. Proclamations (8:00 p.m. - 8:05 p.m.)**

7.a) Proclamation Honoring Candace B. Hollingsworth[HCC-192-FY21](#)

I move that the interim Mayor and Council adopt a proclamation honoring Candace B. Hollingsworth for her years of service and dedication to the City of Hyattsville as Councilmember and Mayor.

Sponsors: City Administrator

Attachments: [CM 0119 Honoring Candace Hollingsworth](#)

8. Consent Items (8:05 p.m. - 8:10 p.m.)**8.a) Comcate Inc. Licensing Agreement**[HCC-189-FY21](#)

I move the City Council authorize the City Administrator to execute a one (1) year extension of services agreement with Comcate Inc., 144 Linden Street, Oakland, CA 94607, at a cost not to exceed \$13,344.66, upon the legal review of the City Attorney.

Sponsors: City Administrator

Department: Community & Economic Development

Attachments: [Memo - Comcate Inc Services Agreement - 2021](#)

8.b) Memorandum of Understanding with Prince George's County for Replacement of the Traffic Signal at Adelphi Road and Wells Boulevard[HCC-190-FY21](#)

I move that the Mayor and Council authorize the City Administrator to execute a memorandum of understanding (MOU) with Prince George's County for the replacement of the traffic signal at Adelphi Road and Wells Boulevard and authorize an expenditure not to exceed \$125,000.00 for the City's portion of the costs.

Sponsors: City Administrator

Department: Public Works

Attachments: [Hyattsville MoU](#)

- 8.c) **Letter of Support for Prince George’s Board of Education Climate Change Action Plan (CCAP) and Committing Prince George’s County Public Schools to 100% Clean Energy** [HCC-202-FY21](#)

I move that the Council authorize Interim Mayor Ward to send a letter of support to the Prince George’s County Board of Education entitled “Support of Adoption of a Resolution Committing to 100% Clean Energy Schools and Implementation of a Focus Workgroup” prior to the Board of Education’s vote on February 11, 2021.

Sponsors: Schaible, Suiter, Solomon and Simasek

Department: City Clerk

Attachments: [Supporting Doc CCAP Resolution Schaible](#)

9. **Action Items (8:10 p.m. - 9:10 p.m.)**

- 9.a) **Hyattsville Charter Amendment Resolution 2021-01: Close of Candidate Registration (Introduction & Adoption)** [HCC-193-FY21](#)

I move that the Mayor and Council adopt Hyattsville Charter Amendment Resolution 2021-01, a Resolution amending Article IV of the City of Hyattsville’s Charter to alter the last day candidates for office may register for an election (INTRODUCTION & ADOPTION).

Sponsors: City Administrator

Department: City Clerk

Attachments: [Charter Sec 4-8 Changing Candidate Registration Time 1.4.20](#)

- 9.b) **Hyattsville Ordinance 2021-01: Close of Candidate Registration (Introduction)** [HCC-194-FY21](#)

I move that the Mayor and Council introduce Hyattsville Ordinance 2021-01, an ordinance whereby the City Council amends Chapter 8 of the Hyattsville Code to change the day by which candidates for office are required to register as candidates (INTRODUCTION).

Sponsors: City Administrator

Attachments: [Charter Sec 4-8 Changing Candidate Registration Time 1.4.20](#)

9.c) FY21 Budget Amendment: City Election 2021[HCC-195-FY21](#)

I move that the Mayor and Council authorize an FY21 budget amendment in the amount of \$45,000 for the Board of Elections budget to be appropriated as follows: \$4,000 Ads & Notices, \$25,500 Equipment Rental, \$9,750 Postage, \$3,000 Contracted Services and \$2,750 for miscellaneous expenses.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Memo for Election 2021 Budget Amendment](#)

9.d) Award of Contract for Mail Vendor - Election 2021[HCC-196-FY21](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Fort Orange Press for the printing and mailing of ballot packets and ballots for the May 2021 City Election at a cost not to exceed \$31,000. The agreement will be effective upon the review and approval by the City Attorney.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Memo for Recommendation Fort Orange Press](#)

9.e) Resolution 2021-01, Condemning the Actions of the Individuals Responsible for the Events which Took Place at the United States Capitol on January 6, 2021.[HCC-199-FY21](#)

I move the Mayor and Council adopt Hyattsville Resolution 2021-01, a Resolution condemning the actions of the individuals responsible for the events which took place at the United States Capitol on January 6, 2021.

Sponsors: Solomon, Ward and Suiter

Department: City Clerk

Attachments: [1.12.21 Resolution regarding January 6, 2021 Capitol FINAL](#)

9.f) **Authorizing letter to the Maryland State General Assembly regarding the attack on the U.S. Capitol on January 6, 2021** [HCC-203-FY21](#)

I move the Mayor and Council authorize Interim Mayor Kevin Ward to send a letter to the Maryland State General Assembly regarding the attack on the U.S. Capitol on January 6, 2021. The letter shall communicate the following items:

- Calls on MGA to provide legislative action to empower the MD AG and State's Attorneys greater capacity to protect Maryland communities from domestic terror.
- Requests A commission/task force to plan greater coordination between State resources and local agencies in responding to the threat of domestic terror within Maryland municipalities. This includes an analysis of the actions on Jan 6 and the development of a detailed response and coordination plan.
- Requests A commission to determine the extent and pervasiveness of biased or extremist views held by law enforcement officers within the State of Maryland, and provide recommendations on corrective actions.
- A commitment to great public awareness and data sharing through reports and analysis on the current status of the threat of domestic terrorism in the State of Maryland.

Sponsors: Solomon, Spell Wolf, Simasek, Peabody, Ward and Suiter

Department: City Clerk

10. **Discussion Items (9:10 p.m. - 9:35 p.m.)**

10.a) **Purchase of BolaWrap Devices and Cartridges** [HCC-197-FY21](#)

I move that the Mayor and Council authorize the expenditure in the amount of \$12,039 to East Coast Tactical for the purchase of 10 BolaWrap devices and 90 cartridges to be divided between each squad and our Emergency Response Team. The funding source for this purchase is the speed camera special revenue fund.

I further move that, upon procurement, the Hyattsville City Police Department move swiftly to adequately train and staff members of each squad and the Emergency Response Team on the appropriate use and deployment of the BolaWrap Device.

Sponsors: Solomon, Ward, Spell Wolf, Simasek, Schaible, Peabody and Haba

Department: Police Department

Attachments: [BolaWrap 1 \(002\)](#)
[Bolawrap2 \(002\)](#)
[BolaWrap Pictures](#)

10.b) Recommended Revisions to City Committee Procedures

[HCC-198-FY21](#)

For discussion.

Sponsors: City Administrator

Department: City Clerk

Attachments: [Committees Presentation_019120](#)
[City of Hyattsville Handbook for Committees_FINAL](#)
[Apendix A - Committee Descriptions and Worksheets](#)

11. Council Dialogue (9:35 p.m. - 9:45 p.m.)

12. Community Notices and Meetings

12.a) Main City Calendar January 20 - February 1, 2021

[HCC-201-FY21](#)

N/A

Sponsors: City Administrator

Attachments: [Main City Calendar Jan 20 - Feb 1 2021 FINAL](#)

13. Motion to Adjourn



City of Hyattsville

Hyattsville Municipal Bldg
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Hyattsville, MD 20781
(301) 985-5000
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Agenda Item Report

File #: HCC-200-FY21

1/19/2021

4.a)

Submitted by: Corcoran
Submitting Department: City Clerk
Agenda Section: Approval of the Minutes

Item Title:
Approval of the Minutes

Suggested Action:
I move that the Mayor and Council approve the minutes of the Council Meeting of December 21, 2020.

Summary Background:
Action summaries for Council meetings are posted to the City website within 48 hours of the meeting. Please see attached minutes

Next Steps:
Upon approval, approved minutes will be posted on the City's website.

Fiscal Impact:
N/A

City Administrator Comments:
Recommend approval.

Community Engagement:
Minutes are posted to the City website.

Strategic Goals:
Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?
N/A



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, DECEMBER 21, 2020 6:00 PM

Candace Hollingsworth, Mayor
Kevin Ward, W1, Council President
Carrianna Suiter, W3, Council Vice President (*arrived at 6:21 p.m.*)
Bart Lawrence, W1
Robert Croslin, W2
Danny Schaible, W2
Ben Simasek, W3
Edouard Haba, W4
Daniel Peabody, W4 (*arrived at 7:04 p.m.*)
Joseph A. Solomon, W5 (*departed at 9:19 p.m.*)
Erica Spell Wolf, W5 (*arrived at 6:20 p.m.*)

Absent: None

Also present were the following City staff members:

Tracey Douglas, City Administrator
Jim Chandler, Assistant City Administrator
Ron Brooks, City Treasurer
Deputy Chief Scott Dunklee, City of Hyattsville Police Department
Lesley Riddle, Director of Public Works
Vivian Snellman, Director of Human Resources
Laura Reams, City Clerk
Sean Corcoran, Deputy City Clerk
E.I. Cornbrooks, IV, City Attorney
Cheri Everhart, Recreation, Programs, and Events Manager
Gary Bullis, Parking Enforcement Manager
Hal Metzler, Deputy Director of Public Works
Kate Powers, City Planner

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PUBLIC PARTICIPATION:

Public comment may be made using the e-comment feature at www.hyattsville.org/meetings or by emailing cityclerk@hyattsville.org. All electronic comments must be submitted by 4 PM on December 21, 2020. Comments received will be read by City staff during the public comment portion of the meeting.

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

https://zoom.us/webinar/register/WN_xTisLCwHRdWU2DTVyl6Oew



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM

1. Call to Order and Council Roll Call

Mayor Candace Hollingsworth called the meeting to order at 6:10 p.m.

2. Pledge of Allegiance to the Flag

3. Approval of Agenda

AMENDMENTS

- 1) **ADD** to Consent: HCC-180-FY21 – Greater DC Diaper Bank Agreement
- 2) **TRANSPOSE** the order of agenda items “Workshop” and “City Administrator Update”

RESULT:	APPROVED, AS AMENDED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Haba
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Solomon
ABSENT:	Suiter, Peabody, Wolf

4. Motion to Close (6:10 p.m. - 7:10 p.m.)

4.a) Motion to Close

[HCC-179-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

I move the Mayor and Council close the Council Meeting of December 21, 2020 to consult with the City Attorney and staff about litigation. The reasons for closing the meeting under these exceptions are to maintain legally required confidentiality regarding ongoing and pending litigation.

This session will be closed under the authority of the Annotated Code of Maryland State Government General Provisions Article Section 3-305 (b)(8) consult with staff, consultants, or other individuals about pending or potential litigation.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Haba
AYES:	Hollingsworth, Ward, Lawrence, Croslin, Schaible, Simasek, Haba, Solomon
ABSENT:	Suiter, Peabody, Wolf

The open session ceased at 6:15 p.m.

Pursuant to the requirement of the Annotated Code of Maryland State Government Article 3-104(1)(2); this statement is included in these minutes:



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM

A closed session of the Council of the City of Hyattsville was held virtually at 6:18 p.m. on Monday, December 21, 2020.

In addition to the City Council, the following staff members were present: **Tracey E. Douglas, City Administrator; Jim Chandler, Assistant City Administrator; Laura Reams, City Clerk; Sean Corcoran, Deputy City Clerk; E.I. Cornbrooks, IV, City Attorney.**

The authority under which the session was closed was the Annotated Code of Maryland State Government General Provisions Article Section 3-305 (b)(8) consult with staff, consultants, or other individuals about pending or potential litigation.

Topics Discussed: The Mayor and City Council were advised on privileged and confidential matters relating to ongoing litigation regarding construction projects within the incorporated City limits.

Action Taken: **Ward 3 Councilmember Ben Simasek** moved that the Council approve the authorization of the City Attorney to file an intent to appeal the decision of the Werrlein case; **Council President Kevin Ward** seconded the motion. A motion to amend to require a monthly confidential memo relaying an update of accrued legal costs was made by **Ward 2 Councilmember Danny Schaible** and seconded by **Council Vice President Carrianna Suiter**. The motion was approved 7 - 4, with **Ward 2 Councilmember Robert Croslin, Ward 4 Councilmember Edouard Haba, Ward 5 Councilmember Joseph Solomon, and Ward 5 Councilmember Erica Spell Wolf** voting against the motion.

