

City Council of Hyattsville, Maryland

AGENDA

City Council Regular Meeting

Monday, October 15, 2018

7:30 PM



Council Chambers

Hyattsville Municipal Building

4310 Gallatin Street, 3rd Floor

Hyattsville, MD 20781

(301) 985-5000 www.hyattsville.org

CITY COUNCIL

[Mayor Candace B. Hollingsworth](#)

[Edouard Haba, Council President, Ward 4](#)

[Kevin Ward, Council Vice President, Ward 1](#)

[Bart Lawrence, Ward 1](#)

[Robert S. Croslin, Ward 2](#)

[Shani N. Warner, Ward 2](#)

[Carrianna Suiter, Ward 3](#)

[Thomas Wright, Ward 3](#)

[Paula J. Perry, Ward 4](#)

[Joseph Solomon, Ward 5](#)

[Erica Spell, Ward 5](#)

ADMINISTRATION

Tracey E. Nicholson, City Administrator

Laura Reams, City Clerk, 301-985-5009, lreams@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 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.

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

Consent Agenda: Items listed on the Consent agenda are considered to be routine in nature, and are normally approved by one motion. Please note that most items on the Consent agenda have been discussed at a previous meeting. If a Councilmember wishes to comment on a particular item, that item shall be removed from the Consent agenda to "action" to allow for additional discussion.

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 publically 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.

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1. **Call to Order and Council Roll Call**
2. **Pledge of Allegiance to the Flag**
3. **Approval of Agenda**
4. **Public Comment (7:40 p.m. – 8:00 p.m.) Limit 2 minutes per speaker**
5. **Presentations (8:00 p.m. - 9:15 p.m.)**
 - 5.a) **City Administrator Update (5 minutes)**
HCC-102-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
 - 5.b) **FY17 Audit Update (5 minutes)**
HCC-86-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
 - 5.c) **Presentation of LGIT Grant Award for Safety Awareness Training (5 minutes)**
HCC-99-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
 - 5.d) **Age Friendly Initiative Draft Action Plan (20 minutes)**
HCC-95-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
[Workgroup Plan_Final.pdf](#)
[Age Friendly Work Group FINAL powerpoint.pptx](#)
 - 5.e) **Resident Satisfaction Survey (40 minutes)**
HCC-98-FY19
Lead Sponsor: At the Request of the City Administrator
Co-Sponsor(s): N/A
[2018 Hyattsville Survey-Draft Report v181012d.pdf](#)
6. **Consent Items (9:15 p.m. - 9:20 p.m.)**

**6.a) FY19 Budget Appropriation: Target Corporation Donation
HCC-80-FY19**

I move that the Mayor and Council accept and appropriate into the FY19 budget a donation in the amount of \$2,000 from Target Corporation to the Community Action Team for the purchase of gift cards for children during the City's annual Shop with a Cop event.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

**6.b) Proclamation: Economic Development Week
HCC-91-FY19**

I move that the Mayor and Council recognize October 21-27, 2018 as Economic Development Week in the City of Hyattsville.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Economic Development Week 2018.docx](#)

**6.c) Schedule Public Hearing for the Annexation of the Landy Property
HCC-92-FY19**

I move that the City Council schedule a Public Hearing for Monday, December 3, 2018 at 7:30 PM, to consider public testimony regarding the proposed annexation of 14.9683 acres of contiguous property, commonly known as the Landy Property, located at 3501 Dean Drive, Hyattsville, Maryland 20782.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Landy Annexation Resolution 2018-05.docx](#)

[Annexation Plan - Landy Annexation - October 12, 2018.doc](#)

[Landy Annexation Description Exhibit A.pdf](#)

[HyattsvilleAnnexation-ScheduleB.pdf](#)

[Landy - Annexation Plan Map.pdf](#)

**6.d) FY19 Budget Appropriation: MNCPPC Grant for Recreation Activities
HCC-94-FY19**

I move that the Mayor & Council amend the FY19 budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney for legal sufficiency.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

**6.e) Rock Salt Purchase
HCC-41-FY19**

I move that the Mayor and Council approve the purchase of rock salt from Eastern Salt Company utilizing Council of Governments (COG) contract rider with Montgomery County, not to exceed \$35,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Award Posting Sheet - Road Salt.pdf](#)

[Eastern Salt Bid IFB 1088536.pdf](#)

[Recommendation for Award memo IFB 1088536 Road Salt.pdf](#)

[Rider Clause Final 08262016 MAPT4.pdf](#)

6.f) Renaissance Square Condominium Board Appointments

HCC-96-FY19

I move the City Council appoint Mayor Candace B. Hollingsworth and Community & Economic Development Director Jim Chandler to serve as the City's representatives on the Renaissance Square Condominium Board for a period not to exceed twelve (12) calendar months.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Memo - Renaissance Square Condo Board Appointment.docx](#)

6.g) Appointment to the Health, Wellness, and Recreation Advisory Committee

HCC-101-FY19

I move that the Mayor and Council appoint Samuel Denes (Ward 1) to the Health, Wellness, and Recreation Advisory Committee for a term of 2 years to expire on October 15, 2020.

Lead Sponsor: Perry

Co-Sponsor(s): N/A

[Committee Application HWRAC Denes W1.pdf](#)

6.h) FY17 Audit Cost

HCC-103-FY19

I move that the Mayor and Council approve cost not to exceed \$49,500 for services provided by CohnReznick to complete the FY17 audit and financial statements.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

6.i) FY19 Budget Appropriation - LGIT Training Grant

HCC-105-FY19

I move that the Mayor and Council accept and appropriate into the FY19 budget the Grant Award from the Local Government Insurance Trust (LGIT) in the amount of \$10,050 for the Department of Public Works Safety Awareness program.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Scanned from a Xerox Multifunction Printer \(2\).pdf](#)

6.j) FY19 Speed Camera Budget Amendment

HCC-106-FY19

I move that the Mayor and Council amend the FY19 Speed Camera Budget by adjusting current line item appropriations to cover \$39,000 in capital cost and to increase the Other Contracted Services line by \$65,000 to cover the revised cost of the Conduent State & Local Solutions contract.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

6.k) Wrap and Equipping Mobile Communications and Command Truck**HCC-107-FY19**

I move that the Mayor and Council authorize payment to Boulevard Collision to wrap and install new equipment in the Mobile Command Truck at a cost not to exceed \$39,000.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Grahics Design for Mobile Command Vehicle.pdf](#)

[Upfit Command Bus Memo.pdf](#)

7. Action Items (9:20 p.m. - 9:35 p.m.)**7.a) Hyattsville Ordinance 2018-05, Amendment to Chapter 114, Article IV: Residential Parking Zones (5 minutes)****HCC-87-FY19**

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-05, an Ordinance whereby the City of Hyattsville amends Chapter 114 to refine the City's residential parking permit system (SECOND READING/ADOPTION).

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Ordinance 2018-05 Residential Parking \(Ch. 114\) FINAL.docx](#)

[MM Re Ordinance 2018 Residential Parking \(Ch. 114\) 5-7-2018 Comments.pdf](#)

7.b) Resolution 2018-04: Planning Assistance to Municipalities and Communities Application (5 minutes)**HCC-90-FY19**

I move that the Mayor and Council adopt Hyattsville Resolution 2018-04, a resolution supporting the City of Hyattsville FY2019 Planning Assistance to Municipalities and Communities Application.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Hyattsville Resolution - 2018-04 Planning Assistance.doc](#)

[PAMC Project Information.docx](#)

7.c) Health Care, Prescription Drug and Dental Care Rates for CY19 (5 minutes)**HCC-104-FY19**

I move that the Mayor and Council approve the 2019 calendar year health insurance premium costs that maintains the current City and employee's contributions in all plans, except the Kaiser EPO Plan that will have slight increase in the employee contribution per pay of \$10 for single, \$20 for individual plus one and \$25 for family; makes no changes to the employee contributions for Prescription Drugs, no increase in the Dental PPO Plan and the employee increase in the Dental HMO Plan per pay, is less than \$1.14.

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

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

8.a) Landy Annexation Discussion (15 minutes)

HCC-93-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Memo - Landy Property Annexation - October 9 2018.docx](#)

[Annexation Plan - Landy Annexation - October 12, 2018.doc](#)

[Landy Annexation Resolution 2018-05.docx](#)

[Landy Annexation Description Exhibit A.pdf](#)

[HyattsvilleAnnexation-ScheduleB.pdf](#)

[MunicipalAnnexationHandbook.pdf](#)

[MunicipalAnnexation Flowchart.pdf](#)

8.b) Proposed Changes to City Election Policies (45 minutes)

HCC-97-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s): N/A

[Ch. 8 Election Code Revisions Presentation FINAL \(1\).pptx](#)

[Chapter 8 Revisions 10.11.18](#)

[Ethics Ordinance Amendment Re. Chapter 8 Changes 10.11.18\[67917\].docx](#)

[BOE Rules and Regulations 10.04.18 Clean.pdf](#)

9. Council Dialogue

10. Community Notices and Meetings

10.a) City Calendar: October 16 - November 5, 2018

HCC-100-FY19

Lead Sponsor: At the Request of the City Administrator

Co-Sponsor(s):

[Main City Calendar Oct 16 - Nov 5 2018.docx](#)

11. Motion to Adjourn



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Laura Reams

Submitting Department: Administration

Item Type: Report

Agenda Section: Presentations (8:00 p.m. - 9:15 p.m.)

SUBJECT

City Administrator Update (5 minutes)

HCC-102-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

City Administrator Nicholson-Douglas will provide the Mayor, Council, and Residents a brief update on various City initiatives.

Next Steps:

N/A

Fiscal Impact:

N/A

City Administrator Comments:

This item is to provide updates on various City items.

Community Engagement:

N/A

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Presentations (8:00 p.m. - 9:15 p.m.)

SUBJECT

FY17 Audit Update (5 minutes)

HCC-86-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The FY17 audit is ongoing. Currently, auditors are analyzing selected City, State, and County contracts and confirming approved appropriations for each contract including reviewing the approval process to insure the contracts are within the City's procurement process. As previously mentioned, Government Accounting Standards Board (GASB) announcement #77 which is "Tax Abatement Disclosure" will be a required informational section in the financial statements of the FY17 audit and each year thereafter. Our goal is to complete this audit by the end of this calendar year.

Next Steps:

Continue to work through the audit until completion.

Fiscal Impact:

Late audit filings can result in loss of State Grants and loss of revenues from the State of Maryland.

City Administrator Comments:

See summary above.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Presentation

Agenda Section: Presentations (8:00 p.m. - 9:15 p.m.)

SUBJECT

Presentation of LGIT Grant Award for Safety Awareness Training (5 minutes)

HCC-99-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

Tim Ailsworth, Executive Director of the Local Government Insurance Trust (LGIT) will present the City with a grant award in the amount of \$10,050 for Department of Public Works to participate in Safety Awareness Training.

Next Steps:

The Council is scheduled to accept and appropriate the grant award at the October 15 Council Meeting.

Fiscal Impact:

\$10,050

City Administrator Comments:

See summary above.

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Presentation

Agenda Section: Presentations (8:00 p.m. - 9:15 p.m.)

SUBJECT

Age Friendly Initiative Draft Action Plan (20 minutes)

HCC-95-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Workgroup Plan_Final.pdf](#)

[Age Friendly Work Group FINAL powerpoint.pptx](#)

Summary Background:

The City joined the AARP Network of Age-Friendly Communities in 2017. To remain in the network, the City must adopt an action plan to improve age friendliness by January 2019. AARP seeks a community-driven process to develop this plan, and therefore the staff recruited resident volunteers to create a draft plan for Council consideration.

Next Steps:

Review the draft plan, modify or revise as directed and adopt, and submit to AARP.

Fiscal Impact:

NA

City Administrator Comments:

For Presentation.

Community Engagement:

The process of creating this draft plan has been a demonstration of community engagement.

Strategic Goals:

Goal 5 – Strengthen the City’s Identity as a Diverse, Creative, and Welcoming Community

Legal Review Required?

N/A

Increasing Age Friendliness in the City of Hyattsville

**An Action Plan Drafted by the
Age Friendly Initiative Work Group**



Presented for Review and Modification
by the City of Hyattsville Mayor and Council
on Oct. 15, 2018

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Introduction

This document was written by the Age Friendly Initiative Work Group, comprised of the City residents who volunteered to research, analyze and prioritize the actions that would make Hyattsville a more age-friendly community. Their work was catalyzed and supported by City staff, but the work of creating this document has been community-driven, with leadership provided by the Work Group volunteers.

The Action Plan in this document is submitted as a working draft for the Mayor and Council to review and modify. The ultimate goal is for the Council to adopt the plan – or a version of it – and revise the document to reflect City ownership before submitting to the AARP Network of Age-Friendly Communities. To maintain the City's status as a member of this network, adoption and submission must be accomplished in or before January of 2019. The Age Friendly work group emphasizes that individual action steps can be carried out in partnership.

Executive Summary

After joining the Network of Age-Friendly Communities in January of 2017, the City was granted two years to develop an action plan to increase age-friendliness. This draft plan was written by a group of resident volunteers. Any resident was allowed to join the group, and their work was shared with the public for feedback and guidance at two public luncheons. When approved by Council, the City will have three years to implement the plan.

Based on previous City surveys and input from the community at large, the group focused on four domains for age-friendly improvements. Those improvements are outlined below and detailed in the pages that follow.

Housing

Goal 1. Expand options for affordable and safe housing for seniors at all income levels.

Objective 1: Influence County laws and zoning to reflect the need for affordable and accessible housing options, which could include tiny homes, other accessory dwelling units and universal building standards.

Objective 2: Within legal authority of the City, provide incentives to developers to build affordable and accessible units, including revitalization tax credits, development of a trust fund for offsetting costs, partnerships with agencies knowledgeable about affordable housing.

Objective 3: Encourage sharing of units, co-housing, and other options.

Goal 2: Support residents who age in their homes.

Objective 1: Provide resources relevant to age-friendliness (including volunteer and city resources, and funds from a Trust fund) to help residents make their homes safe and maintain their homes and yards, including information about helpful programs, partnering with nonprofit, public and for profit agencies and developing a program for home modification.

Health & Safety

Goal 1: Create an environment of safety for seniors in the community.

Objective 1: Create an emergency plan with specific components for seniors.

Objective 2: Provide support to those who may experience senior abuse, establish standards for addressing, and work to prevent it.

Objective 3: Educate on the issues of self-care for caretakers and fall prevention.

Goal 2: Provide resources to support healthy lifestyles

Objective 1: Work with businesses, faith communities, and organizations to ensure healthy, reasonably priced food readily accessible throughout the city.

Objective 2: Publicize existing and provide additional opportunities for enhancement of seniors' physical and mental health.

Goal 3: Provide safe and effective transportation

Objective 1: Advocate with county and implement at city level increased public transportation for seniors or persons with disabilities, especially during evenings and weekends and in areas with high population density, high street crime rates, and significant commercial businesses.

Objective 2: Implement and advocate for best practices for pedestrian safety in terms of lighting, signals, and other pedestrian safety options.

Objective 3: Increase wheel-chair accessibility in public areas.

Home & Community-Based Services

Goal 1: Expand options for affordable personal care for seniors at all income levels.

Objective 1: Develop coalitions so comprehensive personal and health care services can be readily available in Hyattsville as residents age, including creating a discounted in-home service and establishing a fund to assist seniors afford such services.

Objective 2: Help residents and their families maintain their health through a range of in-home and in-community services, including developing a working partnership with area nursing programs to provide periodic in-home health checks for seniors.

Objective 3. Reduce isolation and build community across ages, neighborhoods, cultures and incomes in Hyattsville.

Communications & Information

Goal 1: Promote needed services to all populations and expand use of non-electronic media.

Objective 1: Publicize critical services, such as home care, caregiver support, transportation and health and safety, including informing staff, Mayor and Council and exploring use of communications technologies.

Objective 2: Increase awareness across the diversity of the community and utilize print and phone outreach to reach those across the digital divide, using, among other possibilities, the “green sheet” and Hyattsville Life and Times city pages.

Age Friendly Snapshot of Hyattsville

Incorporated in 1886, Hyattsville, Maryland is now home to 18,000 residents. The population is quite diverse, according to the 2016 American Community Survey, comprised nearly equally of black (33%), Hispanic of any race (37%), and white (31%) residents. The population is similarly split nearly into thirds among low-, middle-, and high-income households, which are filled by residents of all ages, including 8.6% who are age 65 or older (13.3% age 60 and older), and 7.4% who have a disability. Additionally, nearly 17% of the city's households include at least one person age 65 or older.

An established and independent city, Hyattsville formed in the Victorian era. Its oldest neighborhood is listed in the National Register of Historic Places as a historic district and includes 20 designated historic sites, mostly homes built during that era but also including a bank building and a former hardware store (now Franklins restaurant and brew pub). The original historic district was designated in 1982 and was expanded in 2004 to include additional neighborhoods. Most of the homes are owned and lived in by local families. An active historic preservation association (Hyattsville Preservation Association) runs a tour of these and homes from more recent eras throughout the city each year.

Since 2005, the City of Hyattsville has seen tremendous growth, both in terms of population and in economic development. Much of this growth stems from four factors: (1) two Metro stations, making it easier for residents to commute to Washington, D.C., where housing prices have increased significantly in recent years; (2) being part of the state-designated Gateway Arts and Entertainment district, with more than 500 artists, supporting businesses, galleries, and entertainment; (3) being relatively affordable, having interesting neighborhoods and architecture; and (4) being within biking distance of Washington, D.C. and the University of Maryland with its outstanding arts, research and intellectual communities. All of these factors make it a lively and desirable community to develop businesses and to move to.

In addition to relative affordability and the liveliness of the arts district, Hyattsville offers wide variety among its 7,000 housing units. Nearly half of them are single family homes, and the rest are rental apartments and town homes. Much of the housing sits on tree-lined streets within walking distance of parks and other amenities, making the neighborhoods highly desirable. This has brought about significant new housing in recent years, led by rental apartments, as well as condominiums, spacious town homes, and single family houses.

The city, local businesses, non-profits, and community groups offer a plethora of activities and support services for residents of all ages. Hyattsville is home to a multi-age horticultural society offering seed sales and lively green thumb knowledge; a community garden; close-by farmers markets; a nurturing moms (and dads) network; a peer support and volunteer group for seniors to age in place; active schools, with fine

performing arts emphases; many programs for children and youth; and an active youth club. It has multiple co-work spaces, comfortable artsy restaurants, and a vibrant coffee shop and roastery, several brew pubs, nearby breweries and a meadery, informal wine crawls, porchfests, arts festivals, and pop-up groups. These help to maintain the city's small-town feeling and face to face atmosphere and bolster the sense of community among neighborhoods and neighbors of all ages and backgrounds.

This small-town feeling is reflected in what seniors say about Hyattsville — it is a caring community that actively considers the needs of its older residents with exercise and social programs organized by city staff and community organizations. The culture of the city is one where neighbors look out for one another. Seniors wish to stay in their homes and neighborhoods because of the convenience of grocery stores, closeness of Metro trains and buses, availability of various forms of transportation, and of course friends and neighbors. The city's closeness to Washington, D.C. and the University of Maryland for cultural events, a police department that waves to say hello when they pass by, notices that inform in print and electronically about social events and programs all instill a feeling of inclusion, comfort, and safety.

However, even with all the advantages Hyattsville has to offer, many seniors are concerned about the increasing cost of living in the DC metropolitan area, including Hyattsville. They are concerned about being priced out of the neighborhoods where they have raised their children, unable to afford to fix and maintain their homes and pay for the services they need, and the lack of affordable housing if they wish to downsize.

Like most small cities in Maryland, Hyattsville does not have control over local zoning, nor does it offer extensive social and health services. The services that Hyattsville's senior residents need – and the control over zoning and development - are provided at the county or state level. The city's recent growth and lively atmosphere have made it a mecca for younger families seeking community and value. This growth also has resulted in rapidly rising rents and home prices, potentially placing it out of reach for the diverse population the community wants to maintain. This is a problem facing communities, cities and towns all over the country. As these trends continue, more residents are concerned about affordability and about rising taxes. Residents who have lived here all their lives, living on fixed incomes, are confronting how to continue to maintain their homes, their health and welfare, and remain in the city to age in place or to downsize but stay in the community.

Residents who worked on this report believe Hyattsville is a wonderful place to live. But we also know that the community-based services needed by seniors are inadequate and that rising housing costs will price people out of the community. We are urging the City of Hyattsville to move into these areas more aggressively before it is too late - as the need is great and will grow as more residents age.

Looking forward, if Hyattsville seeks to maintain its vibrancy and diversity, as well as the artsy, neighborly, economic and environmental strengths of its community, it must act to protect this diversity. Doing so will require a balanced vision tied to executable action

plans. The Age Friendly Work Group submits this plan to the City to complement the city's Sustainability Plan, Community Surveys and other feedback protocols the city utilizes to gauge public opinion and desires.

However, it does so urging the city to adopt this specific focus on making the city increasingly age-friendly.

What Is An Age Friendly Community?

According to the World Health Organization (WHO), an Age-Friendly Community is “a place that encourages active aging by optimizing opportunities for health, participation and security in order to enhance quality of life as people age. It is a place that works to improve the livelihood of people of all ages.”

After consulting communities around the world, the WHO identified eight domains that make a community more Age-Friendly. These domains are:

- Social Participation
- Housing
- Transportation
- Respect and Social Inclusion
- Community Support and Health Services
- Communication and Information
- Civic Participation and Employment
- Outdoor Spaces and Buildings.

In January 2017, the City of Hyattsville became a member of The AARP Network of Age-Friendly Communities which represents the WHO’s Global Network of Age-Friendly Cities and Communities in the United States and began a process to develop its plan.

Communities approach the domains a way that make sense for their residents. For the City of Hyattsville and its residents, the domains are defined as follows:

- Housing
- Home- and Community-based Services (including transportation, social inclusion and respect)
- Health and Safety (including elder abuse, transportation, outdoor spaces and social inclusion)
- Communication and Outreach

This is the story of the Hyattsville approach, the development of its plan and the actions necessary to make the plan a reality.

How We Did Our Work

The City of Hyattsville first became interested in the Age-Friendly Community process at a community meeting in 2015. A resident, employed by AARP, presented an overview of the Age-Friendly Community Network at a meeting of Hyattsville Aging in Place, an all-volunteer community non-profit that helps seniors in various ways so they can stay in their homes. The meeting was attended by the Mayor of Hyattsville and several city Council members.

Believing the Age-Friendly planning process would be a good one to assist the city in examining future needs of aging residents, the Mayor opened discussion about joining the network at a Council meeting in November 2015. The Council passed a resolution to explore joining the network shortly thereafter.

The city carried out a community survey (Services for Seniors and People with Disabilities) in early 2016, asking residents their opinions of current and potential services for seniors, building on a 2011 community survey (see Appendix 5). The results of the survey indicated general agreement on the following priorities: transportation, social work and home visits, affordable housing, assistance with home/yard maintenance, assistance with home/property modification, and stronger communications. The results and a summary of county and other communities' services were presented to the City Council in March 2016. Following the council's approval, the staff prepared and submitted an application.

Hyattsville was certified as a member of the WHO/AARP Global Network of Age-Friendly Cities in late January 2017, the second Maryland jurisdiction to join, and started its two-year planning process.

The city convened a public forum attended by 60 community, city, county, faith-based, non-profit and business stakeholders on July 17, 2017 to discuss priorities identified in the community survey and solicit other needed services. The city also requested volunteers to join an Action Team that would be tasked with developing the city's plan. The stakeholders confirmed the priorities and also highlighted other needs: access to legal services, emergency call phones, health services, expanding accessibility, check-in calls, buddy system, referral database, food accessibility and infrastructure safety changes and maintenance.

Fifteen members from across Hyattsville stepped forward and the first meeting of the Action Team met a month later in August, to discuss what success would look like and how to proceed. The group has met monthly in two-hour sessions since then.

In its September 2017 meeting, the group elected a chair to create meeting agendas and lead the group, as well as a scribe to take notes. It also reconstituted itself as the Age-Friendly Initiative (AFI) Work Group and determined that it would form subcommittees that would meet between Work Group meetings to get work done. The

Work Group decided first to develop a mission statement, and members were tasked with developing a draft.

In its October meeting, the AFI Work Group discussed its mission statement and considered its current membership, agreeing on an outreach plan to bring in other stakeholders. A decision process was used to agree on areas of greatest importance, organizing results from the community surveys and the recommendations from the Stakeholder group within the AARP/WHO domains so these priorities were not lost. The following domains were deemed most critical, in order of votes received: Housing (including affordable housing, home modification, and home and yard maintenance), Home- and Community-based services, Health and Safety (including elder abuse prevention), Civic and Social Engagement (including respect and social inclusion), and Communications and Outreach. Transportation, Employment and Income, and Outdoor Spaces/Buildings received 1 vote or less.

As the City of Hyattsville was already actively working on transportation and buildings/outdoor spaces in its Sustainability plan, the three areas were placed in a “parking lot” for future review. Members then volunteered in each of the remaining domains and identified “leads” or chairs for each subcommittee. To keep the Work Group on track, members formulated a working timetable with goals for each meeting.

With subcommittees meeting monthly and a timetable established with tasks, the AFI Work Group proceeded to define the domain areas and identify both goals and action plans. It also determined to meet again with the original group of Community Stakeholders in February 2018 to present its initial findings and seek additions and corrections. October 2018 was set as the date to deliver the report and plan to the Mayor and City Council.

Working Relationships & Responsibilities

Community Stakeholders (group of city, county, faith-based, business, nonprofit stakeholders, residents and non-residents)

- Provide initial input to identify priorities
- Review and add to priorities
- Identify residents to form Work Group
- Review findings and recommendations
- Make additions and corrections.

AFI Work Group

- Agree on process and timetable
- Review and make changes to sub-committee work
- Finalize submission to Mayor and Council

Subcommittees

- ☐ Define Domains
- ☐ Conduct research
- ☐ Identify action steps
- ☐ Make recommendations to Work Group

Mayor and Council

City Administration

- Approve participation and submit application
- Invite initial stakeholders to meet
- Adopt Plan
- Submit to AARP

Community Vision

The Age Friendly Initiative Working Group (AFI) will develop a plan to help Hyattsville residents remain in Hyattsville as long as they desire. The plan will address basic needs to make this possible and will be based on input from the community. AFI's plan will reflect respect for seniors and those with disabilities and recognize that a healthy community encourages great diversity among its residents.

AFI Timetable

August, September 2017	Understand charge, Work Group determines functioning
October	Finalize domains, structure of report, subcommittees' membership
November	Subcommittees make initial verbal reports to AFI Work Group (identify where they are - gaps/barriers)
December	Subcommittees continue to meet to define domain
January 2018	Subcommittees report to Work Group with detailed outlines/drafts and asset/gap highlights
February	AFI Work Group presents findings to Community Stakeholders to gather feedback
March	Subcommittees incorporate stakeholder changes and report recommendation sections
April	Subcommittees submit draft domain and general sections
May	Subcommittees submit final domain and metrics
June	AFI Work Group meets with staff for full exchange and review
July	AFI Work Group reviews revised drafts and appoints writers to bring single voice, structure to report
August	Draft sent to city staff for final review and preparation
September	Staff feedback and final review
October	Final Report presented to Mayor and City Council for adoption
January 2019	Final Report sent to AARP/WHO

Action Plan – Housing

Mission

To ensure that Hyattsville residents will have choices of dwellings to meet changing needs and preferences and to maintain the diversity of the community, both in terms of residents' ages, income and backgrounds, and in terms of housing stock. Policy and practice must support initiatives to assist older adults to age in place, to downsize, choose rental housing or home ownership, and encourage support services so residents do not have to leave the community.

Priorities

- Keep Hyattsville Housing Affordable
- Develop Resources for Home Modification and Accessibility
- Expand Assistance for Home and Yard Maintenance

Housing Affordability

Current Status

As noted in the introduction, Hyattsville has remained an affordable and diverse enclave in an increasingly expensive metro area. It has a diverse population both in terms of race and ethnicity and in terms of income levels. This diversity is supported by strong neighborhoods, lively arts and a diverse housing stock that embraces rental units and multi-family dwellings (47% in 2016), single family detached (36%) and single family attached town homes (17%). Yet in recent years, as Hyattsville's attractiveness has grown, there is growing concern that affordability is, and will become, a serious issue in the city that will negatively affect young families and seniors, and threaten the diversity that is the city's hallmark.

Recent development of large complexes of town homes with prices in the \$500-600 thousands, and rents that vary in the \$1800-2100/month suggest a changing area that will not remain accessible to those who currently live here. This is a problem facing communities all over the country and many jurisdictions are looking for ways to provide affordability by changing zoning requirements, allowing accessory dwelling units and developing inclusionary zoning. For example, Montgomery County, MD has had inclusionary zoning since the 1990s, model legislation that has worked well both for rental properties and for development.

Like most small cities in Maryland, Hyattsville does not have control over local zoning – which is handled at the county level. While Prince George's County is currently considering a zoning rewrite, it is unclear what the final legislation will allow or when.

Currently, the Gateway Arts and Entertainment District, which covers some areas of Hyattsville, does allow more flexible zoning.

The city is discussing several measures: legislation to amend its Revitalization Tax Credits to provide benefits to developers that include a percentage of affordable units in their plans; a rent stabilization proposal that would hold rents to a percentage increase; and the creation of a “trust” fund that developers would pay into and the city could use for high priority programs, including assisting in affordability. In addition, the city has negotiated tax benefits for individual developers that are rehabilitating existing rental buildings to keep them affordable, it has enacted property tax credits for home owners with limited income to parallel credits passed by the county.

Hyattsville Aging in Place and individual residents are exploring alternative housing and living options for residents as they age, including accessory dwelling units, co-housing and accessible and affordable housing.

Background

The City of Hyattsville as a close-in, urban suburb established over a century ago, has little open land available for development. As a result of rapid development over the last several years, what few open parcels existed are already in development, mostly with expensive town homes that are only accessible with elevators and only affordable for those with substantial income. Hyattsville welcomes this development and our new neighbors, but the rising prices pose problems for existing residents who might like to downsize, and the likelihood of increasing property taxes will strain those on limited incomes. Higher prices are also a problem for older relatives of residents who may want to relocate closer to family.

With the increased development, rents and housing prices have risen substantially, making it more difficult for moderate income families and singles to find space to live. This is a problem for new residents, but it also means that the diversity in income and cultural background that has for so long been a distinguishing characteristic of Hyattsville is threatened.

Furthermore, only the county holds zoning authority and it repealed its inclusionary zoning authority in 2009. While the planning board and district council give weight to the desires of the City of Hyattsville, there is a limit to what developers will agree to without legal requirements.

Recently, residents have expressed interest in exploring other alternatives in housing, including tiny homes, accessory dwelling units, cottages and co-housing. A co-housing or home sharing program exists in the County, in Bowie and another program exists in Baltimore. Montgomery County is currently developing a program and the nonprofit Jewish Council on Aging is exploring the concept. As well, Washington, D.C. has recently created its first tiny homes, working with a program in a DC school.

Opportunities

Communities across the county, the region, and the country are very concerned that development and rising housing costs are threatening community diversity and are looking for ways to assure that diversity is maintained and that all people have affordable housing. Prince George's County has an opportunity to enact reasonable legislation that will keep the county diverse and affordable and protect the rights of all of its citizens. It is currently considering a comprehensive zoning re-write but it appears likely the Council will not take on issues such as affordability and accessory dwelling units until after approving the general re-write.

There is, however, a growing sense that the county must act before it is too late. The Prince George's Comprehensive Housing Strategy Committee, which involves non-profits, faith-based institutions, the National Center for Smart Growth/UMD, and Enterprise Community Partners/Enterprise Advisors, is concerned about maintaining affordable housing throughout the county. As well, there is growing concern by Hyattsville residents that the community must remain diverse, and that action should be taken to keep housing affordable and accessible.

The County should enact inclusionary zoning in certain areas where desired by the community. In addition, it should explore pilot projects of "tiny" homes and "granny" pods, cottage communities and pocket neighborhoods which could be available for rent or purchase. These options could provide great housing for low income, seniors and young families and allow greater density and sustainable growth in some single family home areas in keeping with the community design and character.

Areas around the country are experimenting with these new designs and there is no reason it shouldn't happen here.

In addition, other cities Hyattsville's size have taken action to assure affordability in housing prices, rents, and other options in order to protect their residents and provide reasonable development. These programs provide models that can be examined. Hyattsville should act while it still can.

Challenges

The City of Hyattsville can't accomplish this on its own. The Mayor and City Council must make known their concerns about affordable housing and urge the County to enact enabling legislation. In addition, the City of Hyattsville can make changes to its revitalization tax credit and can explore other options such as cohousing. Challenges include balancing what it can give up in income, whether developers can find partners to operate the "affordable" aspects of its housing, and whether a market exists for tiny homes, cottage communities or cohousing.

Home Modification

Current Status

One of the serious issues senior residents face as they age is maintaining their homes and making repairs on a limited income and with changing health. In addition, often single-family homes are built on two or three (or even four) floors, and with steps leading up to the entrance. Combine that with safety issues to prevent falls in bathrooms (grab bars), non-skid rugs and cords, and older residents may face a number of needed home modifications.

The county's Christmas in April program has helped with home modification for residents of Hyattsville, generally working on a few Hyattsville homes a year. In addition, area non-profits, faith-based organizations, and others have assisted seniors in making homes more usable for mobility impaired residents. Also, the State of Maryland has a loan program which allows home owners to make safety changes to their homes and place a lien on the property that will be satisfied when the home is sold.

Falls are a major issue in declining health for older people, and for that reason, Hyattsville Aging in Place has run a series of education programs for residents and implemented with the Prince George's County Fire Department a "Safe Homes" project. This program replaces smoke and carbon dioxide detectors and has provided some modification to increase safety in the home.

There are also private businesses, such as Mobility Solutions in Silver Spring, that have helped families make needed modifications.

One developer of a current project in Hyattsville has expressed willingness to contribute to a fund to make home modifications.

Background

Surveys conducted by the city and feedback in public meetings indicate that Hyattsville residents are looking for ways to make their homes accessible and age-friendly. Not all residents have the financial or personal resources to make these changes. Private companies are available to help but often recommendations are for more complicated renovations than what many neighbors need: grab bars and commode adaptations in bathroom, railings on stairs inside and out, and possibly a full bath on the first floor. Organizations such as Christmas in April/Rebuilding Together are able to make changes like this.

The Southeast Baltimore Housing Coalition ran a program for many years that made modifications and home repairs to seniors' homes that allowed them to continue to live safely in their homes. Most commonly recommended modifications were installation of grab bars, adjustable grab bars on bathtub sill, raised toilets (or adjustable height toilets), and handrails on stairwells. Requests for chairlifts and access ramps were also common. Most frequently requested home repairs were securing older or broken hand rails (outside), roof and rain spout repairs, window repairs, and updating electrical

outlets. Housing Initiative Partnership is currently operating a home repair and safety program, funded by the state.

Opportunities

The State of Maryland has a program called Accessible Homes for Seniors, which is administered by Prince George's County. Its funds run out very early each year and the program has a long waiting list. There are non-profit and for-profit companies that may be willing to collaborate on such a program. The program might run on sliding scale, so that those with limited income would pay little and those with more income could cover most costs. The program might also be run similarly to how the energy efficiency programs are run, possibly with state grant help.

Challenges

Organizing such a program and eligibility determinations would require specialized staffing. It is unclear if state grant assistance is available.

Home and Yard Maintenance

Current Status

Many neighbors, faith-based organizations, University of Maryland service fraternities, and individual youth and non-profit organizations help with yard and home maintenance tasks in Hyattsville. Hyattsville Aging in Place, a peer-led volunteer nonprofit, is one such organization and has helped seniors with home tasks and finding vendors or volunteers to help with both yard work and various house tasks.

The City of Hyattsville has in place a program (Hyattsville Heroes) to assist residents with shovels, rakes, and other equipment if they shovel snow or do yard maintenance for neighbors. As well, city police have begun a program with the Hyattsville Youth Club to rake leaves, cut grass, shovel snow, and carry out other yard maintenance for seniors.

Also, Prince George's County has two programs to help: (1) Heat's On, Water's Off which works with the Mechanical and Steamfitters Union to help senior residents whose heat or plumbing needs repair; and (2) Senior Environmental Assistance Program that will provide up to \$2,000 for seniors who have been cited by code enforcement for landscaping and environmental cleanup. Both programs are also income-based.

Background

Assistance with home and yard maintenance was one of the highest ranked items desired by Hyattsville seniors in the 2015 Senior Survey and in more recent public meetings. The city already provides some assistance to seniors for yard help. For example, the Hyattsville Heroes program provides equipment (shovels, rakes, bags, gloves) for neighbors helping neighbors. In addition, the Hyattsville Police Department has begun a program working with teens to do yard work and shovel snow in the winter.

Opportunities

Nonprofits in the city (Hyattsville Aging in Place, faith communities) also provide similar assistance to senior residents and are available to help. Code Enforcement in the city has referred homeowners to these organizations when homeowners have needed help. As noted above, state/county programs exist that provide funding for plumbing and heating repairs. As well, the state has a loan program for home repairs, safety and maintenance that can be paid back when the home is sold. While funds are limited and not always available, the program should be publicized more broadly. The city could also pursue a public-private partnership with area businesses to help seniors make repairs should be pursued.

Challenges

In some cases, maintenance issues may be extensive and require more funds and skills than can be provided by non-profits and volunteers.

Goals/Action Steps/Metrics

Priority 1. Keep Hyattsville Housing Affordable

Goal 1. Expand range of options for affordable and safe housing for seniors at all income levels.

Objective 1: Change thinking in the County so that laws and zoning can reflect the need for affordable housing and can allow granny flats and Accessory Dwelling Units as housing for seniors.

Action Steps:

- Join Prince George's County Comprehensive Housing Strategy Committee. (Community and Economic Development) (Year 1)
- Form a committee in Hyattsville to explore housing issues, particularly affordability, accessory dwelling units, co-housing, and other options. (Mayor and Council) ((Year 1)
- Direct staff to research ways to allow accessory dwelling units, including tiny homes. (Year 2)
- Push the County for code and zoning changes to allow ADUs (in pilot areas if necessary). (Year 2)
- Build a coalition of interested communities in the county to attract affordable housing developers and organizations to administer affordable units. (Community and Economic Development) (Year 2)
- Hire full-time staff or dedicate sufficient time for existing staff for coalition and community building activities envisioned by this section. (Mayor and Council; City Administrator) (Year 2)
- Push County to adopt inclusionary zoning so a reasonable percentage of new development and substantial renovation incorporates these standards. (Mayor and Council) (Year 3)

Metrics

- Percent of rents that fall between (30-40% and 60% of AMI) in city; # for seniors (baseline and continuing)
- Increase in percent of the above
- Development of “granny” flats and cottage communities for seniors
- Establishment of zones for inclusionary zoning in city

Objective 2: Within legal authority of the city, provide incentives to developers to build affordable and accessible units.

Action Steps:

- Establish a baseline for maintaining Hyattsville as a diverse community in terms of age, income, race and cultural diversity. (Mayor and Council) (Year 1)
- Build support for amendments to revitalization tax credits to encourage builders to construct percentage of affordable units and contribute to a Sustainability/Public Benefit fund to offset housing price/rent increases (goal: 10-15%). (Mayor and Council; community) (Year 1)
- Enact amendments to Revitalization tax credits to encourage affordable and accessible housing. (Mayor and Council) (Year 2)
- Create Sustainability/Public Benefit Fund. (Mayor and Council) (Year 2)
- Enact legislation to stabilize rents. (Mayor and Council) (Year 2)
- To secure city support, encourage developers to include reasonable percentage of affordable units that meet universal building standards (goal: 10-15%). (Mayor and Council and Community and Economic Development) (Year 2)

Metrics

- Pass legislation
- # of affordable units in the 30-40% AMI and 60% AMI that result from legislation
- Percentage rented to seniors

Objective 3: Encourage sharing of units, co-housing, and other options.

Action Steps

- Determine if there is interest among area seniors to home share. (Community Services) (Year 1)
- Research what other communities have done to facilitate home sharing. (Community Services, nonprofits) (Year 2)
- Create plan for developing co-housing. (Community Services, nonprofits) (Year 2)

Metrics

- Survey indicates solid need/desire
- Create program
- Monitor diversity in income, cultural background of program participants

Priority 2. Develop Resources for Home Modification

Goal 2: Help residents make their homes more age friendly and safe to live in as they age.

