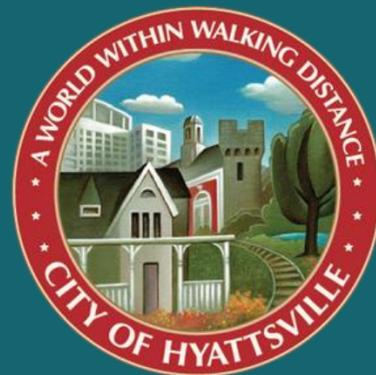
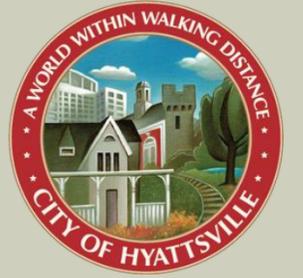


City of Hyattsville

Committee Stipend Program



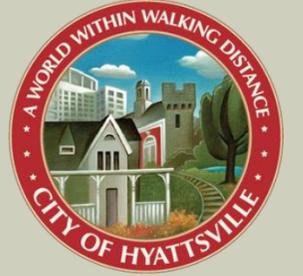
Background



In the FY23 budget, the City Council authorized funding to launch a committee stipend program, to provide payment of a flat fee of \$40 per meeting attended. \$30,000 was allocated to the initiative in this fiscal year.

The City has approximately 75 volunteers serving on 13 advisory bodies. Committee members advise the City Council by providing input and recommendations on policies and issues affecting the Hyattsville community.

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



Program Goals

The program goal is to increase community input and participation in City government and diversify membership in City advisory bodies.

Committee members may incur costs, including travel, childcare, and other direct costs associated with attending meetings both in person and virtually. The \$40 per meeting stipend is intended to help offset these costs and decrease the financial burden that may be a barrier to residents joining a committee.

The stipend is not intended as payment for services on a committee, and individuals may opt in or out of the program at any point during their time on a committee.

Scope & Program Outline



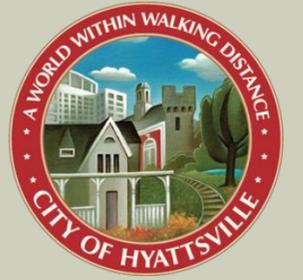
Eligibility:

This policy applies to Committee members of Hyattsville Advisory Bodies as well as members of Ad Hoc bodies created by City Council. All members will be eligible but may choose to opt out of the program. Youth members may opt to receive Student Service Learning (SSL) hours instead of payment.

Payment Program:

- \$40 per meeting attended
- The annual stipend payment for an individual will not exceed \$600 per person, regardless of service on multiple committees
- Approved minutes will be used to verify attendance
- To receive payments, committee members must complete a W-9
- Committee members are responsible for meeting any reporting requirements under State and Federal tax laws.

FY23 Pilot Program

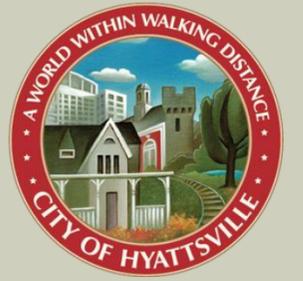


In the FY23 pilot year, stipend payments will be effective for the term December 1, 2022, through May 31, 2023.

Enrollment

- Existing advisory body members will be required to complete a form to opt in or out of the stipend program.
- The enrollment form will include optional demographic questions. The data will be utilized in evaluating and measuring outcomes of the program on an annual basis.
- Ongoing Enrollment will take place when a committee member is appointed.

Next Steps



Committee Kick Off Meeting

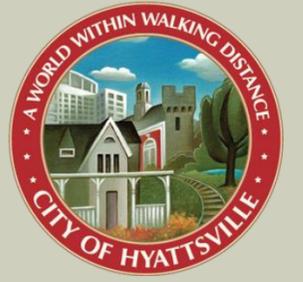
- An orientation for committee members will be held on December 1st at 12 pm and 6 pm. The session will be recorded for committee members unable to attend.
- Staff liaisons will be trained on their program responsibilities at an internal meeting.
- FY23 Program enrollment for existing committee members is due by December 19, 2022.

Community Engagement & Member Recruitment

Information on the stipend program will roll out to the public via the City's communication channels and on the City's website. Council is encouraged to share information via their networks, at ward meetings, and/or council newsletters.

The Clerk's Office will look for opportunities to partner with existing City events this spring for the semi-annual member recruitment drive.

FY24 and Beyond



An annual program evaluation will occur during the City's annual budgeting process.

Currently funding is planned to be included in the Council's FY24 budget to continue the program to allow for a full-year evaluation.

Areas for future consideration may include the following items:

- Consideration of other payment methods for individuals unable to complete a W-9
- Offer more frequent payments (semi-annual to quarterly)
- Implementation of a Committee Buddies (mentoring program) for potential or new committee members
- Consideration of Committee Term limits to ensure equitable access to the program