The closed session adjourned at 7:19 p.m. on a motion made by **Councilmember Haba** and seconded by **Councilmember Croslin**.

The open session recommenced at 7:25 p.m.

5. Approval of the Minutes

5.a) Approval of the Minutes

[HCC-178-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Minutes Dec 7, 2020 CM FINAL](#)

I move that the Mayor and Council approve the minutes of the Council Meeting of December 7, 2020.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Haba
AYES:	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Solomon, Spell Wolf
ABSENT:	None



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, DECEMBER 21, 2020 6:00 PM

6. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker

Deputy City Clerk Sean Corcoran read the public comment submitted electronically.

Kurt Brintzenhofe addressed the Mayor and Council with comments regarding the multi-family improvement initiative stating that the measure required greater control to limit the opportunity for rental property owners to profit at the taxpayers' expense.

7. City Administrator Update (8:50 p.m. - 9:00 p.m.)

City Administrator Tracey Douglas addressed the Mayor and Council with an update of news and events in the City of Hyattsville beginning with a report on Community Services in which she referenced phone calls from City staff to young residents to wish them a happy holiday season on behalf of Santa and Mrs. Claus expressing her appreciation for the initiative and providing the timeline. She noted the annual Claus Applause contest providing details and stating that it was the first year in which the contest winner would be determined through social media.

Ms. Douglas reported on the City's food distributions explaining that the previous week 900 boxes of perishable food was given out to residents in need as well as 400 frozen turkeys, canned food, and diapers donated from Dick Patterson. She supplemented that the City had partnered with several area churches and other entities to explore various methods of charitable events and outreach.

City Administrator Douglas announced that staff were awaiting reimbursement for time and resources spent assisting with COVID-19 relief efforts from Prince George's County and addressed the COVID-19 vaccine availability stating that local distribution would begin in the coming weeks.

Ms. Douglas reported that Green Owl Design would be working with the Race and Equity Task Force (RETF) to choose local artists to paint murals on buildings in the City reflective of the Black Lives Matter movement expressing messages of unity and tolerance.

Ms. Douglas closed the update relaying to the audience that the meeting would be the last meeting for **Mayor Hollingsworth** as an elected city official. She announced that a farewell ceremony for the Mayor would take place prior to the following Council meeting that month and expressed her appreciation for her leadership and accomplishments and her anticipation of what the outgoing Mayor would accomplish in the future.

8. Workshop (7:20 p.m. - 8:50 p.m.)

7.a) Affordable Housing Action Plan: Phase II

[HCC-170-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Hyattsville City Council Workshop Part 3 v2](#)

[Hyattsville Council Workshop Part3 Background Memo 121520 cln](#)



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Presentation Only

Assistant City Administrator Jim Chandler introduced the workshop and provided a history and summary of the initiative and its purpose. He explained the process that would be followed with the intention of coming to a consensus which would be the base for a report that would be produced by Enterprise and presented to Council prior to adoption. Mr. Chandler introduced Laura Searfoss who would help lead the workshop on behalf of Enterprise Community Development.

Ms. Searfoss addressed the Mayor and Council by thanking them for their partnership and stated that they would be taking a more thorough assessment of the previously identified priority needs and acknowledged her colleagues Zachary Patton and David Huaman. She provided a brief history of actions taken to that point and reiterated that the Body had decided that the four (4) priorities for developing affordable housing for residents was rental units for low-income households, clear, consistent regulatory environment, relief of the property tax burden for homeowners, and reducing the gap in home ownership rates by race and ethnicity.

Ms. Searfoss noted that there was substantial interest in anti-displacement and serving seniors and those with disabilities but explained that the focus would be with the top four (4) priorities. Ms. Searfoss referenced an earlier task in which the Body was asked to envision what they would like to see accomplished by the priorities ten (10) years in the future and recognized strong interest in giving the ability to residents to reside in Hyattsville for a majority of their lives, should they so choose.

Ms. Searfoss explained how she and her team had arrived at the recommended tools by taking into consideration the decision-making authority of the Council, experience with implementing each tool, existing structures and policies, and external constraints.

Councilmember Schaible stated that the categorizations presented were helpful and expressed that he did not agree with some of the findings but would reserve the conversation for later in the discussion.

Councilmember Simasek asked if the evaluation included the need for public funding as well as the administrative cost to the City to which Ms. Searfoss responded in the affirmative.

Zachary Patton took lead of the presentation categorizing rebalancing tax burden to increase tax rates for commercial and decrease for residential as high-impact and low-effort and stating that the City would have significant control in establishing property tax rates. He showcased low-impact, low-effort, items that could be accomplished through partnerships and outreach to residents such as a partnership with a financial institution that could allow for programming, alternative mortgages, savings accounts, and homeowner counseling, as well as expanding property tax relief for income qualified homeowners.

Mr. Patton displayed characteristics of low-impact, high-effort tools which included rent stabilization, upzoning, housing preservation, inclusionary zoning, density bonuses, and zoning changes for “missing middle” and other diverse housing types. He explained some of the



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challenges with the items and potential benefits upon implementation. Mr. Patton identified the high-impact, high-effort tools which were categorized as such due to degree of public commitment and financial investment.

Mayor Hollingsworth sought confirmation that the assessments were not of the utility broadly, rather the utility within the context of the City of Hyattsville to which Ms. Searfoss concurred.

Councilmember Schaible expressed concern regarding the cost of some of the high-impact tools citing the City's financial position during a global pandemic and stated that the tools presented would not make a significant impact for residents or substantially relieve their cost burden. He expressed disappointment that the recommendations were not more systemic and endorsed accessory dwelling units, rent stabilization, vacancy control, and tenant protections.

Councilmember Simasek agreed with the concerns of **Councilmember Schaible** stating that identifying a local funding source seemed like a part of the process in achieving goals rather than a goal in and of itself. He explained that it was a prerequisite for accomplishing a number of the goals laid before the Council.

Laura Searfoss thanked the Councilmembers for their comments and added that she acknowledged the cost to the City and stated that public funding sources and gap financing could leverage new tax credit development, but if by the end of the discussion Council deemed the matter unrealistic it should be addressed soon to determine a new approach.

David Huaman took lead of the discussion and described that he would be reviewing the five (5) high-impact, high-effort tools that consisted of local public funding source, public land, local rental assistance program, financial incentives for the maintenance and rehabilitation of unsubsidized affordable rental properties, and increased tenant protections.

Mr. Huaman detailed the definitions, impact, and required efforts of a local public funding source and stated that funding could be found from multiple sources and could result in \$7K per household earning 50% of area medium income (AMI) annually but may require the City to incorporate and experienced third party.

Mr. Huaman relayed that the public land tool could result in 15 acres and 341 new townhomes and noted that it could be directly implemented by the City but would also require some first-hand expertise.

Mr. Huaman described the parameters for local rental assistance programs which would financially affect residents similarly to local source funding and would require the institution of new programming and administrative structure.

The discussion lead was returned to Zachary Patton who showcased the financial incentives tool reporting that 1,756 unsubsidized rental units for households at 50% of AMI was the potential outcome through administering tax abatements and extensive policy implementation.



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Mr. Patton highlighted the final tool of increased tenant protections describing that 3,400 households could be affected in preventing displacement and would require additional capacity for administration and new programming.

Mayor Hollingsworth inquired as to whether the intention for the rental assistance and local public funding source tools would hypothetically involve a scenario in which the City was unable to come to an agreement with a developer on tax abatement and chose an alternative of subsidizing or dividing housing units to which Mr. Huaman responded that it was more closely associated with a local rental assistance program but the local public funding source could allocate funding in such a scenario. Further scenarios were discussed that identified approaches for land acquisition and joint developments.

Laura Searfoss commenced the group discussion portion of the workshop asking Council to identify the priorities the City would pursue over the next ten (10) years to which **Councilmember Schaible** reiterated his interest in pursuing rent stabilization, accessory dwelling units, zoning changes, and inclusionary zoning. He recommended using the home equity homesteader tax credit as a mechanism to achieve those goals and provided details and logistics.

Council Vice President Suiter expressed her interest in pursuing property tax relief citing long-time residents who are encountering challenges and an inability to keep up with the cost of living in the City to which Ms. Searfoss agreed that it was a recurring issue that several Councilmembers feel an obligation to investigate.

Councilmember Simasek sought clarity regarding the purpose of the discussion segment of the workshop and the possibility of keeping all low-effort items available to which Ms. Searfoss stated that many items required large investments but having them included as priorities was important and part of the discussion was for the Body to determine if there were items that should not be considered. The Councilmember cited closing the home ownership gap and supporting renters to transition to homeownership as priorities.

Councilmember Croslin expressed his interest in prioritizing tax reduction, extended tax relief, so long as it was economically feasible.

Ms. Searfoss announced that three (3) tools had been identified and directed the Body to an online poll to, again, choose the order of priorities in which the results showed extended property tax relief and a tie between public land, increased tenant protections, and rent stabilization. Ms. Searfoss asked the group if the priorities were to improve tax relief, rent stabilization, and tenant protections, or if public land should also be included.

Council Vice President Suiter requested elaboration regarding the public land tool and its impact to which Assistant City Administrator Jim Chandler replied that the City had some experience in 2004 and 2005 in which a previous City Hall site was sold to a housing initiative partnership and the tool referenced could be of possible use should opportunities arise.



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Councilmember Haba addressed his colleagues proposing a balance among the priorities and explained that a majority of City funding would come from property taxes and it would be very challenging to acquire adequate funding while providing subsidies and still achieve an outcome that increased affordability for residents.

Councilmember Simasek recognized the comments of **Councilmember Haba** and agreed that moving forward with any priority would bear a cost but stated that, while some would reduce revenue, others would raise revenue and encouraged the group to search for a balance that would be beneficial to the most residents. He advocated for a local public funding source stating that it would be productive and cost-efficient but held concerns about how to use development as a source of possible revenue outside of raising taxes for existing property owners.

Ms. Searfoss acknowledged concerns about costs to the City related to expanding property tax relief and suggested another poll vote to identify any other areas that could potentially be included as one of the top three (3) priorities.

Mayor Hollingsworth noted the untimeliness of the endeavor with regard to the ongoing health crisis expressing her awareness of the reluctance of her colleagues to agree to any spending and encouraged the Body to assess from a perspective that considers the progress of each item over the following ten (10) years. She noted that two (2) of the three (3) priorities were considered low-impact and suggested concentrating more on prioritizing items that would require extensive, consistent attention as opposed to items that could be achieved in only a few years and emphasized that the work done during these workshops would clarify direction for future Councilmembers.

Council Vice President Suiter echoed the comments of the Mayor and queried the Body about their willingness to, perhaps, remove one of the more easily achieved priorities and replace it with an item that would more impactful.

Ms. Searfoss suggested that the next poll omit the original three (3) priorities and only include local public funding source, public land, local rental assistance, increased tenant protections and incentive for unsubsidized rentals.

Councilmember Schaible held reservations regarding advancing in the suggested manner and opined that the items considered high-impact were actually low-impact because the ability to fund them would not generate a strong impact and suggested conducting more analysis to which **Council Vice President Suiter** suggested dividing the items to determine the top tier of high-impact items and categorizing others into low-effort, low-impact.

Ms. Searfoss was amenable to the Vice President's suggestion and initiated the next poll which reflected the preferred choices of rent stabilization, local public funding source, and a tie between public land and increased tenant protections. She closed by informing the Body that she and her team would review the decisions and prepare answers for the questions posed that evening and be in contact with staff and Council regarding next steps.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM

9. Presentations (9:00 p.m. - 9:20 p.m.)

9.a) Federalist Pig Restaurant - Detailed Site Plan (DSP-19072) Presentation

[HCC-172-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Federalist Pig - 12.21.20 - Final](#)

[Federalist Pig Reference Documents 12.21.20](#)

Presentation Only

Assistant City Administrator Jim Chandler introduced the item announcing that representatives on behalf of Federalist Pig would be presenting a Detailed Site Plan (DSP) for the construction of a restaurant on a site that repurposed an existing building on Baltimore Avenue. Mr. Chandler explained that the item would return before the Council the following January with comments and recommendations from staff.

Attorney for the developer, Thomas Haller, addressed the Mayor and Council with a summary of the item stating that the building that would be refurbished was located at 5504 Baltimore Avenue and provided details. Mr. Haller reported that Federalist Pig had another location in Washington, D.C. and had prepared a DSP with a statement of justification that requested modifications including a waiver to retain the existing building as it stood, allowing access from Baltimore Avenue as opposed to 44th Avenue exclusively, a waiver of the requirement for minimum off-street parking, and augmenting the loading and unloading area.