Objective: Make resources available to help residents make their homes more age-friendly.

Action Steps:

- Publicize existing state, county, and city loan and grant programs for home modifications, including partnering to offer annual workshop. (Community and Economic Development) (Year 1)
- Build coalition with home improvement companies, contractors, and nonprofit organizations to develop a home modification program that offers discounts, on sliding scale according to income, to make essential home improvements so seniors can “age in place.” (Community Services, nonprofits, companies) (Year 2)
- Seek funding from state/county/private sources to support home modification program (Community Services) (Year 2)
- Use funds from Sustainability Fund to fund home modification and accessibility. (Mayor and Council, Community Services) (Year 3)

Metrics

- Create program
- Number of senior homeowners receiving assistance
- Monitor diversity (by income, culture/race) of those applying for program

Priority 3. Expand Assistance for Home and Yard Maintenance

Goal 3: Keep seniors safe in their homes.

Objective: Help keep homes and yards in good repair.

Action Steps:

- Expand Hyattsville Heroes assistance program by partnering with Hyattsville Horticultural Society, Hyattsville Environmental Committee, youth club, college students, and others to assist in home and yard work. (Community Services, Hyattsville Public Works, Hyattsville Police) (Year 1)
- Fund Hyattsville Aging in Place to coordinate home and yard maintenance program and home modification program. (Mayor and Council, Community Services) (Year 1)
- Connect eligible seniors to county yard cleanup program and publicize. (Community Services) (Year 1)
- Build coalition of area vendors for periodic home maintenance tasks, developing discounted services. (Community Services) (Year 2)
- Develop an ongoing program for periodic home maintenance tasks with negotiated price discounts in exchange for numbers of homes assisted as well as free services for those whose income is limited. (Community Services) (Year 3)

- Seek grants to supplement support for home maintenance program in order to provide free/discounted services. (Community Services) (Year 3)

Metrics

- Expand existing programs and determine expected numbers.
- Number of senior homeowners assisted with limited incomes
- Number of seniors needing help with moderate incomes.

Action Plan – Health and Safety

Mission

To ensure that residents can live in their homes and move about the community free from barriers and violence of any kind. Furthermore, to provide affordable services that support the health and well-being of residents.

Priorities

- Safety in the home and the community
- Resources to support a healthy lifestyle
- Safe and effective transportation

Safety in the Home and the Community

Current Status

The City of Hyattsville provides notification to all residents who have signed up to receive such notice in cases of severe weather or other safety emergencies. This notification is sent via text or email or both. Approximately 1,700 persons have signed up for this emergency notification, although it is impossible to assess how many additional residents this number covers. At present, there is no city system in place for those who do not have access to text messages or email, which disproportionately impacts seniors. Despite the city's efforts to make residents aware of this emergency notification system, there are still many who do not know it is available.

In hot weather conditions, Prince Georges County operates cooling centers around the county including several in Hyattsville or in close proximity. Should an emergency arise in which shelter is needed, the City of Hyattsville will make arrangements with a local faith community or other organization and/or the county will announce shelter locations. The city always passes along emergency information from the county through its own system.

Hyattsville Aging in Place (HAP) has a telephone tree which is activated in situations with extreme weather or other emergencies to contact seniors it serves and checks whether those seniors on the list have any needs (groceries, medications, help with cooling down or warming up, assistance with snow shoveling, etc.) At present, 32 residents are on that list.

Both the city (through the youth club) and HAP offer snow shoveling services for seniors who need assistance clearing sidewalks and the city offers shovels to any resident who is willing to help out neighbors who need assistance.

The Hyattsville Police Department received 38 calls that were categorized as domestic violence in 2017. Prince George's County Police responded to 10,002 domestic

violence calls in 2016 and 11,198 in 2017. Since domestic and sexual violence are the most underreported crimes, these numbers reflect only a fraction of the victims experiencing such violence.

There is one domestic violence shelter for Prince George's County, however, it is often full and has had some difficulties in the past in terms of facilities maintenance. Several counseling programs and hotlines are also available. There are statewide educational and outreach programs conducted periodically by the state domestic violence coalition.

In terms of general safety in the community the Hyattsville Police Department is considered to be very responsive to community needs and have been especially helpful to Hyattsville Aging in Place in their efforts to keep seniors safe. Everyone in the Department has been trained in responding to persons with dementia.

Background

Statistics from the National Council on Aging (NCOA) indicate that falls are the leading cause of injury for older adults. Every 19 minutes a senior dies as a result of a fall. In fact, 1 in 4 adults aged 65 or older will fall each year. Each of these falls takes a toll, often decreasing mobility and independence, as well as incurring a cost – both financially and emotionally.

Elder abuse includes physical abuse, emotional abuse, sexual abuse, exploitation, neglect, and abandonment. Perpetrators are most often family members or others entrusted with the person's care. Some studies indicate that approximately half a million elders are abused each year while, according to the NCOA, only 1 in 14 ever report their abuse. Seniors are especially vulnerable as their physical and mental capabilities decline and their reliance on others for the basic necessities of life increase.

In an emergency situation, seniors are often the most difficult to make aware of the situation and to react effectively. Some older seniors rely entirely on a landline telephone for communication, making emails or texts ineffective; others who may have a cell phone and/or computer may not pay attention to them regularly. Once aware of an emergency, seniors may not have the ability to either cope in place or move to a safer location.

Opportunities

As new leadership establishes itself in the Hyattsville Police Department following the retirement of its previous Chief, there will undoubtedly be invitations to the community for continued input into priorities. Renewed opportunities for continued education on domestic violence for the police and, through the police, to the community, should be promoted.

Hyattsville is beginning the development of its own emergency response plan. Although the County has such a plan that would include Hyattsville, having a plan specific to the city will ensure local provision of communication, shelter, services, etc.

Challenges

Like most small cities in Maryland, Hyattsville is limited in what services it can provide and must rely on the county to fill in some places. However, there are definite benefits to having services and outreach provided by the city. This allows for services to be specifically tailored to the city's needs and makes services more accessible in terms of transportation.

So much of the abuse of seniors (financial, physical, emotional, sexual) remains hidden. Not only are there all the reasons any victim has for not reporting (e.g., discomfort with having one's personal issues made public, fear of retaliation, fear of immigration issues or other legal concerns, etc.), for seniors there is the very real issue of vulnerability.

Since this abuse is overwhelmingly committed by family or others with close access, seniors are often faced with the dilemma of reporting the abuse at the risk of losing the essential care or resources they desperately need. Addressing these issues can be fraught with serious consequences and community response cannot be limited to the justice system's actions. Follow-up to link seniors to needed services and assistance is paramount.

Resources to Support a Healthy Lifestyle

Current Status

There are a number of programs that offer some food assistance for seniors in Hyattsville. Several religious congregations offer free meals on specific days and some offer food pantries where generally nonperishable food items can be obtained for free. Restrictions on eligibility, frequency of use, etc. vary program by program. A low-cost lunch is available at a nearby senior center. Although the major grocery chains in the city offer primarily market rate foods, there are two discount grocery stores in the Hyattsville area. Hyattsville Aging in Place offers free, fresh vegetables grown in the community garden to seniors it serves throughout the local growing season.

Hyattsville works with Prince George's County to offer Meals on Wheels to seniors and disabled individuals in the city. If eligible, the meals are delivered daily (M-F) to the recipients' homes at a reasonable cost. At present less than 10 individuals are utilizing this subsidized program, although it is relatively new to the city. There are cost-reduction programs available to seniors to use at the city's monthly farmer's market and a local grocery store. The County's Probation and Parole Office also distribute free food once/month at a central location in Hyattsville.

There are numerous programs offered by the city and county that provide opportunities for physical exercise, mental stimulation, and/or social interaction. Some of these are targeted to seniors and some are either low-cost or free. The city offers a free, biweekly exercise class for which generally has an attendance of 20. There are a number of small to mid-size parks and one large park available to residents in the city and the city strives to keep them as accessible as possible to people with physical limitations.

Additional activities to keep residents physically active are also offered by the city and by several local businesses, some of which are targeted to seniors.

The county, through the Prince George's Community College, offers seniors low-cost classes on a wide range of topics as does the University of Maryland. The community center in Hyattsville offers free classes and gym equipment for senior residents. The County Parks and Planning Department provides numerous free activities for seniors including a nearby senior center. Many of these activities provide physical, mental, and social opportunities.

Finally, many faith communities as well as non-profits offer social events and educational programs specifically for seniors. Additionally, several faith communities and non-profits conduct health fairs each year which offer health screenings as well as information/discussions on a wide range of topics of interest to seniors.

Background

Nationally, in terms of food, almost 15% of those 60+ face the threat of hunger each year. This percentage doubled from 2001 to 2016 and will likely continue to increase. African American and Hispanic seniors are more than twice as likely as whites to be affected. Although the Supplemental Nutrition Assistance Program (SNAP) offers very beneficial support to seniors, only 3 out of 5 who qualify for the program use it due to factors such as lack of awareness, mobility limitations, or stigma.

AARP states that remaining physically, mentally, and socially active is essential for healthy aging. Regular exercise and learning new skills or taking on mental challenges enables seniors to continue aging with fewer risks of health problems and mental decline. Social interaction and close relationships with people is a key element of healthy aging that is often overlooked.

As seniors age, there are a variety of reasons why they may find it increasingly difficult to participate in activities that include physical, mental, or social investment on their part. Decreasing personal mobility and fewer/less convenient transportation options may limit people's ability to get to and/or participate in activities outside their home. Furthermore, other physical limitations such as decreased ability to hear or see, lessening of a sense of balance or decreased strength and muscular coordination may also reduce the ability/willingness to participate in activities.

Some seniors, with or without official diagnoses of dementia, often find it more difficult to concentrate, follow directions, or "keep up" with others. The fear of embarrassment or shame can seriously dampen one's desire to step outside of their comfort zone as can concerns about being "found out" and having unwanted services imposed or being forced to move to an institutional living situation.

Opportunities

The need for healthy and sufficient food is something readily understood by the community, which has resulted in the number of privately run meal and food programs.

With appropriate solicitation, it may be possible to encourage other entities to meet some of these gaps.

With increased awareness of available programs (especially Meals on Wheels) more individuals are likely to participate.

Options to overcome some of the obstacles to participation include person-to-person contact with seniors, explaining programs/events that may be of interest to them and offering free door to door transportation. Although there is mass outreach regarding such programs, the individual approach will break through some of the barriers described above. Faith communities and local non-profits could take this on.

Additionally, developing (or redesigning) some repeated activities to allow seniors to establish personal relationships with a subset of participants may minimize anxiety about getting out of the house to interact with others. For example, at a seniors' art class or regular game days, setting up groups of 4-5 who will consistently be together can provide opportunities for individual relationships which would reduce social isolation and increase comfort with participation for some.

Challenges

Although there are a number of helpful meal and food programs offered by the city and by faith communities, there are also gaps, especially on the weekends, holidays, and for breakfast. The food offered by food pantries is usually limited in terms of fresh fruits, vegetables, and meat and limited in terms of the amount that can be obtained and the frequency one can use the services. Additionally, for all but Meals on Wheels, transportation is required to get to the sites where meals or free food is offered, and as noted elsewhere, transportation can be difficult for the elderly. Lack of awareness of the food and meal programs available is also a concern as demonstrated by the relatively small number of seniors who utilize the programs.

While there are many opportunities in and around Hyattsville for social interactions, physical activity, and mental stimulation, lack of awareness of these programs as well as difficulty getting to them present obstacles. Additionally, many older seniors are reluctant to come out to the community to partake in such activities due to health or mobility concerns, discomfort with being in groups or interacting with strangers, or fear of inability to fully participate or appearing incompetent.

Safe and Effective Transportation

Current Status

There are a number of transportation options available including Call-A-Bus, operated by the City of Hyattsville, which is available during the day Mon-Fri and offers curb to curb service. There is a nominal fee for seniors and disabled residents and it will take riders anywhere in a 6-mile radius. The County offers a similar Call-a-Bus service, which is free for seniors and operates on a similar schedule as the city's.

Other transportation options include the University of Maryland's shuttle which runs through Hyattsville and includes several popular shopping destinations, The Bus which is run by the county with fixed routes in the city back and forth to the metro stops, the Call-A-Cab program which offers half-priced fares for seniors, and Metro Access which provides ADA compliant transportation to persons unable to utilize the regular Metro bus and rail system. Hyattsville Aging in Place offers free door-to-door transportation for senior members.

Most of these options, however, have periodic problems with timeliness and/or availability. Since almost all of the options require the user to get to and from their door to the vehicle, seniors who need more assistance are limited.

Background

Transportation was identified in surveys and community input meetings for AFI as one of the top priorities for Hyattsville residents. This included availability, accessibility and safety. Only one transportation option includes door to door service, making them less accessible to those with limited mobility. Some of the options have limited hours and some only pick-up and drop-off at pre-determined locations. Reliability is another common concern.

Pedestrian and driver safety is also a concern as older seniors often have slower reactions and may not recognize a dangerous situation as quickly as they would have in the past.

Opportunities

The city is in the process of developing a transportation plan which should address some of the current concerns, especially those regarding safety for pedestrians and drivers from a seniors' perspective (e.g. length of time needed to cross a street, slower response times, etc.). It is also reviewing the schedule of its Call-a-Bus. Additionally, the city has already conducted a survey to determine ADA compliance throughout public buildings and areas. They are currently in the process of addressing those findings and upgrading to improve accessibility.

Challenges

The primary concern in this area is the lack of curb to curb transportation options and any public service available during evenings and weekends. While seniors often prefer to conduct their shopping and other errands during weekday/daytime hours, without evening and weekend transportation options, their ability to participate in many social or recreational activities is curtailed. Another limitation faces seniors who do not have a companion to accompany them, but need assistance getting from the door to the curb.

Goals/Action Steps/Metrics

Priority 1: Safety in the Home and the Community

Goal 1: Establish specific plans for addressing needs of seniors and disabled residents in cases of severe weather or other safety emergencies and expand the numbers on contact lists. *Potential Partners: HAP, other nonprofits, faith communities, and medical sites*

Action Steps:

- Conduct periodic outreach through city communications, nonprofits, faith communities, medical sites, etc. to publicize existence and purpose of the list. (Year 1)
- Contact residents on lists in such situations to determine need for emergency food, medicines, snow shoveling, etc. and with residents' permission, convey needs to nonprofits able to meet such needs. (Year 2)
- Establish and publicize city shelter(s) to be used in emergency situations. (Year 3)

Metrics

- Number of residents on contact lists (both the city's and non-profits')
- Protocol to solicit needs from seniors on contact lists and process to relay relevant information to organizations able to provide said services
- Number and range of outreach efforts (e.g. information in city publications, number of announcements sent to faith communities, agencies working with seniors, etc.)

Goal 2: Advocate with County and implement locally best practices to ensure safety of seniors reporting abuse during the investigation process and educate seniors about their rights and options if they experience abuse in any form. *Potential Partners: faith communities, HAP and other nonprofits, medical sites*

Action Steps:

- Develop and distribute information on all forms of senior abuse including what options are available to seniors experiencing abuse. (Year 1)
- Educate the public in general about abuse and what a family member, friend, or bystander can do if they think someone is being abused. (Year 2)

Metrics

- Number of sites receiving information on abuse
- Number of education presentations/outlets on senior abuse

Goal 3: Provide support for seniors who are caring for ill or disabled family members, including respite care. *Potential Partners: HAP*

Action Steps:

- Alone or with community partners, sponsor an annual workshop on self-care for caregivers. (Year 1)
- Compile and distribute resources, including respite care options. (Year 2)

Metrics

- Development of compiled resources and number of distribution efforts
- Development of workshop and number of attendees

Goal 4: Provide regular fall prevention education for seniors *Potential Partners: faith communities, HAP, Hyattsville Life & Times, local businesses*

Action Steps:

- Participate annually in the National Falls Prevention Awareness Day (NFPAD) each September. (Year 1)
- Work with local non-profits, publications and businesses to include fall prevention information or activities whenever possible. (Year 1)

Metrics

- Number of activities planned and people participating in conjunction with the NFPAD
- Number of sites/organizations providing information on fall prevention

Priority 2: Resources to Support a Healthy Lifestyle

Goal 1: Work with businesses, faith communities, and organizations to ensure healthy, reasonably priced food readily accessible throughout the city. *Potential Partners: community groups, non-profits, faith communities*

Action Steps:

- Compile complete listing of all free and low-cost food options available for seniors including Meals on Wheels, food pantries, meal programs, etc. and distribute listing widely and periodically. (Year 1)
- Encourage growth of the city's farmers' market by publicizing its existence using faith communities, nonprofits, other city and county agencies, etc. (Year 2)
- Determine where there are gaps in such programs (e.g. days or areas of the city when or where no and/or minimal food options are available) and, working with community groups, non-profits, and faith communities, increase options. (Year 3)

Metrics

- Development of comprehensive list and number of sites to which list is distributed
- Number of persons participating in meal and food programs
- Development of gap list and number of gaps filled by public or private entities

- Number of organizations receiving city farmers' market information
- Number of vendors participating in farmers' market and number of people attending

Goal 2: Publicize existing and provide additional opportunities for enhancement of seniors' physical and mental health. (*Potential Partners: HAP, PGC Parks & Planning, PG Community College, local fitness-oriented businesses*)

Action Steps:

- Partner with Hyattsville Aging in Place to expand its annual aging fair including offering screenings and health services. (Year 1)
- Co-sponsor monthly Memory Cafes with Hyattsville Aging in Place to encourage socialization for persons with dementia. (Year 1)
- Explore opportunities to offer similar screenings and health services at appropriate venues (e.g. the Farmer's Market). (Year 2)
- Regularly publicize programs or classes offered by PGC Parks and Planning and PG Community College. (Year 2)
- Collaborate with local fitness-oriented businesses to implement monthly outdoor physical activities suitable for seniors from May – October each year. (Year 2)

Metrics

- Number of activities/topics included in the annual aging fair; number of attendees
- Number of health screenings offered
- Number of physical activities offered and number of people attending
- Number of times/ways classes and programs are publicized; increase in number of attendees from Hyattsville

Priority 3: Safe and Effective Transportation

Goal 1: Advocate with county and implement at city level increased public transportation for seniors or persons with disabilities, especially in areas with high population density, high street crime rates, and significant commercial businesses. *Potential Partners: PGC*

Action Steps:

- Regularly publicize availability of all existing public transportation options for seniors (e.g. taxi discounts, Metro Access, etc.). (Year 1)
- Advocate with the county to increase hours of operation for county & city Call-A-Bus, especially on weekends and evenings to encourage seniors' social activities. (Year 2)

Metrics

- Increased hours of operation for Call-A-Bus
- Number of sites receiving information on transportation options available

Goal 2: Implement and advocate for best practices for pedestrian safety in terms of lighting, signals, and other pedestrian safety options. *Potential Partners: AARP, external funders*

Action Steps:

- Educate seniors about the process to address concerns about street lighting, including encouraging the city to push PEPCO to resolve problems. (Year 1)
- Publicize AARP-sponsored driver's education classes for seniors. (Year 1)
- Install call boxes in all medium to large city parks and high crime areas. (Year 2)
- Install a flashing light at Friendship Arms to increase drivers' awareness of crosswalk. (Year 2)
- Obtain and distribute medical ID bracelets for seniors with dementia to help with cases of wandering in public. (Year 2)

Metrics

- Number of outlets used to increase awareness re: addressing street lighting issues as well as AARP-sponsored classes
- Number of additional call boxes installed
- Installation of light at Friendship Arms
- Number of medical ID bracelets distributed

Goal 3: Increase wheel-chair accessibility in public areas.

Action Steps:

- Continue to address findings in the Hyattsville Accessibility Survey. (Year 1)
- Ensure reserved space for wheelchairs (with good sight-lines to game fields, stages, etc.) in city-owned parks and paths that are accessible and comfortable for wheelchairs. (Year 2)

Metrics

- Increases in wheel-chair accessibility in parks
- Number of findings addressed

Action Plan – Home- and Community-Based Services

Mission

To provide Hyattsville residents with coordinated, community-based support that will allow them to age safely and with dignity in the community.

Priorities

- Affordable personal care at home in-home
- Periodic health assessment
- Programs to reduce isolation

Affordable Personal Care at Home

Current Status

According to the Prince George's County Health Department, 32% of all county residents over 65 have a disability, over 6% have income below the poverty line, and almost 3% do not have health insurance. All of these factors point to a need for help in the home, and the surveys conducted by the City of Hyattsville find this highly ranked in residents' responses, whether physical help or additional health and personal care.

Hyattsville Aging in Place, area seniors, and the City of Hyattsville came together and created a position of Senior Services Coordinator in 2012 and made that position full-time in 2016, as Senior and Disabilities Services (SDS) Coordinator. The SDS Coordinator provides referrals, connects residents with services and coordinates senior trips and activities.

Most of the support for in-home care is funded by the State of Maryland or the Federal government through Medicaid dollars, and the support is based on income; generally, residents need to be Medicaid eligible to qualify. These programs include: Community First Choice (for those who may need institutional level care but can live in their own homes with support), Community Options Waiver (which allows people to stay in the community for services that would generally be provided in a long-term care facility), Community Personal Assistance Services (provides support to those who need assistance with activities of daily living but don't meet the requirements for long-term care). The State of Maryland also funds services for seniors of limited income to keep them out of nursing home placement, through the Senior Care Program which is administered by the County Area Agency on Aging. However, the program has a long waiting list and this past year ran out of funds in January. The County also administers Maryland Access Point – a single point of entry for information and referral for older adults, their families, and disabled persons. This program can provide information about services and referrals to programs such as those listed above.

There are multiple private agencies and private caregivers that provide in-home services that charge from \$15 to \$30 an hour, depending on the type of assistance.

While no in-home care currently is provided by the city, area faith-based organizations, Hyattsville Aging in Place and neighbors throughout the city provide some volunteer assistance. Still, family caregiving remains the primary form of caregiving. The county, with federal funds, provides problem solving assistance, respite care, and other support assistance to family caregivers, including an annual gathering. The county also provides support to a telephone reassurance program and contracts with some agencies for adult day care.

Data shows that 17% of households in Hyattsville have at least one individual age 65 or older. Not all residents will need assistance when they reach 65 or even 75 or 80, but some do. Some may only need assistance in the yard or help cleaning inside and can afford this assistance. Right now, there is limited assistance available for those who are of limited income. Those just over the income eligibility line must rely on family.

For yard clean up, snow shoveling, and outside assistance, the youth club sponsored by the city provides help with yard clean-up, and Hyattsville Aging in Place, a nonprofit peer-run volunteer group helps with outside work, repairs, and some occasional other help as noted above. The city offers an equipment program to encourage neighbors to help neighbors with yard work. The county also has a program (Senior Environmental Assistance Program) that will provide up to \$2,000 for seniors who have been cited by code enforcement for landscaping and environmental cleanup; this program is also income-based. Other area non-profits and faith-based groups provide assistance for these tasks as well. In addition, there is a county program (Heat's on – Water's Off) that works with the local Mechanical and Steam Fitters Union and the County Fire Department to deal with plumbing and heating problems.

Background

Surveys conducted by the city and feedback in public meetings indicate that Hyattsville senior residents and their families are pressed to find and pay for personal care services, even at a minimum of 8 hours a week (\$800 approximately a month). The waiting list for the county's Senior Care program is very long and is income dependent, making it not helpful for most families. Families don't often plan for these costs, assuming Medicare may pay for it, which it does not. As a result, seniors overlook health problems, struggling to stay in their homes, homes are not kept up and often have safety hazards.

Opportunities

There are some sources of support for care (Veterans benefits, Medicaid waiver, county/state/federal programs) and these should be better publicized. There are also sources that can help offset energy costs (energy providers, weatherizing programs) and other volunteer groups that can help assistance (faith-based organizations and nonprofits). These also should be more broadly publicized. In addition, there are multiple private providers in the wider metro area that serve Prince George's County

and may be willing to reduce the cost per hour as referred vendors and, if able, to serve a number of residents. Prince George's Community College has various training programs for care assistance (home health, personal care, skilled care, and nursing programs) which require internships for completion of the programs. These programs could be a source of in-home assistance.

Challenges

These in-home services are traditionally administered and paid for by the federal government, state and county in the State of Maryland. While many communities take on these responsibilities, it will be a decision for the City of Hyattsville to expand its services. It is unclear whether the county/state will expand funding for these services as the needs expand with the aging population which are already underfunded.

In-home periodic health assessment

Current Status:

Chronic health issues and disabilities make it hard for some senior residents to get out to be seen by a doctor and to pick up prescriptions, even with available transportation assistance such as Call-A-Bus and non-profits providing rides. The County administers a program that encourages individuals with chronic health problems to become more aware and take action to control their health (Evidence-based Chronic Disease Self-Management).

The Work Group is aware of one pharmacy and two doctors who currently provide in-home care. In addition, a new clinic located in the city recently provides urgent care in Spanish and English. Hyattsville is close to several hospitals that provide service to city residents as well as nursing and personal care training programs offered by universities and community colleges. Future collaboration with these institutions offers a vision of mutual benefit and in-home care and is a prime recommendation of this report and of great potential for good health service for Hyattsville in the community.

Background

Surveys conducted by the city and feedback in public meetings indicate that Hyattsville senior residents and their families are pressed to find and pay for personal care services, even at the minimum of 8 hours a week (\$800 approximately a month). The waiting list for the County's Senior Care program is very long and it is income dependent, making it not helpful for most families. Families don't often plan for these costs, assuming Medicare may pay for it which it does not. As a result, seniors overlook health problems, struggling to stay in their homes, homes are not kept up and often have safety hazards.

Opportunities

There are multiple nursing training programs near the City of Hyattsville, including Prince George's Community College, University of Maryland, Bowie State, and Catholic University. The Work Group urges the city to act to enter into relationship with these programs in order to have interns complete their placements by visiting seniors and

providing periodic checks. In addition, hospitals are under some pressure to assure that patients do not return within 90 days and are also an active group that other cities collaborate with. Home visits by medical staff will act to stave off more serious conditions and provide proper care.

Challenges

Organizing such programs will take time and effort and may require specialized staffing. While the Older American's Act and Medicaid/Medicare programs are looking to provide more services in the community, it is unclear whether this will result in ways for local communities to obtain funding to provide services.

Programs to Reduce Isolation

Current Status:

The Hyattsville area has many partners: for-profit, non-profits, and public agencies that provide options for reducing isolation of seniors, including fine retail establishments, and close by senior and community centers. Exercise programs, art, and social programs are offered by the city; social and educational programs are available through Hyattsville Aging in Place, the Hyattsville Preservation Association, and other formal and informal groups. Neighborhoods are strong and neighborly get togethers frequent. Hyattsville Aging in Place has a phone tree that checks in on people in bad weather throughout the year and phones seniors to let them know of its events. In addition, the county has a telephone reassurance programs that places daily calls to seniors who live alone.

Yet there are barriers to seniors of various ages and limitations participating in programs, including most prominently: knowledge of what exists, lack of interest in large group programs, availability of transportation, and personal concerns about leaving home. These are issues that need to be confronted and grappled with.

Background

Research suggests that isolation is a factor in diminishing health and psychological well-being. The City of Hyattsville provides many programs that are aimed at increasing social activity and connection to neighbors, including recreation programs, senior trips and gatherings. These however are largely for seniors alone – or are not age-friendly - although the monthly Summer Jam is for all ages and attended by all ages. The most isolated – those with mobility problems or with health issues – often do not attend.

Opportunities

Hyattsville is a very friendly community and is based on neighborhoods. We are aware of neighbors who include their older neighbors in activities. These strong neighborhoods are a good base for extending outreach to those more isolated, in addition to faith-based communities and nonprofits. In addition, the city is very diverse with many cultures represented and people at various income levels. Interaction across these communities and cultures is an opportunity.

Challenges

Beginning the cross-cultural contact, including elders, is the challenge.

Goals/Action Steps/Metrics

Priority 1: Provide Affordable Personal Care at Home

Goal 1: Expand options for affordable personal care and support for seniors at all income levels.

Objective: Develop coalitions so comprehensive services can be readily available in Hyattsville as residents age.

- Research and actively publicize sources of support for covering the costs of home and personal care services (Medicaid waiver, Senior Care from county/state programs, Veterans benefits) (Council, Community Services) – Year 1
- Actively publicize a list of in-home personal service providers for seniors and families. (Community Services) – Year 1
- Publicize sources of home services (discounted water, gas & electric bills; assistance from faith-based communities and non-profit organizations) (Community Services) – Year 1
- Explore discounted in-home personal care services from agencies and individuals by clustering care in neighborhoods and other mechanisms. (Community Services, nonprofits) – Year 2
- Explore other options for in-home care including working with nonprofits, student volunteers, faith based communities to supplement availability. (Community Services) – Year 2
- Establish a fund to assist seniors in obtaining in home care both respite care and support, with grants up to \$2,000, available on a sliding scale depending upon income. (Mayor and Council) – Year 3

Metrics

- Number of requests for information about in-home care providers and potential assistance
- Number of meetings and agreements with in-home care providers
- Number of clusters of care for in-home care providers established
- Number of collaborations to provide in-home care with non-profits, faith-based communities, student groups

Priority 2: In-home periodic health assessment

Goal 2: Help residents and their families maintain their health through a range of in-home and in-community services.

Objective: Make resources available close by, age friendly and available through the least difficult method.

- Develop a working partnership with health institutions that have nursing programs (Prince George's Community College, Bowie State University, University of Maryland, Catholic University, Leland and Doctors Hospitals) (Community Services, nonprofits) – Year 2
- Develop working relationships with area hospital discharge planners, doctors and insurance companies as followup to care so City is aware of those returning to the community. (Community Services, nonprofits) – Year 2
- Work with area doctors to create in-home care visits. (Community Services, nonprofits) – Year 2
- Create an internship program to provide periodic in-home geriatric services for seniors and potential in-home assessment programs for all ages (checking vitals, review meds, advocate with doctors. (Community Services, nonprofits.) – Year 3

Metrics

- Create relationships with training programs
- Establish nursing assessment internship program
- Number of seniors receiving assessments
- Number of relationships with hospitals
- Change in number of return hospital visits
- Number of in-home medical staff visits

Priority 3: Programs to reduce isolation

Goal 3. Reduce isolation and build community across ages, neighborhoods, cultures and incomes in Hyattsville.

Objective: Develop programs at reasonable costs to reduce isolation.

- Continue to expand activities and trips for seniors, with special attention to those more isolated (to include creating activities in their homes), as well as a wider range of activities (book clubs, museum visits, plays, round robin meals). (Community Services, nonprofits) – Year 1
- Extend mileage range and hours for City Call-a-Bus (or develop other transport options) to include programs out of current boundaries, in the evening and on weekends. (Community Services, nonprofits) – Year 1

- Expand existing community friendly visit programs offered by community nonprofits, faith-based communities and volunteers (Community Services, nonprofits) – Year 2
- Explore and advocate for opportunities for low cost adult day care and respite care at area programs, including Independence Court, Sacred Heart Home and others. (Community Services, nonprofits) – Year 2

Metrics

- Expand existing neighbor to neighbor programs and determine baseline and increase.
- Number of seniors participating in existing and new programs
- Demographics of existing and new programs over time

Action Plan – Communications and Information

Mission

To distribute and publicize understandable, timely, and accessible information about public and other services to better serve the needs of older adults in the city of Hyattsville.

Priorities

- Reaching all residents so they can find services
- Raising awareness of available services
- Assuring information gets to diverse communities

Reach all residents

Current Status:

The Hyattsville community has many ways to communicate with residents, including seniors. There are multiple independent listservs and newsletters serving individual streets, particular areas of the city, and segments of the population (West Hyattsville, Nurturing Moms and Dads, seniors, University Hills, etc.) The city publishes a monthly printed “green sheet” and includes material from the green sheet in the city’s printed pages of the area newspaper, *Hyattsville Life and Times*. The city council announces events at the end of each meeting. The city’s cable station includes events and the Community Services Department publishes online announcements in multiple ways, including posting to community listservs and sending out alerts. All notices are published in English and Spanish routinely by the city and online announcements can be made available in other languages. The city will provide translators (sign language and multiple other languages) for public meetings with notice of need. In addition, both the city and nonprofits include notice of events in print and mail to seniors who do not use the internet.

Still reaching residents remains a prominent problem and a major stumbling block to determining gaps in service and filling those gaps.

Background

Communities across the country report that more services are available than residents are aware of. Findings indicate that especially with aging communities, limited income communities and cultures, how to locate and become eligible for services is not known. The City of Hyattsville has multiple ways to reach community residents. Complications such as health issues, disability, emergencies, multiple information sources and conflicts in time mean that information doesn’t always reach residents. This argues for multiple methods, repeated contacts and using partners and other Opportunities

There are multiple faith-based communities, other public venues (community center, libraries, other listservs, community bulletin boards, tiny libraries, other city committees) that can be tapped.

Challenges

Marketing theories suggest that in this time of information overload, six to eight contacts are necessary to reach people and the city has limited time and personnel as well.

Raise Awareness of Services

Current Status:

Robust communications can improve the lives of seniors in the community by showing what services and opportunities are available, as well as increase a sense of community involvement, connection and social participation. Multiple electronic communications from various sources inform residents of events and activities. In addition, a limited number of these activities are placed in two vehicles mailed to all residents: the “green sheet” and the city’s pages in the local paper, the *Hyattsville Life and Times*. The city does a monthly special mailing of a calendar of events and flyers for special events for seniors upon request. However, available services are not so extensively publicized. The Work Group’s recommendations include ways that public and private services be publicized so that residents become more aware of what services exist.

Background

Surveys conducted by the city and feedback in public meetings indicate that Hyattsville residents and their families are not aware of many of the services that are available in the city and the county.

Opportunities

Hyattsville is a city built on neighborhoods and neighborliness. There are ways to capitalize on events, committees, activities, community restaurants, centers, programs to get information out to more people. Collaboration is key.

Challenges

Not all services that are needed are available and not all people who apply are approve. Tracking who is successful and who is not is also important.

Assure Information gets to Diverse Communities

Current Status:

The City of Hyattsville posts in the city building and emails notices of services and programs of other organizations it is sponsoring and partnering with. Through Google translation services, its website is available in multiple languages and the city includes on its mailing list faith-based communities and cultural organizations with outreach to other communities. It will provide translators (sign language and multiple other languages) for public meetings with notice that they are needed.

Background

The city has worked hard to make sure its communications reach multiple populations, including diversifying its staff, having English/Spanish materials, providing translators, ensuring website is translatable.

The city does mail printed information on a monthly basis to all senior residents who request to be on the list and includes information on upcoming city programs for seniors in the green sheet mailed monthly to every household and in the *Hyattsville Life and Times*. Information is available in English and Spanish. In addition, it publicizes programs on its website and by email alerts. While not all seniors can use electronic technologies, an increasing number can.

Public libraries, city bulletin boards and kiosks, nonprofit organizations and meetings include opportunities to publicize events and programs.

Opportunities

Informal networks in neighborhoods, places of business, centers and public venues, electric signage, more extensive use of the website offer additional ways to reach people.

Challenges

Keeping information up to date and developing information that is compelling to different populations is a continuing problem. Making the information available in multiple languages, resources/funding and technology limitations in some populations may be a problem.

Goals/Action Steps/Metrics

Priority 1: Reach All Residents

Goal 1: Expand and publicize media so residents can find services regardless of use of electronic media.

Objective: Create and distribute printed materials that summarize key services in critical areas, such as home care, caregiver support, transportation and health and safety.

- Obtain printed brochures from county and other agencies and place them in key areas and bulletin boards in city building. (Community Services) – Year 1
- Place city brochures, notices and flyers at libraries, tiny libraries, information boards, faith-based communities, community/senior centers with contact information to follow up with Senior and Disability Services Coordinator (Community Services) – Year 1
- Create way to monitor success/failure to obtain services of other agencies and why. (Community Services) – Year 1

- Make sure Council members, Mayor and staff have copies of brochures, notices and flyers. (Community Services) – Year 2
- Monitor phone line to make sure that callbacks are made within 24-hour policy. (Community Services) – Year 2
- Publish information on website and cable channel in critical areas and create electronic library. (Community Services) – Year 2
- Create brochures for critical areas where information doesn't exist or isn't comprehensive. (Community Services) – Year 3
- With partners, explore use of technology for seniors. (Community Services) – Year 3

Metrics

- Number of sites where literature is placed and number of brochures/flyers taken per site per quarter.
- Measure variations by site, by season and by activity.
- Does variation correlate with attendance (in the case of events).

Priority 2: Raise awareness of services

Goal 2: Help residents and their families maintain their health and safety by helping them connect with needed services in a timely manner.

Objective: Make sure residents can find services and resources that are available.

- Actively publicize work of Senior and Disability Services Coordinator and monthly mailed calendar, and highlight availability of referral help. (Community Services) – Year 1
- Review existing directories (Iona, provider network, sourcebook, other counties) and work with partners to develop a directory. (Community Services) – Year 1
- Track success/failure to obtain needed services and why. (Community Services) – Year 1
- Create a phone line with recorded messages about how to pursue services in city and county. (Community Services, nonprofits) – Year 2
- Establish policy to communicate services, events and programs of other agencies and organizations to assist residents and encourage greater social engagement/prevent isolation. (Community Services, nonprofits) – Year 2
- Expand pages in greensheet and city page in Hyattsville Life and Times to focus on critical service needs and available assistance. Seek feedback to gather needs through mailback postcards and other means. (Community Services, nonprofits) – Year 3

Metrics

- Baseline and increase in requests to Senior Services Coordinator
- Development and distribution of directory.

- Creation of phone line with recorded messages.
- Establishment of policy to distribute other organizations' materials.
- Expanded pages in greensheet/Hyattsville Life and Times

Priority 3: Assure information gets to diverse communities

Goal 3: Increase awareness in diverse of populations of social activities, recreation programs, medical and other health assistance

Objective: Continue to examine availability and accessibility of services to diverse populations.

- Encourage residents to pass information to their neighbors and friends and make use of other community listservs. (Community Services) – Year 1
- Monitor and continue to expand efforts to reach diverse communities across city through contacts with area leaders. (Community Services) – Year 1
- Ensure website and communications meet accessibility standards. (Community Services) – Year 1
- Maintain a list of translators and interpreters and explore ways to deploy them for events. (Community Services) – Year 1
- Establish policy to communicate services, events and programs of other agencies and organizations to assist residents and encourage greater social engagement/prevent isolation. (Community Services) – Year 2

Metrics

- Number of media used and number of languages translated into
- Increased number of calls to SDS Coordinator
- Growth in attendance at events by diverse populations
- Changes in feedback on awareness by diverse populations

Appendices

Appendix 1: Age Friendly Initiative Work Group Members

Core Group

Lisa Walker, Lead
Mary Bloodworth
Gloria Felix-Thompson
Mosi Harrington
Shirley Horton
Edna Little
Sherri McGee
Denise Snyder
Winifred Weaver
Marialis Zmuda

Contributors: Mickie Ballotta, Rosezella Canty Letsome, Vallorie Watson, Yonette Williams

Staff

Beryl Johnson, Hyattsville Senior Services and Disability Coordinator
Katie Gerbes, Hyattsville Planner
Jake Rollow, Hyattsville Director of Community Services

Subcommittees

1. Housing

Lisa Walker, lead
Gloria Felix Thompson
Mosi Harrington
Shirley Horton
Edna Little
Contributors: Mickie Ballotta, Rosezella Canty Letsome

2. Health and Safety

Denise Snyder, lead
Edna Little
Sherri McGee
Marialis Zmuda

3. Home and Community Based Services

Lisa Walker, lead
Denise Snyder
Winifred Weaver

4. Communications

Mary Bloodworth, lead
Lisa Walker

Appendix 2: Acknowledgements

The Work Group thanks the many people who contributed to this report:

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- Members of the Hyattsville city staff who supported our efforts, answered our many questions, and helped us understand more about how the city functions, but particularly Jake Rollow and Beryl Johnson who attended all of the Work Group meetings and helped us at every stage; and Katie Gerbes, Hyattsville city planner who helped us think about affordable housing.
- Marci LeFevre who got the process started with her presentation at the Hyattsville Aging in Place community meeting in 2015 and initially chaired the Work Group.
- Mickie Ballotta who brought to the Work Group research on tiny homes, cohousing communities and the buddy program, Rosezella Canty Letsome who shared with us her frustrating experience in trying to construct a tiny home in Hyattsville, and Subcommittee members Shirley Horton, Edna Little and Winifred Weaver who researched several prioritized areas and made it possible for the Subcommittees to form recommendations.
- Other members of the WHO/AARP network from whom we borrowed extensively, but especially Montgomery County, Maryland.

Appendix 3: Resources

Useful Community Contacts

City of Hyattsville Senior and Disability Services Coordinator – Beryl Johnson
301 985 5058

Hyattsville Aging in Place (non-profit, all volunteer organization that helps seniors stay in their homes)
HAP 301 887 3101

Prince George's County Aging Services Division
– Maryland Access Point - 301 265 8450

Housing

Accessory Dwelling Units

- <https://www.aarp.org/content/dam/aarp/livable-communities/documents-2015/ADU-Case-Study-Report-USHUD-.pdf>
Report done for HUD on accessory dwelling units
- <https://www.aarp.org/content/dam/aarp/livable-communities/documents-2015/ADU-report-AARP-APA.pdf>
Model legislation and ways to find space for ADUs
- <http://fw.to/eJB7kJO>
AARP article looking at New Hampshire's zoning law allowing ADUs
- <https://ggwash.org/view/65579/its-basically-illegal-to-build-accessory-apartments-adus-in-prince-georges-county>

Age Friendly Homes

- <http://fw.to/ChWHRWN>
AARP article looking at what makes a home age-friendly

Affordability Strategies

- <https://www.brookings.edu/blog/the-avenue/2017/10/19/advancing-regional-solutions-to-address-americas-housing-affordability-crisis/>
Brookings Institution Community of Practice on addressing housing affordability – 4 communities
- <https://www.regionalhousingsolutions.org/>

tool developed that addresses many issues and special populations in the Chicago area – useful to look at strategies for seniors as well as other populations

- <http://ahpnj.org/news/entry/accessory-dwelling-units-and-affordable-housing>

Examples of Tiny Homes

- <https://tinyhousetalk.com/communities/>
- <https://tinyhousetalk.com/city-changes-zoning-allows-small-homes/>
- <https://www.squareonevillages.org/emerald>

Tiny House Villages in Eugene, Oregon - shows how the land is set up and some samples of tiny houses, how they worked with the community to develop and build the communities.

- <https://dc.urbanturf.com/articles/blog/dc-debuts-tiny-home-demonstration-in-deanwood/14489>
- <http://www.baltimoresun.com/business/real-estate/bs-md-housing-trust-20180810-story.html>

Land Use Codes for Accessory Dwelling Units

<http://www.cottagecompany.com/Planning/Land-Use-Code/Langley.aspx>

<http://www.cottagecompany.com/consulting/innovative-land-use-code.aspx>

Home and Community Based Services

In Home Health Assessments

The Johns Hopkins School of Nursing's CAPABLE program helps low-income seniors safely age in place.

https://nursing.jhu.edu/faculty_research/research/projects/capable/capable-faqs.html

Friendly Visits/Buddy System

The Buddy program was used during the AIDS epidemic to help care for people with HIV/AIDS and may be useful to adapt for Hyattsville older adults. A similar program called Friendly Visits/Friendly visitors exists in Hyattsville although at this point it isn't as extensive as the Buddy program.

The Buddy is a trained volunteer who provides companionship, emotional support and assistance in daily living tasks and engages the individual socially. The Buddy and the individual would agree on frequency of meetings and visits and discuss ways the buddy could be helpful. They might provide food delivery, cleaning, transport to medical appointments or make suggestions for mental health counseling or other services.

Because of continuing contact with the person, the buddy would have a good sense of repairs that might need to be made or changes in the person's behavior. The buddy could refer to services that the person or his/her family would take the lead in contacting. Buddies make a commitment of a year (6 months for Friendly Visitor), must be trained and participate on a buddy team led by a team leader and attend a monthly meeting. (HAP asks Friendly Visitor to report after each visit to a Volunteer Coordinator who refers any concerns to the Outreach committee. HAP also requires background check for each FV or volunteer.)

If the city or partners were to recommend this program or expand the HAP program, it would be important to define what population is to be served (adults of what age? Disabled? Children with parents recommendation? Families? All incomes? All health conditions, and what kind of services – e.g., the FV program does not provide personal care, financial or medication management.)

Buddy has job description and an application process for the person to be served as does the FV program. Buddies don't spend money or give money to person, important that the volunteer think about their boundaries and what they are willing to do, important to realize that not all relationships will be gratifying as some people find it hard to accept help.

If the city or partners pursue program, it would be helpful to get recruitment materials used, directory, application, training materials and outlines; system for regular communication among buddies. More information is available.

Appendix 4: Stakeholder Meetings List of Invitees & Attendees

2017 Stakeholder Meeting List of Invitees

1	Rosemary	Allender	Family Eldercare Management
2	Bill	Armbruster	AARP Livable Communities
3	Chris	Arthur	
4	Helen	Barnes	Barnes Geriatric Services
5	Catherine	Barron	Residential Parking Zone Committee
6	James	Bishop, Esq.	Catholic Charities of the Archdiocese of Washington
7	LaKeysha	Boyd-Moore	Alzheimer's Association
8	Taylor	Brown	Prince George's County
9	Jackie	Byrd	Byrd & Byrd
10	Anthony	Cancelosi	Columbia Lighthouse for the Blind
11	Rosezella	Canty-Letsome	
12	Carla	Cash	Catholic Charities of the Archdiocese of Washington
13	Lauren	Comeau	Health, Wellness and Recreation Advisory Committee
14	Neal	Conway	Community Legal Services of Prince George's County
15	Roberto	Cortez Campos	St. Mark's Church
16	Peggy	Dee	
17	Kathy	Dow-Burger	Education Advisory Committee
18	Nora	Eidelman	Community Legal Services of Prince George's County
19	George	Escobar	CASA de Maryland
20	Gloria	Felix-Thompson	Shade Tree Board
21	Blake	Fetrow, Esq.	Maryland Legal Aid
22	Ken	Flemmer	Adventist Community Services of Greater Washington
23	Maureen	Foster	Planning Committee
24	Peggy	Funk	Hospice & Palliative Care Network of Maryland
25	Theresa	Grant	Prince George's County
26	Bob	Green	Green Accessibility
27	Melony	Griffith	Greater Baden Medical Services
28	Scott	Hahn	St. Jerome's Church
29	Peggy	Harris	Second Washington Chapel Church
30	Nathan	Hill	University Christian Church
31	Bernice	Hutchinson	Maryland Department of Aging
32	Omari	June	Washington Metropolitan Area Transit Authority
33	Vikki	Kalitsi	Prince George's Senior Provider Network
34	Paul	Koch	Code Compliance Advisory Committee
35	Ashley	Lacis	Maryland Department of Aging
36	Ana	Langerak	St. Matthews Episcopal Church
37	Cynthia	Lapp	Hyattsville Mennonite Church

38	Beth	Lash	Maryland State Department of Education
39	Marci	LeFerve	
40	Eric	Linthicum	Redeemer Lutheran Church
41	Darilyn	Marinelli	Maryland - National Capital Park and Planning Commission
42	Ivan	McDowell	Crossover Church
43	Darrell	Mobley	Prince George's County
44	Walter	Moody	Office of Councilwoman Deni Taveras
45	Greta	Mosher	Board of Supervisors of Elections
46	Phillip	Munley	Maryland Department of Veterans Affairs
47	Dorn	Muscar	University Park Church of Christ
48	Tracey	Nalesnik	Visiting Angels
49	Nicole	Nguyen	University of Maryland
50	Samson	Nortey	Ager Road United Methodist Church
51	Nydia	Ocasio	Maryland - National Capital Park and Planning Commission
52	Yvonne	Penn	First United Methodist Church
53	Latoria	Pierce	Family Crisis Center of Prince George's County
54	Karren	Pope-Onwukwe	Law Offices of Karen Pope-Onwukwe
55	Stephen	Price	First Baptist Church
56	Nancy	Quarles	Alzheimer's Association
57	Daniel	Richardson	Friendship Arms Apartments
58	Daisy	Rickert	Prince George's County
59	Vidal	Rivas	St. Matthews Episcopal Church
60	Frederick	Robinson	City of Bowie
61	Perrin	Rogers	The Triumphant Church
62	Julia	Roher	Maryland State Department of Education
63	T. Carter	Ross	Ethics Commission
64	Alex	Royes	Metropolitan Seventh Day Adventist Church
65	Keena	Seward	University of Maryland
66	Yasmeen	Shah	University of Maryland
67	Kira	Simmons	Family Crisis Center of Prince George's County
68	Kristin	Slawson	University of Maryland
69	Cathy	Stasny	Prince George's County
70	Karen	Sylvester	Prince George's County
71	Deni	Taveras	Office of Councilwoman Deni Taveras
72	Thomas	Tucker	Police & Public Safety Citizens' Advisory Committee
73	Suzanne	Van Nuys	Prince George's County Community College
74	Diana	Varela	Social Security Administration
75	Cari	Watrous	Maryland Department of Disabilities
76	Vallorie	Watson	Friendship Arms Apartments
77	Winnifred	Weaver	Friendship Arms Apartments

78	Brie	Welz	Hyattsville Environment Committee
79	Sabra	Wilson	Laurel Regional Hospital
80	Myrtle	Wilson	
81	Yonette	Wilson Williams	Jewish Council for the Aging
82	James A.	Wright	West Hyattsville Baptist Church

2018 Stakeholder Meeting List of Attendees

1	Mickie	Ballotta	Resident
2	Gloria	Felix-Thompson	Yoga Space
3	Altonia	Garrett	Capital Caring (Hospice & Palliative Care)
4	Gwendolyn	Glover	HAP
5	Shirley	Horton	
6	Marci	LeFevre	Resident
7	Edna	Little	HAP/Resident
8	Daniel	Richardson	Friendship Arms Apartments
9	Denise	Snyder	HAP
10	Emily	Strab	Police & Public Safety Committee
11	Lisa	Walker	HAP
12	Vallorie	Watson	Friendship Arms Tenant Association
13	Winnifred	Weaver	HAP/Friendship Arms
14	Yonette	Williams	JCA/Senior Community
15	Mareales	Zmuda	HAP
16	Helen	Barnes	Barnes Geriatric Services
17	Virginia	Bennett	HAP
18	Jackie	Byrd	AAC-PGSPN
19	Maria	Cabrera	
20	Rosezella	Canty-Letsome	Resident
21	Peggy	Dee	
22	Kathy	Dow-Burger	UMD/Hearing & Speech Clinic
23	Jen	Elrod	Holy Cross Home Care & Hospice
24	Andrea	Faller	Resident
25	Sara	Fought	JCA/Village Rides
26	Michael	Galvoz	Community Legal Services of Prince George's County
27	Theresa	Grant	Department of Family Services
28	Scott	Hahn	St. Jerome's
29	Daphne	Hall	Resident
30	Marghi	Hopkins	HAP
31	Parthenia	Lea	
32	Darilyn	Marinelli	M-NCPPC
33	Bonnie	McClellan	EOA-CP
34	LaKeysha B. Moore	Moore	Alzheimer's Association

35	Victoria	Moss	
36	Krystal	Murillo	Prince George's County
37	Dorn	Muscar	University Park Church of Christ
38	Tracey	Nalesnik	Visiting Angels
39	Nicole	Nguyen	UMD/Hearing & Speech Clinic
40	Edda	Osborne	
41	Molly	Parrish	HAP
42	LaToria	Pierce	Family Crisis Center
43	Karren	Pope-Onwukwe	NORC Advisory Committee
44	Daisy	Rickert	Office of the County Executive - Latino Affairs
45	Perrin	Rogers	The Triumphant Church
46	Kristin	Slawson	UMD/Hearing & Speech Clinic
47	Carrie	Smith	HAP/Friendship Arms
48	Karen	Sylvester	Department of Family Services
49	Beatrice	Tignor	County Government
50	Suzanne	van Nuys	PGCC/SAGE
51	Diana	Varela	Social Security Administration
52	Angela	White	Community Legal Services of Prince George's County
53	Mattie	White	Resident
54	Cathy	Wilson	Resident
55	Leah	Wolf	HAP

Appendix 5: Senior and Disability Services Report and Survey



Services for Seniors & People with Disabilities

**Presented to the City of Hyattsville Mayor and Council on
March 21, 2016**

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Introduction

This report seeks to inform the City of Hyattsville Mayor and Council as they make decisions concerning services for seniors and residents with disabilities. It was requested by the Mayor and Council when the senior and disability services position expanded from part-time to full-time in fiscal year 2015. The report includes results of the recent senior survey (conducted in-house) and relevant information learned from meetings with community groups and residents. Further, to help Council consider possible service trajectories, the report also includes summaries of the senior services and associated staffing and resources of other nearby cities.

Methodology

Two primary methods were used to gather information for this report. Semi-structured interviews were carried out with seniors and residents with disabilities, community organizations and officials of other cities. Also, a bilingual printed opinion survey was mailed to all addresses within the City – approximately 8,000. The City received near 600 responses.

Demographics

Of the City's nearly 18,500 residents, just over 7% are seniors age 65 or older and just over 8% of residents have a disability. Combined they comprise 13% of residents. (The groups have significant overlap, as 42% of senior residents have a disability.)

However, more residents are impacted by senior issues, as nearly 17% of the City's households include at least one senior member, and just over 12% of the City's population is age 55-64, and possibly already thinking about their own lives as seniors.

Finally, among senior residents, 11% live below the poverty line.¹

History of the City's Senior and Disability Services

The City has offered curb-to-curb Call-A-Bus service to seniors and residents with disabilities for many years. However, it expanded senior service provision in 2011 by hiring a part-time senior and disability services coordinator. In 2014, this position was expanded to full time. The coordinator position's duties have changed from year to year, as the position stabilized. An overview of current service offerings follows.

Senior and Disability Services Currently Offered by the City of Hyattsville

Benefits Assistance – supports seniors and residents with disabilities to understand Social Security, Medicare, Medicaid Waiver, other health insurance plans, prescription programs including Medicare Part D, medical providers, and entitlement programs.

Information and Referral Service – provides information and referrals to resource providers on issues including health, finances, transportation, family issues, housing and other areas of concern.

Transportation Service – curb-to-curb reduced-cost service is offered by the City's Call-a-Bus which operates within a six-mile radius of the city during business hours. Transportation is provided to medical appointments, pharmacies, grocery stores, and occasional additional shopping venues. Regular nutritional trips are made to Price Rite and the Hyattsville Farmers Market. Special appointments outside the six-mile radius are considered upon request.

¹ All demographic statistics are from the U.S. Census Bureau.

Educational Programming – educational presentations – generally on health issues – are coordinated regularly throughout the year.

Exercise Class – Ageless Grace exercise classes are offered twice weekly year-round.

Recreational Programming – nearly every month a social trip or program is coordinated by the City. Coordination may include planning and hosting the event, or coordinating participation and transportation of residents to an event hosted by another government or third party. Additionally, seniors at the Friendship Arms housing facility are regularly involved in service projects with student Volunteers.

Staff & Vehicles Utilized:

- 1 FTE Senior & Disability Services Coordinator
- 1.25 FTE Call-A-Bus Driver
- .25 Administrative Aide/Schedule CAB Transport
- .33 Community Services Manager
- Total = 2.83 FTE**
- 1 Bus**

Services of Prince George’s County and Maryland National-Capital Parks and Planning

The County and MNCPPC are the other local governments that provide services to Hyattsville residents. An overview of their services follows. Services marked with an asterisk (*) have a waitlist.

Information Service – provides information about senior opportunities, services and service providers to seniors and their family members.

Family Caregiver Program – assists caregivers in making decisions, identifying benefits and respite care, and solving problems for seniors losing their ability to live independently.

Health Insurance Counseling – offers free health insurance counseling concerning Medicare, Medicaid, Medigap-Supplemental, HMO plans, physician and hospital bills, and long-term care insurance.

Senior Assisted Living Group Home Subsidy Program* – subsidizes costs for low- to moderate-income seniors to live in an assisted living/group home facility. *Waitlist is based on availability of annual subsidy allocation.

Medicaid Home and Community-Based Waiver* – allows services that are typically covered by Medicaid only in a long-term care facility to be provided to seniors in their homes or assisted living facilities. *Applicants are assessed, and those with most critical need receive service first.

Community First Choice* – provides enhanced Medicaid services to help seniors stay in their homes. Services can include meal delivery, accessibility adaptations, emergency response, and nurse monitoring. *Applicants are assessed, and those with most critical need receive service first.

Senior Care* – provides services to seniors at risk for nursing home placement, including personal care, adult day care, and financial help for medications, medical/personal supplies and emergency response systems. *Applicants are assessed, and those with most critical need receive service first. Applicants who do not receive services immediately are reassessed annually, or after a medical event or emergency.

Ombudsman Program – helps protect and advocate for people living in nursing homes and other long-term care centers by investigating complaints, ensuring resident rights, mediating disputes between family members and nursing home staff, and educating staff and families.

Elder Abuse Prevention and Treatment – provides short-term counseling and connections to additional support.

Public Guardianship – provides in-depth monitoring and ensures the safety of senior wards appointed by the Court.

Money Follows the Person – assists seniors transitioning from nursing homes to an apartment, private home or small group setting.

Senior Community Service Employment Program – a federal initiative that provides job training and improves the well-being of low income seniors.

Retired Senior and Volunteer Program – helps seniors put their skills and talents to work in their communities.

Foster Grandparents Program – seniors work with at-risk youth and young adults to help them grow, gain self-confidence and become productive members of our communities.

Telephone Reassurance – utilizes senior volunteers to place daily check-in/reassuring phone calls to isolated seniors.

Large-Scale Socials – twice a year, these events bring together residents county-wide to share a meal, learn about county services, dance and exercise.

Senior Activity Centers and Community Centers – Offerings vary by center, but can include special events, meals, trips, classes, health programs, fitness rooms, walking tracks, pickle ball, golf discounts, pool, and information and referrals. The Prince George's Plaza Community Center is located inside the City of Hyattsville. The closest Senior Center is in North Brentwood. Three other centers are within the six-mile radius accessible by the Call-A-Bus.

Senior and Disability Services Offered by Other Communities

Below is an outline of services provided by three nearby communities. The information is provided as reference points and/or benchmarks for the Mayor and Council as they consider current and potential service levels of the City of Hyattsville.

Bowie

The City of Bowie has been serving seniors since the mid-1990s, but in 2000 it greatly expanded service by opening a nationally accredited senior center. There are two subsidized senior housing facilities in Bowie, and two that are market rate, and two more market rate developments in design/construction phases. None of the facilities are owned by the City.

The City does not supplement social work services, but provides many other services on a large scale. Those services include information and referrals in the areas of healthcare, finances, family issues and housing; curb-to-curb Call-A-Bus service; health and wellness activities and a health newsletter; support groups and activity groups; continuing education provided by Prince George's Community College; hot lunches; social and recreational trips and events.

According to census data, the City of Bowie's population is roughly three times that of Hyattsville, and 11.6% of the population are seniors. Still, Bowie's senior staffing level is proportionately much higher than the City of Hyattsville.

Staff & Vehicles Utilized:

1 FTE Senior Services Manager
1 FTE Assistant Manager
1 FTE Transportation Coordinator
1 FTE Wellness Coordinator
1 FTE Senior Nutrition Aide
1 FTE Information & Referral Specialist
2 FTE Maintenance Personnel
4 FTE Program Assistants
10 FTE Bus Drivers
Total = 22 FTE
9 Buses, 1 Van

College Park

The City of College Park began serving seniors in the early 1980s by providing Call-A-Bus service. The community is home to two federally-subsidized senior housing buildings.

Currently, the City's programming includes **information and referral** services and **casework support** at two federally subsidized apartment buildings for seniors. **Educational presentations** are also coordinated and a **monthly health newsletter** is distributed. Finally, the City subsidizes **eight social trips each year** – covering about half the cost so that residents only pay \$20-40.

Staff & Vehicles Utilized:

- 1 FTE Seniors Program Manager
- 1.5 FTE Driver
- .5 FTE Caseworker (only serves senior housing facilities)
- .5 FTE Administrative Aide
- 1 FTE Family Services Director
- Total = 4.5 FTE**
- 3 Buses**

Greenbelt

In the early 1970s the City of Greenbelt launched Greenbelt CARES, the arm of the City that serves youth, families, seniors and people with disabilities. The City owns one federally-subsidized senior apartment buildings.

The City's offerings include **Call-A-Bus service, 7 days/week**, limited to the boundaries of the city, **information and referral services, benefits assistance, educational presentations and health activities** (including an annual flu clinic, health fair and mental health screening day, a memory support group, brain fitness program, Ageless Grace, a community nursing program, and provision of prescription drug discount cards). Social activities are organized and staffed by the City's recreation department.

Additionally, Greenbelt has opted to supplement **social services** offered by Prince George's County. The City offers **casework and social work** on topics including in-home care, housing, care-giving, and more. Additional support includes a weekday **hot-lunch program** (provided by the County), monthly food distributions and sliding-scale subsidies for home equipment. These services are reserved for City of Greenbelt residents only.

Staff & Vehicles Utilized:

- 1 FTE Community Resource Advocate
- 1 FTE Geriatric Case Manager & Counselor
- 1 FTE Service Coordinator (serving residential facility)
- 1 FTE Case Manager/Service Coordinator
- 1 FTE Driver

1.5 FTE (3 pt. weekend drivers)
Total = 6.5 FTE
1 Bus, 1 Car

Resident Survey

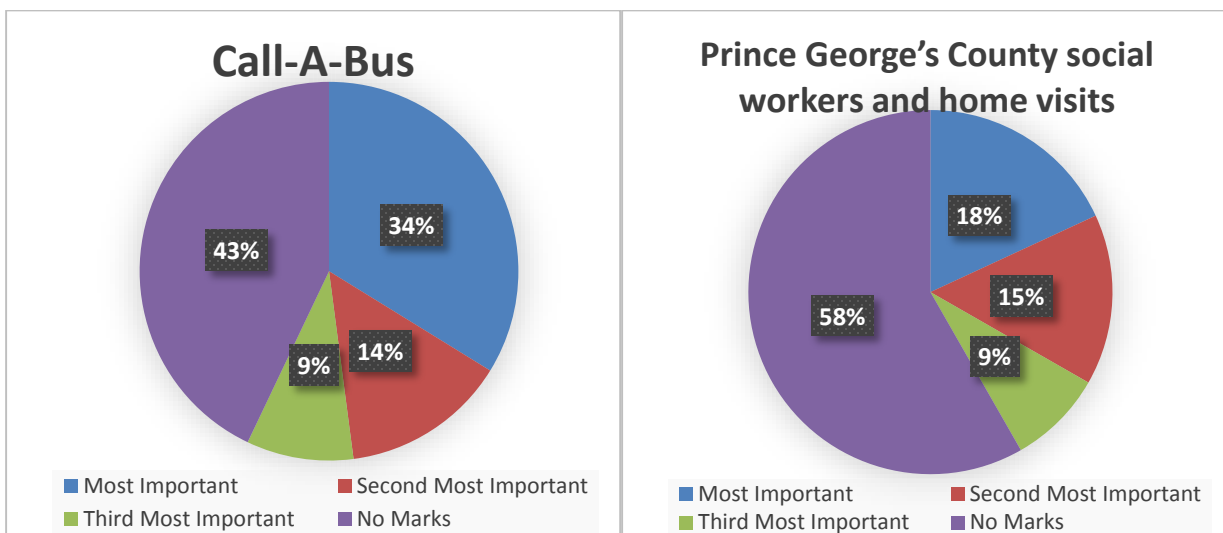
In January, the City mailed a survey to all residents seeking their opinion of current and potential services offered to seniors and people with disabilities. The survey was mailed in English and Spanish with a postage-paid return envelope. Approximately 600 responses were mailed back, 51% of which were filled out by people age 60 or older. Below are the key findings of the survey, followed by answers to all questions.

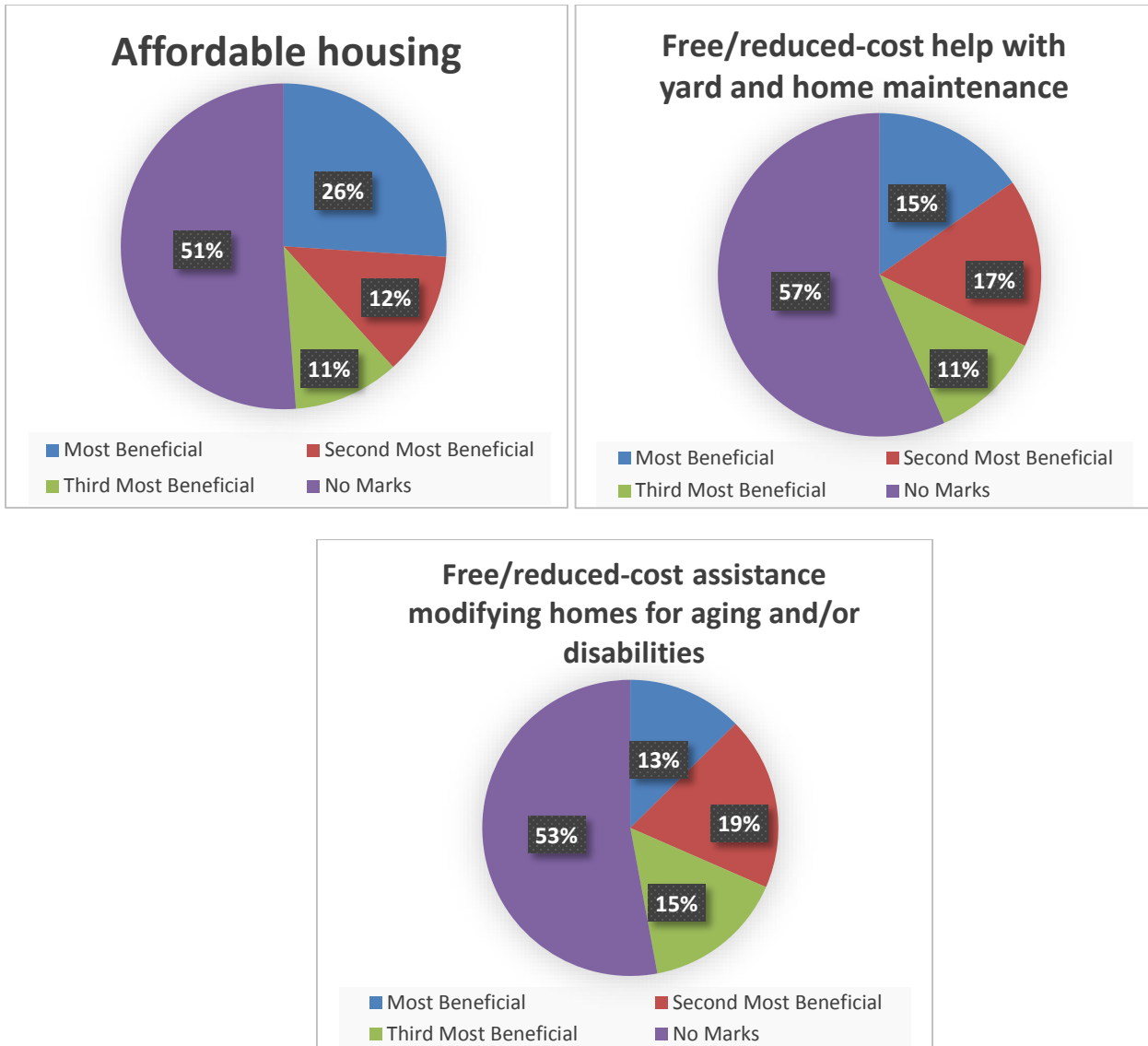
Key Findings

Throughout the survey, residents were asked to rank what services they thought were most important – including services that are currently provided and those that could potentially be provided in the future. Of the 19 services named in the survey, five outscored the others by considerable margins. The five services that residents considered most important are:

- Call-A-Bus (current)
- Prince George’s County Social Workers and Home Visits (current)
- Affordable Housing (potential)
- Assistance with Home/Yard Maintenance (potential)
- Assistance with Home/Property Modification (potential)

The charts below show the percentage of respondents that considered these services important. Each of them was ranked as the first or second most important service by more than 30% of respondents, which is significantly higher than the 14 remaining services included in the survey.





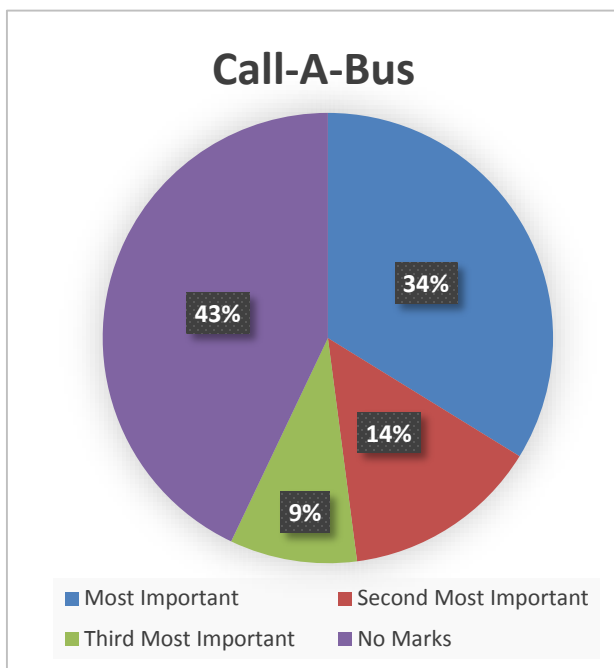
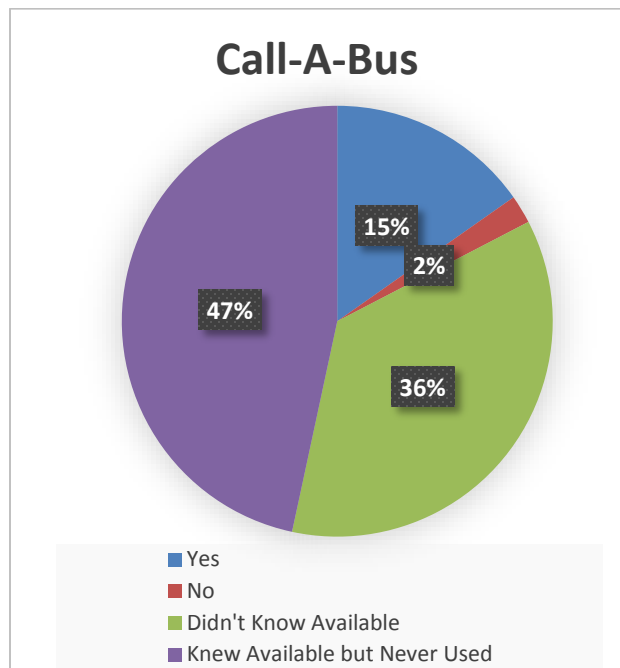
Responses to All Survey Questions

The charts below show the responses to all the questions asked in the survey.

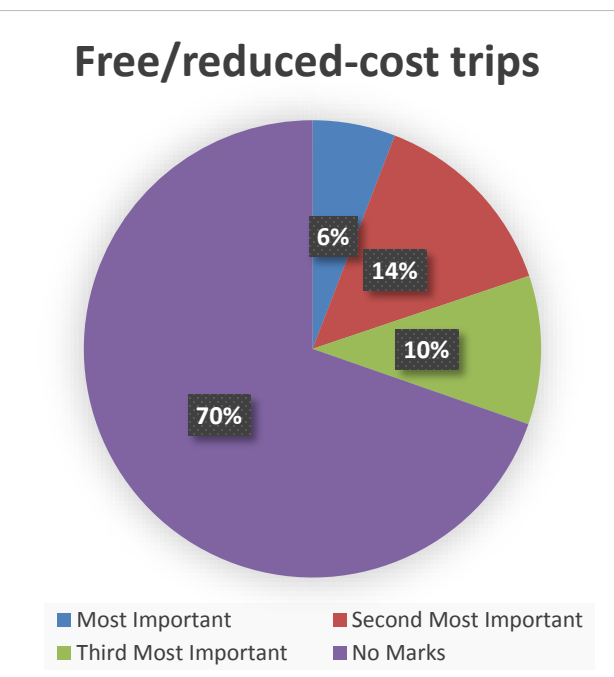
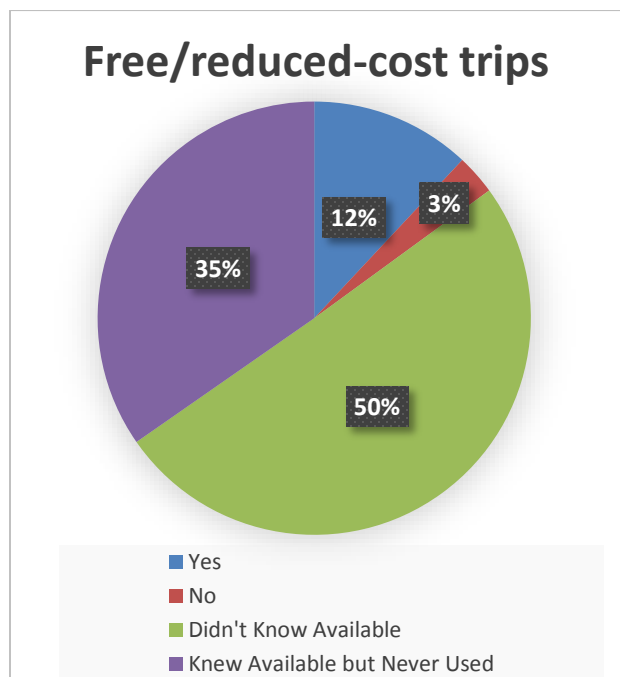
Question 1.

The charts on the left show the answers to the question, “The following services are available in the City of Hyattsville for seniors and residents with disabilities. Are you satisfied with them?” The charts on the right show answers to the question, “Which THREE of the items above do you think are most important?”

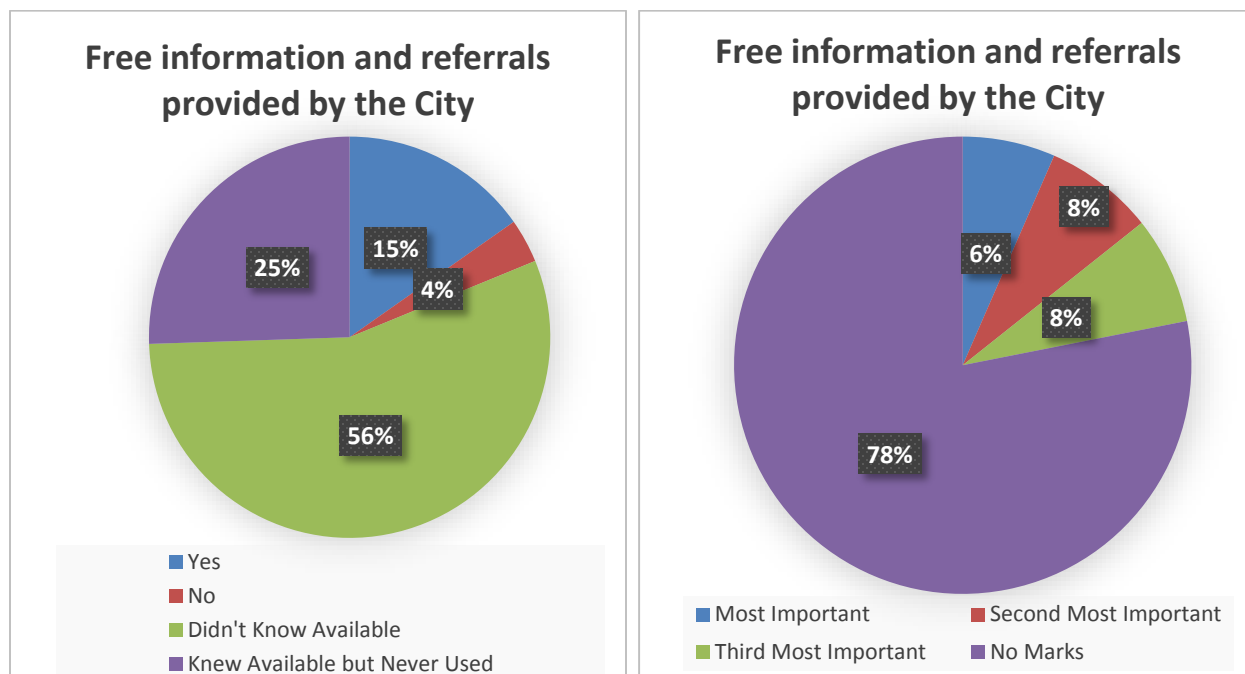
1A. Free/reduced-cost Call-A-Bus service.



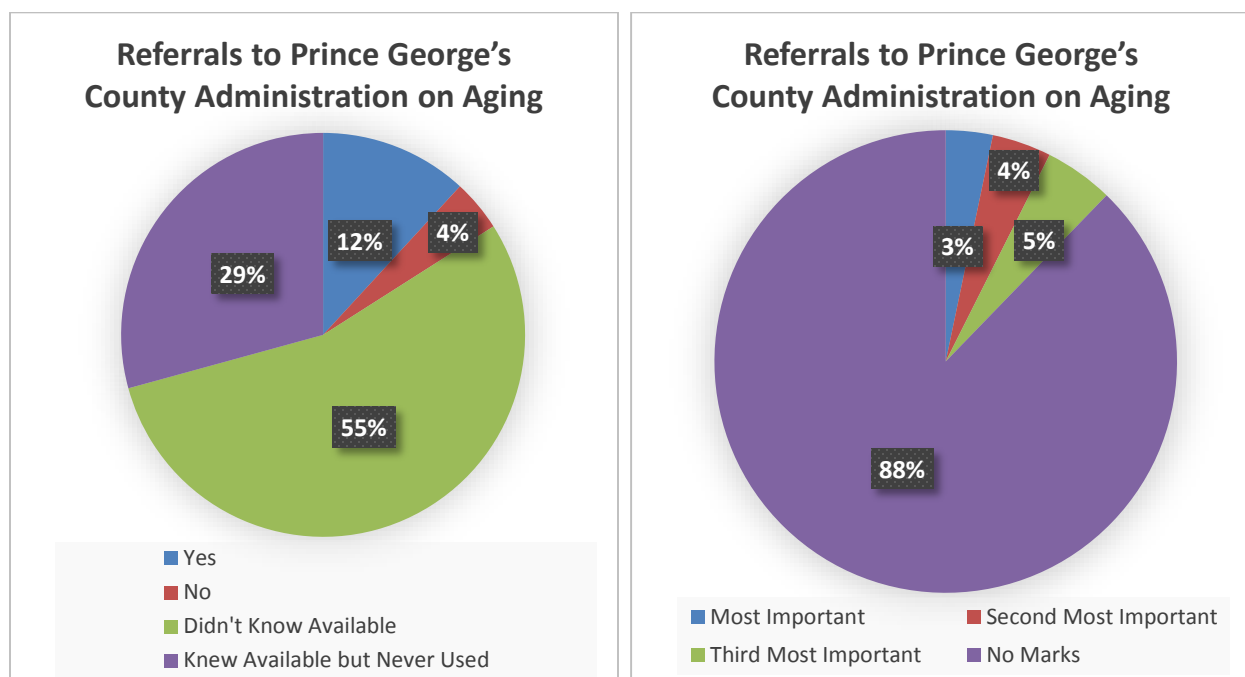
1B: Free/reduced-cost trips (for socializing, entertainment, shopping)



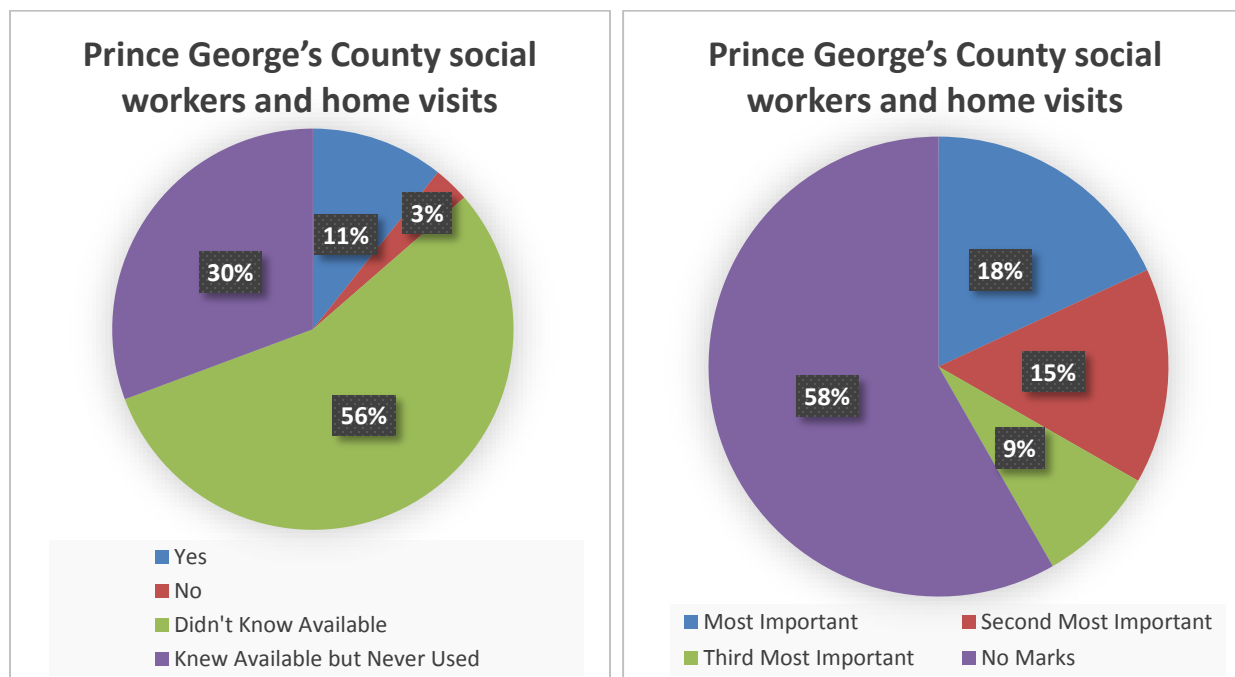
1C: Free information and referrals provided by the City.