Mr. Haller displayed illustrative documents which showed the landscape plan and featured an intended addition to the structure consistent with 963 square feet which would provide a gaming area as well as additional patron seating. He cited a nearby single-family detached home that had been purchased by the property owners. Mr. Haller reported that the building had been brought up to required standards and that a four (4) foot tall wall would be erected to provide screening from the adjacent properties and exteriors.

Representative for the development, Kirk Philipson, addressed the Mayor and Council with architectural details displaying plans for preservation of the building frontage, the side access of the building for order take-out, walls of the structure that would be reserved for murals, and an aerial view of the project. Mr. Philipson described the intentions for signage, access points, and the designated areas including the patio and gaming area. He described potential plans for the façade and associated foliage and landscaping.

Mr. Haller recollected previous presentations to the Planning Committee and relayed that the extended corrugated metal had been removed upon their request and reiterated the more pronounced features of the building.

Mr. Chandler stated that the item would return the following January and was under the impression that the Maryland National Capital Park and Planning Commission (MNCPPC) had, or were near, accepting the plan.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM

Councilmember Schaible expressed his support for the project noting that he would likely abstain from any related votes due to a conflict of interest due to his friendship with pertinent parties.

Citing the Council meeting as her last, **Mayor Hollingsworth** requested that Federalist Pig seek out as many opportunities as possible to employ local workers, particularly those acquainted with the Prince George’s Community College Culinary and Hospitality Institute. She emphasized the importance of having the staff of a City establishment be reflective of makeup of Hyattsville and complemented the plans for the artistic mural requesting that local black and Hispanic artists be implemented in its creation to which Mr. Philipson expressed full support.

10. Appointments (9:20 p.m. - 9:25 p.m.)

10.a) Appointment to the Ethics Commission

[HCC-177-FY21](#)

Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Ethics Commission Michael Horlick Application redacted](#)

I move that the Mayor, with Council approval, appoint Michael Horlick (Ward 2) to the Ethics Commission for a term of three (3) years to begin on January 4, 2021 and expire on January 4, 2024.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Haba
AYES:	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Spell Wolf
ABSENT:	Solomon

11. Consent Items (9:25 p.m. - 9:30 p.m.)

11.a) DPW New Facility Project - Parking Lot Paving

[HCC-163-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Mill & Overlay Proposal](#)

I move that the Mayor and Council authorize an expenditure not to exceed \$33,000 to Keller Construction Management to complete the paving restoration of the Department of Public Works (DPW) facility.



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MONDAY, DECEMBER 21, 2020 6:00 PM

11.b) Approval of Election Equipment Vendor for Election 2021

[HCC-164-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[ESS Quote Hyattsville Election 2021](#)

I move that the Mayor and Council approve the recommendation of the Board of Supervisors of Elections to select Election Systems and Software (ES&S) to be the City's election equipment vendor for the Biennial Election to be held on Tuesday, May 11, 2021 and to authorize the City Administrator to execute a contract in an amount not to exceed \$13,000, upon the review and approval by the City Attorney for legal sufficiency.

11.c) Council of Governments Policy Committee Appointments

[HCC-166-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[MWCOG Policy Committees](#)

I move that the Mayor and Council make the following appointments to the Council of Governments (COG) Policy Committees for a term of one-year, beginning on January 1, 2021:

- Region Forward Coalition: Interim Mayor Kevin Ward, with staff alternate Jim Chandler
- Human Services & Public Safety Policy Committee: Interim Mayor Kevin Ward, with staff alternate Acting Police Chief Scott Dunklee and Marci LeFevre
- Climate Energy & Environment Policy Committee: Interim Mayor Kevin Ward, with staff alternate Lesley Riddle
- Chesapeake Bay & Water Resources Policy Committee: Interim Mayor Kevin Ward, with staff alternate Lesley Riddle

11.d) MOU with Maryland Department of the Environment for Funding from the Volkswagen Environmental Mitigation Trust

[HCC-168-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Hyattsville MOU](#)

[2021 Ford E450 Electrified Challenger Proposal \(1\)](#)

I move that the Mayor and Council authorize the City Administrator to enter into a grant agreement with the Maryland Department of the Environment for Funding from the Volkswagen Environmental Mitigation Trust for the purchase of an all-electric 14 passenger bus, upon the review and approval of the City Attorney for legal sufficiency.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM

11.e) Distribution Agreement with Capital Area Food Bank

[HCC-173-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Distribution Agreement Final COVID-19 January 2021-March2021](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with the Capital Area Food Bank for the weekly receipt and distribution of non-perishable food boxes through March 2021, upon the review and approval of the City Attorney for legal sufficiency, in support of the City's efforts to provide food to families in need during COVID-19.

11.f) Hyattsville Ordinance 2020-07: Processing of Vote-by-Mail Ballots

[HCC-175-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[HO 2020-07 VBM - Processing Ballots 15 Days Prior](#)

I move the Mayor and Council adopt Hyattsville Ordinance 2020-07, an ordinance whereby the City Council amends Section 8-4, Article V, Chapter 8 of the Hyattsville Code to change the time for which the Board may begin to process ballots received before the closing of the polls on Election Day in an election that is conducted primarily by mail (SECOND READING & ADOPTION).

11.g) Schedule Public Hearing for Hyattsville Charter Amendment Resolution 2021-01: Adjusting Date for Close of Candidate Registration

[HCC-176-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

I move the Mayor and Council schedule a Public Hearing on Tuesday, January 19 at 7:00 PM for Hyattsville Charter Amendment Resolution 2021-01, a resolution amending Article II of the City of Hyattsville's Charter to adjust the date for the close of candidate registration to accommodate the required timeframe necessary to print and mail ballots to all registered voters.

11.h) Greater DC Diaper Bank Agreement

[HCC-180-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Greater DC Diaper Bank Emergency Hub Application Form - 2021 \(1\)](#)

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with the Greater DC Area Diaper Bank for the intermittent receipt and distribution of diapers in support of the City's efforts to provide support to families in need, upon the review and approval of the City Attorney for legal sufficiency.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Haba
AYES:	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Spell Wolf
ABSENT:	Solomon

12. Action Items (9:30 p.m. - 9:50 p.m.)

12.a) FY2021 Legislative Item - Parking Schedule Maximum Fine Modification

[HCC-162-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Chapter 114 Vehicles and Traffic](#)

[Memo - FY2021 Legislative Item – Parking Schedule Maximum Fine Modification](#)

I move that the Mayor and Council restrict the maximum fine for nonpayment of parking violations to no more than one and a half (1.5) times the value of the original fine after thirty (30) days of nonpayment. I further move that the Mayor and Council authorize the City Administrator or her designee to negotiate amendments to any agreements impacted by this adjustment provided that such negotiations do not modify the existing base fee/fine schedule.

Mayor Hollingsworth provided a summary and relayed the details of the item explaining that she took all feedback into consideration and recognized parking fines as a revenue source. She expressed her position that it was an opportunity to improve upon an area in need of more sound policy. She stated that the acceleration of fines due to late fees was excessive and could be needlessly burdensome for residents under financial constraints.

Ward 4 Councilmember Daniel Peabody inquired as to the rationale behind designating one and a half (1.5) times the original value to be the particular parameter to which **Mayor Hollingsworth** responded that it was partly due to the degree of decrease from four (4) times the original amount and still compelled the paying of fines in a timely manner.

Councilmember Peabody agreed with the assessment that four (4) times the original amount was excessive and suggested a 100% increase for late fees opining that it would serve the solution in a slightly more efficient manner.

Mayor Hollingsworth recollected the methods and considerations leading up to her decision and encouraged a dialogue among her peers relaying other possibilities such as augmented the deadlines in which a fine is due or becomes subject to increase. She questioned the rectitude of maintain high fees to justify the continued function of a municipal department.

Council Vice President Suiter expressed opposition to the acceleration of fees being implemented as a mechanism for revenue and included a fine of \$100 for expired automobile tags as equally excessive when compared to other violations that incurred similar or identical fees. She encouraged her colleagues to explore ways in which fee payments could be incentivized.



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM**

Councilmember Peabody continued the dialogue stating that the cost for parking in certain areas of the City were extremely low when compared to surrounding areas and while he did not fine the initial fine to be relatively high, he reiterated that he found the escalation of late fees to be overtly aggressive and suggested identifying more reasonable methods with which revenue is accrued through parking.

Councilmember Haba suggested an incremental approach in which increasing are applied at 15 or 20 days and reaches the maximum amount of one and a half (1.5) times at 30 days. He endorsed the compromise and recommended regular reassessments to consider any changes.

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Ward
SECONDER:	Croslin
AYES:	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Spell Wolf
ABSENT:	Solomon

13. Discussion Items (9:50 p.m. - 10:10 p.m.)

13.a) Multi-Family Property Improvement Program

[HCC-174-FY21](#)

Sponsor: Hollingsworth

Co-Sponsor(s): N/A

[Memo - MF Property Improvement Program](#)

I move that the Mayor and Council authorize the City Administrator (or her designee) and the City Attorney to draft an ordinance to create the Multifamily Improvement Rebate Program. The ordinance shall provide for the following:

- Offering a rebate of \$1 for every \$2 invested in critical multifamily upgrades and improvements that increase energy efficiency, remediate environmental toxins, improve air quality and circulation, and/or increase reliability of heating and cooling systems, up to \$50,000.
- The Mayor and Council to authorize the cumulative award ceiling for each fiscal year.
- Prioritization for funding of multifamily properties designated affordable and/or for senior and disabled residents.
- Eligibility limited to multifamily buildings of more than four (4) units.
- Rebate to begin upon commencement of improvement project.

Mayor Hollingsworth proposed omitting the discussion item as it was closely aligned with the same intentions of the affordable housing initiative discussed earlier in the meeting to which the Body was amenable.

City Administrator Tracey Douglas sought clarity regarding the decision agreed upon for the previous action item HCC-162-FY21 to which **Mayor Hollingsworth** responded that the motion was passed as written.



REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD MONDAY, DECEMBER 21, 2020 6:00 PM

Councilmember Haba sought clarity regarding the details of the passed motion to which **Mayor Hollingsworth** explained that a ticket of \$35 would increase to \$52.50 after 20 days and \$70 after 30 days.

14. Council Dialogue (10:10 p.m. - 10:20 p.m.)

An extensive Council dialogue was held as it was the Mayor's final meeting in her official capacity. **Mayor Hollingsworth** paid respect to each of her colleagues and staff members with whom she had worked over the previous ten (10) years recalling memories, challenges, and achievements. **Councilmember Croslin** thanked the Mayor for her service and friendship and stated that she would be dearly missed.

Ward 1 Councilmember Bart Lawrence acknowledged the amount of time and rate of effort committed to her public service to the City of Hyattsville and expressed his appreciation for her friendship, leadership, and what he had learned from **Mayor Hollingsworth**.

Council Vice President Suiter expressed her appreciation for the efforts of the Mayor, her gratitude for the Mayor's leadership, and anticipation of what she would achieve in the future.

Councilmember Peabody stated that he truly enjoyed serving with and learning from the Mayor and wished her well.

Council President Kevin Ward expressed his profound appreciation for the Mayor's counsel, friendship, service to the community, and positive impact to him personally.

Councilmember Simasek commended the brilliance, dignity, and leadership of the Mayor and expressed his appreciation for what she had done for community residents.

Councilmember Haba echoed the previous sentiments and applauded her ability to think outside the box and encourage her peers to set more ambitious goals. He provided best wishes to the Mayor on her future endeavors.

Councilmember Schaible expressed his appreciation for the opportunity to work alongside the Mayor and commended her leadership and positive influence. He wished her the best in her next steps.

Ward 5 Councilmember Erica Spell Wolf thanked the Mayor for her kind words and expressed admiration for her leadership and contributions to the City of Hyattsville.

15. Community Notices and Meetings

15.a) Main City Calendar December 22, 2020 - January 4, 2021

[HCC-171-FY21](#)

Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Main City Calendar Dec 22 2020 - Jan 4 2021 FINAL](#)



**REGULAR MEETING OF THE CITY COUNCIL, HYATTSVILLE MD
MONDAY, DECEMBER 21, 2020 6:00 PM**

16. Motion to Adjourn

RESULT:	APPROVED [UNANIMOUS]
MOVER:	Croslin
SECONDER:	Ward
AYES:	Hollingsworth, Ward, Suiter, Lawrence, Croslin, Schaible, Simasek, Haba, Peabody, Spell Wolf
ABSENT:	Solomon

The meeting adjourned at 10:46 p.m.