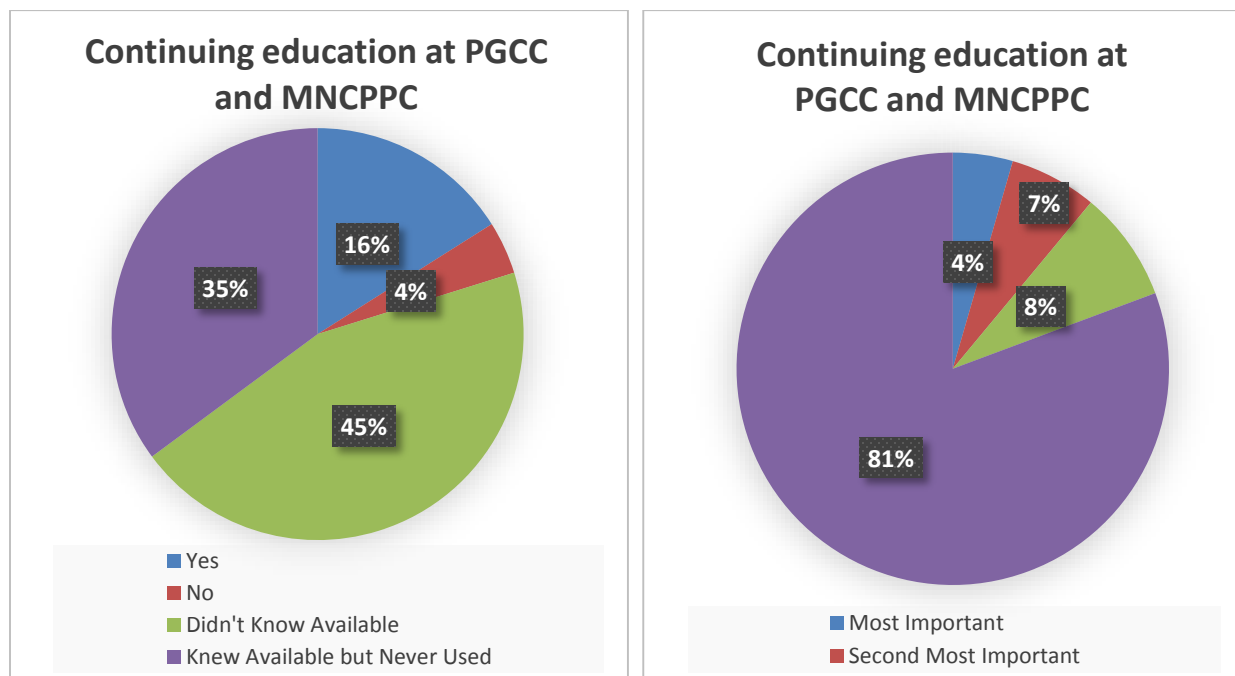
1D: Referrals to Prince George's County Administration on Aging.



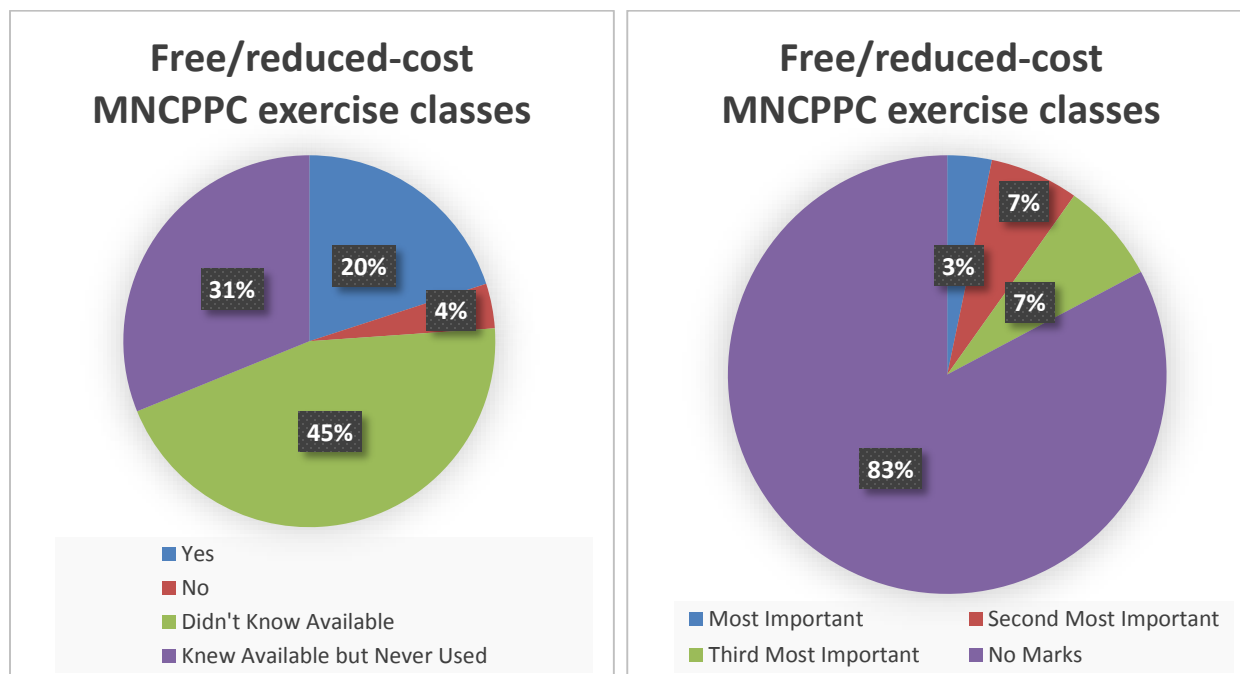
1E: Prince George's County social workers and home visits.



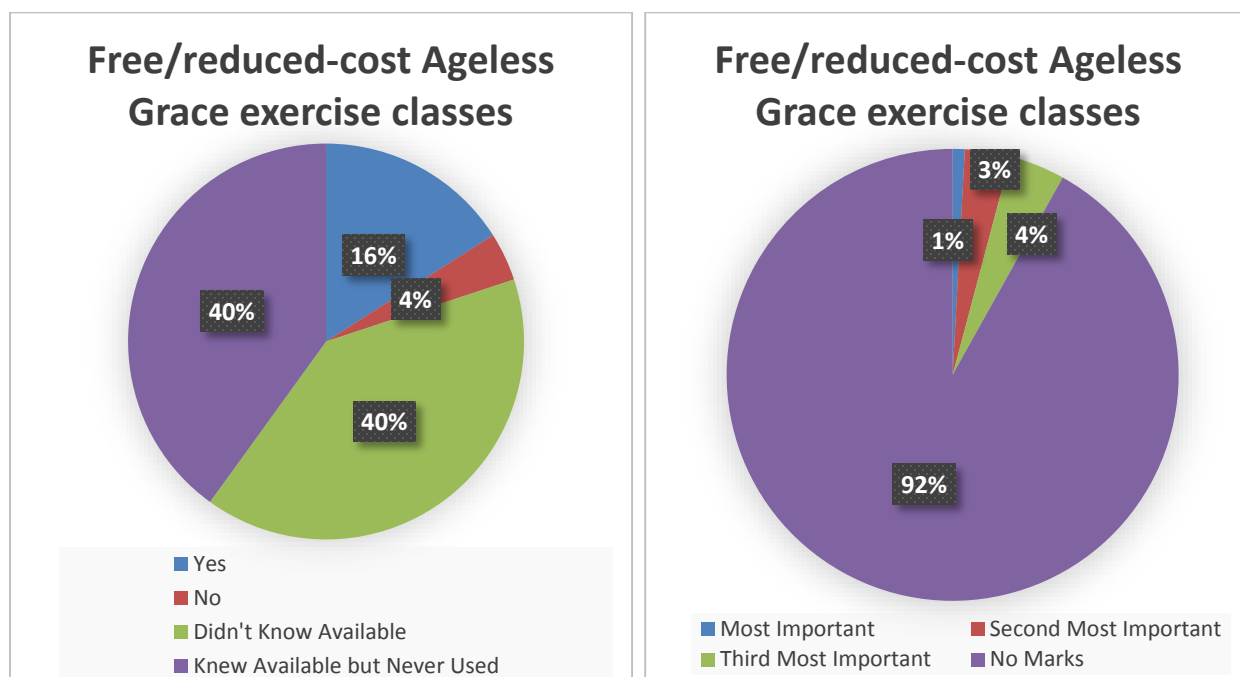
1F: Free/reduced-cost continuing education at Prince George's Community College and Maryland-National Capital Parks and Planning Commission (MNCPPC)



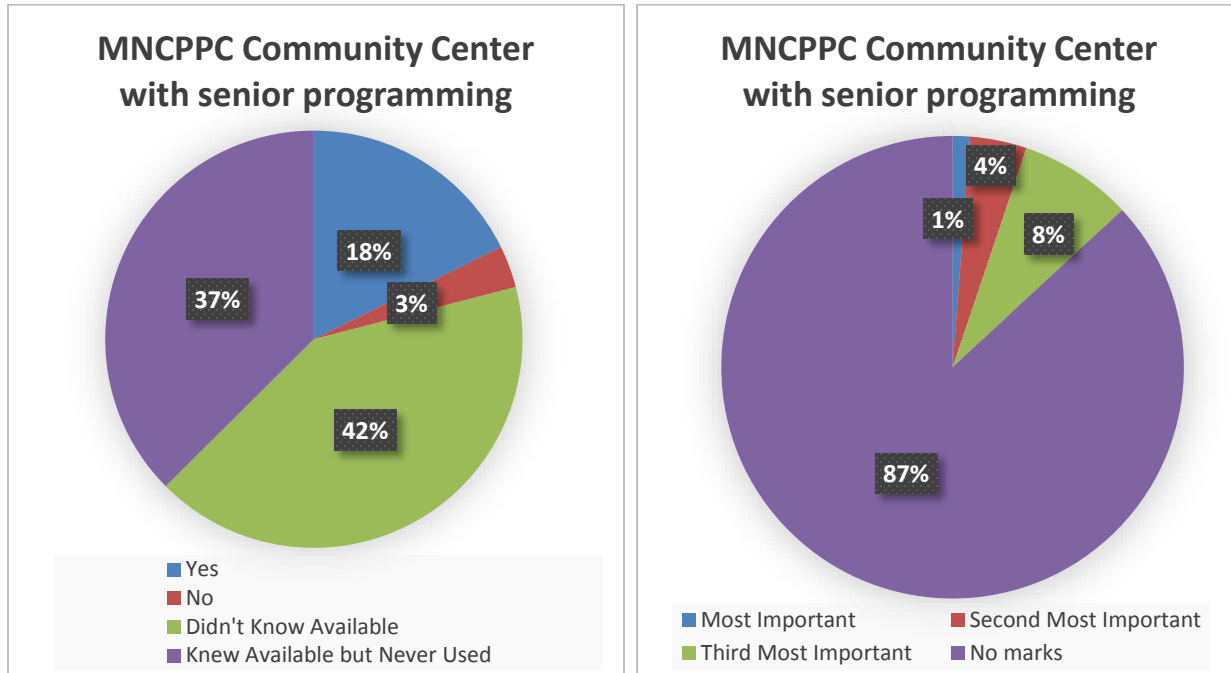
1G: Free/reduced-cost MNCPPC exercise classes.



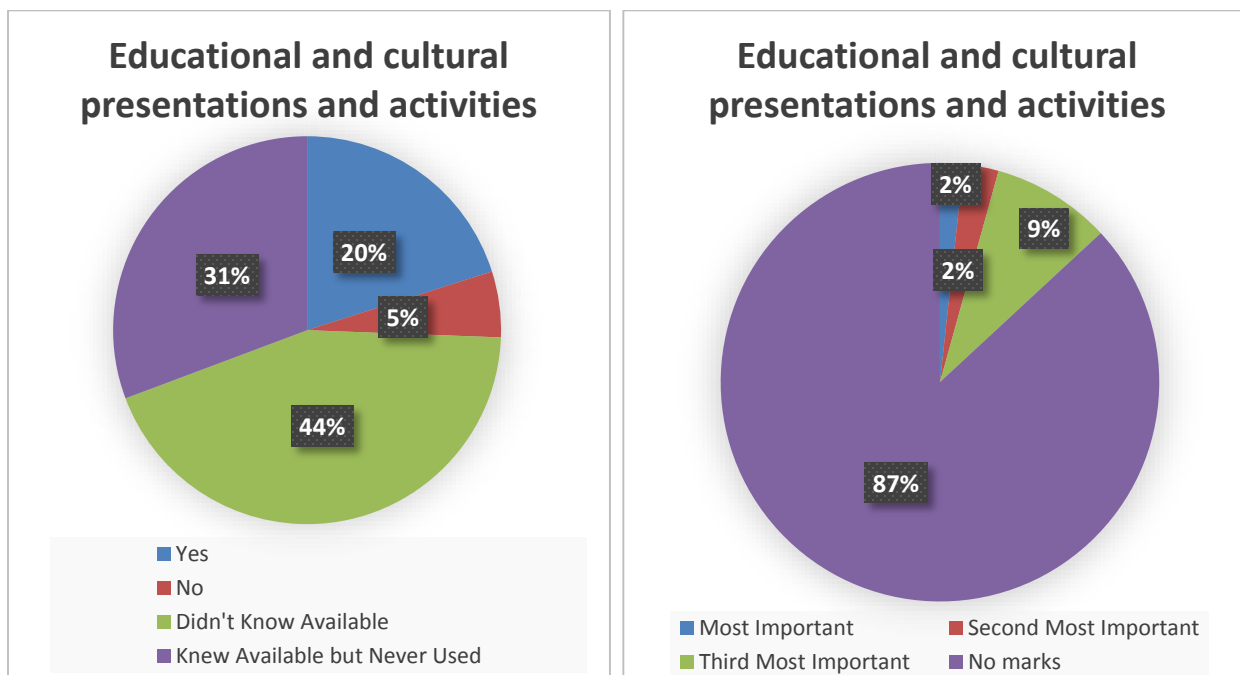
1H: Free/reduced-cost Ageless Grace exercise classes.



1I: MNCPPC Community Center with senior programming.



1J: Educational and cultural presentations and activities.



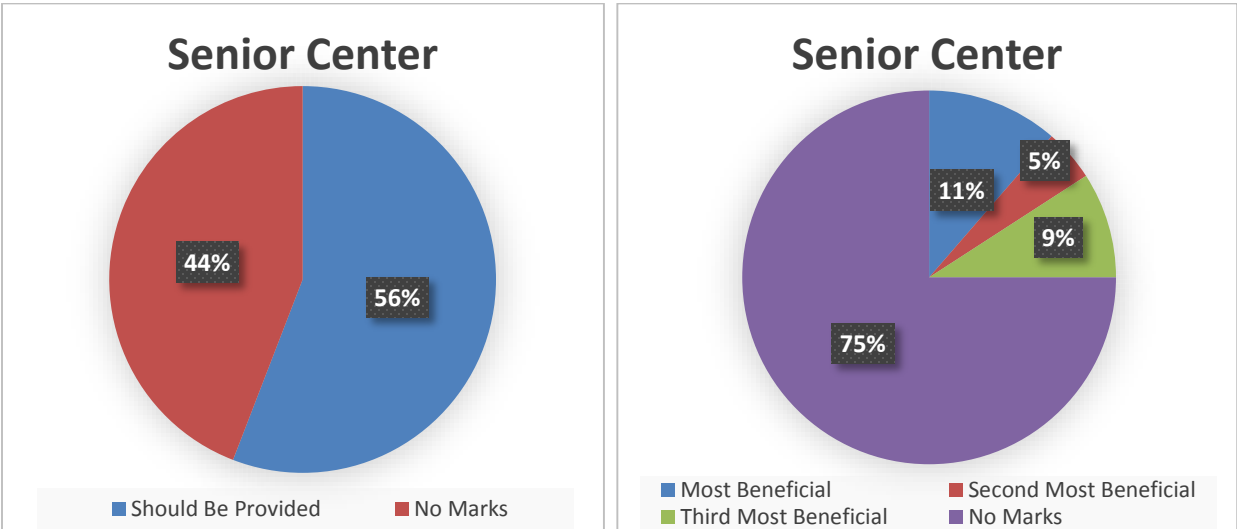
1K: Is there another service you want to include? Please write it in here and say if it satisfies you.

There were 89 responses to this question, all of which are available upon request. The most frequently mentioned services were snow removal (six responses) and transportation (six responses).

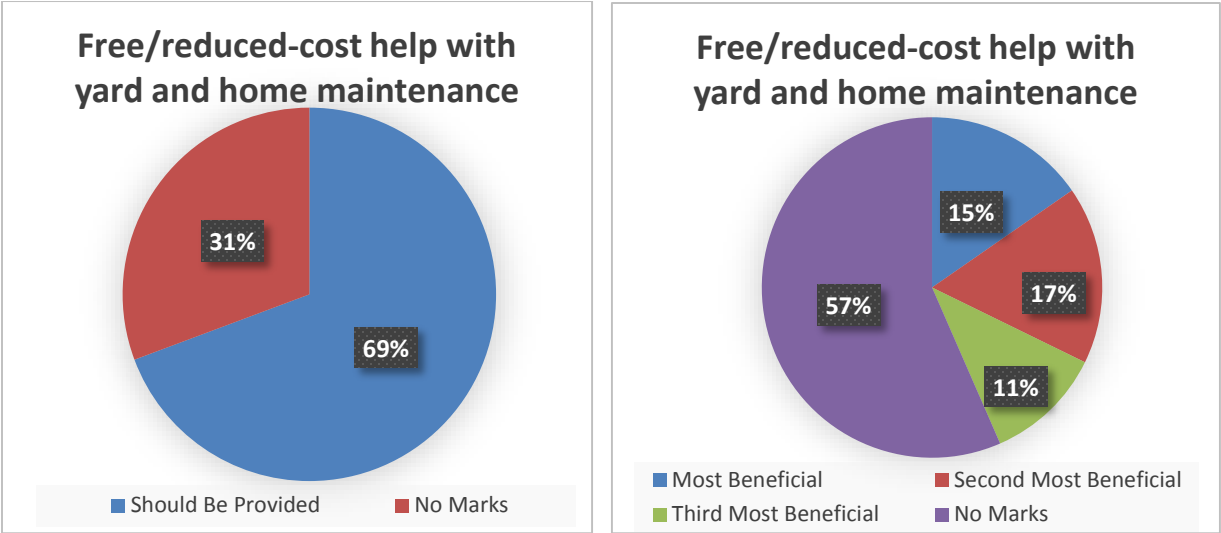
Question 2.

The charts on the left show the answers to the question, “Which of the items below do you think should be provided?” The charts on the right show the answers to the question, “Which THREE of the items above (A-K) do you think are most beneficial?”

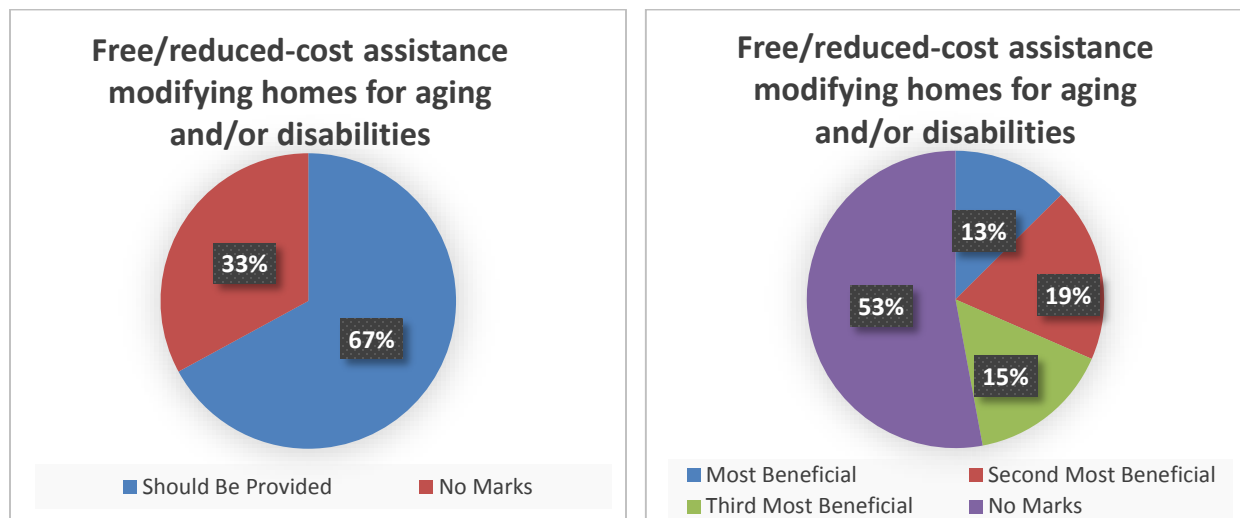
2A. A senior center



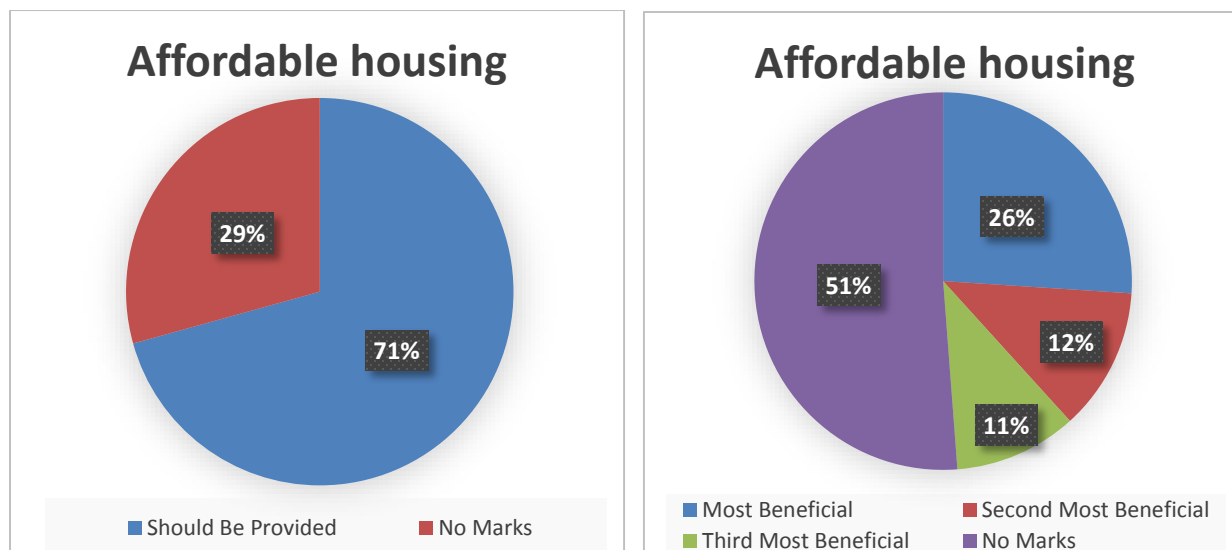
2B. Free/reduced-cost help with yard and home maintenance



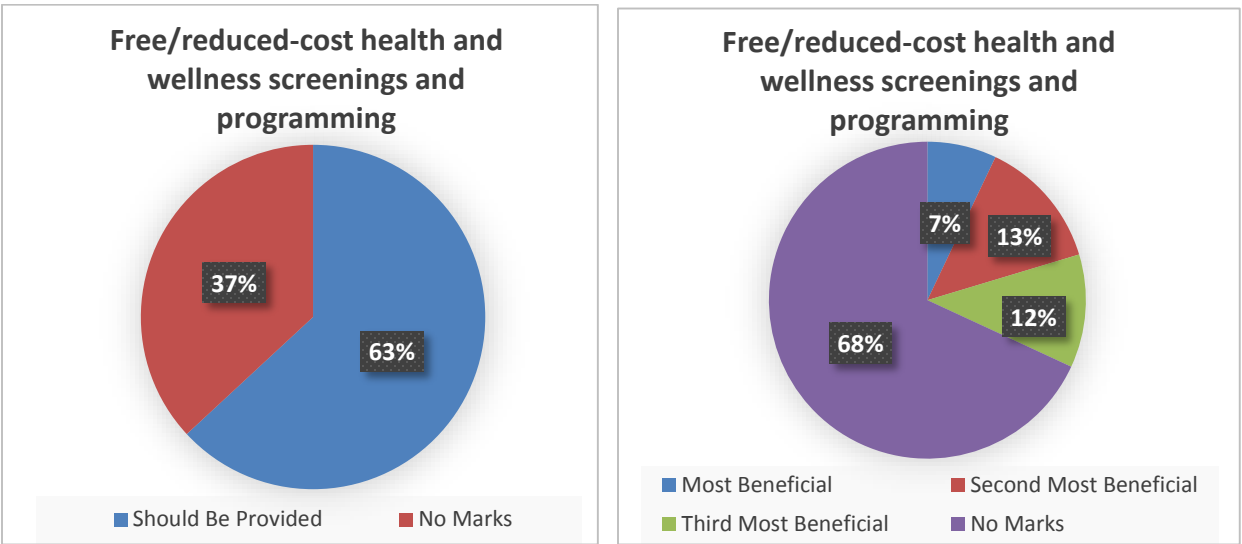
2C. Free/reduced-cost assistance modifying homes for aging and/or disabilities (installing wheelchair ramps, grab-bars, first-floor bedroom, etc.)



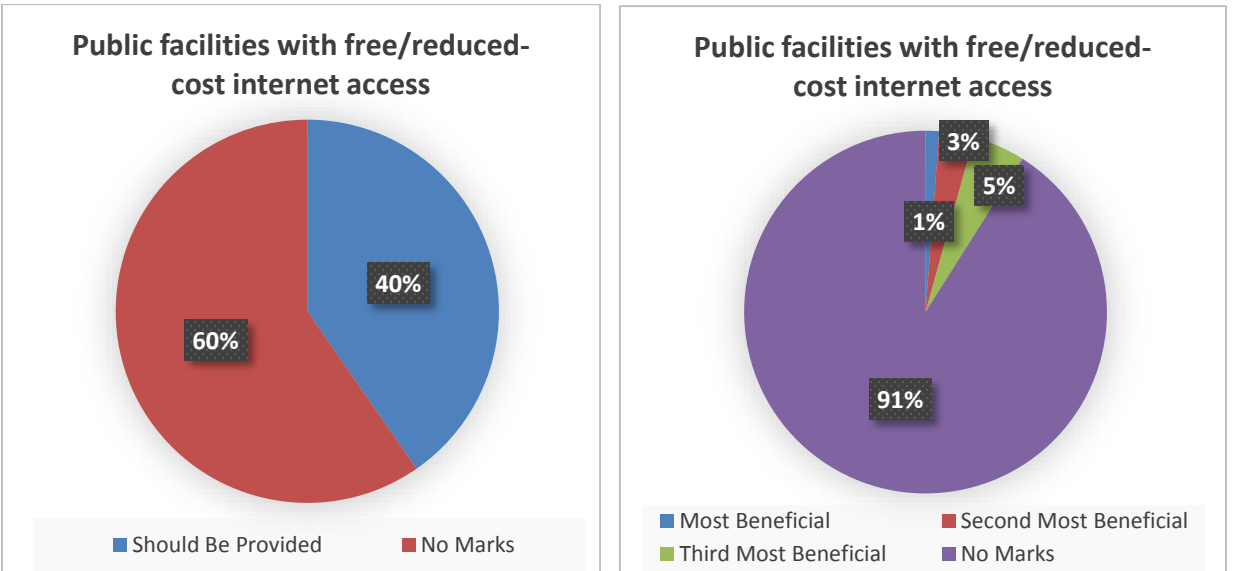
2D. Affordable housing options for seniors and people with disabilities.



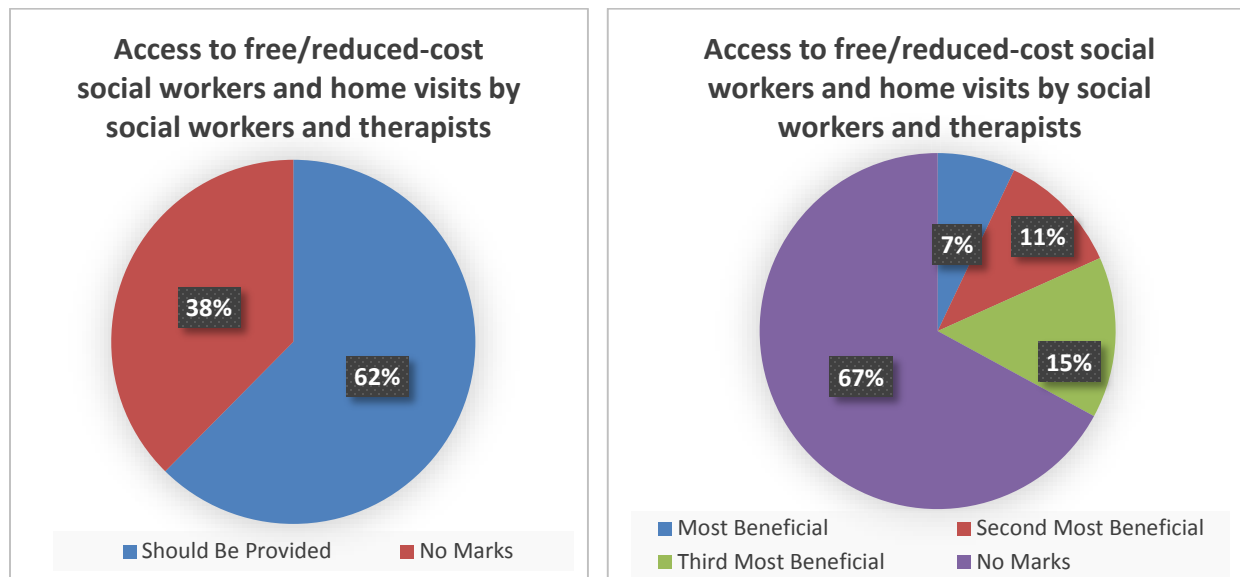
2E. Free/reduced-cost health and wellness screenings and programming



2F. Public facilities with free/reduced-cost internet access



2G. Access to free/reduced-cost social workers and home visits by social workers and therapists

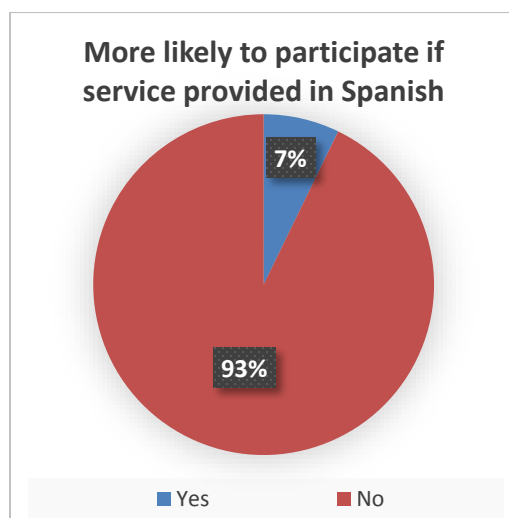


2H. Are there other services that you think should be provided? If so, please write them here.

There were 84 responses to this question, and the opinions are diverse. The popular opinions were snow shoveling (eight), medical and dental services and help (e.g. free visit, reduced-cost bills) (seven), help with IT (e.g. computer and/or smartphone class, subsidized cost of connectivity) (six), volunteers/coordinators visits (four).

Question 3

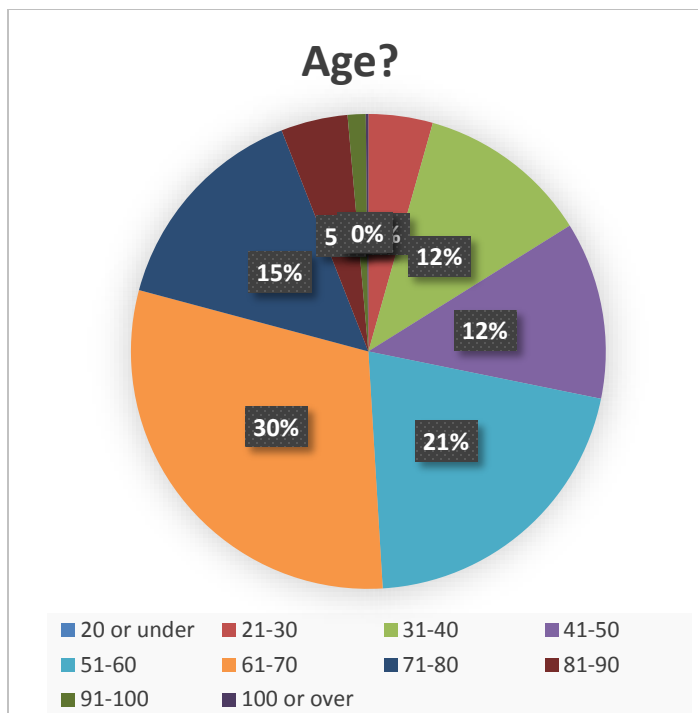
Would you be more likely to utilize services/activities if they were provided in Spanish?



Of the nearly 600 responses the City received, only 22 were in Spanish.

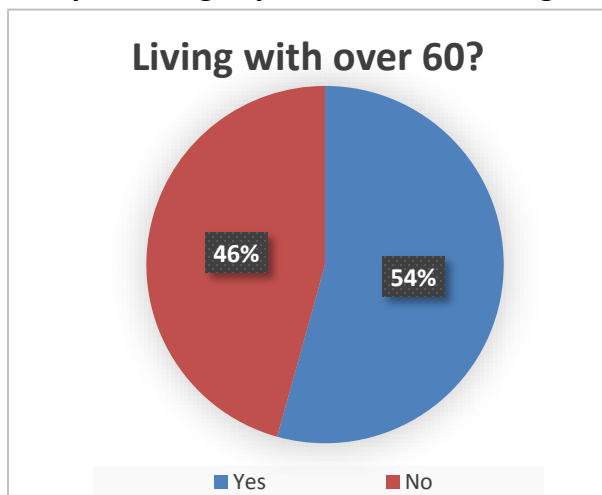
Question 4

What is your age?



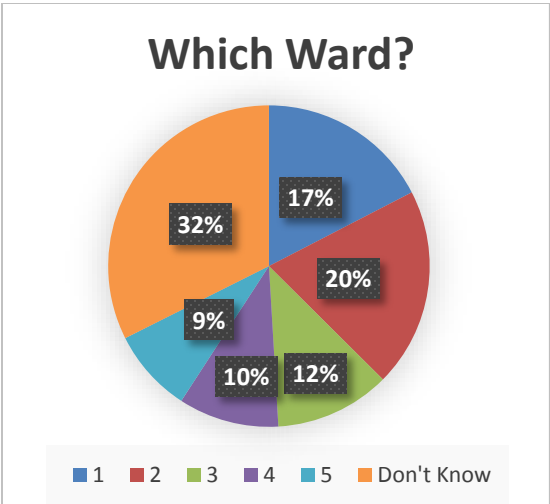
Question 5

Is anyone living in your home over the age of 60?



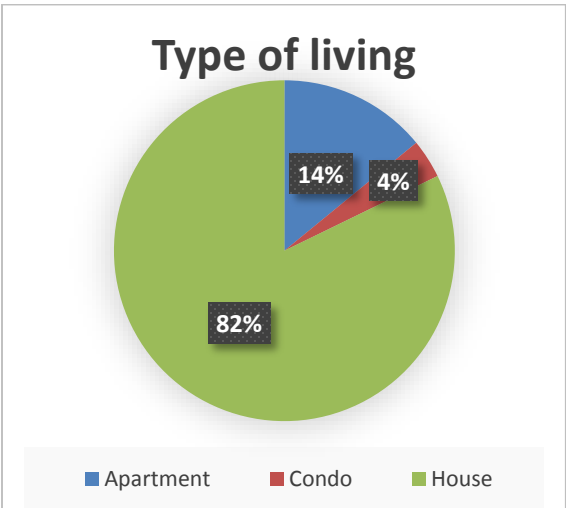
Question 6

Which ward do you live in?



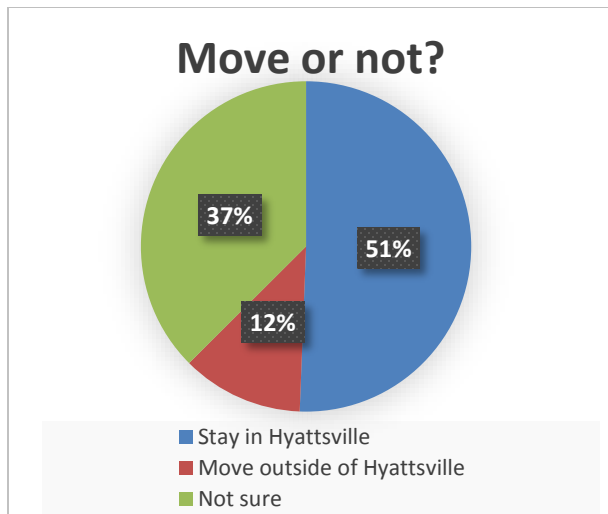
Question 7

Do you live in an apartment, condo or house?



Question 8

In retirement would you like to continue living in the City of Hyattsville, or move elsewhere?



Question 9

If you plan to move elsewhere, where and why?

A wide variety of responses were received. The most common reasons people said they would move was to find a lower tax rate and cost of living (43), and warmer climate (19), less traffic congestion (18), and poor walkability of the city (9).

Recommendations

The following recommendations are based on analysis of the information in this report. They are provided as a starting point for further consideration and development.

1. Many residents do not know about the senior and disability services the City offers, and the low response rate among Spanish-speaking residents suggests we are not connecting with this community through mailers. Community Services is planning to expand outreach through churches, schools, automated phone calls, and flyer distribution Citywide.
2. Per capita, the City dedicates less resources to senior and disability services than nearby communities. If the City were to expand services in a significant way, additional resources and/or personnel will be required. At this time, no such expansion is planned.
3. Few residents cited a dearth of senior service provision as a reason to move away in retirement. This suggests that such services should be considered a benefit the City provides – possibly one

that builds good will and well-being among residents – rather than a requisite that will determine the life decisions of many residents.

4. The County provides services and facilities that are of significant interest to Hyattsville residents. Some cities replicate these services, in part because of the waitlist for County assistance. Community Services will explore expanding Call-A-Bus service to County offices and events (as some of them are located outside the Bus's six-mile service radius). The department will also continue to monitor and evaluate how frequently residents are waitlisted for County services, and if there is sufficient demand for replication. The department will also explore partnering with other cities to reduce costs and respond to the demand for such services.
5. Residents seek assistance with weather-related yard maintenance and home modifications. The former of these the City is hopes to address with a no-cost "Good Neighbor" program that will be launched in coming months. Community Services will also do further research on the home modification programs offered by Greenbelt and the County, to determine if and how the City should create a similar programming.
6. Residents also expressed a desire to have affordable housing for seniors and people with disabilities. This is an area that will require additional research and exploration.

1. The following services are available in the City of Hyattsville for seniors and residents with disabilities.

Are you satisfied with them?

For each of the items below, please mark an "X" in the column of your answer.	Yes	No	Didn't Know Available	Knew Available but Never Used
A Free/reduced-cost Call-A-Bus service				
B Free/reduced-cost trips (for socializing, entertainment, shopping)				
C Free information and referrals provided by the City				
D Referrals to Prince George's County Administration on Aging				
E Prince George's County social workers and home visits				
F Free/reduced-cost continuing education at Prince George's Community College and Maryland-National Capital Parks and Planning Commission (MNCPPC)				
G Free/reduced-cost MNCPPC exercise classes				
H Free/reduced-cost Ageless Grace exercise classes				
I MNCPPC Community Center with senior programming				
J Educational and cultural presentations and activities				
K Is there another service you want to include? Please write it in here and say if it satisfies you:				

Which THREE of the items above do you think are most important?

Write the letter of the Item: ___Most Important ___Second Most Important ___Third Most Important

2. Which of the items below do you think should be provided?

Please mark an "X" in the box to the right of the items that you think should be provided.	
A A senior center	
B Free/reduced-cost help with yard and home maintenance	
C Free/reduced-cost assistance modifying homes for aging and/or disabilities (installing wheel-chair ramps, grab-bars, first-floor bedrooms, etc.)	
D Affordable housing options for seniors and people with disabilities	
E Free/reduced-cost health and wellness screenings and programming	
F Public facilities with free/reduced-cost internet access	
G Access to free/reduced-cost social workers and home visits by social workers and therapists	
H Are there other services that you think should be provided? If so, please write them here:	

Which THREE of the items above do you think would be most beneficial?

Write the letter of the Item: ___Most Beneficial ___Second Most Beneficial ___Third Most Beneficial

For questions 3-8, please mark an "X" to the left of your answer:

3. Would you be more likely to utilize services/activities if they were provided in Spanish? ___Yes ___No

4. What is your age? ___20 or under ___21-30 ___31-40 ___41-50 ___51-60 ___61-70 ___71-80 ___81-90 ___91-100 ___100 or over

5. Is anyone living in your home over the age of 60? ___Yes ___No

6. Which ward do you live in? ___1 ___2 ___3 ___4 ___5 ___Don't know

7. Do you live in an apartment, condo or house? ___Apartment ___Condo ___House

8. In retirement would you like to continue living in the City of Hyattsville, or move elsewhere?

___Stay in Hyattsville ___Move outside of Hyattsville ___Not sure

9. If you plan to move elsewhere, where and why? (Please write your answer below)

Age Friendly Hyattsville

**Presentation to Mayor and Council
By Age Friendly Work Group
– October 15, 2018**

Meeting Purpose

- Brief Council on City Plan developed by Age Friendly Initiative Work Group – October 15
- Emphasize community priorities
- Answer questions from Mayor and Council

This report

- Aims to make City more Age Friendly
- Written by resident volunteers to help City file its plan to AARP Network of Age Friendly Communities
- Based on City surveys, public comment and research
- Presenting a summary tonight

Network of Age Friendly Communities

- City joined in January 2017
- Has until January 2019 to submit its plan
- City staff asked community to volunteer in July 2017
- Volunteer work group met more than monthly since then to analyze, research and produce report
- Work group urges City to see this as a plan to be completed in partnership with others

Priority Areas

- Housing
- Health and Safety
- Home- and Community-Based Services
- Communications

Partners

This plan was developed with a view that the City would accomplish its steps alone and with partners, such as:

- Prince George's County and its agencies, the State of Maryland and its agencies
- Non-profit organizations, faith-based institutions, colleges and universities
- Area contractors and developers, nursing programs, hospitals, medical offices and pharmacies.

Housing

Priority 1: Expand options for affordable and safe housing

- Establish a baseline policy for maintaining the racial, cultural, income and age diversity of the city.
- Provide incentives and encourage developers to build affordable and accessible units – including revitalization tax credits, trust fund contributions and partnerships with affordable housing agencies
- Assure that 10-15% of new development or substantial renovation projects are affordable and accessible units so that Hyattsville keeps its diversity in income, age and background.

Housing

Priority 1: (continued)

- Influence County law and zoning to include affordability and accessibility, allowing for accessory dwelling units, inclusionary zoning, tiny homes and universal building standards
- Develop rent stabilization policy, especially in renovating projects.
- Encourage co-housing, sharing of units

Housing

Priority 2: Support residents who age in their homes.

- Develop a home modification program.
- Using Trust Fund, volunteer, City and partnership resources, help residents make their homes safe and liveable.
- Expand programs for home and yard maintenance, working with nonprofits, public agencies, City programs and volunteers.

Health and Safety

Priority 1: Create an environment of safety throughout the community for seniors.

- Create an emergency plan with specific components to protect seniors.
- Provide support to those who may experience senior abuse, develop treatment standards and work to prevent it
- Educate on issues of self-care for caregivers and on fall prevention.

Health and Safety

Priority 2: Provide resources to promote healthy lifestyles.

- Ensure all have healthy, reasonably priced food accessible throughout the city by working with businesses, faith communities and other organizations.
- Publicize existing and provide additional programs for seniors' physical and mental health.

Health and Safety

Priority 3: Provide safe and effective transportation.

- Advocate for and implement increased public transportation for seniors and those with disabilities – especially at night and on weekends, and in high crime areas or areas of high density and large numbers of businesses.
- Implement best practices for pedestrian safety for lighting, signals and other options.
- Increase accessibility for those with mobility limitations and those who use wheelchairs in public areas.

Home and Community Based Services

Priority 1: Expand options for affordable care for seniors at all income levels.

- Develop coalitions for comprehensive services in the community that are affordable, in-home and at discounted cost.
- Establish a fund to assist seniors in obtaining home care, both respite care and in-home assistance, available on a sliding scale

Home and Community Based Services

Priority 2. Help residents maintain their health through a range of in-home and in-community services.

- Develop a working partnership with nursing programs to provide in-home periodic health checks for isolated seniors.
- Establish an internship program to provide in-home geriatric services for seniors and potential in-home assessment programs for all ages.

Home and Community Based Services

Priority 3. Reduce isolation and build community across ages, neighborhoods, cultures and incomes

- Expand community friendly visitors programs.
- Provide transportation to popular city and community programs.
- Specifically, ensure all city programs plan for attendance and interaction of all ages, family status and mobility.
- Encourage interaction across age groups as a city priority.

Communications

Priority 1: Reach all residents so they can find services for themselves and their families.

- Use existing county, city and public/private agency brochures and create new where needed about critical services (home care, caregiver support, health and safety, transportation) to help residents.
- Use multiple modes (city website, HLT, cable, print, phone recording)
- Place information in heavily trafficked areas (libraries, tiny libraries, food stores) and provide to staff, Council

Communications

Priority 2: Raise awareness of critical services

- Better publicize availability of Senior and Disability Services to help find services
- Create phone line with recorded messages about how to pursue certain services.
- Expand pages in “Greensheet” / HLT on health and safety information programs and events and how to pursue services.

Communications

Priority 3: Assure information gets to diverse communities.

- Increase awareness across diversity of the community.
- Utilize print and phone outreach to reach those across the digital divide and other language populations.
- Provide training in use of technology to help seniors.

Next Steps

- Ask Questions
- Staff review and consult with Work Group
- Return to Council
- Submit plan to AARP – January 2019



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Presentation

Agenda Section: Presentations (8:00 p.m. - 9:15 p.m.)

SUBJECT

Resident Satisfaction Survey (40 minutes)

HCC-98-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[2018 Hyattsville Survey-Draft Report v181012d.pdf](#)

Summary Background:

The City contracted with Canete-Medina Consulting Group to conduct the 2018 Resident Satisfaction Survey. A draft report is included and will be posted to the City website. The final report is expected to be completed by the end of the month and will replace the draft report.

Next Steps:

Review survey findings and identify next steps.

Fiscal Impact:

NA

City Administrator Comments:

See summary above.

Community Engagement:

The survey is an act of community engagement.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A



∞ Resident 201 Satisfaction 2 Survey



Submitted to the City of Hyattsville

[Insert Date]



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Appendix

Tabular Data

Benchmarking Data

Survey Methodology

Survey Instrument

Section I

Executive Summary

EXECUTIVE SUMMARY

Background

The City of Hyattsville (the “City”) has retained Canete Medina Consulting Group, Inc. (Canete Medina CGI) to perform the 2018 Resident Satisfaction and Quality of Life Survey. The survey was conducted using both paper forms as well as online, available in both English and Spanish language versions.

In the middle of April, 2018, Canete Medina CGI mailed introductory letters to the initial random sample of 1,602 households, comprising of 781 single family addresses and 821 multi-family addresses. The full questionnaire with online access codes was mailed out to these households on May 7, 2018.

To increase the likelihood of responses from minority households, oversampling letters with paper surveys and online access codes were sent to 249 addresses in more diverse neighborhoods (as provided by the City). There were 115 single family and 134 multi-family addresses in the oversampling mailing.

On June 13, 2018, reminder postcards were sent to all 1,851 households that were part of the survey. As of July 10, 2018, Canete Medina CGI received 114 mail-in and 135 online responses. Representing a 13.5% response rate, the total 249 surveys received did not meet the required confidence level for the survey to be valid. Given that more people were completing the survey online, Canete Medina CGI recommended to the City that postcards with online access codes be mailed out to all households not included in the initial sampling. On August 2, 2018, 5,721 of these postcards were mailed out. To encourage residents to respond, the City conducted outreach via the City’s website, by announcing the survey on the City’s monthly newsletter and social media accounts, and also by sending email reminders to residents on the City’s email list.

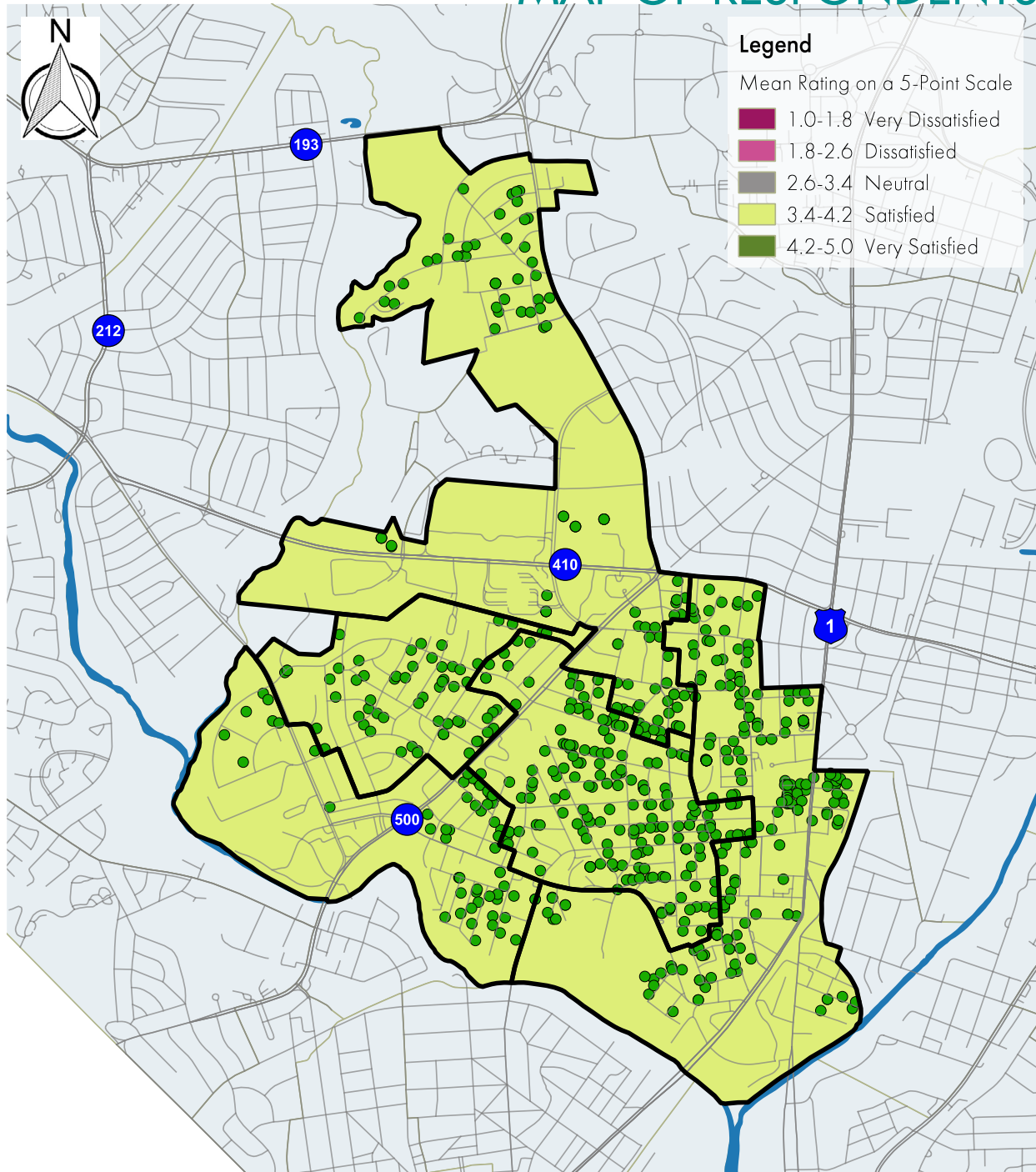
The online survey web site has a link for residents to request for online access codes or paper forms. Canete Medina CGI received 231 requests for online access codes and 30 requests for paper forms. The postcard mailing included a telephone number, and Canete Medina CGI received 8 requests for paper forms via SMS message.

A total of 587 valid survey responses were received, 448 of which were completed online and 139 were paper forms. The number of responses represents a 95% confidence level with +/- 3.9 confidence interval. Based on the aggregated demographic data of the respondents the City received a proportionally higher response rate from white residents (60%) with higher incomes (50% with household incomes greater than \$100,000) who live in single-family homes (75%). All survey instruments were printed in both English and Spanish. An initial oversampling of households west of Queens Chapel Road was also conducted as part of the survey methodology. In addition, City staff conducted outreach to Hispanic and minority residents through the schools. Despite these efforts, the respondent’s demographic profile did not correlate well with the profile of City of Hyattsville residents.

Preliminary analysis of unweighted data versus weighted data (using household income as a multiplier) indicated that there is only a small variance (0.1 for average rating) between unweighted and weighted survey results. A more detailed discussion of the weighted data analysis is provided in the Appendix.

A map of the general location of respondents is displayed on the following page. It shows that survey responses were received throughout the city.

Hyattsville, MD MAP OF RESPONDENTS



2018 Hyattsville Resident Satisfaction Survey

Major Findings

Satisfaction with City services and quality of life was evaluated using the calculated Average or Mean Rating. The satisfaction ratings in the questionnaire were assigned a numerical value ranging from 5 to 1 (Very Satisfied = 5, Satisfied = 4, Neutral = 3, Dissatisfied = 2, Very Dissatisfied = 1). Average Rating was computed by multiplying the satisfaction rating values by the percentage of respondents for each rating, and summing them up to produce an Average Rating number. A higher average rating means a higher level of satisfaction. The calculation for average rating excludes “Don’t Know” responses (no opinion).

- **Satisfaction with Overall Quality of City Services**

Using average rating, residents were most satisfied with solid waste services (4.3), police services (4.1), and quality of parks (4.0). Residents were least satisfied with enforcement of city codes and ordinances (3.4), maintenance of city streets and sidewalks (3.5), effectiveness of economic development (3.5), and value received from city taxes (3.5).

- **City Services Residents Thought were Most Important to Emphasize**

The three major categories that residents thought were most important for the City to improve in the next two years were: (1) overall maintenance of City streets and sidewalks, (2) overall effectiveness of economic development, and (3) overall value residents receive from the City for their taxes. The category, “Overall maintenance of City streets” does not ask the respondents to distinguish between major streets and residential streets. However, when residents were asked to rate major streets separately from residential streets in Questions 7, 8, 9, and 10, the responses indicate that residents are least satisfied and more concerned with major City streets than residential streets.

- **Overall Quality of Life in the City of Hyattsville**

Using average rating, residents were most satisfied with Hyattsville as a place to live (4.3), diversity in Hyattsville (4.2), and quality of fire services (4.2). Residents were least satisfied with the overall flow of traffic (2.8) and the overall quality of schools/education (2.8).

- **Perceptions of Safety**

Using the average rating of responses from residents who had an opinion, residents appear to feel safest in their neighborhood during the day (4.5 out of 5.0). Residents also felt safe in their neighborhood at night (3.8), navigating the city on foot (3.8), and at the Route 1 Commercial Area (3.8). In contrast, residents felt less safe on walking paths and trails (3.2) and at the West Hyattsville Metro Station (3.3).

- **Satisfaction with Police Services**

Based on the collected responses that provided an opinion, residents are satisfied with the ability of Hyattsville police officers to treat all people fairly and with respect (average rating of 4.0), overall quality of city police protection (4.0), and response time to calls for service (4.0). Residents were least satisfied with the visibility of police in their neighborhoods (3.6) and the visibility of police in commercial/retail areas (3.6).

- **Police Services Residents thought were Most Important to Improve**

The two major aspects of Police Services that residents thought were most important for the City to improve were: (1) The visibility of police in neighborhoods (31% of all choices) and (2) the level of trust between Hyattsville police and the community (30% of all choices). It is important to note that the ability of Hyattsville police officers to treat all people fairly and with respect was selected as the top choice by the most respondents (at 20%) despite being only fourth overall in terms of both 1st and 2nd choices for improvement (27%).

- **Satisfaction with Transportation & Traffic**

Of the residents surveyed who provided an opinion, satisfaction was greatest with WMATA Metro service in Hyattsville (4.0), University of Maryland Shuttle bus (3.7) and WMATA Bus service in Hyattsville (3.6). Residents were least satisfied with overall flow of traffic on major City streets (3.0) and prevention of speeding on residential streets in the City (3.).

- **Transportation & Traffic Items Residents thought were Most Important to Improve**

The two categories that residents thought were most important to improve were the: (1) Overall flow of traffic on major City streets and (2) prevention of speeding on residential streets.

- **Satisfaction with Streets & Sidewalks**

Of those who had an opinion, residents were satisfied with snow removal on major city streets (average rating of 4.1), snow removal on neighborhood streets (4.0), and maintenance of streets in their neighborhood (3.7). Residents were least satisfied with commercial parking availability (3.0) and bike lane availability (2.9).

- **Street & Sidewalk Items Residents thought were Most Important to Improve**

The three categories that residents thought were most important for the City to improve were: (1) adequacy of street lighting, (2) maintenance of major streets in the City and (3) commercial parking availability.

- **Satisfaction with Code Compliance**

The four items under this section all received an average rating below 4.0 (out of 5.0) and were between the ranges of 3.3 to 3.7. Residents surveyed who had an opinion were most satisfied with the exterior appearance of residential properties (3.7 out of 5.0) and were least satisfied with the ease of reporting code violations (3.3).

- **Satisfaction with Solid Waste Services**

The four categories under Solid Waste Services all received an average rating above 4.0 and were in the range of 4.2 to 4.4. Residents surveyed who had an opinion were most satisfied with residential trash collection services (4.4), with a combined percentage of 90% of respondents either “very satisfied” or “satisfied”. They were also satisfied with removal of yard waste (average rating of 4.3), with 86% “very satisfied”

or “satisfied”, bulky item pick up/removal services (4.2), with combined percentage of 86%, and removal of white goods (4.2), with combined percentage of 80%.

- **Satisfaction with Park Services**

The quality of existing playgrounds was given the highest satisfaction rating (3.9) under Park Services. This was followed by cleanliness and general appearance of parks in the city (3.8). Residents were least satisfied with accessibility of parks and playgrounds for people with disabilities (3.4) and with the quality of outdoor athletic facilities (3.5).

- **Satisfaction with Programs & Events**

Residents surveyed who had an opinion were satisfied with the number of City events & celebrations (average rating of 4.0). They were also satisfied with the quality of City events & celebrations (3.9), the variety of City events & celebrations (3.9), the frequency of City events & celebrations (3.9), and the notification and promotion of these events (3.9). Residents were least satisfied with the City’s Farmer’s Market (3.3).

- **Program & Event Items Residents Thought were Most Important to Improve**

The two categories that residents considered most important for the City to improve were: (1) The City’s Farmer’s Market and (2) the City’s programs and services for youth and young adults.

- **Satisfaction with Economic Development**

Of those who had an opinion, residents were most satisfied with the availability of stores and shops (3.7 out of 5.0) and the availability of restaurants and bars (3.6). Residents were least satisfied with the availability of affordable quality housing (3.3) and with the notification of new development projects in Hyattsville to residents (3.1).

- **How Well Retail/Commercial Areas Meet Needs**

Residents surveyed who had an opinion gave an average satisfaction rating of 3.5 out of 5.0 for the Prince George’s Plaza/University and the Town Center Route 1 /Baltimore Avenue retail areas. The West Hyattsville/Hamilton Street retail area had the lowest rating of all the areas, with 2.8 out of 5.0.

- **Satisfaction with City Government**

Of those who had an opinion, residents provided the highest average satisfaction rating regarding their ability to access the City’s staff when they wanted to (3.9 out of 5.0), the knowledge level of City staff when they contacted them about City issues (3.8), and their ability to access the City’s elected officials when they wanted to (3.8). Residents were least satisfied with the extent to which City government addresses issues that are important to them (3.3), and the effectiveness of the City’s elected officials in resolving issues when they contact them (3.3).

Trend Analysis

Satisfaction ratings from the 2011, 2015, and 2018 surveys for the different topic areas were compared, to identify trends over time. The results of the trends analysis are summarized in this section followed by the charts illustrating the change in ratings from 2011 to 2018. The analysis can only compare similar questions and categories from the 2011, 2015, and 2018 surveys.

A number of categories have shown a consistent positive trend in satisfaction rating over the years. These major areas include:

- Overall quality of City services (8 out of 10 areas up from 2011 and 2015)
- Overall quality of life (7 out of 11 areas up from 2015)
- Police services (8 out of 8 areas up from 2011 and 2015)
- Perceptions of safety (3 out of 3 areas up from 2011 and 2015)
- Code Compliance (2 out of 2 areas up from 2011 and 2015)
- Solid waste services (2 out of 4 areas are up from 2011 and 2015 and 2 out of 4 remained the same)
- Programs and events (5 out of 5 areas up from 2015)
- Economic development (3 out of 3 areas up from 2015)
- Retail/commercial areas (3 out of 3 areas up from 2015)
- City Government (4 out of 4 areas up from 2015)

The following categories stayed the same or have shown a slight improvement:

- Transportation and traffic (improved in 5 areas, stayed the same in 4 areas, declined in 1, out of 10)
- Streets and sidewalks (slightly improved in 8 areas, stayed the same in 1 area, declined in 2, out of 11)

No major category showed a consistent decline in satisfaction rating.

Satisfaction ratings for categories that indicate a decrease in satisfaction rating over time include the following:

- Overall maintenance of City streets and sidewalks (3.5 in 2011, 3.4 in 2015, 3.5 in 2018)
- Safety in City parks (3.6, in 2011, 3.4 in 2015, 3.7 in 2018)
- Exterior appearance of residential properties (3.5 in 2011, 3.4 in 2015, 3.7 in 2018)
- Exterior appearance of commercial properties (3.3 in 2011, 3.2 in 2015, 3.4 in 2018)
- Retail and commercial areas - West Hyattsville/Hamilton Street (3.2 in 2011, 2.4 in 2015, 2.8 in 2018)
- Condition of walking and biking trails in the City (3.6 in 2011, 3.5 in 2015, 3.7 in 2018)

Importance-Satisfaction Analysis

In addition to providing a satisfaction rating, residents were asked to specify which City services and items they would like to see improved. The goal was to determine which services or areas the City should prioritize for improvement. Canete Medina CGI analyzed resident's responses to develop the Need for Improvement Score to Average Satisfaction Rating Ratio (NIS-ASR Ratio©*) metric, where a higher value of the ratio corresponds to higher priority.

Applying the NIS/ASR Ratio metric and sorting by the values in descending order, the 16 services that have low satisfaction ratings and high need for improvement scores are listed in order of priority in the table below.

Q#	Service	ASR	NIS	Ratio	Priority
7	F. Overall flow of traffic on major streets in the City	3.02	663	220	1
1	C. Overall maintenance of City streets and sidewalks	3.48	620	178	2
1	F. Overall effectiveness of economic development	3.54	605	171	3
7	H. Prevention of speeding on residential streets	3.15	521	165	4
1	J. Overall value you receive from the City for your taxes	3.52	487	138	5
7	I. Pedestrian safety in Hyattsville	3.37	465	138	6
14	K. The City's Farmer's Market	3.44	464	135	7
5	E. The visibility of police in your neighborhood	3.63	466	129	8
9	H. Adequacy of street lighting	3.24	404	125	9
14	G. The City's programs and services for youth and young adults	3.55	410	115	10
1	B. Overall enforcement of City codes and ordinances	3.38	382	113	11
5	G. The police department's efforts to prevent crime	3.75	407	109	12
9	J. Commercial parking availability	3.06	325	106	13
9	I. Residential parking availability	3.24	296	91	14
14	H. The City's programs and services for seniors	3.58	314	88	15
9	K. Bike lane availability	2.94	241	82	16

Benchmarking Results

The results of the 2018 Hyattsville Resident Satisfaction Survey was compared to the average rating of resident survey results from eight comparable cities in the surrounding region.

Of the 14 categories that were analyzed, Hyattsville performed better than the benchmark in 5 areas: "overall quality of solid waste services (trash, yard waste)" (+8%), "overall quality of parks" (+1%), "overall effectiveness of communications with the public" (+3%), "overall maintenance of City streets and sidewalks" (+2%), and "overall value you receive from the City for your taxes" (+7%). The Hyattsville satisfaction metric was below benchmark in the remaining 9 areas, from a gap of (-2%) in "overall quality of police services" to a gap of (-7%) in "overall feeling of safety" and "overall enforcement of city codes and ordinances".

Section 2

Survey Results

Major Findings

Satisfaction with City services and quality of life was evaluated using the calculated Average or Mean Rating. The satisfaction ratings in the questionnaire were assigned a numerical value ranging from 5 to 1 (Very Satisfied = 5, Satisfied = 4, Neutral = 3, Dissatisfied = 2, Very Dissatisfied = 1). Average Rating was computed by multiplying the satisfaction rating values by the percentage of respondents for each rating, and summing them up to produce an Average Rating number. For example, if 20% of respondents were Very Satisfied (5), 20% were Satisfied (4), 20% were Neutral, 20% were Dissatisfied and 20% were Very Dissatisfied, the Average Rating would be calculated as follows:

$$\text{Average Rating} = 20\%*5 + 20\%*4 + 20\%*3 + 20\%*2 + 20\%*1 = 3.0 \text{ (out of 5.0)}$$

A higher average rating means a higher level of satisfaction. The calculation for average rating excludes “Don’t Know” responses (no opinion).

- **Satisfaction with Overall Quality of City Services**

Using average rating, residents were most satisfied with solid waste services (4.3), police services (4.1), and quality of parks (4.0). Residents were least satisfied with enforcement of city codes and ordinances (3.4), maintenance of city streets and sidewalks (3.5), effectiveness of economic development (3.5), and value received from city taxes (3.5).

- **City Services Residents Thought were Most Important to Emphasize**

The three major categories that residents thought were most important for the City to improve in the next two years were: (1) overall maintenance of City streets and sidewalks, (2) overall effectiveness of economic development, and (3) overall value residents receive from the City for their taxes. The category, “Overall maintenance of City streets” does not ask the respondents to distinguish between major streets and residential streets. However, when residents were asked to rate major streets separately from residential streets in Questions 7, 8, 9, and 10, the responses indicate that residents are least satisfied and more concerned with major City streets than residential streets.

- **Overall Quality of Life in the City of Hyattsville**

Using average rating, residents were most satisfied with Hyattsville as a place to live (4.3), diversity in Hyattsville (4.2), and quality of fire services (4.2). Residents were least satisfied with the overall flow of traffic (2.8) and the overall quality of schools/education (2.8).

- **Perceptions of Safety**

Using the average rating of responses from residents who had an opinion, residents appear to feel safest in their neighborhood during the day (4.5 out of 5.0). Residents also felt safe in their neighborhood at night (3.8), navigating the city on foot (3.8), and at the Route 1 Commercial Area (3.8). In contrast, residents felt less safe on walking paths and trails (3.2) and at the West Hyattsville Metro Station (3.3).

- **Satisfaction with Police Services**

Based on the collected responses that provided an opinion, residents are satisfied with the ability of Hyattsville police officers to treat all people fairly and with respect (average rating of 4.0), overall quality of city police protection (4.0), and response time to calls for service (4.0). Residents were least satisfied with the visibility of police in their neighborhoods (3.6) and the visibility of police in commercial/retail areas (3.6).

- **Police Services Residents thought were Most Important to Improve**

The two major aspects of Police Services that residents thought were most important for the City to improve were: (1) The visibility of police in neighborhoods (31% of all choices) and (2) the level of trust between Hyattsville police and the community (30% of all choices). It is important to note that the ability of Hyattsville police officers to treat all people fairly and with respect was selected as the top choice by the most respondents (at 20%) despite being only fourth overall in terms of both 1st and 2nd choices for improvement (27%).

- **Satisfaction with Transportation & Traffic**

Of the residents surveyed who provided an opinion, satisfaction was greatest with WMATA Metro service in Hyattsville (4.0), University of Maryland Shuttle bus (3.7) and WMATA Bus service in Hyattsville (3.6). Residents were least satisfied with overall flow of traffic on major City streets (3.0) and prevention of speeding on residential streets in the City (3.).

- **Transportation & Traffic Items Residents thought were Most Important to Improve**

The two categories that residents thought were most important to improve were the: (1) Overall flow of traffic on major City streets and (2) prevention of speeding on residential streets.

- **Satisfaction with Streets & Sidewalks**

Of those who had an opinion, residents were satisfied with snow removal on major city streets (average rating of 4.1), snow removal on neighborhood streets (4.0), and maintenance of streets in their neighborhood (3.7). Residents were least satisfied with commercial parking availability (3.0) and bike lane availability (2.9).

- **Street & Sidewalk Items Residents thought were Most Important to Improve**

The three categories that residents thought were most important for the City to improve were: (1) adequacy of street lighting, (2) maintenance of major streets in the City and (3) commercial parking availability.

- **Satisfaction with Code Compliance**

The four items under this section all received an average rating below 4.0 (out of 5.0) and were between the ranges of 3.3 to 3.7. Residents surveyed who had an opinion were most satisfied with the exterior appearance of residential properties (3.7 out of 5.0) and were least satisfied with the ease of reporting code violations (3.3).

- **Satisfaction with Solid Waste Services**

The four categories under Solid Waste Services all received an average rating above 4.0 and were in the range of 4.2 to 4.4. Residents surveyed who had an opinion were most satisfied with residential trash collection services (4.4), with a combined percentage of 90% of respondents either “very satisfied” or “satisfied”. They were also satisfied with removal of yard waste (average rating of 4.3), with 86% “very satisfied” or “satisfied”, bulky item pick up/removal services (4.2), with combined percentage of 86%, and removal of white goods (4.2), with combined percentage of 80%.

- **Satisfaction with Park Services**

The quality of existing playgrounds was given the highest satisfaction rating (3.9) under Park Services. This was followed by cleanliness and general appearance of parks in the city (3.8). Residents were least satisfied with accessibility of parks and playgrounds for people with disabilities (3.4) and with the quality of outdoor athletic facilities (3.5).

- **Satisfaction with Programs & Events**

Residents surveyed who had an opinion were satisfied with the number of City events & celebrations (average rating of 4.0). They were also satisfied with the quality of City events & celebrations (3.9), the variety of City events & celebrations (3.9), the frequency of City events & celebrations (3.9), and the notification and promotion of these events (3.9). Residents were least satisfied with the City’s Farmer’s Market (3.3).

- **Program & Event Items Residents Thought were Most Important to Improve**

The two categories that residents considered most important for the City to improve were: (1) The City’s Farmer’s Market and (2) the City’s programs and services for youth and young adults.

- **Satisfaction with Economic Development**

Of those who had an opinion, residents were most satisfied with the availability of stores and shops (3.7 out of 5.0) and the availability of restaurants and bars (3.6). Residents were least satisfied with the availability of affordable quality housing (3.3) and with the notification of new development projects in Hyattsville to residents (3.1).

- **How Well Retail/Commercial Areas Meet Needs**

Residents surveyed who had an opinion gave an average satisfaction rating of 3.5 out of 5.0 for the Prince George’s Plaza/University and the Town Center Route 1 /Baltimore Avenue retail areas. The West Hyattsville/Hamilton Street retail area had the lowest rating of all the areas, with 2.8 out of 5.0.

- **Satisfaction with City Government**

Of those who had an opinion, residents provided the highest average satisfaction rating regarding their ability to access the City’s staff when they wanted to (3.9

out of 5.0), the knowledge level of City staff when they contacted them about City issues (3.8), and their ability to access the City's elected officials when they wanted to (3.8). Residents were least satisfied with the extent to which City government addresses issues that are important to them (3.3), and the effectiveness of the City's elected officials in resolving issues when they contact them (3.3).

Other Findings

When asked what type of housing respondents believe they will live in, in 10 years, 78% chose a single family home, 10% selected a townhouse/condo, 3% indicated an apartment, and 9% in Other type of housing.

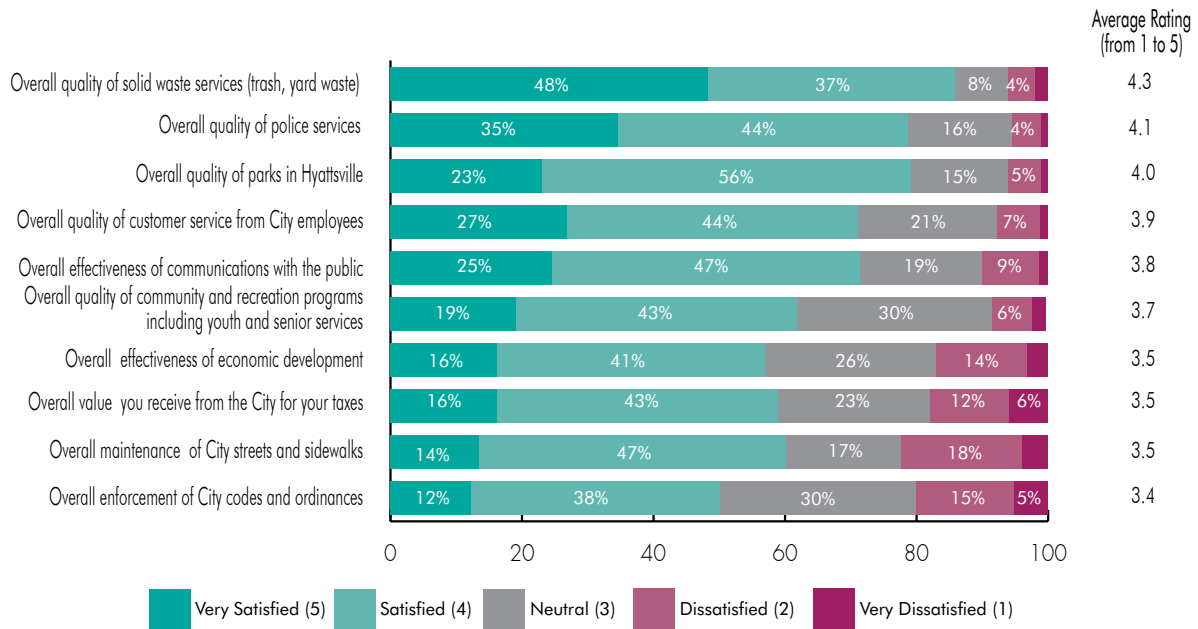
The majority of residents (57%) eat out at a restaurant 1-2 times per week, 14% eat out 3-6 times per week, 1% eat out 7-10 times per week and 1% eat out 11 or more times per week. Twenty-three (23%) of residents do not regularly eat out every week (0 times per week). The 2018 survey results are similar to the 2015 survey results. The variation in percentages is within the margin of error. 23% eat out zero times per week.

Seventy-two percent (72%) of respondents indicate that they spend 1%-24% of their disposable income on entertainment in Hyattsville, eleven percent (11%) spend 25-49%, 4% spend 50-74%, and 1% spend 75% or more. Seven percent (7%) of respondents say they spend 0% of their disposable income on entertainment in Hyattsville.

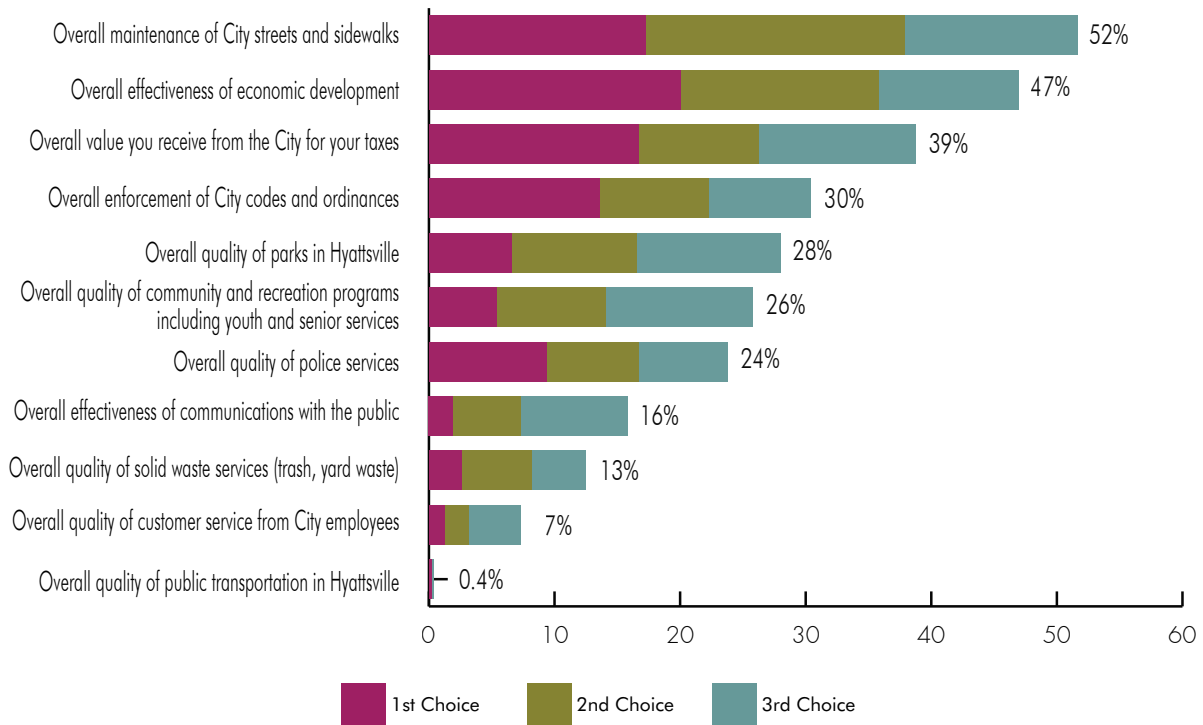
The main sources of information for City residents to learn about City events and activities are the City Newsletter (81% of respondents), The Hyattsville Life and Times Newspaper (71%), through Neighbors and Neighborhood Groups (40%) and the City website (38%). Other sources of information include a Hyattsville Resident Listserv/Yahoo Group (35%), the City's emails and/or text messages (30%), the City's social media (Facebook, Twitter, Instagram) (21%).