ATTEST:
January 19, 2021

Laura Reams, City Clerk

Sean Corcoran, Deputy City Clerk



City of Hyattsville

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

Agenda Item Report

File #: HCC-192-FY21

1/19/2021

7.a)

Submitted by: Corcoran
Submitting Department: City Clerk
Agenda Section: Proclamation

Item Title:
Proclamation Honoring Candace B. Hollingsworth

Suggested Action:

I move that the interim Mayor and Council adopt a proclamation honoring Candace B. Hollingsworth for her years of service and dedication to the City of Hyattsville as Councilmember and Mayor.

Summary Background:

Candace was elected to the Hyattsville City Council in 2011 and as Mayor in 2015. Over her nearly (10) years of service, Ms. Hollingsworth accomplished numerous initiatives that would benefit the residents and staff of the City including partnerships with businesses and non-profit groups, expanding voting rights for City elections, designating Hyattsville as a Sanctuary City, facilitating the construction of a new DPW building and public safety headquarters, improving teen programming, founding multiple City Committees, establishing a \$1M Pandemic Relief fund to assist residents and businesses and countless other contributions.

She propelled the City in a direction of progress, transparency, and innovation and she will be remembered as having extraordinary positive impact on the City and its residents.

Next Steps:

Adopt proclamation.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend adoption.

Community Engagement:

Recognition of Candace B. Hollingsworth and her leadership and influence on the City of Hyattsville.

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

N/A

CITY OF HYATTSVILLE

PROCLAMATION

HONORING CANDACE B. HOLLINGSWORTH AND HER YEARS OF SERVICE TO THE CITY OF HYATTSVILLE

In recognition of her tireless efforts to improve the quality of life for all residents while welcoming diversity and pursuing equity for all, this proclamation celebrates the honorable and distinguished career of Candace B. Hollingsworth and her years of service to the City of Hyattsville.

WHEREAS, Candace B. Hollingsworth was elected to City Council in 2011 and became the youngest Mayor ever elected in the City of Hyattsville only four years later. Upon her Mayoral election in 2015, she was only the second female to hold the position and the very first Black Mayor in the City of Hyattsville; and

WHEREAS, under her leadership and foresight, the City was able to engage in an increasing number of strong partnerships with businesses and non-profit groups that would empower small businesses and improve commerce throughout the community; and

WHEREAS, Mayor Hollingsworth enriched programming for seniors and youth, expanded voting rights for City elections, and designated Hyattsville as a Sanctuary City while enhancing transparency and engagement in local government; and

WHEREAS, among her many accomplishments, Candace has prepared Hyattsville to serve our anticipated population growth with funding for the construction of a public works facility, a new public safety headquarters, and the acquisition of a facility to serve as a hub for teen programming and mentorship; and

WHEREAS, Mayor Hollingsworth was responsible for initiating the Clean and Safe Team, founding the Race and Equity Task Force, the Education Advisory Committee, and the Complete Count Committee and establishing the \$1M COVID-19 Pandemic Relief Fund for residents and businesses.

NOW, THEREFORE BE IT RESOLVED, that the City Council and staff extend their sincere gratitude for the vision, leadership, and friendship of Candace B. Hollingsworth and are proud to see her take her advocacy for equality and justice to even greater heights.

Kevin Ward

Interim Mayor, City of Hyattsville

January 19, 2021





City of Hyattsville

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

Agenda Item Report

File #: HCC-189-FY21

1/19/2021

8.a)

Submitted by: At the Request of the City Administrator
Submitting Department: Community & Economic Development
Agenda Section: Consent

Item Title:

Comcate Inc. Licensing Agreement

Suggested Action:

I move the City Council authorize the City Administrator to execute a one (1) year extension of services agreement with Comcate Inc., 144 Linden Street, Oakland, CA 94607, at a cost not to exceed \$13,344.66, upon the legal review of the City Attorney.

Summary Background:

Since 2012, the City of Hyattsville has utilized Comcate Incorporated as its business licensing and code management program. The contract for services is set to expire and Staff is requesting the Council to authorize a 12-month extension to the contracted services.

The annual renewal license fee for the software is \$13,344.66, exceeding the \$10,000 threshold and thus necessitating the requirement for City Council authorization to continue with the services. Staff is satisfied with the overall performance of Comcate Inc. and the cost effectiveness of the software product and is requesting authorization for extension of a one (1) year contract term at an annual cost not to exceed \$13,500.00.

The Department is scheduled to administrate licensing, permits, and violation notices through our Enterprise Resource Planning (ERP) system and therefore we do not anticipate the need to extend services with Comcate Inc beyond this one (1) year term.

Next Steps:

No additional action is required.

Fiscal Impact:

Funding for this cost is included in the FY2021 City Budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Pending



Memo

To: Mayor and City Council
From: Jim Chandler, Assistant City Administrator, Director CED
CC: Tracey Nicholson, City Administrator
Ron Brooks, City Treasurer
Joe Brewer, Supervisor, Office of Code Compliance
Date: January 13, 2021
Re: Comcate Inc. – Services Agreement

This memorandum is to provide the City Council with a summary of a request for the extension of a services agreement for operational software licenses.

Summary

Since 2012, the City of Hyattsville has utilized Comcate Incorporated as its business licensing and code management program. The contract for services is set to expire and Staff is requesting the Council to authorize a 12-month extension to the contracted services.

The annual renewal license fee for the software is \$13,344.66, exceeding the \$10,000 threshold and thus necessitating the requirement for City Council authorization to continue with the services. Staff is satisfied with the overall performance of Comcate Inc. and the cost effectiveness of the software product and is requesting authorization for extension of a 1-year contract term at an annual cost not to exceed \$13,500.00.

The Department is scheduled to administrate licensing, permits and violation notices through our ERP system and therefore we do not anticipate the need to extend services with Comcate Inc beyond this one-year term.



City of Hyattsville

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Agenda Item Report

File #: HCC-190-FY21

1/19/2021

8.b)

Submitted by: Hal Metzler
Submitting Department: Public Works
Agenda Section: Consent

Item Title:

Memorandum of Understanding with Prince George's County for Replacement of the Traffic Signal at Adelphi Road and Wells Boulevard

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to execute a memorandum of understanding (MOU) with Prince George's County for the replacement of the traffic signal at Adelphi Road and Wells Boulevard and authorize an expenditure not to exceed \$125,000.00 for the City's portion of the costs.

Summary Background:

For many years residents and City staff have been reporting failures of and safety issues with the traffic signal at Adelphi Road and Wells Boulevard. This signal is the main entrance and exit from the University Hills neighborhood. Prince George's County recently redesigned this intersection and reached out the City staff as well as the Town of University Park staff to propose a cost share between the municipalities and the County. Each municipality would provide 25% of the \$500,000.00 estimate with the County providing the remaining 50%. Construction is estimated to begin in July 2021 provided that the MOU is executed by March 1, 2021. The Traffic Signal construction would coincide with the completion of the Wells Blvd/Pkwy Green Street project and be the final element of the University Hill Road Reconstruction Project.

Next Steps:

Construction of the Wells Blvd. and Adelphi Road traffic signal upgrade will commence early summer with City Council approval of the MOU.

Fiscal Impact:

\$125,000.00

City Administrator Comments:

Recommend Support

Community Engagement:

Numerous community meetings have been held with the University Hills residents to discuss the many issues with the signal as well as discuss the road and sidewalk work over the past 6+ years.

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Complete

**ADELPHI ROAD AND WELLS PARKWAY/WELLS BOULEVARD
TRAFFIC SIGNAL AGREEMENT**

THIS AGREEMENT, (“AGREEMENT”), made and entered into this ____ day of _____, 2020 by and between Prince George’s County, Maryland, a body corporate and politic, hereinafter called “**COUNTY**”. and City of Hyattsville, a body corporate and politic, hereinafter called “**CITY**”.

WHEREAS, County desires to construct a proposed traffic signal at the intersection of Adelphi Road and Wells PKWY; and

WHEREAS, the design and construction of the traffic signal are hereinafter known as the “**SIGNAL**”; and

WHEREAS, the **SIGNAL** are within the jurisdictional limits of the **COUNTY**; and

WHEREAS, **COUNTY** responsible of all ownership and maintenance responsibility for the **SIGNAL**, including the programming, timing, phasing and power usage costs; and

WHEREAS, **CITY** has agreed to share twenty five percent (25%) of the design, materials and construction of the **SIGNAL**; and

WHEREAS, the parties agree that the provisions of this **AGREEMENT** will benefit the parties hereto and the public by providing, among other things, traffic signal connectivity.

NOW, THEREFORE, THIS AGREEMENT WITNESSETH: that in consideration of the premises and the mutual covenants contained herein to be undertaken by the respective parties hereto, and for other good and valuable consideration, the sufficiency of which is hereby acknowledged, the parties mutually agree and covenant as follows:

I. COUNTY RESPONSIBILITIES

- A. COUNTY shall be responsible for the design, construction, maintenance and operation of the **SIGNAL** and the payment of electricity and electrical charges incurred in connection after completion of their installation by **COUNTY**. **COUNTY**’s maintenance responsibilities shall include, but not be limited to, preventive maintenance (periodic inspection, service, and routine repairs) and emergency maintenance (trouble shooting in the event of equipment malfunction, failure, or damage).

- B. COUNTY may remove any **SIGNAL** component for repair, to make permanent modifications, during this process **COUNTY** or the designated contractor will bear the responsibility of the signal functions and all liabilities.

- C. COUNTY shall set and maintain the timing and phasing of the SIGNAL in accordance with standard specifications and professional engineering standards.

II. CITY OF HYATTSVILLE RESPONSIBILITIES

- A. The CITY OF HYATTSVILLE, by execution of this AGREEMENT, responsible for Twenty Five percent (25%) of the Design, Materials & Construction costs, it is our estimate that the total cost of this signal installation will be about \$500,000. Therefore, the cost to be borne by the City is \$125,000, which amount shall be delivered to the County on or before March 1, 2021 in the manner prescribed by the County.

III. GENERAL

- A. All notices required under this AGREEMENT shall be in writing and shall be given by hand delivery, acknowledged electronic transmission or United States mail, first-class postage paid, addressed as follows (or to any such address or office as either party may designate in writing):

For CITY OF HYATTSVILLE:

Tracey Douglas
City Administrator
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781
Phone: (301) 985-5000
Email: tnicholson@hyattsville.org

For COUNTY:

Hadi Quaiyum
Chief, Traffic Engineering & Safety Division
Department of Public Works & transportation
9400 Peppercorn Pl. Suite 400
Largo, MD 20774
Phone: 301-883-5657
Email: hquaiyum@co.pg.md.us

- B. This AGREEMENT contains all of the terms and conditions agreed upon by the parties.

- C. This AGREEMENT shall inure to and be binding upon the parties hereto, their agents, successors and assigns.
- D. This AGREEMENT and the rights and liabilities of the parties hereto shall be determined in accordance with Maryland law and in Maryland courts.
- E. The recitals (WHEREAS) clauses at the beginning of this AGREEMENT are incorporated herein as substantive provisions of this AGREEMENT.

Remainder of page intentionally left blank.

IN WITNESS WHEREOF, the parties hereto have caused the AGREEMENT to be executed, the day and year first written above.

CITY OF HYATTSVILLE:

WITNESS

BY: _____ (SEAL)
Tracey Douglas
City Administrator

Date

PRINCE GEORGE'S COUNTY DPW&T:

WITNESS

Terry Bellamy
Director
Department of Public Works and
Transportation



City of Hyattsville

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

Agenda Item Report

File #: HCC-202-FY21

1/19/2021

8.c)

Submitted by: Corcoran
Submitting Department: City Clerk
Agenda Section: Consent

Item Title:

Letter of Support for Prince George's Board of Education Climate Change Action Plan (CCAP) and Committing Prince George's County Public Schools to 100% Clean Energy

Suggested Action:

I move that the Council authorize Interim Mayor Ward to send a letter of support to the Prince George's County Board of Education entitled "Support of Adoption of a Resolution Committing to 100% Clean Energy Schools and Implementation of a Focus Workgroup" prior to the Board of Education's vote on February 11, 2021.