Q1. Overall Satisfaction with City Services

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

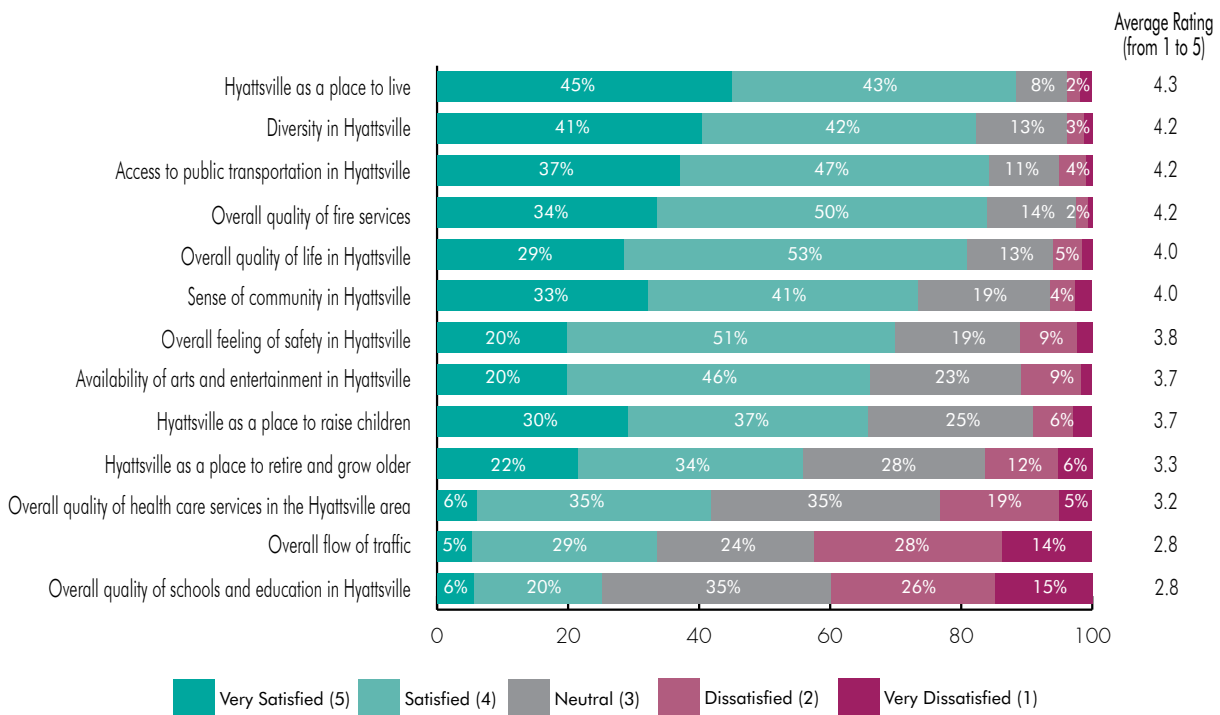


Q2. City Services that Should be Improved in the Next 2 Years



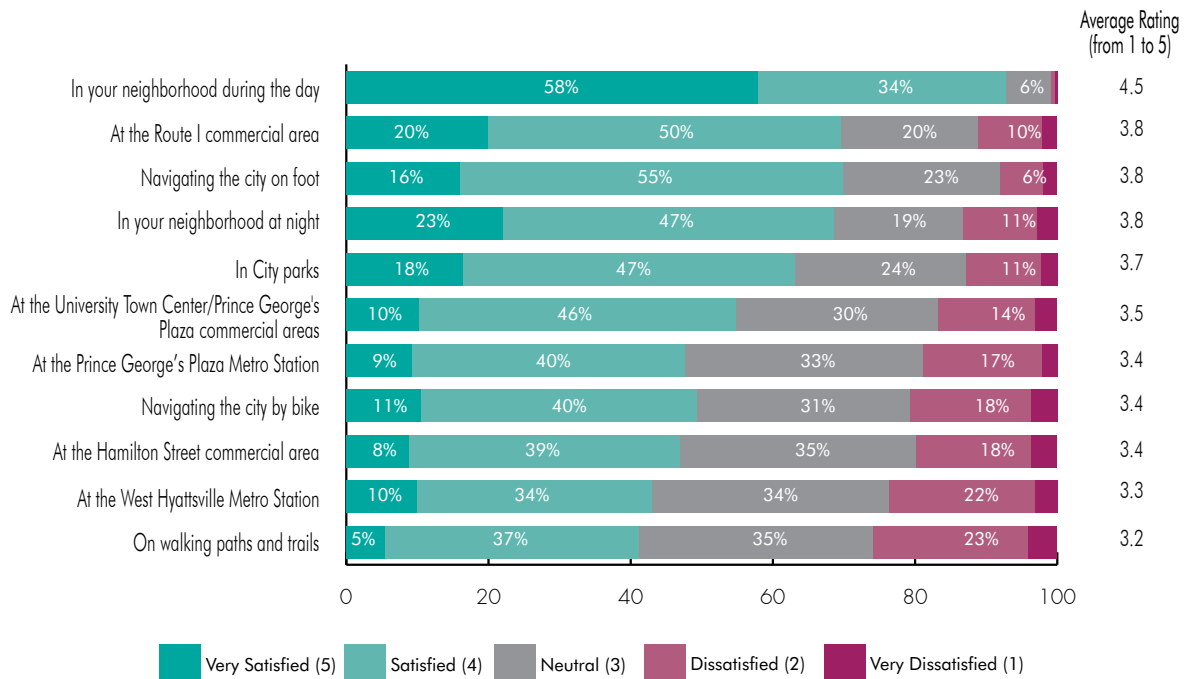
Q3. Overall Quality of Life

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)



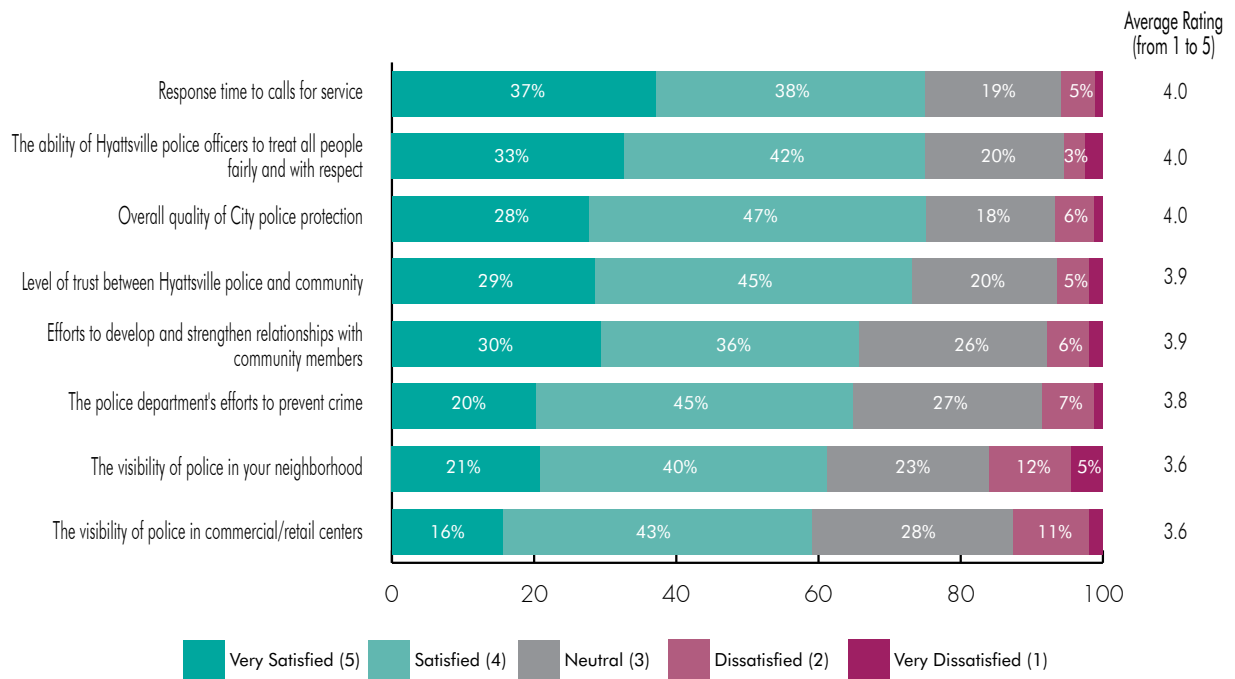
Q4. How Safe Do You Feel...

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

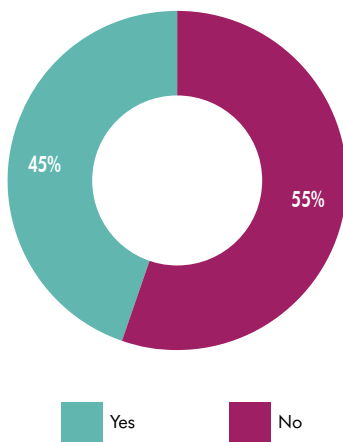


Q5. Satisfaction with Police Services in Hyattsville

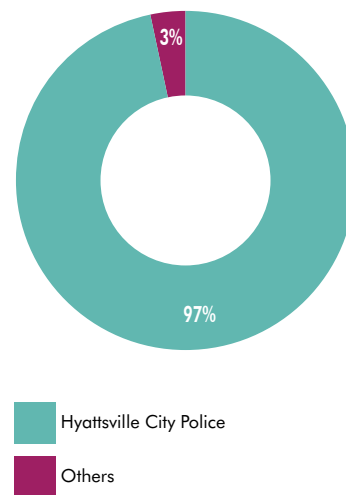
by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)



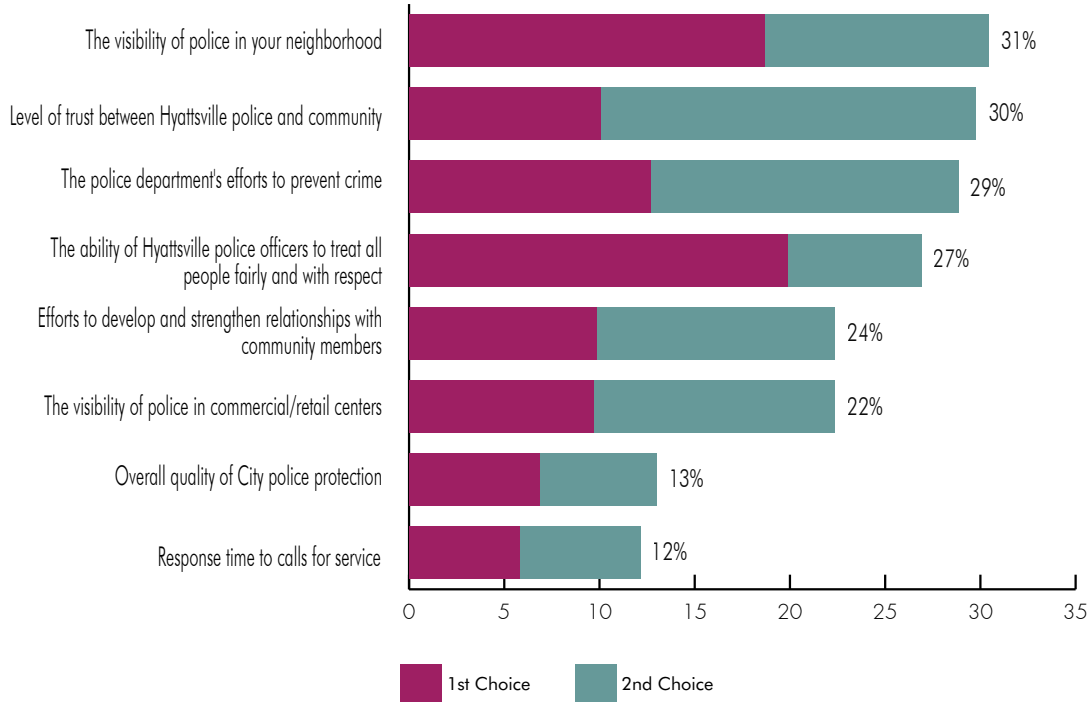
Have you interacted with a law enforcement agency/official in the last 12 months?



Which agency did you interact with?

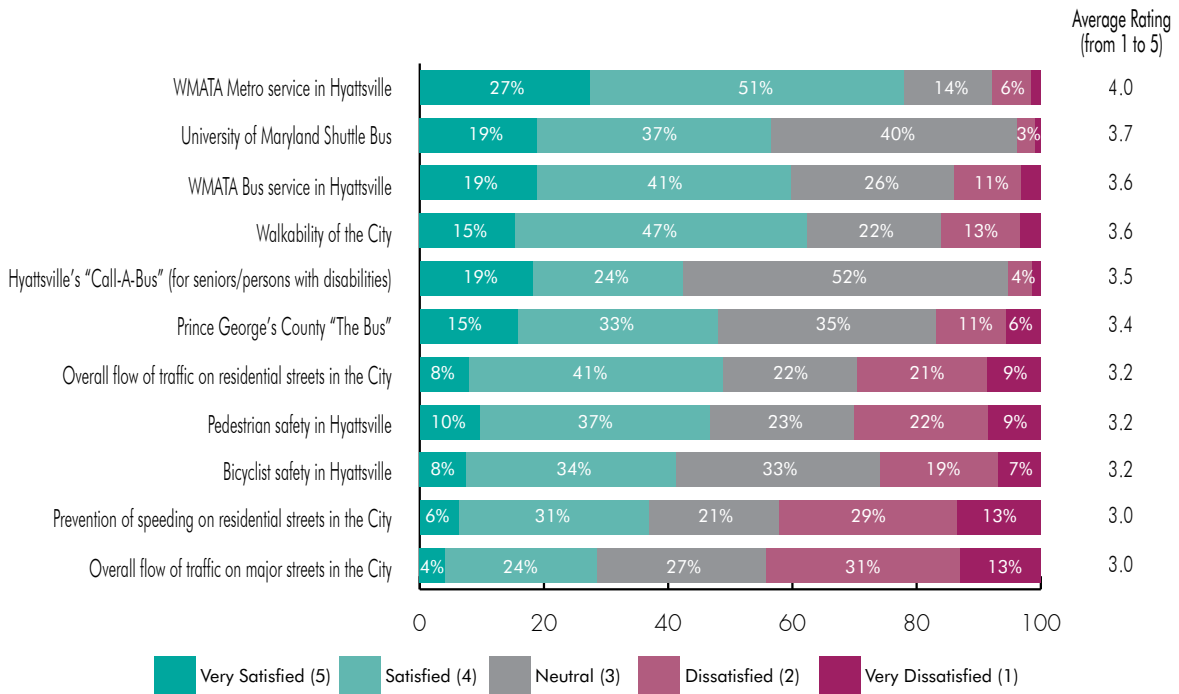


Q6. Top 2 Police Services that Should be Improved

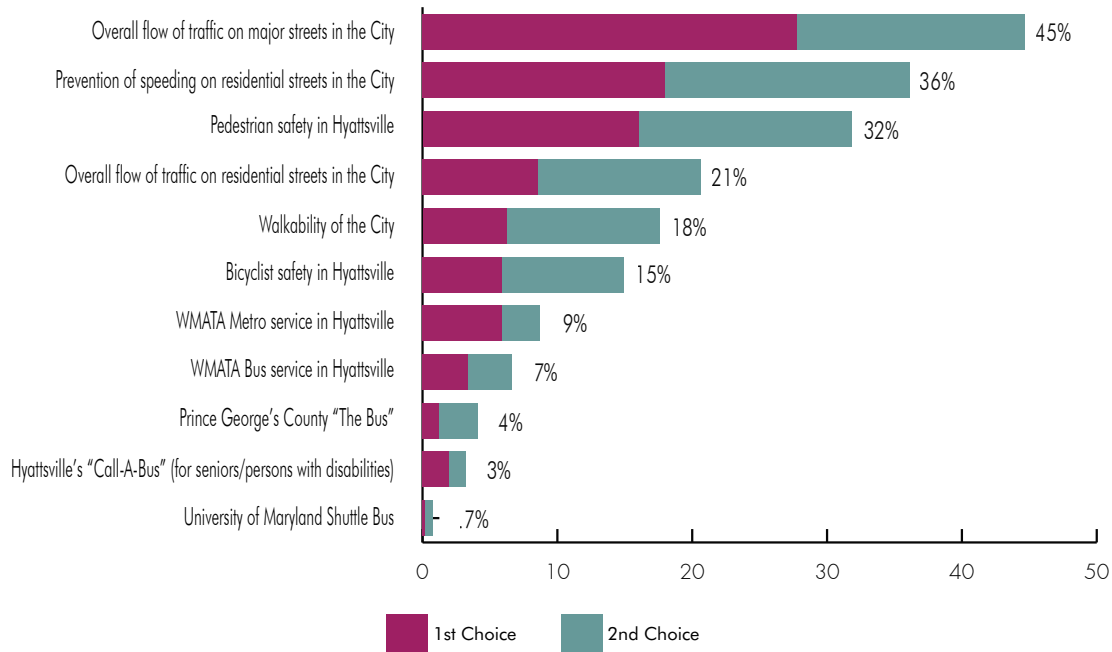


Q7. Satisfaction with Transportation and Traffic

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

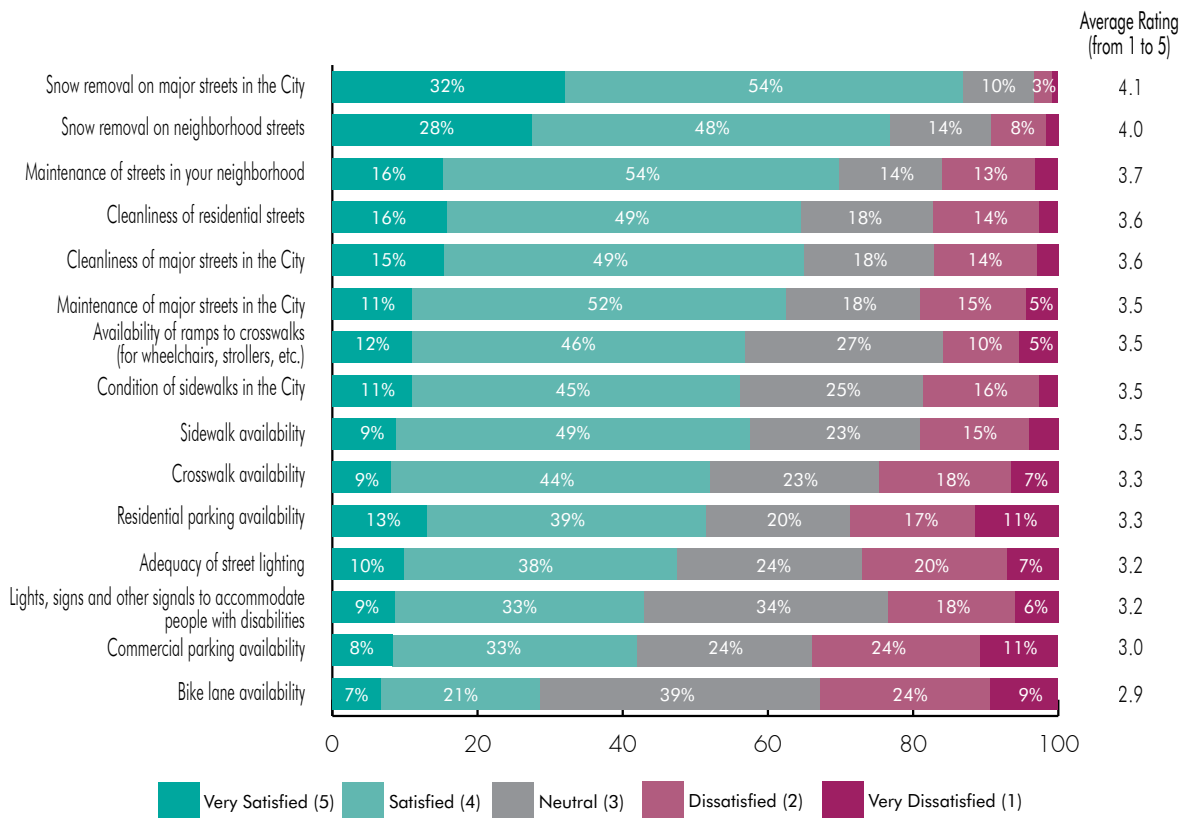


Q8. Top 2 Transportation & Traffic Items that Should be Improved

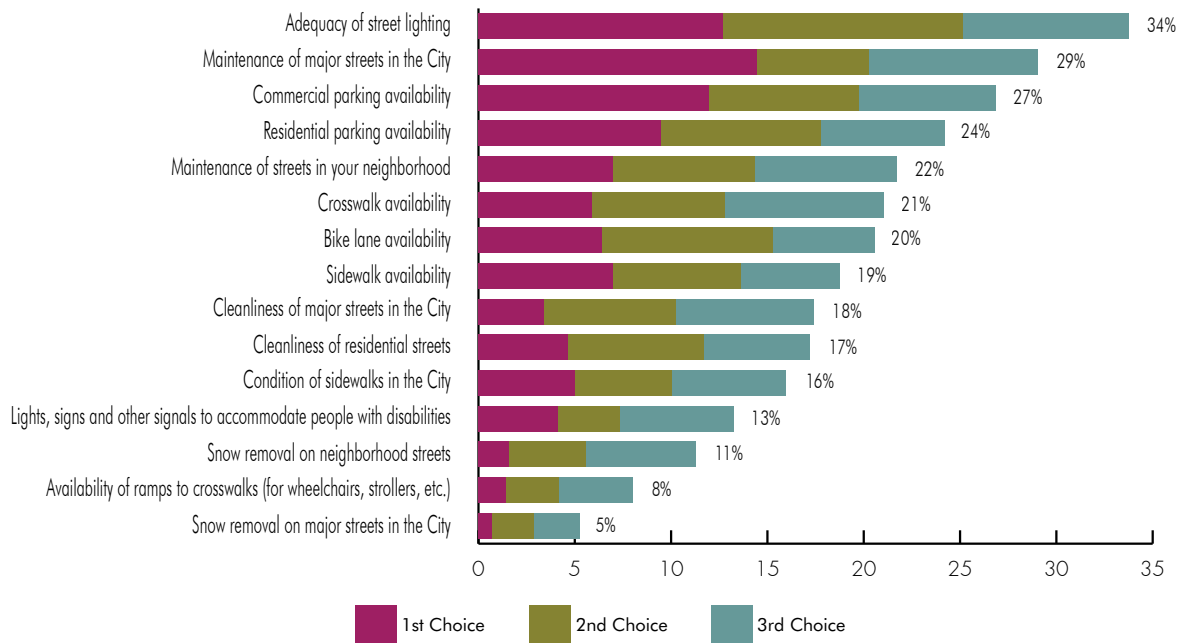


Q9. Satisfaction with Streets & Sidewalks in the City of Hyattsville

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

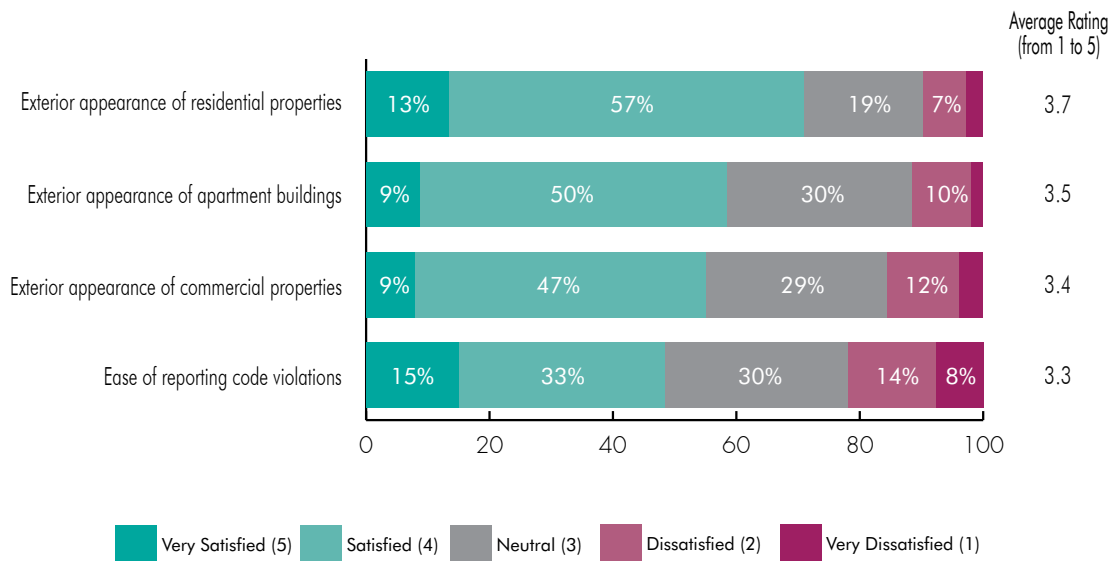


Q10. Top 3 Street & Sidewalk Items that Should be Improved



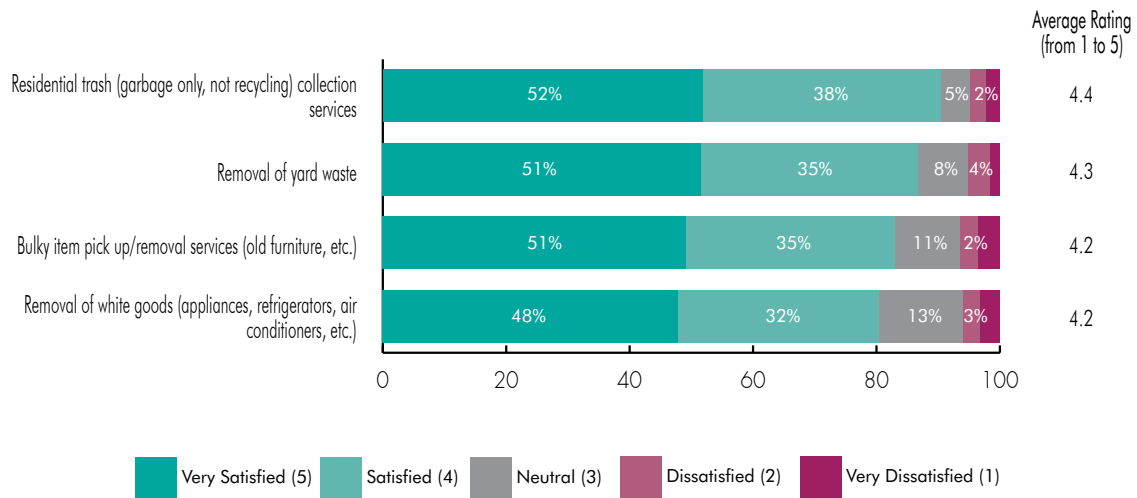
Q11. Satisfaction with Code Compliance in the City of Hyattsville

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)



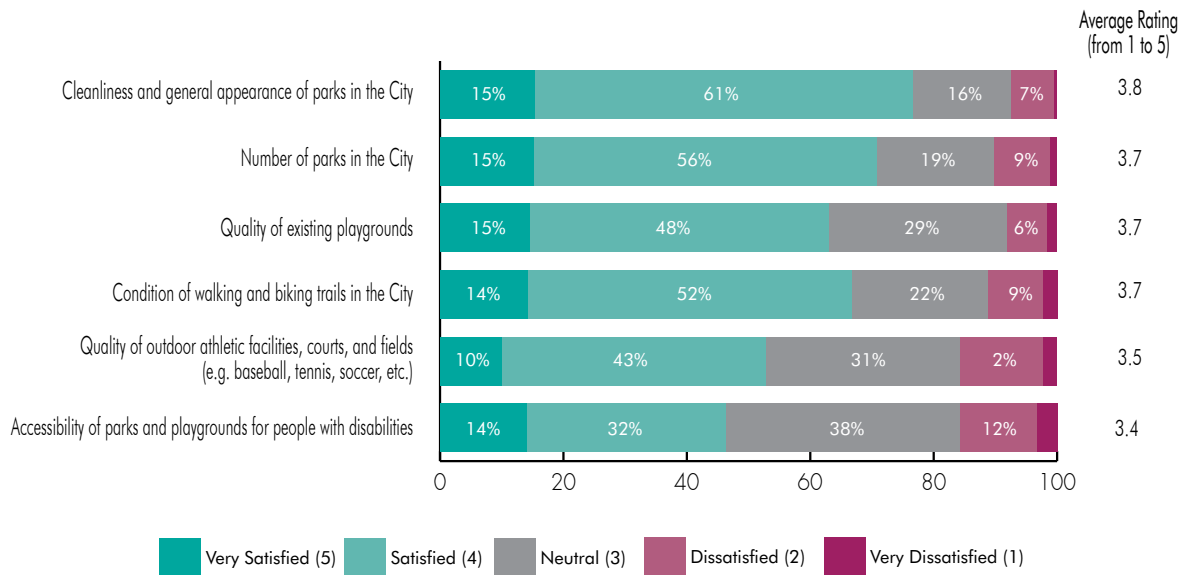
Q12. Satisfaction with Solid Waste Services in the City of Hyattsville

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)



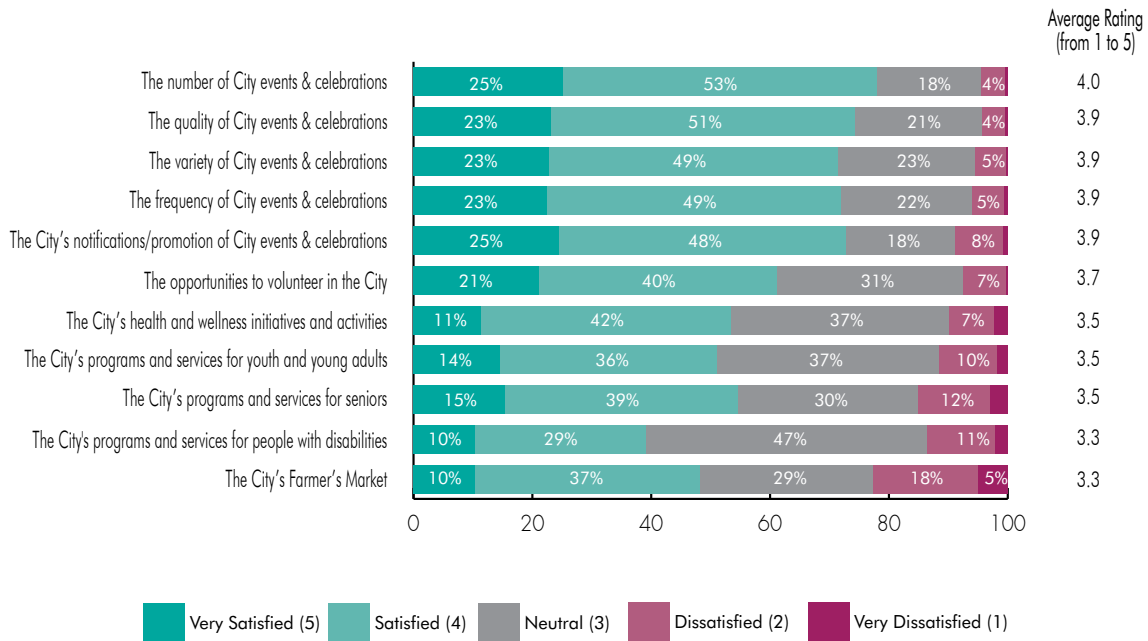
Q13. Satisfaction with Park Services in the City of Hyattsville

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

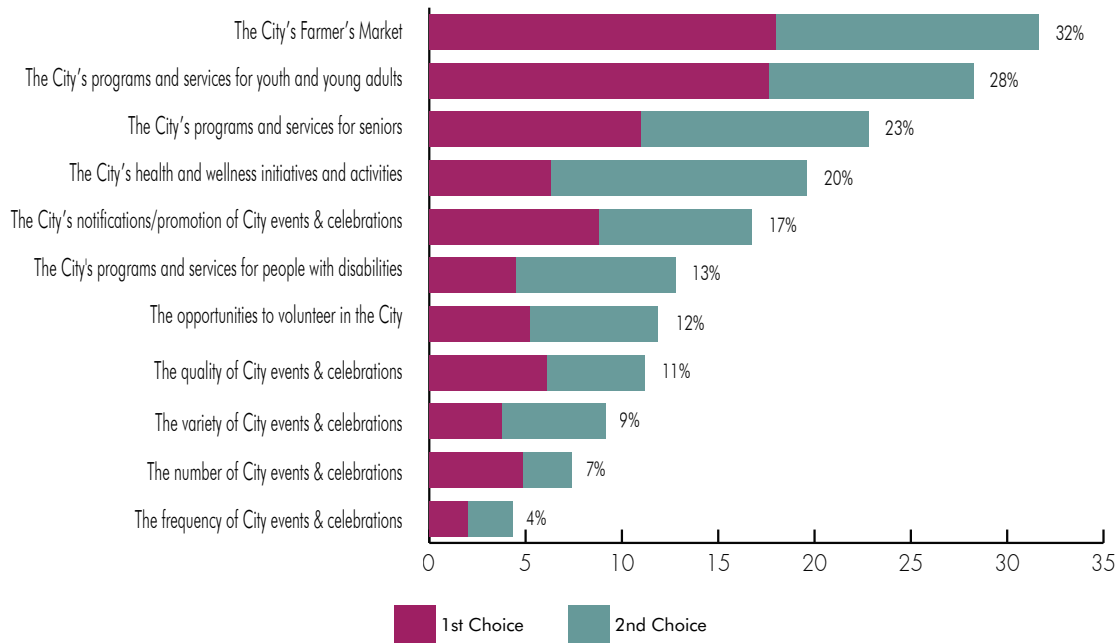


Q14. Satisfaction with Programs & Events in the City of Hyattsville

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

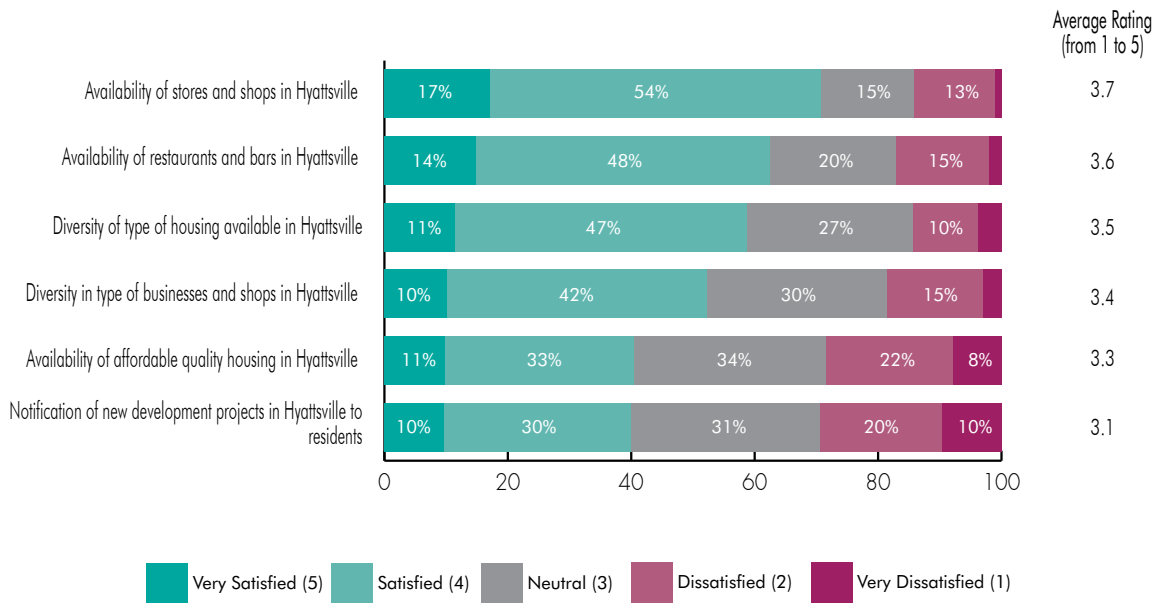


Q15. Top 2 Programs & Events that are Most Important to Improve

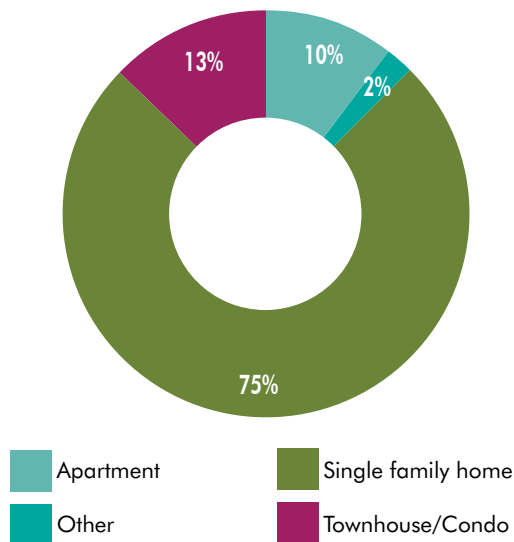


Q16. Satisfaction with Economic Development in the City of Hyattsville

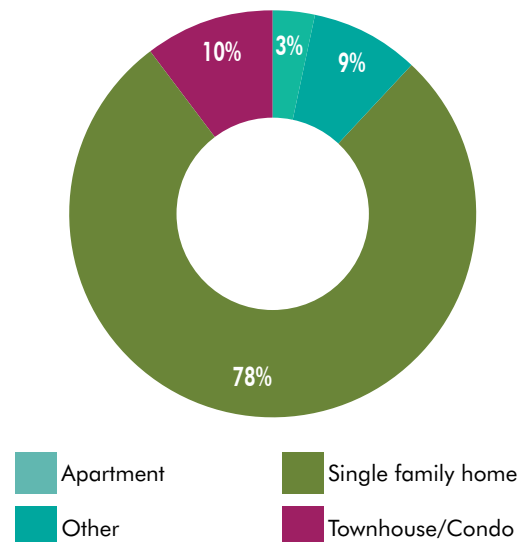
by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)



Q17. What type of housing do you currently live in?

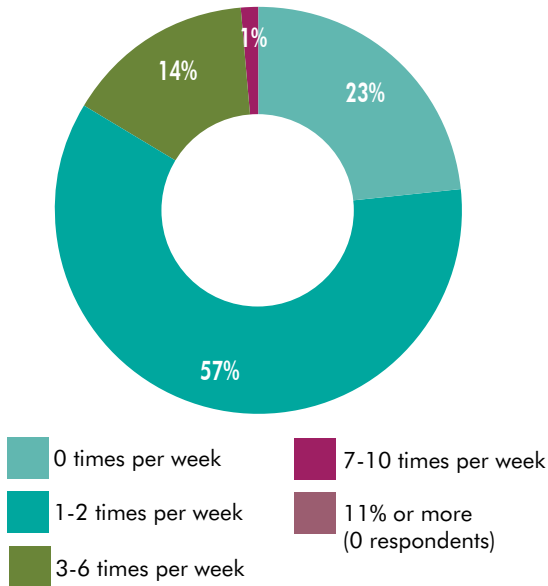


Q18. In 10 years, what type of housing do you expect to live in?



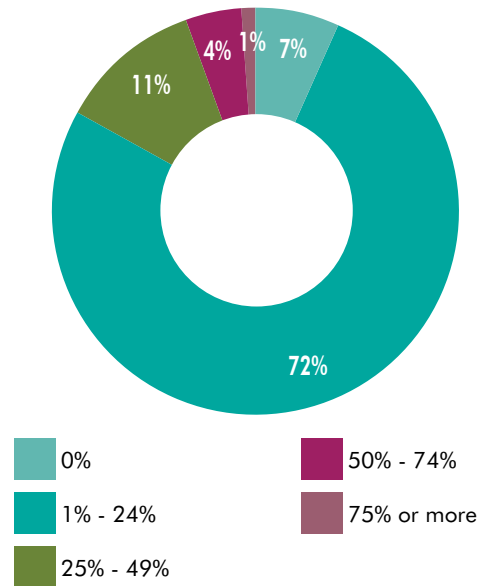
Q19.

On average, how many times per week do you and members of your household eat at a restaurant in Hyattsville?



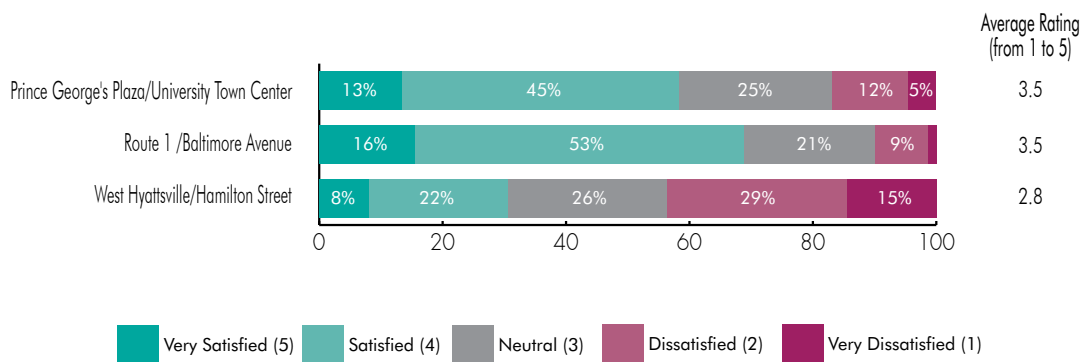
Q20.

Approximately what percent of your disposable income do you spend on entertainment in Hyattsville (i.e. food and beverages, movies, music, and events)?



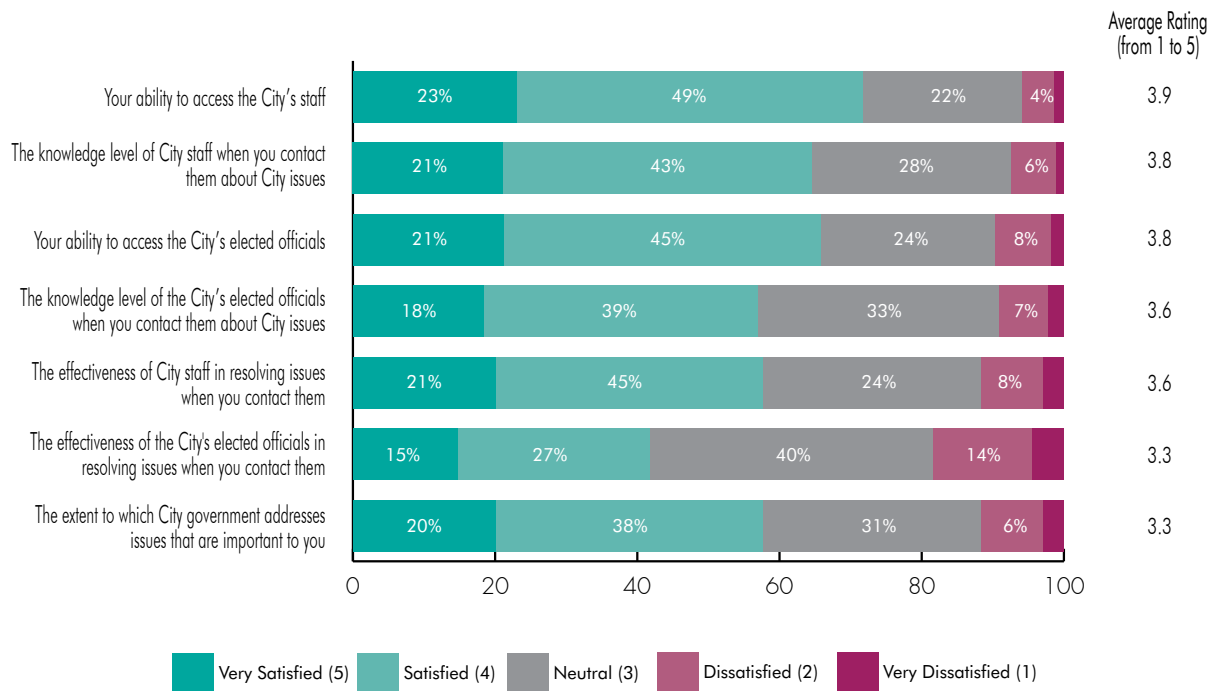
Q21. How Well Retail/Commercial Areas Meet Needs of Households

by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)

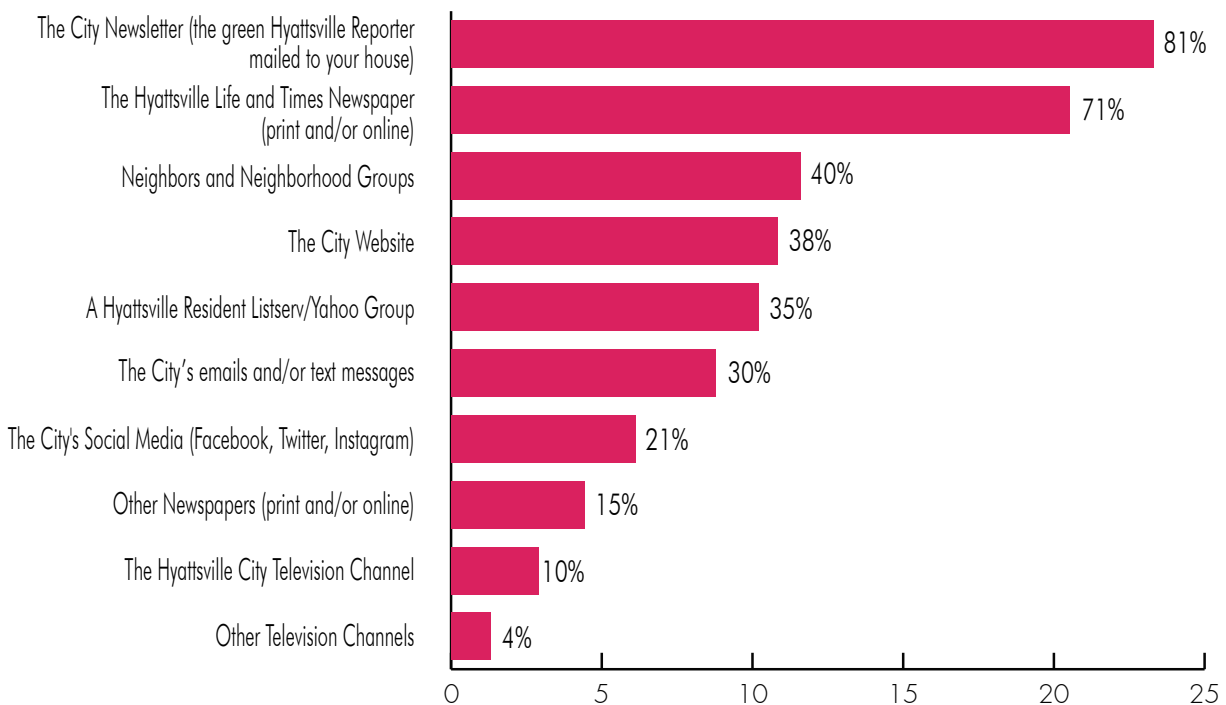


Q22. Satisfaction with City Government in the City of Hyattsville

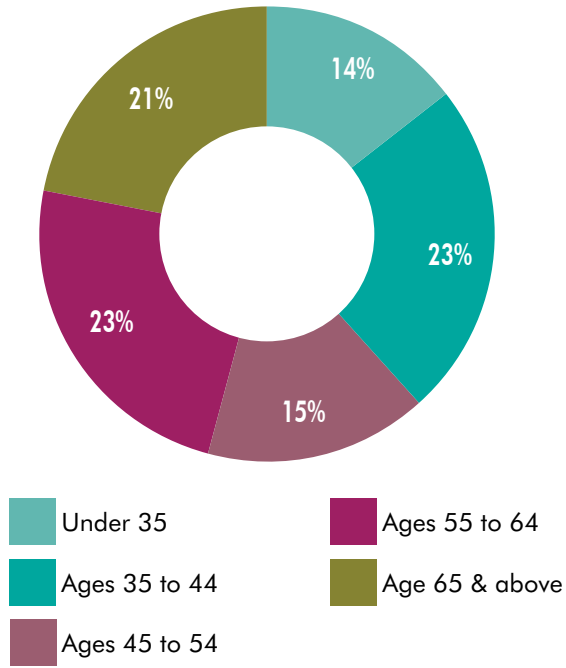
by percentage of respondents who rated the item as Very Satisfied, Satisfied, Neutral, Dissatisfied, and Very Dissatisfied (excluding Don't Know)



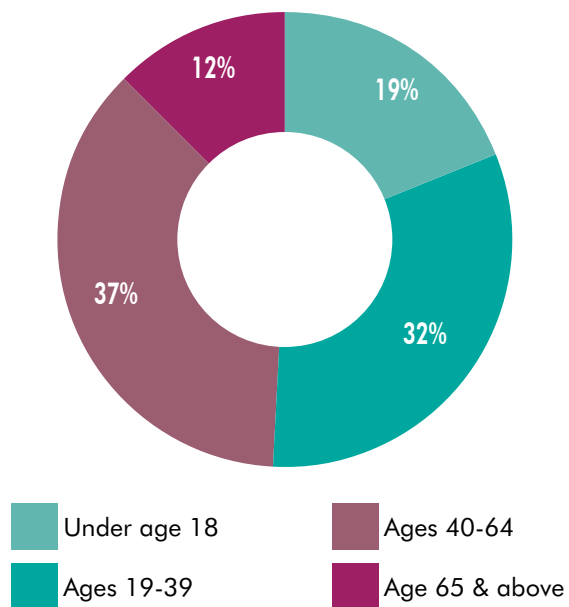
Q23. Current Sources of Information About the City of Hyattsville



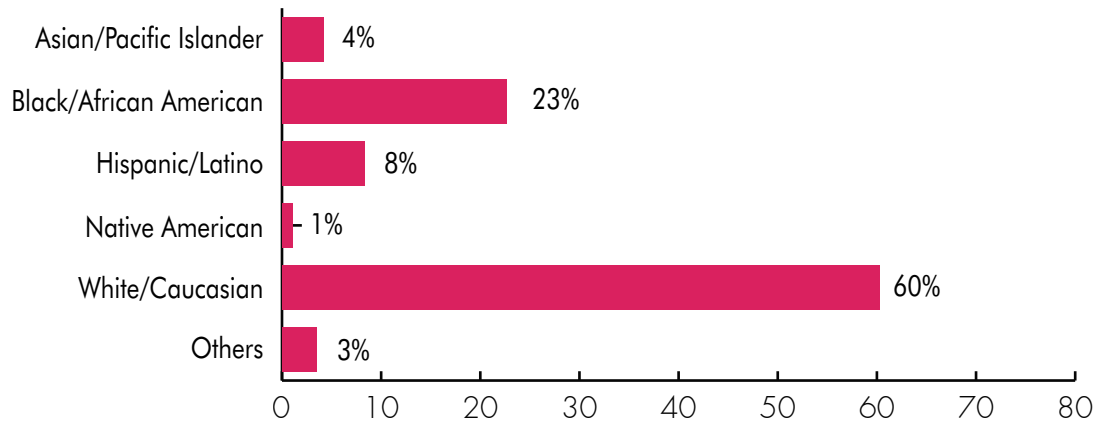
Q24.
Demographics:
Age of Respondents



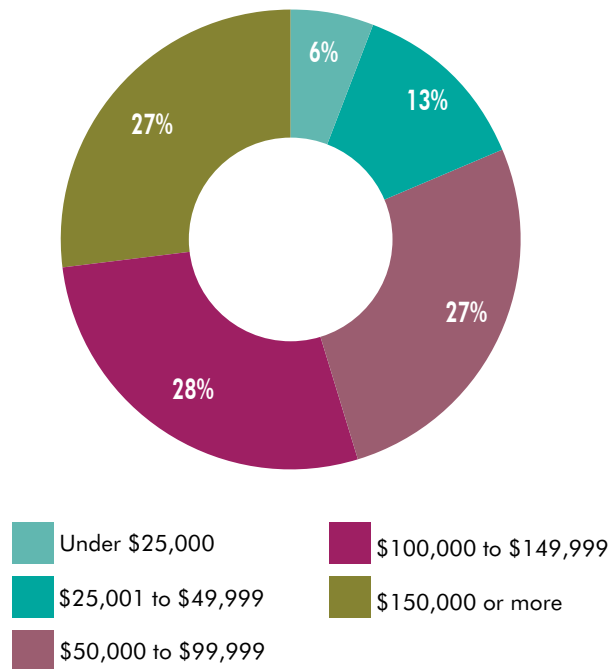
Q25.
Demographics:
Age of Household Members



Q26.
Demographics:
Race of Respondents



Q27.
Demographics:
Household Income



Section 4

Trend Analysis

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Trend Analysis

Satisfaction ratings from the 2011, 2015, and 2018 surveys for the different topic areas were compared, to identify trends over time. The results of the trends analysis are summarized in this section followed by the charts illustrating the change in ratings from 2011 to 2018. The analysis can only compare similar questions and categories from the 2011, 2015, and 2018 surveys.

A number of categories have shown a consistent positive trend in satisfaction rating over the years. These major areas include:

- Overall quality of City services (8 out of 10 areas up from 2011 and 2015)
- Overall quality of life (7 out of 11 areas up from 2015)
- Police services (8 out of 8 areas up from 2011 and 2015)
- Perceptions of safety (3 out of 3 areas up from 2011 and 2015)
- Code Compliance (2 out of 2 areas up from 2011 and 2015)
- Solid waste services (2 out of 4 areas are up from 2011 and 2015 and 2 out of 4 remained the same)
- Programs and events (5 out of 5 areas up from 2015)
- Economic development (3 out of 3 areas up from 2015)
- Retail/commercial areas (3 out of 3 areas up from 2015)
- City Government (4 out of 4 areas up from 2015)

The following categories stayed the same or have shown a slight improvement:

- Transportation and traffic (improved in 5 areas, stayed the same in 4 areas, declined in 1, out of 10)
- Streets and sidewalks (slightly improved in 8 areas, stayed the same in 1 area, declined in 2, out of 11)

No major category showed a consistent decline in satisfaction rating.

There is a marked increase in satisfaction on police-related services and safety, the most significant of which are:

- Overall quality of police services (3.7 in 2011, 3.9 in 2015, 4.1 in 2018)
- The police department's efforts to prevent crime (3.4 in 2011, 3.6 in 2015, 3.8 in 2018)
- Overall feeling of safety in Hyattsville (3.5 in 2011, 3.6 in 2015, 3.8 in 2018)
- Safety in your neighborhood during the day (4.1 in 2011, 4.3 in 2015, 4.5 in 2018)
- Safety in your neighborhood at night (3.3 in 2011, 3.6 in 2015, 3.8 in 2018)

Some services that were introduced only during the 2015 & 2018 surveys displayed an increase in satisfaction, including the following:

- Access to public transportation in Hyattsville (3.8 in 2015 to 4.1 in 2018)
- Availability of stores and shops in Hyattsville (3.4 in 2015, 3.7 in 2018)
- Availability of restaurants and bars in Hyattsville (3.3 in 2015, 3.6 in 2018)

Satisfaction ratings for the resident's interactions with the City also showed an increasing trend for the following areas:

- Your ability to access the City's staff (3.7 in 2015, 3.9 in 2018)
- Your ability to access the City's elected officials (3.5 in 2015, 3.8 in 2018)
- The knowledge level of the City's elected officials when you contact them about City issues (3.4 in 2015, 3.6 in 2018)
- The knowledge level of City staff when you contact them about City issues (3.6 in 2015, 3.8 in 2018)

There is a positive satisfaction trend for the City's events and celebrations:

- The number of City events & celebrations (3.7 in 2015, 4.0 in 2018)
- The quality of City events & celebrations (3.7 in 2015, 3.9 in 2018)
- The variety of City events & celebrations (3.7 in 2015, 3.9 in 2018)

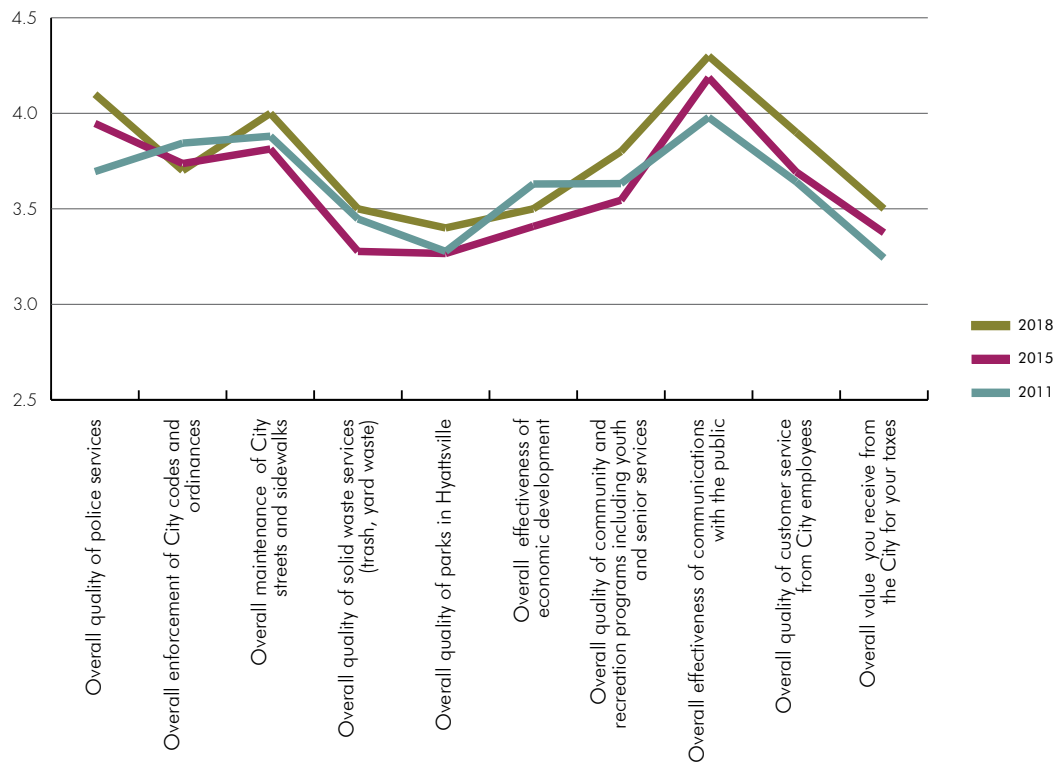
A number of services have shown some recovery after a decline in satisfaction rating, the most significant of which include the following:

- Overall maintenance of City streets and sidewalks (3.5 in 2011, 3.4 in 2015, 3.5 in 2018)
- Safety in City parks (3.6, in 2011, 3.4 in 2015, 3.7 in 2018)
- Exterior appearance of residential properties (3.5 in 2011, 3.4 in 2015, 3.7 in 2018)
- Exterior appearance of commercial properties (3.3 in 2011, 3.2 in 2015, 3.4 in 2018)
- Retail and commercial areas - West Hyattsville/Hamilton Street (3.2 in 2011, 2.4 in 2015, 2.8 in 2018)
- Condition of walking and biking trails in the City (3.6 in 2011, 3.5 in 2015, 3.7 in 2018)

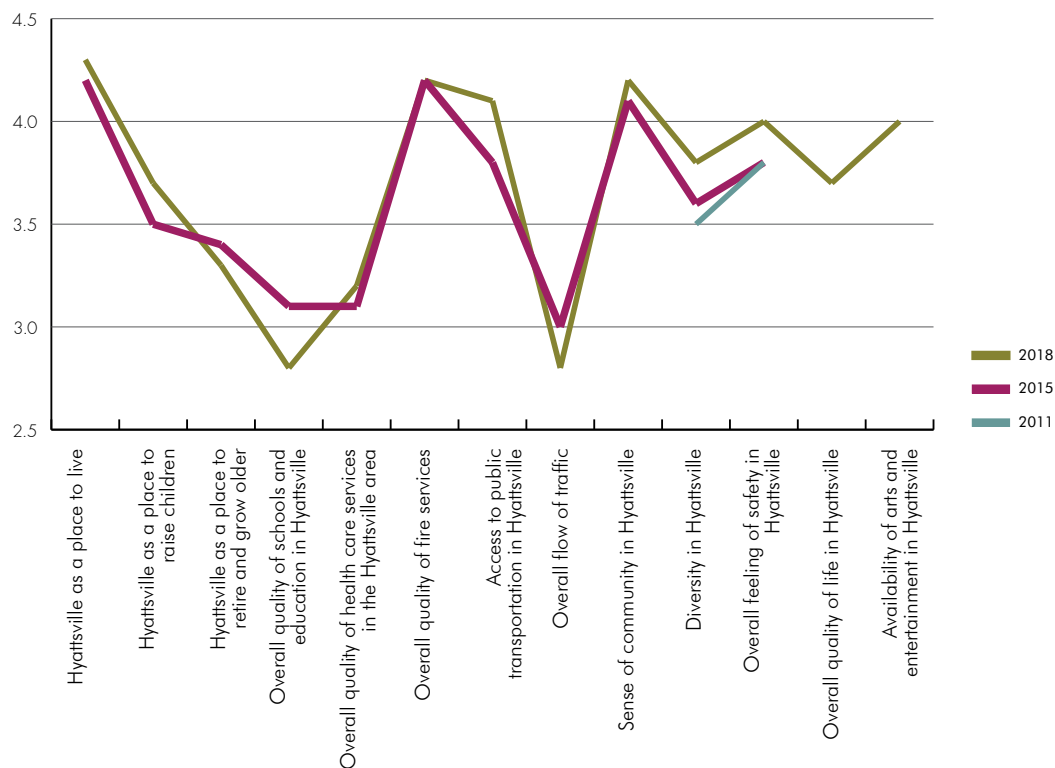
Satisfaction ratings for categories that indicate a decrease in satisfaction rating over time include the following:

- Overall maintenance of City streets and sidewalks (3.5 in 2011, 3.4 in 2015, 3.5 in 2018)
- Safety in City parks (3.6, in 2011, 3.4 in 2015, 3.7 in 2018)
- Exterior appearance of residential properties (3.5 in 2011, 3.4 in 2015, 3.7 in 2018)
- Exterior appearance of commercial properties (3.3 in 2011, 3.2 in 2015, 3.4 in 2018)
- Retail and commercial areas - West Hyattsville/Hamilton Street (3.2 in 2011, 2.4 in 2015, 2.8 in 2018)
- Condition of walking and biking trails in the City (3.6 in 2011, 3.5 in 2015, 3.7 in 2018)

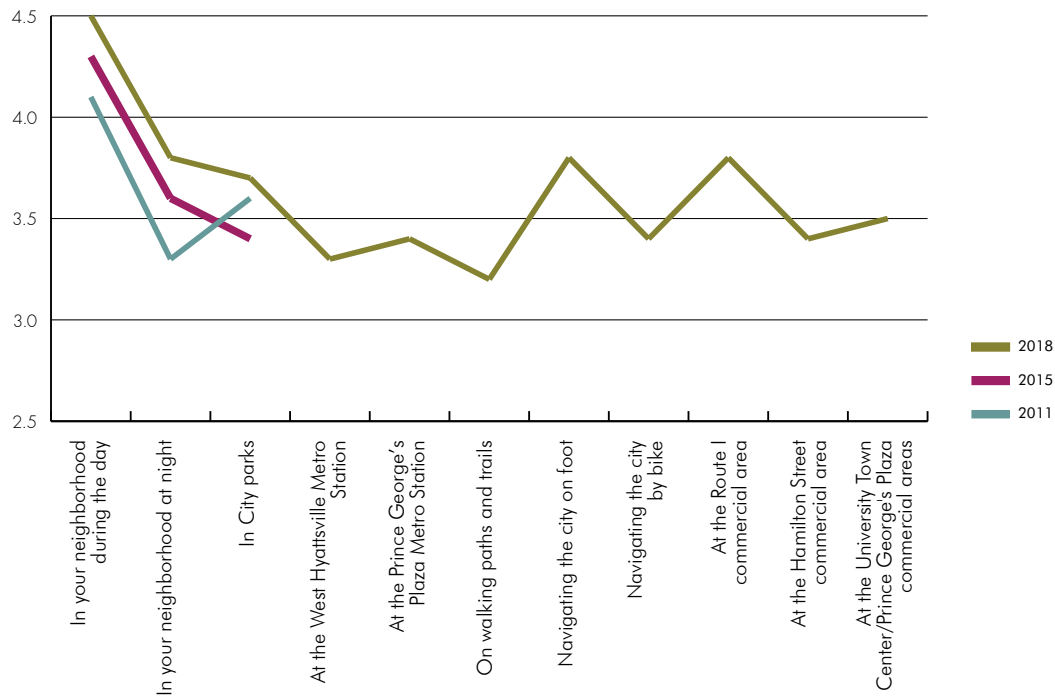
TRENDS. Overall Quality of City Services



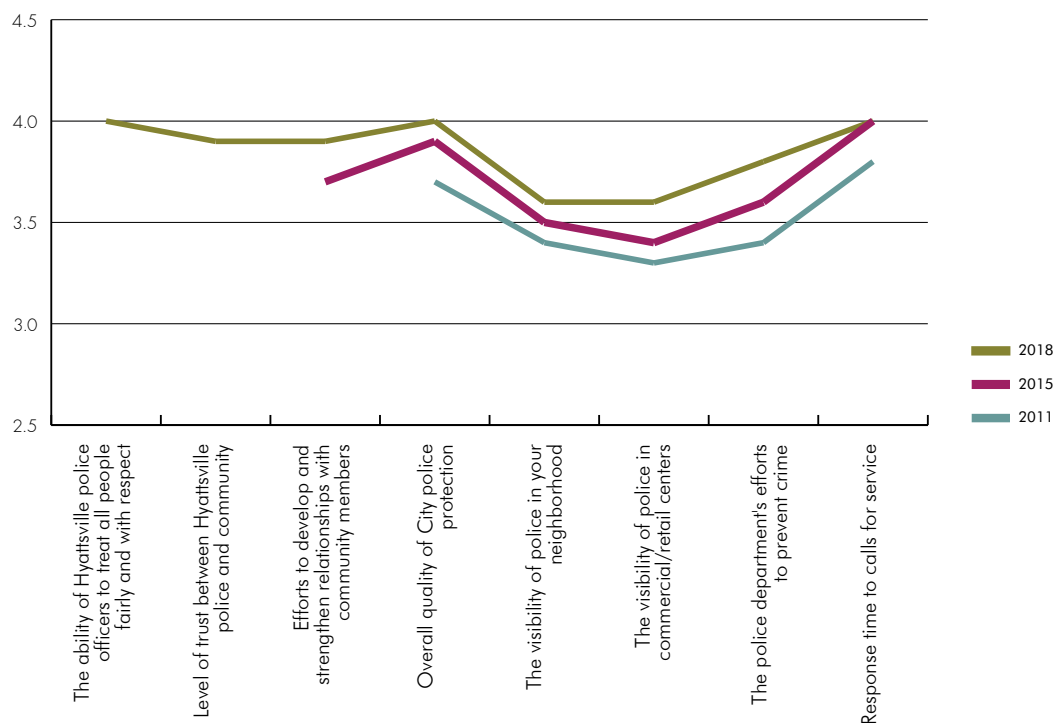
TRENDS. Overall Quality of Life



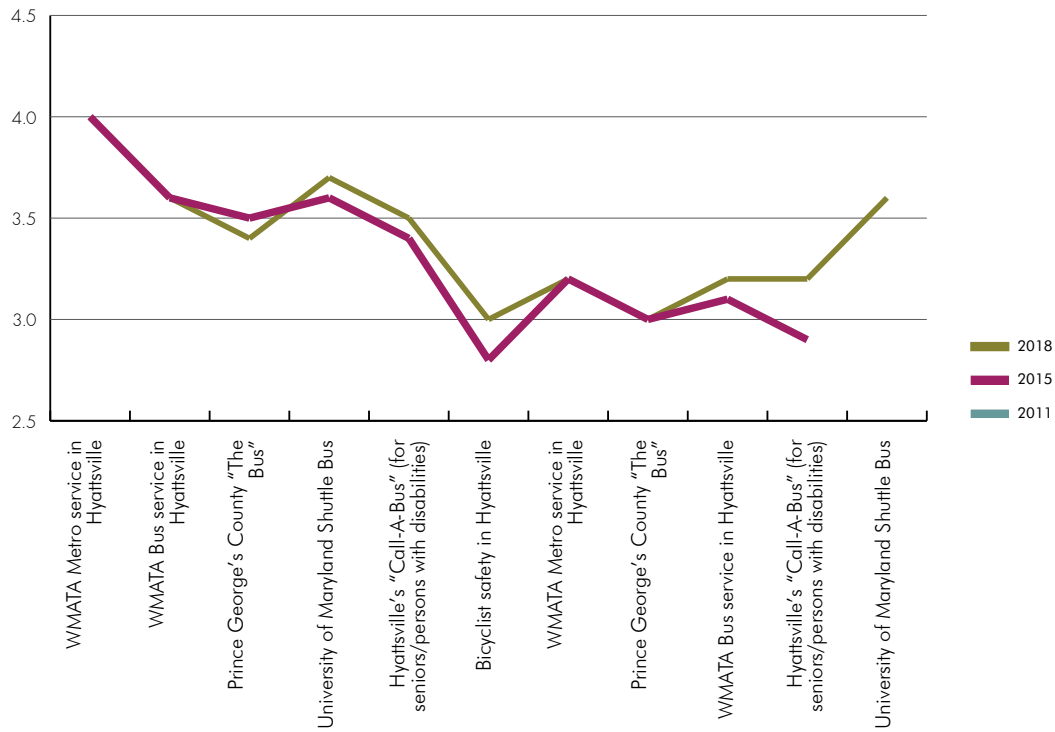
TRENDS. Perceptions of Safety



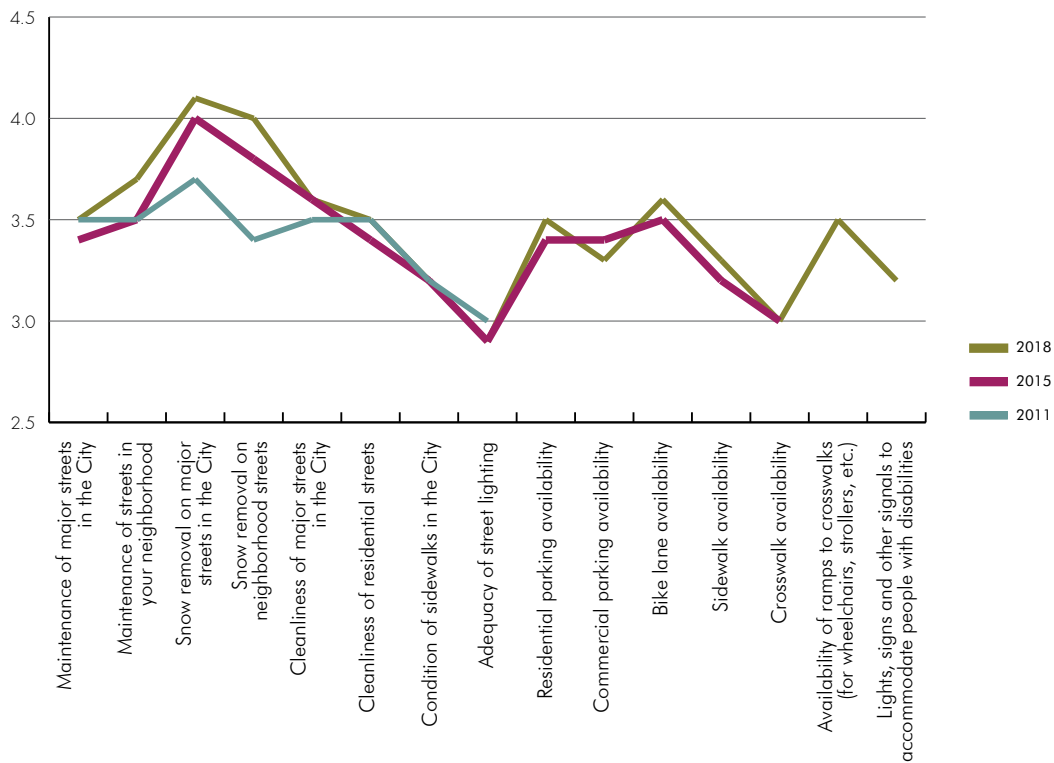
TRENDS. Satisfaction with Police Services



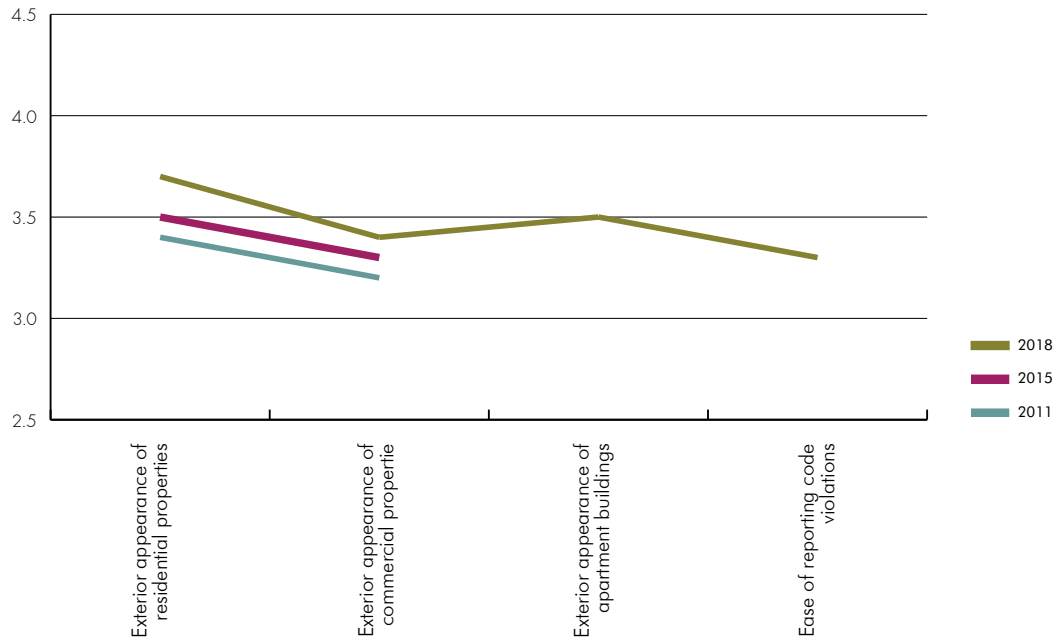
TRENDS. Satisfaction with Transportation & Traffic



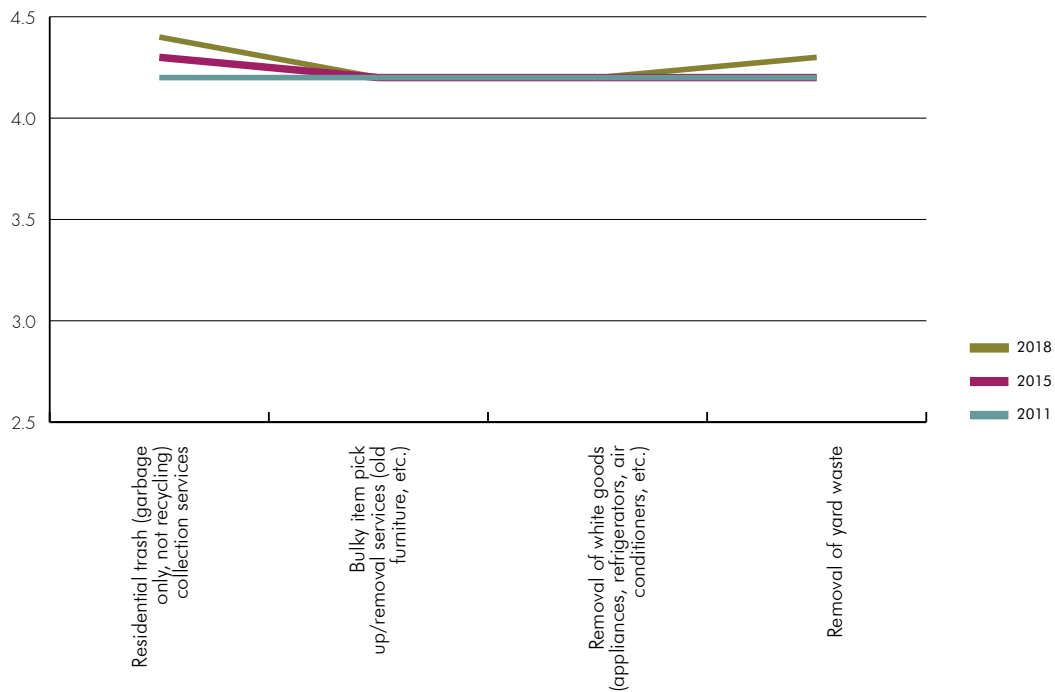
TRENDS. Satisfaction with Streets & Sidewalks



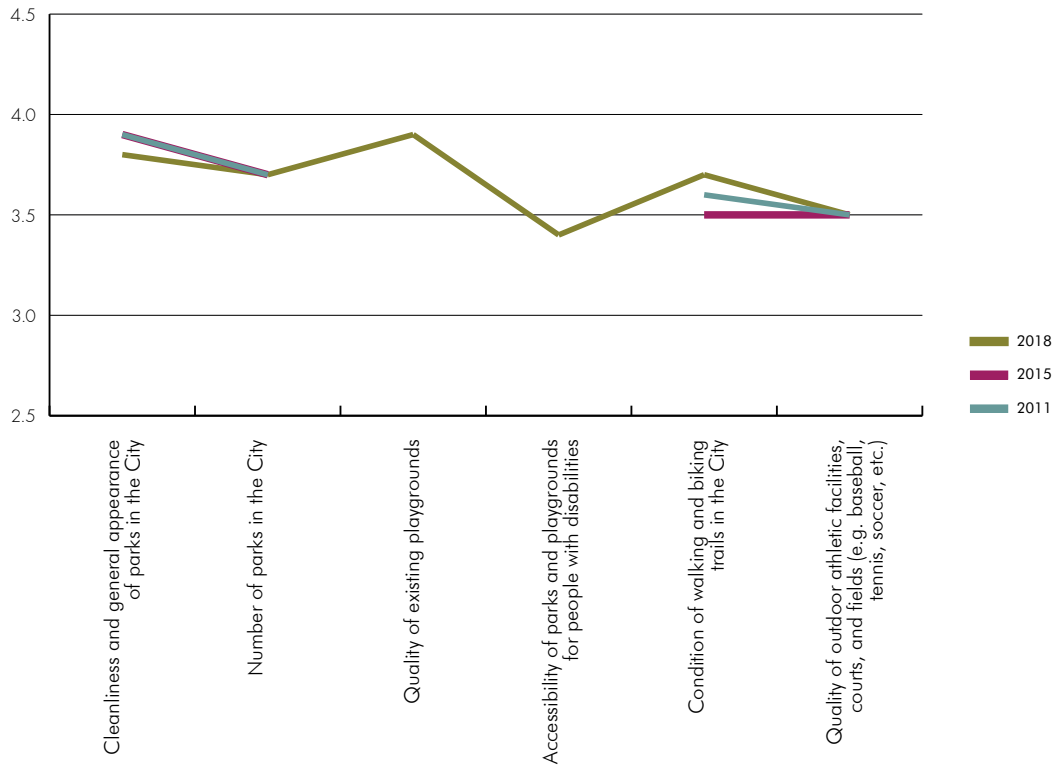
TRENDS. Satisfaction with Code Compliance