Summary Background:

This initiative is being led by a grassroots environmental advocacy group called Climate Parents of Prince George's County (<https://climateparentspg.org/>) and District 3 Board of Education Representative Pamela Boozer-Strother is sponsoring a resolution (CCAP Resolution) to transition all PGCPs schools to clean energy. This resolution was be introduced on January 14, 2021 and will be voted upon by the Board of Education on February 11, 2021.

Next Steps:

Upon approval, draft and send letter.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend approval.

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

N/A

=====Board Action Summary=====

An Outline of the Board of Education Member District 3 & Student Member of the Board’s Recommendations to the Board of Education

New Program: Yes X No

Modified Program: Yes No X

Subject: *Prince George’s County Board of Education, Climate Change Action Plan (CCAP) Focus Work Group Proposal*

Prince George’s County Board of Education Climate Change Action Plan Focus Work Group Resolution

WHEREAS, the Intergovernmental Panel on Climate Change (IPCC Report) of 2018, the Fourth National Climate Assessment (NCA4), climate scientists from around the world, and across the country, have all declared a climate crisis requiring a 60% reduction of greenhouse gas emissions from the burning of fossil fuels by 2030, and net zero carbon by 2045, in order to mitigate the most catastrophic consequences of global warming and climate change;

WHEREAS, in Prince George’s County, Maryland, under current projections by 2100, the number of 90°F or greater temperature days is expected to double, flooding is expected to occur in communities adjacent to the Potomac River, rainfall levels are expected to rise and become more damaging;

WHEREAS, Prince George’s County has committed that “We Are Still In” the Paris Agreement and acknowledges its goals of pursuing efforts to limit the temperature increase to well below 2.0 degrees Celsius above pre-industrial levels and to pursue efforts to limit the increase to 1.5 degrees Celsius;

WHEREAS, Prince George’s County Public Schools is committed to principles of equity, justice, and inclusion; transitioning to 100% clean energy can help advance these goals by saving money that can be invested into under-resourced schools and helping to address climate change, which disproportionately impacts low-income communities and communities of color;

WHEREAS, public schools in the United States have an important role to play in reducing carbon and other greenhouse gas emissions from buildings, given that they are major energy consumers, using as much energy as forty three percent of all office space nationwide;

WHEREAS, Prince George’s County continues to violate the National Ambient Air Quality Standards (NAAQS) for ozone pollution, and in 2018 had eight unhealthy air quality days;

WHEREAS, the State of Maryland committed, through the 2019 Clean Energy Jobs Act, to taking steps towards having a net-100% renewable electricity portfolio by 2040;

WHEREAS, heating, cooling, and ventilation systems are frequent sources of harmful substances that are inhaled, and that replacing these systems with newer and cleaner ones would decrease the amount of carbon dioxide, oxides of nitrogen, air borne diseases, and other contaminants to which students and staff are exposed and contribute to spread of Covid and other illnesses, asthma, fatigue, and impaired concentration in students and staff;

WHEREAS, school buildings, which are the primary source of emergency shelter during disasters, can be equipped with solar and battery storage to ensure displaced community members have access to heat and light when grid power fails;

WHEREAS, diesel buses directly emit fine particulate matter, which directly impacts the health of students and staff and is linked directly with premature mortality, decreased lung function, and reduced academic performance and emit oxides of nitrogen, a precursor of ozone, which is directly linked to asthma incidence in children;

WHEREAS, according to the U.S. Environmental Protection Agency, energy-related expenses fall second only to personnel as the largest expenditures in school district budgets, and resources that can be saved on energy can be redirected into students and classrooms;

WHEREAS, methane is a potent short-lived climate warming greenhouse gas produced partially by the decomposition of food waste and is the largest non energy related cause of greenhouse gas emissions from school systems;

WHEREAS, the negative impacts from increased levels of flooding can be reduced through existing technologies and through natural mechanisms, which can also provide co-benefits regarding energy use; and

WHEREAS, Prince George's County Public Schools has the potential to be dedicated to supporting programs and strategies to make schools climate safe and, energy-efficient living laboratories to teach children to understand STEM concepts through clean energy applications;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of Prince George's County Public Schools hereby commits to the goals of achieving:

- 100% Clean Sourced Electricity by 2030;
- 100% Clean Energy in all energy sectors, including heating, ventilation, air conditioning (HVAC), and cooking, by 2040;
- 100% Clean Transportation, by 2040;
- 100% Zero Food Waste by 2030; and
- 100% Zero Landfill Waste by 2040;

BE IT FURTHER RESOLVED, that the Board of Education of Prince George's County Public Schools is hereby initiating a Focus Workgroup, as specified in the Climate Change Action Plan Focus Workgroup

Proposal to develop a Climate Change Action Plan, which will outline an implementation plan to meet these goals;

BE IT FURTHER RESOLVED, the Focus Workgroup shall include Prince George’s County Public Schools personnel, students, parents, representatives of environmental groups, labor partners, elected officials, energy providers, and subject matter experts;

BE IT FURTHER RESOLVED, that the Climate Change Action Plan shall also include measures that enhance equity;

BE IT FURTHER RESOLVED, that the Climate Change Action Plan shall also include educational opportunities at all grade levels based on the initiatives designed in the plan, with a particular focus on STEM and vocational learning;

BE IT FURTHER RESOLVED, that the Climate Change Action Plan shall specifically include recommendations on the following areas:

1. Building Construction, Maintenance, and Operations;
2. Electricity;
3. Transportation;
4. Food/Food Waste;
5. Materials and Waste Cycles;
6. Storm Water and Land Management; and
7. Education and Awareness;

BE IT FURTHER RESOLVED, that the Climate Change Action Plan Focus Workgroup will report to the Board with updates on the development of the implementation plan at the mid-point (3 months) before the completed implementation plan is presented to the Board for adoption no later than October 1, 2021; and

BE IT FINALLY RESOLVED, that the Board of Education of Prince George’s County Public Schools calls on city, state, and federal officials and agencies to work alongside the District in taking swift, effective action on climate change to protect current and future students, their families, and the communities in which they live.

Budget Implications: None

Staffing Implications: Board of Education Administrative and Policy Support Staff

School(s) Affected: All Prince George’s County Public Schools

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Preparation Date: January 8, 2021

Person Preparing: Pamela Boozer-Strother, Board Member and Ninah Jackson, Student Member of the Board

Board Agenda Introduction Date: January 14, 2021

Board Action Date:

Approved: _____ (Chair of the Board)



City of Hyattsville

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

Agenda Item Report

File #: HCC-193-FY21

1/19/2021

9.a)

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

Item Title:

Hyattsville Charter Amendment Resolution 2021-01: Close of Candidate Registration (Introduction & Adoption)

Suggested Action:

I move that the Mayor and Council adopt Hyattsville Charter Amendment Resolution 2021-01, a Resolution amending Article IV of the City of Hyattsville's Charter to alter the last day candidates for office may register for an election (INTRODUCTION & ADOPTION).

Summary Background:

Over the last several months, the Board of Supervisors of Elections and the City Clerk's office have worked with the City Attorney to review and make recommended changes to the City Charter and Code for an all Vote-by-Mail election in 2021. These changes have included various administrative and procedural updates to allow for an all Vote-by-Mail election, a Charter Amendment adjusting the day of Election and the process by which the Council President and Vice President are elected, and in December, a resolution formally designating the 2021 election as Vote-by-Mail.

Staff and the Board have proceeded with preparations for the 2021 election including the procurement of a print and mail vendor for Vote-by-Mail ballot packets. In discussions with vendors, it quickly became apparent that the existing time frame in the City Charter and Code from the close of candidate registration (last Friday in March) to when ballots were required to be printed and mailed (30-45 days prior to election day) was too short.

Procedurally, after the close of the candidate registration deadline there is a withdrawal deadline the following Monday. After the withdrawal deadline passes, the candidates are certified by the Board of Supervisors of Elections. After certification, the Board must proof and approve election ballots. This process can take 2-3 business days. Upon approval of the ballots, they are then sent for printing and mailing. For a traditional election this timeframe is tight, but adequate. For a Vote-by-Mail election which requires ballots to be mailed to all registered voters 30-45 days in advance, the timing is inadequate.

The City's selected print and mail vendor has recommended allowing for at least 10 business days to print and mail ballot packets. To accommodate this timeframe, the Board recommends adjusting the close of candidate registration from the last Friday in March to the second Friday in March. For the 2021 Election, candidate registration will open on February 1 and will remain open until 5 PM on Friday, March 12: allowing six (6) weeks for Candidate registration.

This change will require both a charter amendment resolution and an update to City Code, Chapter 8.

Charter Amendment 2021-01 and Ordinance 2021-01

- Proposes moving the close of candidate registration from the last Friday in March to the 2nd Friday in March.

Charter Amendments require a Public Hearing which must be held 21 days after public notice of the hearing. The

proposed timeline for adoption of the Charter Amendment is listed under “Next Steps”. The Public Hearing will be held on January 19, 2021.

Next Steps:

- January 19 Council Meeting: Adoption of the Charter Amendment Resolution
- March 10: Effective Date of the Charter Amendment Resolution

Fiscal Impact:

TBD - There is currently \$55,000 budgeted for the 2021 Election. An all Vote-by-Mail election will require a budget amendment, to be presented to the Council for approval on January 19.

City Administrator Comments:

Recommend support.

Community Engagement:

There is a communications strategy planned for Vote-by-Mail.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

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CHARTER AMENDMENT RESOLUTION 2021-1

A Resolution Amending Article IV of the City of Hyattsville’s Charter to Alter the Last Day Candidates for Office May Register for an Election.

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

WHEREAS, the Mayor and City Council are committed to increasing voter turnout in all City elections and have created the option of conducting vote-by-mail elections; and

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

WHEREAS, the Mayor and City Council previously determined that the 2021 election will be conducted by mail; and

WHEREAS, in order to ensure adequate time exists to create and mail vote-by-mail ballots during a vote-by-mail election, it is necessary to change the candidate registration deadline to the second Friday in March of each election year; and

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

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

Section 1: That Article IV, C§4-8 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

§ C4-8. Candidates for office; procedure; ballots. [Amended 12-19-83 by HR No. 20-83; 1-30-89 by HR No. 2-89]

A. Filing of applications. Any qualified person may become a candidate for the office of Councilman for the ward in which he resides by filing an application with the Board of Supervisors of Elections on or before 5:00 p.m. on the ~~last~~ second Friday in March of each election year for which a vacancy in such ward shall occur. Any qualified person may become a candidate for the office of Mayor by similarly filing an application if a Mayor is to be elected that year. The application shall be on a form prescribed and made available by the Board of Supervisors of Elections. No fee shall be charged any person for filing an application.

1 B. Public notice. Notice of the availability of applications and the time and place for their filing
2 shall be given twice in a newspaper of general circulation in the City once a week during the two
3 (2) weeks preceding the filing deadline provided herein. The Board of Supervisors of Elections
4 shall certify to the Mayor and City Council the name of each person filing an application of
5 candidacy and the respective office for which that person has filed an application at the first
6 regular meeting of the Council following the ~~last~~ second Friday in March of each election year.
7 If for any reason there is no candidate for a particular office, the City Council shall make
8 nominations for that office at this meeting.

9 C. Names on ballots. No candidate's name shall be printed upon official ballots of election in
10 the City of Hyattsville other than the names of the persons contained in the certificate mentioned
11 in the preceding subsection, except the names of persons nominated by the City Council
12 subsequent to the meeting of the Council as provided in such subsection. Official ballots shall
13 follow the general form prescribed by the election laws of the State of Maryland.

14 * * *

15 **Section 2:** That the date of the adoption of this Resolution is January 19, 2021, and that
16 the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall
17 become effective on March, 10, 2021 (50 days after its passage), unless a proper petition for a
18 referendum hereon shall be filed by February 28 , 2021 (40th day after its passage), and that an
19 exact copy of this Resolution shall be posted at the main municipal building and a fair summary
20 of the Amendment shall be published in a newspaper having general circulation in the City of
21 Hyattsville not less than four (4) times at weekly intervals within forty (40) days after passage of
22 this Charter Amendment Resolution.

23 **Section 3:** That as soon as the Charter Amendment hereby enacted becomes effective,
24 either as herein provided or following a referendum, the Clerk shall send separately to the
25 Department of Legislative Services, the following information concerning the Charter
26 Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,
27 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor
28 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the
29 Charter Amendment.

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

36 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
37 Regular Meeting on January 19, 2021, at which meeting copies were available to the public for
38 inspection, and at which time a public hearing took place.

39 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
40 Regular Meeting on January 19, 2021, at which meeting copies were available to the public for
41 inspection.

1

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Kevin Ward, Interim Mayor

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

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City of Hyattsville

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Agenda Item Report

File #: HCC-194-FY21

1/19/2021

9.b)

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

Item Title:

Hyattsville Ordinance 2021-01: Close of Candidate Registration (Introduction)

Suggested Action:

I move that the Mayor and Council introduce Hyattsville Ordinance 2021-01, an ordinance whereby the City Council amends Chapter 8 of the Hyattsville Code to change the day by which candidates for office are required to register as candidates (INTRODUCTION).

Summary Background:

Over the last several months, the Board of Supervisors of Elections and the City Clerk's office have worked with the City Attorney to review and make recommended changes to the City Charter and Code for an all Vote-by-Mail election in 2021. These changes have included various administrative and procedural updates to allow for an all Vote-by-Mail election, a Charter Amendment adjusting the day of Election and the process by which the Council President and Vice President are elected, and in December, a resolution formally designating the 2021 election as Vote-by-Mail.

Staff and the Board have proceeded with preparations for the 2021 election including the procurement of a print and mail vendor for Vote-by-Mail ballot packets. In discussions with vendors, it quickly became apparent that the existing time frame in the City Charter and Code from the close of candidate registration (last Friday in March) to when ballots were required to be printed and mailed (30-45 days prior to election day) was too short.

Procedurally, after the close of the candidate registration deadline there is a withdrawal deadline the following Monday. After the withdrawal deadline passes, the candidates are certified by the Board of Supervisors of Elections. After certification, the Board must proof and approve election ballots. This process can take 2-3 business days. Upon approval of the ballots, they are then sent for printing and mailing. For a traditional election this timeframe is tight, but adequate. For a Vote-by-Mail election which requires ballots to be mailed to all registered voters 30-45 days in advance, the timing is inadequate.

The City's selected print and mail vendor has recommended allowing for at least 10 business days to print and mail ballot packets. To accommodate this timeframe, the Board recommends adjusting the close of candidate registration from the last Friday in March to the second Friday in March. For the 2021 Election, candidate registration will open on February 1 and will remain open until 5 PM on Friday, March 12: allowing six (6) weeks for Candidate registration.

This change will require both a charter amendment resolution and an update to City Code, Chapter 8.

Charter Amendment 2021-01 and Ordinance 2021-01

- Proposes moving the close of candidate registration from the last Friday in March to the 2nd Friday in March.

Next Steps:

- January 19 Council Meeting: Introduction of ordinance
- February 2: Adoption of the ordinance
- February 22: Effective date of the ordinance

Fiscal Impact:

TBD - There is currently \$55,000 budgeted for the 2021 Election. An all Vote-by-Mail election will require a budget amendment, to be presented to the Council for approval on January 19.

City Administrator Comments:

Recommend support.

Community Engagement:

There is a communications strategy planned for Vote-by-Mail.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Complete

1 **CHARTER AMENDMENT RESOLUTION 2021-1**

2 **A Resolution Amending Article IV of the City of Hyattsville’s Charter to Alter**
3 **the Last Day Candidates for Office May Register for an Election.**

4
5 **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF**
6 **HYATTSVILLE, MARYLAND,** adopted pursuant to the authority of Article XI-E of the
7 Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated
8 Code of Maryland (2013 Edition, as amended), to amend the Charter of the said City, said Charter
9 being a part of the public local laws of Maryland (1963 Edition, as amended), which Article
10 contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor
11 and City Council seek to amend the City Charter to alter the last day candidates for office may
12 register.

13 **WHEREAS,** the Mayor and City Council are committed to increasing voter turnout in all
14 City elections and have created the option of conducting vote-by-mail elections; and

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

18
19 **WHEREAS,** the Mayor and City Council previously determined that the 2021 election
20 will be conducted by mail; and

21 **WHEREAS,** in order to ensure adequate time exists to create and mail vote-by-mail ballots
22 during a vote-by-mail election, it is necessary to change the candidate registration deadline to the
23 second Friday in March of each election year; and

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

27
28 **NOW, THEREFORE, BE IT RESOLVED,** by the Mayor and City Council of the City
29 of Hyattsville, Maryland, in regular session assembled:

30 **Section 1:** That Article IV, C§4-8 of the Charter of the City of Hyattsville, Maryland, be
31 amended as follows:

32 **§ C4-8. Candidates for office; procedure; ballots. [Amended 12-19-83 by HR No. 20-83; 1-**
33 **30-89 by HR No. 2-89]**

34 A. Filing of applications. Any qualified person may become a candidate for the office of
35 Councilman for the ward in which he resides by filing an application with the Board of
36 Supervisors of Elections on or before 5:00 p.m. on the ~~last~~ second Friday in March of each
37 election year for which a vacancy in such ward shall occur. Any qualified person may become
38 a candidate for the office of Mayor by similarly filing an application if a Mayor is to be elected
39 that year. The application shall be on a form prescribed and made available by the Board of
40 Supervisors of Elections. No fee shall be charged any person for filing an application.

1 B. Public notice. Notice of the availability of applications and the time and place for their filing
2 shall be given twice in a newspaper of general circulation in the City once a week during the two
3 (2) weeks preceding the filing deadline provided herein. The Board of Supervisors of Elections
4 shall certify to the Mayor and City Council the name of each person filing an application of
5 candidacy and the respective office for which that person has filed an application at the first
6 regular meeting of the Council following the ~~last~~ second Friday in March of each election year.
7 If for any reason there is no candidate for a particular office, the City Council shall make
8 nominations for that office at this meeting.

9 C. Names on ballots. No candidate's name shall be printed upon official ballots of election in
10 the City of Hyattsville other than the names of the persons contained in the certificate mentioned
11 in the preceding subsection, except the names of persons nominated by the City Council
12 subsequent to the meeting of the Council as provided in such subsection. Official ballots shall
13 follow the general form prescribed by the election laws of the State of Maryland.

14 * * *

15 **Section 2:** That the date of the adoption of this Resolution is January 19, 2021, and that
16 the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall
17 become effective on March, 10, 2021 (50 days after its passage), unless a proper petition for a
18 referendum hereon shall be filed by February 28 , 2021 (40th day after its passage), and that an
19 exact copy of this Resolution shall be posted at the main municipal building and a fair summary
20 of the Amendment shall be published in a newspaper having general circulation in the City of
21 Hyattsville not less than four (4) times at weekly intervals within forty (40) days after passage of
22 this Charter Amendment Resolution.

23 **Section 3:** That as soon as the Charter Amendment hereby enacted becomes effective,
24 either as herein provided or following a referendum, the Clerk shall send separately to the
25 Department of Legislative Services, the following information concerning the Charter
26 Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,
27 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor
28 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the
29 Charter Amendment.

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

36 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
37 Regular Meeting on January 19, 2021, at which meeting copies were available to the public for
38 inspection, and at which time a public hearing took place.

39 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a
40 Regular Meeting on January 19, 2021, at which meeting copies were available to the public for
41 inspection.

1

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Kevin Ward, Interim Mayor

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4 { } indicate deletions

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

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City of Hyattsville

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Agenda Item Report

File #: HCC-195-FY21

1/19/2021

9.c)

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

Item Title:
FY21 Budget Amendment: City Election 2021

Suggested Action:

I move that the Mayor and Council authorize an FY21 budget amendment in the amount of \$45,000 for the Board of Elections budget to be appropriated as follows: \$4,000 Ads & Notices, \$25,500 Equipment Rental, \$9,750 Postage, \$3,000 Contracted Services and \$2,750 for miscellaneous expenses.

Summary Background:

The City of Hyattsville will conduct the 2021 Mayoral and Council election by mail-in ballot. The shift in the primary method of voting from traditional in-person voting to mail-in balloting due to the COVID-19 pandemic has necessitated several legislative changes. These changes have also required the City to procure additional vendors for ballot boxes, election equipment and software, print/mail services and incur additional costs related to outreach communications and postage. A budget amendment is required to execute the Vote-by-Mail election.

A summary of the budget amendment is below. Additional details are in the attached memo.

Line Item	FY21 Budget	Revised Budget	Budget Amendment
Ads & Notices	\$ 1,500.00	\$ 5,500.00	\$ 4,000.00
Equipment Rental	\$ 30,500.00	\$ 56,000.00	\$ 25,500.00
Postage	\$ 250.00	\$ 10,000.00	\$ 9,750.00
Printing	\$ 12,000.00	\$ 12,000.00	\$ -
Other Contracted	\$ 8,000.00	\$ 11,000.00	\$ 3,000.00
Office Supplies	\$ 400.00	\$ 400.00	\$ -
Misc. Supplies	\$ 2,500.00	\$ 2,500.00	\$ -
Total	\$ 55,150.00	\$ 97,400.00	\$ 42,250.00

Next Steps:

Upon approval the City Treasurer will appropriate the approved funds into the Election budget.

Fiscal Impact:

\$45,000

City Administrator Comments:

Recommend Support. The projected costs have been rounded up to ensure the City can cover unknown and/or unprojected miscellaneous expenses.

Community Engagement:

There is an extensive communications strategy planned for Election 2021 and a portion of the budget amendment will support the plan.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Memo

To: Mayor and Council
From: Laura Reams, Director of Communications & Legislative Services
CC: Tracey Douglas, City Administrator
Ron Brooks, City Treasurer
Sean Corcoran, Deputy City Clerk
Board of Supervisors of Elections
Date: January 11, 2021
Re: Budget Amendment – Election 2021

Background:

The City of Hyattsville will conduct the 2021 Mayoral and Council election by mail-in ballot. The shift in the primary method of voting from traditional in-person voting to mail-in balloting due to the COVID-19 pandemic has necessitated several legislative changes. These changes have also required the City to procure additional vendors for ballot boxes, election equipment and software, print/mail services and incur additional costs related to outreach communications and postage. A budget amendment is required to execute the Vote-by-Mail election. A budget breakdown is listed below by line item followed by a summary budget. The total requested budget amendment is \$45,000 which has been rounded up to cover unplanned or unprojected miscellaneous costs.

Ads & Notices – Requested Budget Amendment: \$4,000

Additional funds will support outreach communications, specifically the purchase of bus shelter ads, a directory ad at the Mall at Prince George's and additional communications outreach items.

Equipment Rental – Requested Budget Amendment: \$25,500

The budget amendment will support increased costs due to new vendors required for the Vote-by-Mail election. These vendors include the contract for print/mail services, a resident-facing ballot tracking

interface through Ballot Scout, rental of a post office box, and the purchase and installation of two ballot drop boxes which will be utilized for future elections.

Postage – Requested Budget Amendment: \$9,750

Funds will be utilized to pre-pay return postage for ballots via business reply mail and support the mailing of three (3) postcards to all registered voters and an election guide. The City will fund the Business Reply Mail account to account for the mailing of all return ballots. Ballots not returned via mail will not incur postage fees and the City may receive a refund of unused funds after the election.

Contracted Services – Requested Budget Amendment: \$3,000

Funds will support the staffing of ballot intake days and a voter services hotline with election workers, necessary supplies for ballot intake and the purchase of personal protective equipment (PPE) for poll workers.

Summary Budget:

Line Item	FY21 Budget	Revised Budget	Budget Amendment
Ads & Notices	\$ 1,500.00	\$ 5,500.00	\$ 4,000.00
Equipment Rental	\$30,500.00	\$ 56,000.00	\$ 25,500.00
Postage	\$ 250.00	\$ 10,000.00	\$ 9,750.00
Printing	\$12,000.00	\$ 12,000.00	\$ -
Other Contracted	\$ 8,000.00	\$ 11,000.00	\$ 3,000.00
Office Supplies	\$ 400.00	\$ 400.00	\$ -
Misc. Supplies	\$ 2,500.00	\$ 2,500.00	\$ -
Total	\$55,150.00	\$ 97,400.00	\$ 42,250.00

RECOMMENDATION:

Staff recommends the Mayor and Council authorize an FY21 budget amendment in an amount not to exceed \$45,000 from the general fund into the Election budget to be appropriated as follows: \$4,000 Ads & Notices, \$25,500 Equipment Rental, \$9,750 Postage, and \$3,000 Contracted Services. An additional \$2,750 has been added to cover unexpected miscellaneous costs.



City of Hyattsville

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Agenda Item Report

File #: HCC-196-FY21

1/19/2021

9.d)

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

Item Title:

Award of Contract for Mail Vendor - Election 2021

Suggested Action:

I move that the Mayor and Council authorize the City Administrator to enter into an agreement with Fort Orange Press for the printing and mailing of ballot packets and ballots for the May 2021 City Election at a cost not to exceed \$31,000. The agreement will be effective upon the review and approval by the City Attorney.

Summary Background:

The City of Hyattsville has completed the first steps, with legislation pending, to allow the 2021 Mayoral and Council election to be conducted primarily by mail-in ballot. The departure from a traditional, familiar, process has presented a more detailed approach which involves partnering with multiple vendors to employ support for logistics planning, implementation resources, and measures to ensure the election be conducted safely and accurately.

The printing and mailing of ballot packets to all registered voters is integral to a successful 2021 Vote-by-Mail election. The City Clerk's Office solicited bids from mail vendors in late 2020. The scope of the request for proposal is listed below.

- Printing of approximately 12,000 bilingual ballot packets consisting of the following components:
 - o Outer Envelope
 - o Return Envelope
 - o Outgoing and Return Intelligent Bar Code Tracking
 - o Oath/Signature Envelope for Ballot
 - o 8.5x11 Ballot
 - o Instructions
 - o Voter Assistance Form
 - o Inclusion of an I Voted Sticker
- Direct Mail drop of first-class mail to the closest Maryland postal sorting facility
- Printing of ballots for Election Day Polling Center compatible with ES&S election ballot scanners
- Printing of test ballots for ballot scanner accuracy
- Printing of additional on-hand ballot packets for the City to mail to individuals who register to vote after March 19.

The City completed a competitive bidding process for the selection of the mail vendor. Three quotes were received and evaluated by staff and the Board of Supervisors of Elections. Fort Orange Press was identified as the recommended vendor due to its competitive pricing, ability to direct drop mail, and print ballot packets in accordance with best practices for Vote-by-Mail elections. A summary of the contact costs is below, and additional details are included in the attached memo.

Fort Orange Press			
Item	Unit Cost	Total	Notes
Ballot Packet	1.25	\$15,000.00	12,000 ballot packets
Outgoing Postage	0.65	\$ 7,800.00	
Election Day Ballots & Test Ballots	n/a	\$ 425.00	Qty 1000
Color Printing	n/a	\$ 3,975.00	
Inclusion of I Voted Sticker	n/a	\$ 3,480.00	
Additional On Hand Ballot Packets	n/a	\$ 175.00	
Total		\$30,855.00	

Approval of this contract will require a budget amendment which is scheduled for the Council action agenda on January 19.

Next Steps:

Upon approval staff will proceed with execution of the contract and planning for the 2021 election.

Fiscal Impact:

NTE \$31,000

City Administrator Comments:

Recommend Approval

Community Engagement:

Ballots will be mailed to all registered voters in early April. The City has a communications plan in place for Election 2021.

Strategic Goals:

Goal 4 - Foster Excellence in all City Operations

Legal Review Required?

Pending



Memo

To: Mayor and Council
From: Laura Reams, Director of Communications & Legislative Services
CC: Tracey Douglas, City Administrator
Ron Brooks, City Treasurer
Sean Corcoran, Deputy City Clerk
Board of Supervisors of Elections
Date: January 11, 2021
Re: Award of Contract for Mail Vendor – Election 2021

Background:

The City of Hyattsville has completed the first steps, with legislation pending, to allow the 2021 Mayoral and Council election to be conducted primarily by mail-in ballot. The departure from a traditional, familiar, process has presented a more detailed approach which involves partnering with multiple vendors to employ support for logistics planning, implementation resources, and measures to ensure the election be conducted safely and accurately.

The printing and mailing of ballot packets to all registered voters is integral to a successful 2021 Vote-by-Mail election. The City Clerk's Office solicited bids from mail vendors in late 2020. The scope of the request for proposal is listed below.

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- Instructions
- Voter Assistance Form
- Inclusion of an I Voted Sticker
- Direct Mail drop of first-class mail to the closest Maryland postal sorting facility
- Printing of ballots for Election Day Polling Center compatible with ES&S election ballot scanners
- Printing of test ballots for ballot scanner accuracy
- Printing of additional on-hand ballot packets for the City to mail to individuals who register to vote after March 19.

The City received bids from three vendors:

1. Seachange: \$33,033
2. Fort Orange Press: \$31,000
3. Midwest Direct: \$21,915

Of the three vendors, Fort Orange Press and Seachange were able to accommodate the request for a direct mail drop to a Maryland postal facility. This requirement is considered crucial to ensure mail is accurately routed and ballot packets are received in a timely manner with minimal routing stops. After review and consideration of the two remaining quotes, the Board of Supervisors of Elections and staff recommends that the City enter into a financial agreement for printing and mailing services with Fort Orange Press at a cost not to exceed \$31,000. The cost proposal is detailed below.

Fort Orange Press was selected for recommendation due to a lower printing costs per ballot packet and inclusion of color printing services for outgoing and return envelopes. Utilizing color printing on outgoing and return ballot envelopes has been identified by the Center for Civic Design as a best practice for Vote-by-Mail elections. The use of color helps to ensure the envelopes are distinctive from other mail and assists election workers with the ballot intake process by allowing easy identification and sorting of the ward specific return envelopes. Additionally, Fort Orange Press recently provided ballot printing and mailing services for the City of Takoma Park’s municipal election and received a favorable recommendation from the City.

Fort Orange Press			
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Outgoing Postage	0.65	\$ 7,800.00	
Election Day Ballots & Test Ballots	n/a	\$ 425.00	Qty 1000
Color Printing	n/a	\$ 3,975.00	
Inclusion of I Voted Sticker	n/a	\$ 3,480.00	
Additional On Hand Ballot Packets	n/a	\$ 175.00	
Total		\$30,855.00	

Approval of this contract will also require a budget amendment. The existing budget line item for election equipment is funded for \$30,500. In November 2020, the City Council authorized a contract with Election Software and Services for Election Center Polling Equipment (poll books, voting booths, ballot scanners)

for \$13,000. Due to the nature of an all Vote-by-Mail election the City has had to procure additional vendors that, combined with this mail vendor, will increase the amount necessary for equipment procurement. A corresponding budget amendment will be included on the Council agenda with this recommendation to award a contract to Fort Orange Press for printing and mailing services.

RECOMMENDATION:

The Board of Supervisors of Elections recommends that the Mayor and Council authorize the City Administrator to enter into an agreement with Fort Orange Press for the printing and mailing of ballot packets and ballots for the May 2021 City Election at a cost not to exceed \$31,000. The agreement will be effective upon the review and approval by the City Attorney.



City of Hyattsville

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www.hyattsville.org

Agenda Item Report

File #: HCC-199-FY21

1/19/2021

9.e)

Submitted by: Laura Reams
Submitting Department: Legislative
Agenda Section: Consent

Item Title:

Resolution 2021-01, Condemning the Actions of the Individuals Responsible for the Events which Took Place at the United States Capitol on January 6, 2021.

Suggested Action:

I move the Mayor and Council adopt Hyattsville Resolution 2021-01, a Resolution condemning the actions of the individuals responsible for the events which took place at the United States Capitol on January 6, 2021.

Summary Background:

Please see resolution.

Next Steps:

Adopt Resolution.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The adopted and signed resolution will be posted on the City's website.

Strategic Goals:

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

Legal Review Required?

Complete

1 CITY OF HYATTSVILLE, MARYLAND

2
3 RESOLUTION 2021-01

4
5 **A Resolution condemning President Trump and other elected officials**
6 **who encouraged individuals to attack the Capitol and condemning the**
7 **actions of the individuals responsible for the events which took place at**
8 **the United States Capitol on January 6, 2021.**
9

10 **WHEREAS**, on January 6, 2021, pursuant to the Twelfth Amendment of the Constitution
11 of the United States of America, the President of the Senate, the Senate and the House of
12 Representatives, were fulfilling their Constitutional duties; and
13

14 **WHEREAS**, in the weeks and days ahead of January 6, 2021, President Donald Trump
15 urged his supporters to go to Washington, D.C. to stop the certification of the election results,
16 contending that the results were invalid; and
17

18 **WHEREAS**, similar sentiments were expressed by other elected officials across the United
19 States who urged their colleagues to object to the electoral vote certification; and
20

21 **WHEREAS**, on January 5, 2021, President Trump falsely asserted that Vice President
22 Pence “has the power to reject fraudulently chosen electors”; and
23

24 **WHEREAS**, such false statements from our elected officials undermine the legitimacy of
25 our elections and only serve to disenfranchise the lawfully cast votes of American citizens; and
26

27 **WHEREAS**, on January 6, 2021, thousands of Trump supporters amassed in Washington,
28 D.C. to attend rallies at the White House and the United States Capitol; and
29

30 **WHEREAS**, President Trump encouraged rally attendees at the White House to walk to
31 the Capitol, stating “You’ll never take back our country with weakness. You have to show strength
32 and you have to be strong,” and
33

34 **WHEREAS**, President Trump told the rally attendees that “we are going to walk down
35 Pennsylvania Avenue . . . and we are going to the Capitol, and we are going to try and give . . . our
36 Republicans . . . the kind of pride and boldness they need to take back our country”; and
37

38 **WHEREAS**, rally attendees at the White House followed President Trump’s call for action
39 and marched to the Capitol to join other supporters; and
40

41 **WHEREAS**, rally attendees clashed with Capitol police officers and violently breached
42 the Capitol building as members of Congress worked to open and count the electoral votes certified
43 by each state; and
44

1 **WHEREAS**, members of Congress were forced to cease their constitutional duty as they
2 and their staffs had to evacuate or shelter-in-place as rally attendees violently stormed the Capitol
3 building and attempted to enter both chambers; and
4

5 **WHEREAS**, rally attendees did in fact enter and vandalize both chambers and
6 Congressional offices and committed acts of violence and theft during their siege on the Capitol;
7 and
8

9 **WHEREAS**, the lives of residents from the City of Hyattsville, Maryland and the
10 surrounding community, working in or near the Capitol, were imperiled by the rally attendees
11 turned insurrectionists who sought to do harm to person and property; and
12

13 **WHEREAS**, five individuals died as a result of the violent attempt of the insurrectionists
14 to disrupt Congress from opening and counting the electoral votes certified by each state; and
15

16 **WHEREAS**, within hours, once the Capitol had been secured, both houses of Congress
17 resumed opening and counting the electoral votes certified by each state; and
18

19 **WHEREAS**, Congress certified Joe Biden as the President-elect and Kamala Harris as the
20 Vice President-elect, despite the violent attempt to prevent otherwise; and
21

22 **WHEREAS**, the failed attempt to prevent the transfer of power was a direct result of a
23 four year campaign by President Trump to promote racial division and undermine democracy, and
24 part of a continuing effort to sow mistrust in an election that was conducted freely and fairly; and
25

26 **NOW, THEREFORE, BE IT RESOLVED**, that the City of Hyattsville, Maryland,
27 strongly condemns the brazen acts committed by the group of misguided and angry agitators and
28 insurrectionists on January 6, 2021, as they do not reflect our beliefs as a community; and
29

30 **BE IT FURTHER RESOLVED**, that the City of Hyattsville, Maryland, strongly
31 condemns the acts of President Trump and other elected officials who encouraged individuals to
32 attack the Capitol and disrupt the nation’s peaceful transfer of power, or otherwise sought to
33 undermine the results of the 2020 election; and
34

35 **BE IT FURTHER RESOLVED**, that the Mayor and City Council of the City of
36 Hyattsville, Maryland, calls upon the Senate to exercise its constitutional power to convict
37 President Trump of the crime for which the House of Representatives indicted him, incitement of
38 insurrection, which should result in his lawful removal from office; and
39

40 **BE IT FURTHER RESOLVED**, that the Mayor and City Council of the City of
41 Hyattsville, Maryland, believe that those who participated in the assault on the Capitol on January
42 6, 2021, should be held accountable to the fullest extent permitted by law; and
43

44 **BE IT FURTHER RESOLVED**, the City of Hyattsville, Maryland, rededicates itself to
45 supporting and enacting policies that reflect the values on which our democracy and freedom
46 depend.

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INTRODUCED by the Mayor and City Council of the City of Hyattsville, Maryland, at a regular meeting on January 1_, 2021, at which meeting copies were available to the public for inspection.

ADOPTED by the Mayor and City Council of the City of Hyattsville, Maryland, at a regular meeting on January 1_, 2021, at which meeting copies were made available to the public for inspection.

APPROVED:

City of Hyattsville, Maryland

Date

Kevin Ward
Interim Mayor

10

ATTEST/WITNESS:

City of Hyattsville, Maryland

Date

Laura Reams
City Clerk



City of Hyattsville

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Agenda Item Report

File #: HCC-203-FY21

1/19/2021

9.f)

Submitted by: Laura Reams
Submitting Department: Legislative
Agenda Section: Action

Item Title:

Authorizing letter to the Maryland State General Assembly regarding the attack on the U.S. Capitol on January 6, 2021

Suggested Action:

I move the Mayor and Council authorize Interim Mayor Kevin Ward to send a letter to the Maryland State General Assembly regarding the attack on the U.S. Capitol on January 6, 2021. The letter shall communicate the following items:

- Calls on MGA to provide legislative action to empower the MD AG and State's Attorneys greater capacity to protect Maryland communities from domestic terror.
- Requests A commission/task force to plan greater coordination between State resources and local agencies in responding to the threat of domestic terror within Maryland municipalities. This includes an analysis of the actions on Jan 6 and the development of a detailed response and coordination plan.
- Requests A commission to determine the extent and pervasiveness of biased or extremist views held by law enforcement officers within the State of Maryland, and provide recommendations on corrective actions.
- A commitment to great public awareness and data sharing through reports and analysis on the current status of the threat of domestic terrorism in the State of Maryland.

Summary Background:

While the act of insurrection against the US Capitol was an egregious offense against Democracy worthy of commendation, greater work across the State of Maryland is required to address the persistent threat of domestic terrorism. Action from the State of Maryland is especially required, given the consideration that individuals who have committed such acts against the US Capitol may receive a federal pardon. This letters is a request for a Statewide focus on public awareness, coordination in response to, local support for, and accountability for those who commit acts of, domestic terror.

Next Steps:

Upon approval, the letter will be drafted and mailed to the General Assembly.

Fiscal Impact:

N/A

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

Pending



City of Hyattsville

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Agenda Item Report

File #: HCC-197-FY21

1/19/2021

10.a)

Submitted by: Michelle Dunklee
Submitting Department: Police
Agenda Section: Discussion

Item Title:

Purchase of BolaWrap Devices and Cartridges

Suggested Action:

I move that the Mayor and Council authorize the expenditure in the amount of \$12,039 to East Coast Tactical for the purchase of 10 BolaWrap devices and 90 cartridges to be divided between each squad and our Emergency Response Team. The funding source for this purchase is the speed camera special revenue fund.

I further move that, upon procurement, the Hyattsville City Police Department move swiftly to adequately train and staff members of each squad and the Emergency Response Team on the appropriate use and deployment of the BolaWrap Device.

Summary Background:

One of the most challenging duties our officers face is the apprehension of persons that are in a mental health crisis. We spend a great deal of training time learning de-escalation techniques like Integrating Communications, Assessment, and Tactics (ICAT). This past year, Chief Awad and Deputy Chief Dunklee attended a demonstration of the BolaWrap. It is designed to restrain someone without using force. Non-compliant subjects in mental crisis and drug impaired persons are often incapable of comprehending the commands of officers. The BolaWrap enables Police officers to restrain subjects safely and with very low risk of injury. The Police department would like to add the BolaWrap as another tool that our officers can use when appropriate for the situation.

The Police Department received two quotes for this item and East Coast Tactical was the lowest priced vendor.

Next Steps:

Approval from Mayor and Council.

Fiscal Impact:

\$12,039.00

City Administrator Comments:

Recommend Support. This less than lethal option will be a great asset to our department.

Community Engagement:

N/A

Strategic Goals:

Goal 3 - Promote a Safe and Vibrant Community

Legal Review Required?

Complete





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Agenda Item Report

File #: HCC-198-FY21

1/19/2021

10.b)

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

Item Title:

Recommended Revisions to City Committee Procedures

Suggested Action:

For discussion.

Summary Background:

The City has 11 active committees, with one (1) new committee (Participatory Budgeting) pending launch. There are 81 residents currently serving with 14 open seats. The City's Committees link the City Council and staff to the residents and help keep our City government vital, responsive, and accountable. 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. Committees are also subject to State laws pertaining to the Maryland Open Meetings Act and the Public Information Act.

The Council last updated its policies pertaining to committees in 2016. The existing policies primarily relate to the submission of agendas and minutes and procedures for holding meetings in accordance with State law. Staff recognized a need for updating these policies to address procedures for appointments, training, and membership. These procedures will be formalized into a user-friendly handbook to provide clear guidance for prospective and new members.

The draft handbook is attached. The handbook provides 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.

Staff will present the recommended changes to committee procedures to Council at the January 19 meeting.

Next Steps:

Upon authorization, staff will proceed with implementing the new committee procedures. The handbook will return to Council for adoption in the fall. This will allow for time to receive input from committee members on additional information for inclusion as well as time to learn any best practices or recommended changes from the initial launch of new committee procedures.

Fiscal Impact:

None.

City Administrator Comments:

The proposed recommendations will improve efficiency, productivity, and continuity. Recommend Support

Community Engagement:

New committee procedures will be communicated to existing committees via their staff liaisons. Feedback on the policies and handbook is welcomed and encouraged. The handbook will be posted on the City's website.

Strategic Goals:

Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



HYATTSVILLE

CITY COMMITTEES PROCEDURES

JANUARY 19, 2021

- Overview
- Goals
- Recommendations
 - Appointment Procedures & Training
 - Terms & Membership
 - Annual Reporting
- Next Steps



OVERVIEW

- 11 Active Committees
 - Inactive: Teen Advisory Committee
 - Pending: Participatory Budgeting Ad Hoc Task Force
- 95 Seats, 14 Open, 8 pending applications
- Growth over Time in Membership & Number of Committees →
 - 2015 - 7 active committees with 42 members



GOALS

- Formalize procedures into user friendly handbook to be distributed to all members and available on the City website.
- Provide clear guidance to committee members and prospective members
- Institute new policies relating to appointment procedures, training, and membership



RECOMMENDATIONS

APPOINTMENT PROCEDURES & TRAINING

Align appointment schedules & institute staggered terms

- Appointments and re-appointments will occur semi annually at the April and October Council meetings, or as vacancies arise
- Staggered terms will ensure continuity of operations for committees
- Existing terms for committees will be split between the two appointment schedules. Current expired terms have been extended through to April.



RECOMMENDATIONS

APPOINTMENT PROCEDURES & TRAINING

New Appointment Requirements

- Attend at least one meeting prior to appointment
- Virtual or in-person interview with Council Liaison(s) for appointment sponsorship
- Attend orientation session after appointment
 - Orientation sessions for new members will be held in May and November to ensure members receive required training
- Complete Maryland Open Meetings Act Training



RECOMMENDATIONS

TERMS & MEMBERSHIP

- Members may not serve on more than two (2) committees concurrently
- Members may not serve as the Chair of more than one committee concurrently
- Term Limits for Chairs
 - Chairs may serve two (2) consecutive terms, after which the Body must elect a new Chair. Previous chairs who have served two (2) terms must have one year break period before serving as the Chair again.



RECOMMENDATIONS

TERMS & MEMBERSHIP

- Required Attendance
 - Members are required to attend at least 50% of meetings held each calendar year unless otherwise specified in the Committee worksheet or City Charter & 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.



RECOMMENDATIONS

ANNUAL REPORTING

- Each Committee is required to submit annual written reports that must contain a brief review of the Body's activities including goals, 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.
- Reports are due annually by January 15.



NEXT STEPS

- Adopt new committee procedures and proceed with re-appointments and scheduling interviews for new appointments
- Adopt new Committee Handbook



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

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)

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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-production.s3.amazonaws.com/uploads/attachment/pdf/340934/Hyattsville_RETf_Draft_Equity_Plan_FINAL_4.9.19.pdf)

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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

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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)
<p>RECOMMENDATION:</p> <p>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.</p> <p>I further move that the Mayor and Council adopt the following statement of goals and objectives for the EAC:</p> <p>Education Advisory Committee</p> <p>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.</p> <p>The EAC works on behalf of the Mayor and City Council to:</p> <ul style="list-style-type: none"> - 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
<p>BACKGROUND:</p> <p>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.</p>
<p>ANTICIPATED STAFF RESOURCES REQUIRED TO IMPLEMENT:</p> <p>Staff liaison and council liaison shall be required to attend regular meetings of the body.</p>
<p>CITY ADMINISTRATOR / DEPARTMENT DIRECTOR COMMENT:</p>
<p>FUNCTION AND OBJECTIVES:</p> <p>Included in the body text of the motion.</p>
<p>SUPPORTING DOCUMENTATION: N/A</p>
<p>CURRENT YEAR BUDGET IMPACT:</p> <p>NONE</p>

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



City of Hyattsville

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Hyattsville, MD 20781
(301) 985-5000
www.hyattsville.org

Agenda Item Report

File #: HCC-201-FY21

1/19/2021

12.a)

Submitted by: Corcoran
Submitting Department: City Clerk
Agenda Section: Community Notices and Meetings

Item Title:
Main City Calendar January 20 - February 1, 2021

Suggested Action:
N/A

Summary Background:
N/A

Next Steps:
N/A

Fiscal Impact:
N/A

City Administrator Comments:
N/A

Community Engagement:
N/A

Strategic Goals:
Goal 1 - Ensure Transparent and Accessible Governance

Legal Review Required?
N/A

City Calendar: January 20 – February 1, 2021

City Council meetings will continue as scheduled and will be accessible to the public through web stream and cable. Public comment will be accepted electronically, and participants can join the virtual meeting after registration. For more information visit: hyattsville.org/meetings

Business Roundtable

Thursday, January 21, 2021, 10:00 AM (Virtual Meeting)

Business owners are invited to learn about available grants and COVID-19 resources, and discuss their needs with County and City officials.

Education Advisory Committee Meeting

Thursday, January 21st, 6:30 PM (Virtual Meeting)

Education Facilities Task Force Meeting

Thursday, January 21st, 7:00 PM (Virtual Meeting)

Martin Luther King Jr. Day of Service

Friday, January 22nd, 9:00 AM – 12:00PM (Virtual Meeting)

City staff and volunteers will pack and sort donations at the Capital Area Food Bank Warehouse (CAFB), 4900 Puerto Rico Avenue, Washington D.C. 20017. For more information, please contact Colleen Aistis at (301) 985-5057 or via email at caistis@hyattsville.org by Wednesday, January 20.

Age-Friendly Hyattsville Work Group Meeting

Friday, January 22nd, 11:00 AM (Virtual Meeting)

Planning Committee Meeting

Tuesday, January 26th, 7:00 PM (Virtual Meeting)

Race and Equity Task Force Meeting

Tuesday, January 26th, 7:00 PM (Virtual Meeting)

Code Compliance Advisory Committee Meeting

Wednesday, January 27th, 7:00 PM (Virtual Meeting)

Board of Supervisors of Elections and the Ethics Committee Joint Meeting

Thursday, January 28th, 7:00 PM (Virtual Meeting)

Health, Wellness, and Recreation Advisory Committee Meeting

Thursday, January 28th, 7:00 PM (Virtual Meeting)

Opening of Registration for Candidacy for City Council

Monday, February 1st, 2021.

To register, please email cityclerk@hyattsville.org

City Council Meeting

Monday, February 1st, 7:00 PM (Virtual Meeting)

All events scheduled for February 2, 2021 and beyond may still be subject to cancellation due to the COVID-19 emergency. For updated details on meetings and events, visit hyattsville.org

The following weekly program offerings and City events are canceled through Monday, February 1, 2021.

- Ageless Grace Exercise Classes
- Community Yoga
- Senior Bus Trips
- Police Ride-Alongs
- Invasive Plant Removals

The following services will be suspended or limited through Monday, February 1, 2021.

- Notary and Fingerprint Services
- Licensing and Permitting
- Call-a-Bus for Seniors Transportation Services will continue for essential trips only such as medical appointments and grocery store trips.
- Bulk Trash Pickup

The following services and activities will continue as scheduled:

- Police patrols and emergency response
- Solid waste, recycling, and compost collections
- Parking enforcement