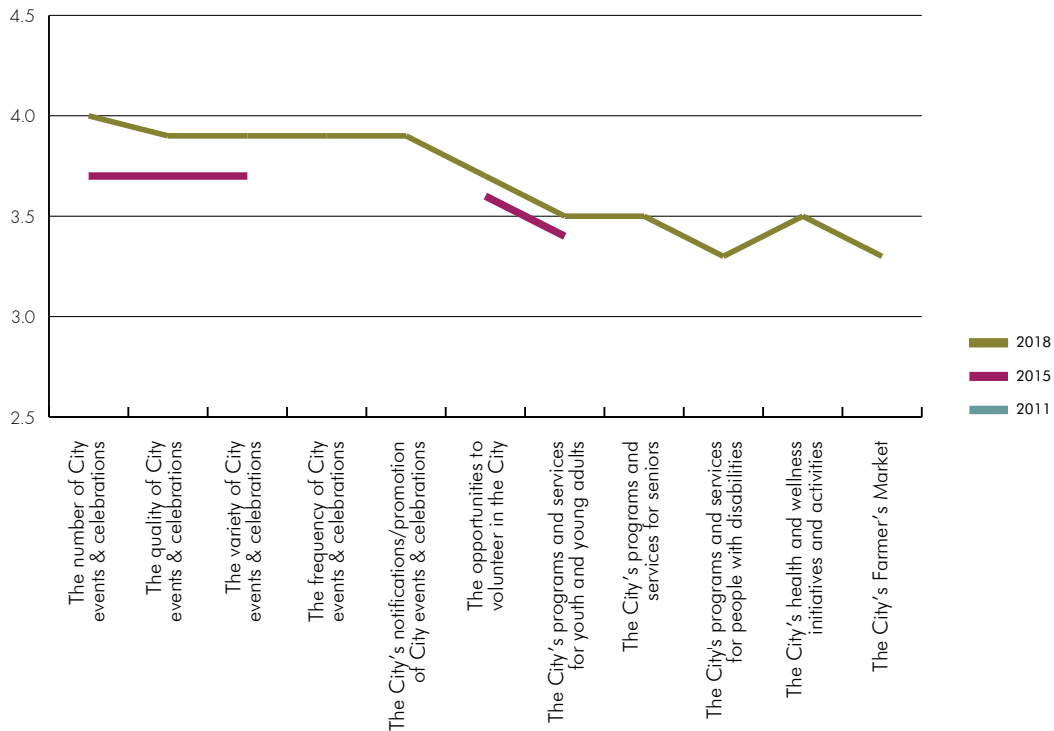
TRENDS. Satisfaction with Solid Waste Services



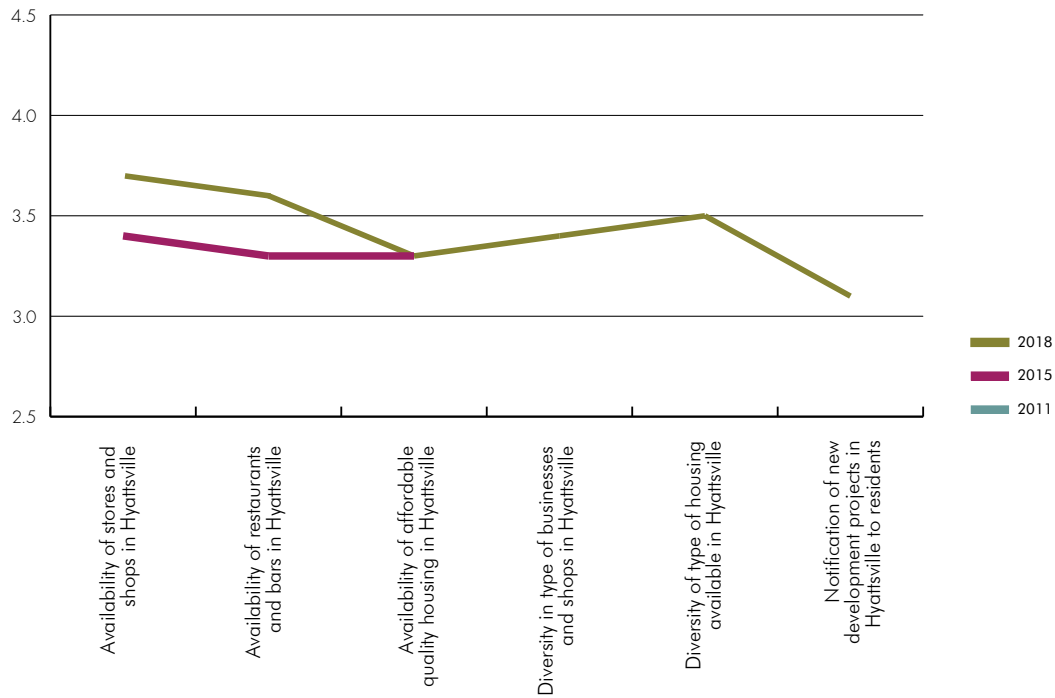
TRENDS. Satisfaction with Park Services



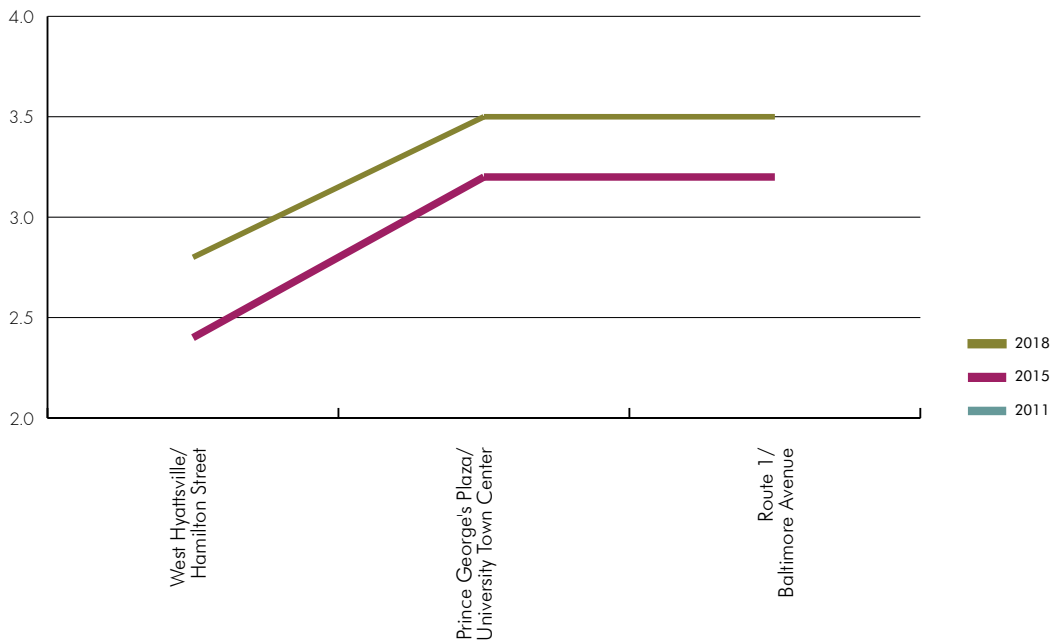
TRENDS. Satisfaction with Programs & Services



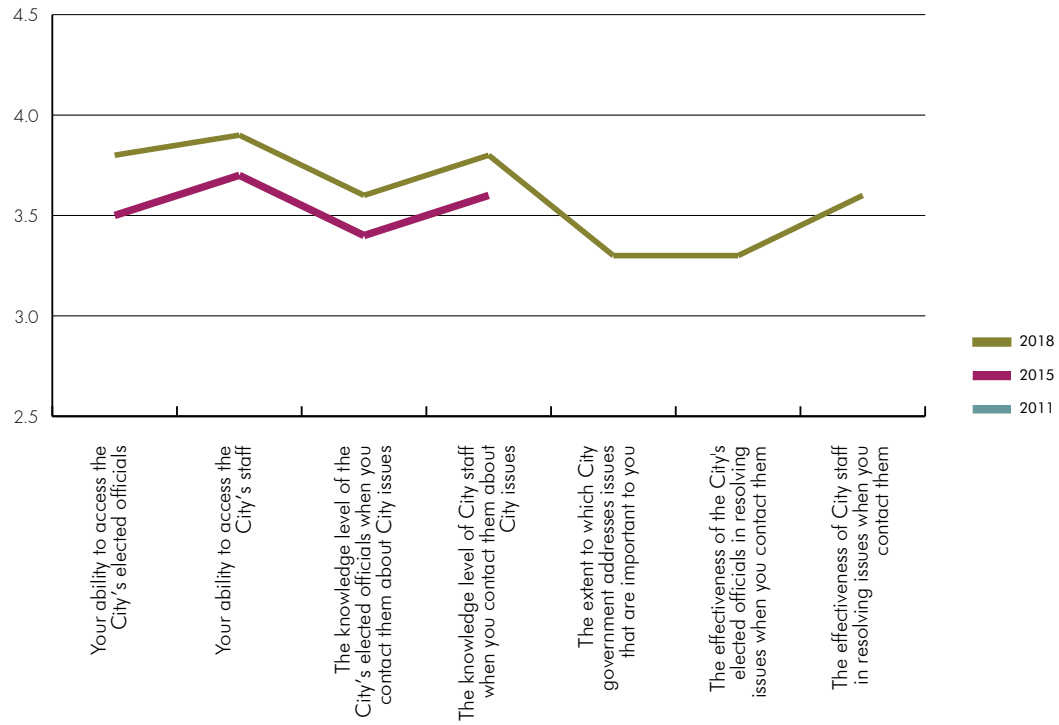
TRENDS. Satisfaction with Economic Development



TRENDS. How Well Retail/Commercial Areas Meet Needs of Households



TRENDS. Satisfaction with City Government



Section 5

Benchmarking Analysis

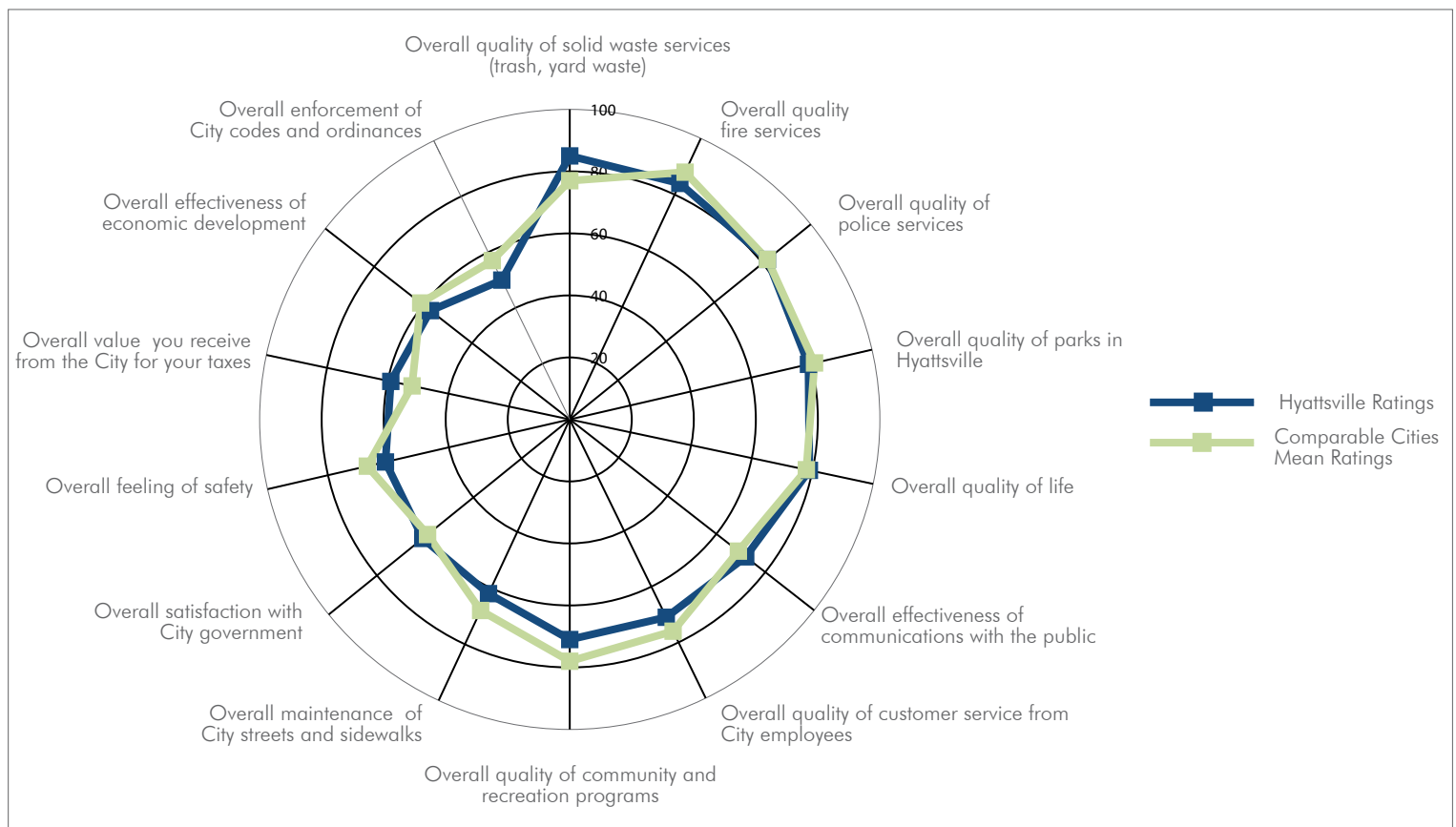
150

Benchmarking Analysis

In performing the Benchmarking Analysis, eight comparable cities were selected based on the following criteria: population, racial diversity, median income, and housing characteristics. The list of cities included College Park, MD; Gaithersburg, MD; Takoma Park, MD; Charlottesville, VA; Herndon, VA; Manassas, VA; Williamsburg, VA; and Annapolis, MD.

The results of the City of Hyattsville 2018 Resident Satisfaction Survey were compared to the results of resident surveys from these comparable cities. Canete Medina CGI reviewed the survey reports from these eight cities and matched topic areas to the ones in the 2018 Hyattsville survey. A total of 14 categories matched. For each category, the satisfaction metric for comparison is determined by the percent of respondents rating the service as satisfied or very satisfied. Among the benchmark cities, the satisfaction metric for a category is derived by averaging the satisfaction metrics for all selected cities. This benchmark metric is compared with the corresponding satisfaction metric from the 2018 Hyattsville survey results. The comparison results between the benchmark satisfaction metrics and the base Hyattsville satisfaction metrics for the 14 service categories are illustrated in the figure below and outlined in the following table.

Benchmarking Chart. City of Hyattsville and Comparable Cities



CATEGORIES	Average Ratings		
	Comparable		
	Hyattsville	Cities	Difference
Overall quality of solid waste services (trash, yard waste)	85%	77%	8%
Overall quality of fire services	84%	88%	-4%
Overall quality of life	82%	82%	0%
Overall quality of police services	79%	81%	-2%
Overall quality of parks	79%	78%	1%
Overall effectiveness of communications with the public	72%	69%	3%
Overall quality of customer service from City employees	71%	76%	-5%
Overall feeling of safety	71%	78%	-7%
Overall quality of community and recreation programs	62%	68%	-6%
Overall maintenance of City streets and sidewalks	61%	59%	2%
Overall satisfaction with City Government	61%	67%	-6%
Overall value you receive from the City for your taxes	59%	52%	7%
Overall effectiveness of economic development	57%	61%	-4%
Overall enforcement of City codes and ordinances	50%	57%	-7%

Of the 14 categories, Hyattsville performed better than the benchmark in 5 areas: “overall quality of solid waste services (trash, yard waste)” (+8%), “overall quality of parks” (+1%), “overall effectiveness of communications with the public” (+3%), “overall maintenance of City streets and sidewalks” (+2%), and “overall value you receive from the City for your taxes” (+7%). The Hyattsville satisfaction metric was below benchmark in the remaining 9 areas, from a gap of (-2%) in “overall quality of police services” to a gap of (-7%) in “overall feeling of safety” and “overall enforcement of city codes and ordinances”.

Section 6

Importance-Satisfaction Analysis

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Importance-Satisfaction Analysis: Methodology

In five questions in the survey (Q1 Overall Satisfaction with City Services; Q5 Police Service; Q7 Transportation and Traffic; Q9 Streets and Sidewalks; and Q14 Programs and Events), respondents were asked to rate their level of satisfaction with the programs/services, as well as to identify which programs/services require most importance to improve. This section outlines the methodology for analyzing satisfaction and importance ratings in order to identify which of the programs/services the City should prioritize.

The methodology involves the following steps:

1. Determine the Average Satisfaction Rating (ASR): Level of satisfaction questions have 6 possible responses and each response is given a numerical rating (see table below). The ASR for a program/service is the average of the numerical satisfaction ratings excluding the “Don’t Know” and no responses.

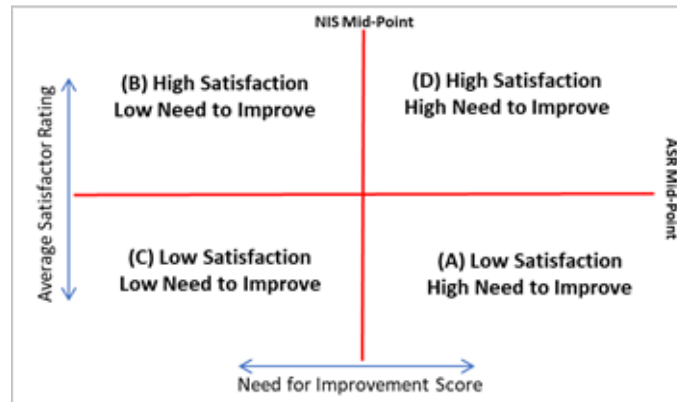
Satisfaction Rating	Numerical Rating
Very Satisfied	5
Satisfied	4
Neutral	3
Dissatisfied	2
Very Dissatisfied	1
Don’t Know	Excluded

2. Determine the Need for Improvement Score (NIS): A program/service can be identified as the most important to improve, 2nd most important to improve, or 3rd most important to improve. Based on the rank and the number of rankings, a numerical ranking score is assigned to the program/service whenever a program/service is identified as needing improvement (see table below for rank scoring). The NIS for a program/service is the sum total of the numerical ranking scores across all valid survey responses. It must be noted that an NIS score will be included even if the satisfaction rating for the program/service has a “Don’t Know” response.

Rank in 2 Rankings	Numerical Score
Most Important	3
2nd Most Important	2

Rank in 3 Rankings	Numerical Score
Most Important	3
2nd Most Important	2
3rd Most Important	1

3. Plot the Importance-Satisfaction Matrix Chart: Plot each program/service in an Importance Satisfaction Matrix Chart, with the NIS as the X-axis coordinate and the ASR as the Y-axis coordinate. Once all programs/services for each question is plotted, add a horizontal line traversing the mid-point between the minimum and maximum value of the ASR, and a vertical line traversing the mid-point between the minimum and maximum value of the NIS. The result will be a quadrant chart that classifies each program/service into one of four importance/satisfaction categories (see chart below).



4. Assess and Analyze the Importance-Satisfaction Matrix Chart: Each importance/satisfaction category will require a different level of attention and priority from the city:

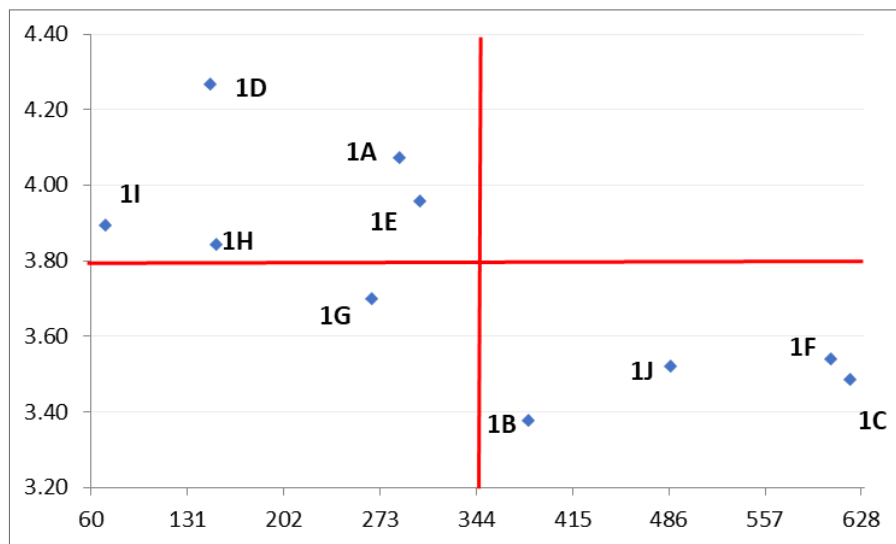
- (A) Low Satisfaction, High Need to Improve: Programs/services in this category are rated low in satisfaction and have been highly identified as needing improvement. It is recommended that the City prioritize attention and resources to these programs/services.
- (B) High Satisfaction, Low Need to Improve: Programs/services in this category are performing relatively well. It is recommended that the City lower its attention priority on this category and focus on mainly on continually sustaining the level performance.
- (C) Low Satisfaction, Low Need to Improve: While programs/services in this category have a low satisfaction rating, the programs/services are also considered less important. It is recommended that the City address improvements in this category when resources are available and tertiary in priority to programs/services in (A) and (D)
- (D) High Satisfaction, High Need to Improve: While the programs/services in this category are rated relatively high in satisfaction, the relatively high need for improvement suggests that there are elements of the programs/services that do not meet resident expectations. It is recommended that the City assess the programs/services in this category and channel appropriate resources to address the underlying issues that prompt the high need for improvement.

Importance-Satisfaction Analysis: Results for Individual Questions

In this section, we will summarize the Importance-Satisfaction analysis results for Q1 Overall Satisfaction with City Services; Q5 Police Service; Q7 Transportation and Traffic; Q9 Streets and Sidewalks; and Q14 Programs and Events.

Question 1 Overall Satisfaction with City Services

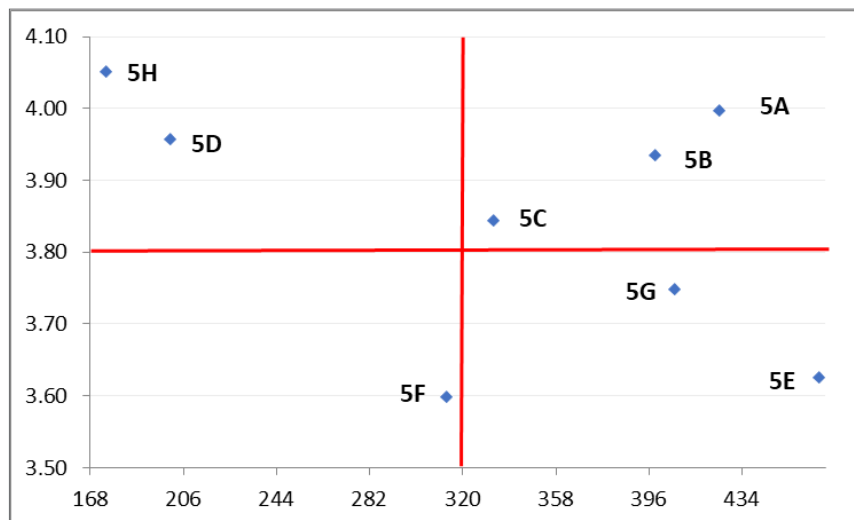
Overall Satisfaction with City Services	ASR	NIS
A. Overall quality of police services	4.07	287
B. Overall enforcement of City codes and ordinances	3.38	382
C. Overall maintenance of City streets and sidewalks	3.48	620
D. Overall quality of solid waste services (trash, yard waste)	4.26	148
E. Overall quality of parks in Hyattsville	3.95	302
F. Overall effectiveness of economic development	3.54	605
G. Overall quality of community and recreation programs including youth and senior services	3.70	267
H. Overall quality and effectiveness of communications with the public	3.84	152
I. Overall quality of customer service from City employees	3.89	70
J. Overall value you receive from the City for your taxes	3.52	487



Among the City services listed, “Overall maintenance of City streets and sidewalks” has the highest need for improvement and a relatively low satisfaction rating. The next service that does not meet resident expectations is “Overall effectiveness of economic development”. Residents appear to be most satisfied with the “Overall quality of solid waste services (trash, yard waste)” and “A. Overall quality of police services.”

Question 5 Police Service

Police Services	ASR	NIS
A. The ability of Hyattsville police officers to treat all people fairly and with respect	4.00	425
B. Level of trust between Hyattsville police and community	3.93	399
C. Efforts to develop and strengthen relationships with community members	3.84	333
D. Overall quality of City police protection	3.96	201
E. The visibility of police in your neighborhood	3.63	466
F. The visibility of police in commercial/retail centers	3.60	314
G. The police department's efforts to prevent crime	3.75	407
H. Response time to calls for service	4.05	175

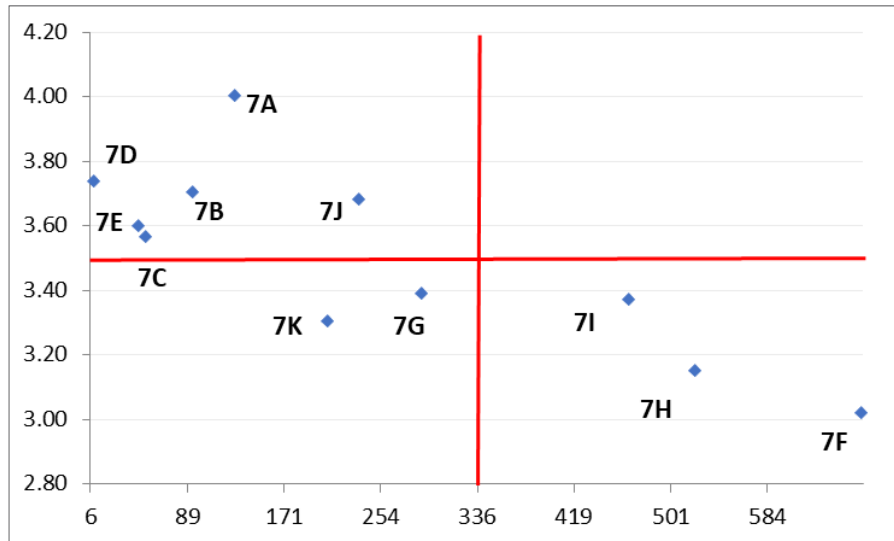


Among police services with relatively low satisfaction rating, “The visibility of City police in your neighborhood” has the highest need for improvement, followed by “The Police efforts to prevent crime.” The “Response time to calls for service” has the highest satisfaction rating and the lowest need for improvement.

There are three police services that were highly rated in satisfaction and yet were also identified as having a relatively high need for improvement: “A. The ability of Hyattsville police officers to treat all people fairly and with respect”, “B. Level of trust between Hyattsville police and community”, and “C. Efforts to develop and strengthen relationships with community members.” The high NIS is partly influenced by respondents who rated the services as “Don’t Know” or no rating but identified these three services as needing improvement. For instance, in “A. The ability of Hyattsville police officers to treat all people fairly and with respect”, 135 of 425 of total NIS was provided by respondents with satisfaction ratings of “Don’t Know” or no rating. For “B. Level of trust between Hyattsville police and community”, it is 114 of 399 total NIS, and for “C. Efforts to develop and strengthen relationships with community members”, it is 70 of 323 total NIS. Residents appear to be satisfied with the services in general but may have underlying issues with particular elements (for example, a resident may be satisfied with their personal interaction with the service but not with how they see other people’s interaction). As a follow-up, we recommend that the City conduct a focus group to identify what elements of these services need attention.

Question 7 Transportation and Traffic

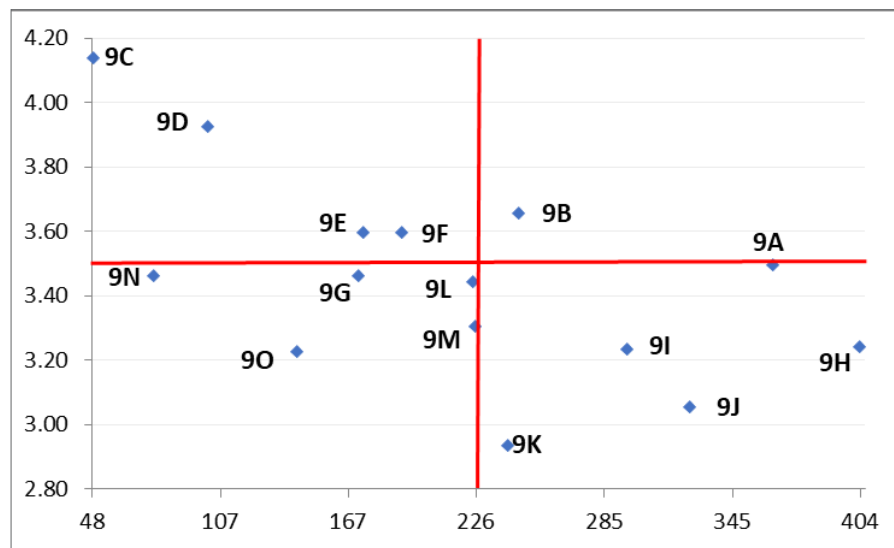
Transportation and Traffic	ASR	NIS
A. WMATA Metro service in Hyattsville	4.00	129
B. WMATA Bus service in Hyattsville	3.70	93
C. Prince George's County "The Bus"	3.56	53
D. University of Maryland Shuttle Bus	3.74	9
E. Hyattsville's "Call-A-Bus" (for seniors/persons with disabilities)	3.60	47
F. Overall flow of traffic on major streets in the City	3.02	663
G. Overall flow of traffic on residential streets	3.39	288
H. Prevention of speeding on residential streets	3.15	521
I. Pedestrian safety in Hyattsville	3.37	465
J. Walkability of the City	3.68	235
K. Bicyclist safety in Hyattsville	3.30	208



For Traffic and Transportation, residents perceive "F. Overall flow of traffic on major streets in the City" as needing the most attention for improvement, followed by "H. Prevention of speeding on residential streets." "A. WMATA Metro service in Hyattsville" and "D. University of Maryland Shuttle Bus" are the two services that ranked highest in satisfaction.

Question 9 Streets and Sidewalks

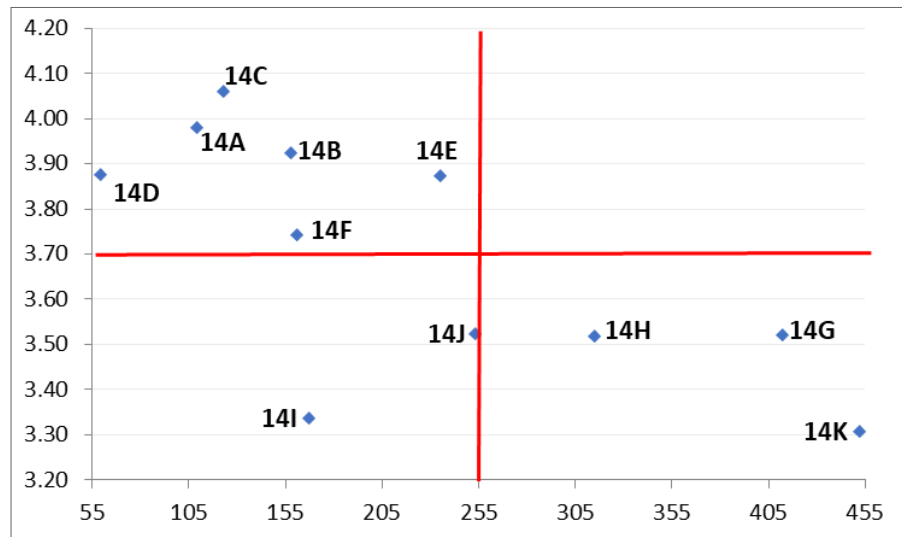
Streets and Sidewalks	ASR	NIS
A. Maintenance of major streets in the City	3.50	364
B. Maintenance of streets in your neighborhood	3.66	246
C. Snow removal on major streets in the City	4.14	49
D. Snow removal on neighborhood streets	3.93	102
E. Cleanliness of major streets in the City	3.60	174
F. Cleanliness of residential streets	3.60	192
G. Condition of sidewalks in the City	3.46	172
H. Adequacy of street lighting	3.24	404
I. Residential parking availability	3.24	296
J. Commercial parking availability	3.06	325
K. Bike lane availability	2.94	241
L. Sidewalk availability	3.44	225
M. Crosswalk availability	3.31	226
N. Availability of ramps to crosswalks (for wheelchairs, strollers, etc.)	3.46	77
O. Lights, signs and other signals to accommodate people with disabilities	3.23	143



“H. Adequacy of street lighting” is the service needing most improvement among streets and sidewalks. Residents are also least satisfied with parking availability, both commercial and residential. On the other end of the spectrum, residents appear to be most satisfied with the snow removal services in the major and neighborhood streets.

Q14 Programs and Events

Programs and Events	ASR	NIS
A. The number of City events & celebrations	3.98	109
B. The quality of City events & celebrations	3.93	158
C. The variety of City events & celebrations	4.06	123
D. The frequency of City events & celebrations	3.88	59
E. The City's notifications/promotion of City events & celebrations	3.87	235
F. The opportunities to volunteer in the City	3.74	161
G. The City's programs and services for youth and young adults	3.52	412
H. The City's programs and services for seniors	3.52	315
I. The City's programs and services for people with disabilities	3.34	167
J. The City's health and wellness initiatives and activities	3.52	253
K. The City's Farmer's Market	3.31	452



For Programs and Events, respondents consider “K. The City’s Farmer’s Market” and “G. The City’s programs and services for youth and young adults” as the two areas most needing improvement. While “I. The City’s programs and services for people with disabilities” is mapped in the quadrant “(C) Low Satisfaction, Low Need to Improve”, it also has a high number of “Don’t Know” or no response satisfaction ratings that likely contributes to its low NIS.

Importance-Satisfaction Analysis: Prioritizing Low ASR/High NIS Services

One of the objectives of the importance-satisfaction analysis is to identify the services that the City should prioritize in terms of attention and resources. These are the services that residents perceive as most needing improvement (i.e., high NIS) but where the level of satisfaction is relatively low (i.e., low ASR). There are 16 services that fall into this category and are listed in the table below.

Q#	Service	ASR	NIS
1	B. Overall enforcement of City codes and ordinances	3.38	382
1	C. Overall maintenance of City streets and sidewalks	3.48	620
1	F. Overall effectiveness of economic development	3.54	605
1	J. Overall value you receive from the City for your taxes	3.52	487
5	E. The visibility of police in your neighborhood	3.63	466
5	G. The police department's efforts to prevent crime	3.75	407
7	F. Overall flow of traffic on major streets in the City	3.02	663
7	H. Prevention of speeding on residential streets	3.15	521
7	I. Pedestrian safety in Hyattsville	3.37	465
9	H. Adequacy of street lighting	3.24	404
9	I. Residential parking availability	3.24	296
9	J. Commercial parking availability	3.06	325
9	K. Bike lane availability	2.94	241
14	G. The City's programs and services for youth and young adults	3.55	410
14	H. The City's programs and services for seniors	3.58	314
14	K. The City's Farmer's Market	3.44	464

In order to prioritize the services, we use the ratio of the NIS to the ASR (the "Ratio") as the metric, with the one having the higher value needing more immediate attention. The ratio reflects the relative position of the service in the importance-satisfaction matrix chart and is consistent in prioritizing services that may have either close ASR or NIS values. For instance, between two services that have the same NIS (e.g., NIS-A = 600, NIS-B = 600), the service with the lower ASR value should have higher priority (e.g., if ASR-A = 3 and ASR-B = 3.5, Ratio-A = $600/3$ or 200, and Ratio-B = $600/3.5$ or ~ 171.4 ; A is prioritized over B). Similarly, any two having the same ASR values (e.g., ASR-A = 3, ASR-B = 3), the service with the higher NIS should have higher priority (e.g., if NIS-A = 600 and NIS-B = 550, then Ratio A = $600/3$ or 200, and Ratio-B = $550/3$ or ~ 183.3 ; A is prioritized over B).

Applying the NIS/ASR Ratio metric and sorting by the values in descending order, the 16 services that have low satisfaction ratings and high need for improvement scores are listed in the order of priority in the table below. Based on this analysis, "F. Overall flow of traffic on major streets in the City" is the service that most require the City's attention, followed by "C. Overall maintenance of City streets and sidewalks" and "F. Overall effectiveness of economic development."

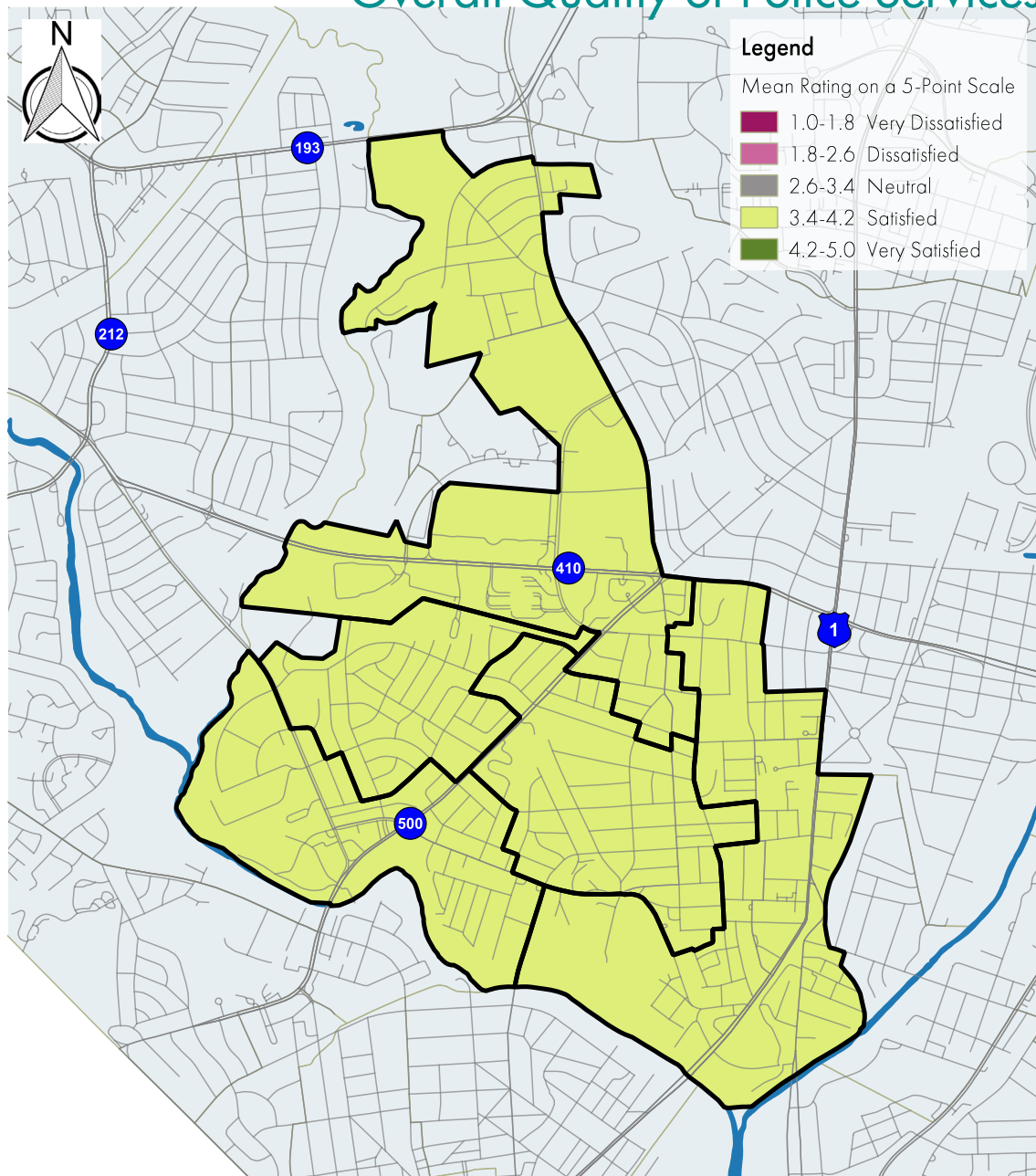
Q#	Service	ASR	NIS	Ratio	Priority
7	F. Overall flow of traffic on major streets in the City	3.02	663	220	1
1	C. Overall maintenance of City streets and sidewalks	3.48	620	178	2
1	F. Overall effectiveness of economic development	3.54	605	171	3
7	H. Prevention of speeding on residential streets	3.15	521	165	4
1	J. Overall value you receive from the City for your taxes	3.52	487	138	5
7	I. Pedestrian safety in Hyattsville	3.37	465	138	6
14	K. The City's Farmer's Market	3.44	464	135	7
5	E. The visibility of police in your neighborhood	3.63	466	129	8
9	H. Adequacy of street lighting	3.24	404	125	9
14	G. The City's programs and services for youth and young adults	3.55	410	115	10
1	B. Overall enforcement of City codes and ordinances	3.38	382	113	11
5	G. The police department's efforts to prevent crime	3.75	407	109	12
9	J. Commercial parking availability	3.06	325	106	13
9	I. Residential parking availability	3.24	296	91	14
14	H. The City's programs and services for seniors	3.58	314	88	15
9	K. Bike lane availability	2.94	241	82	16

Section 3

GIS Maps

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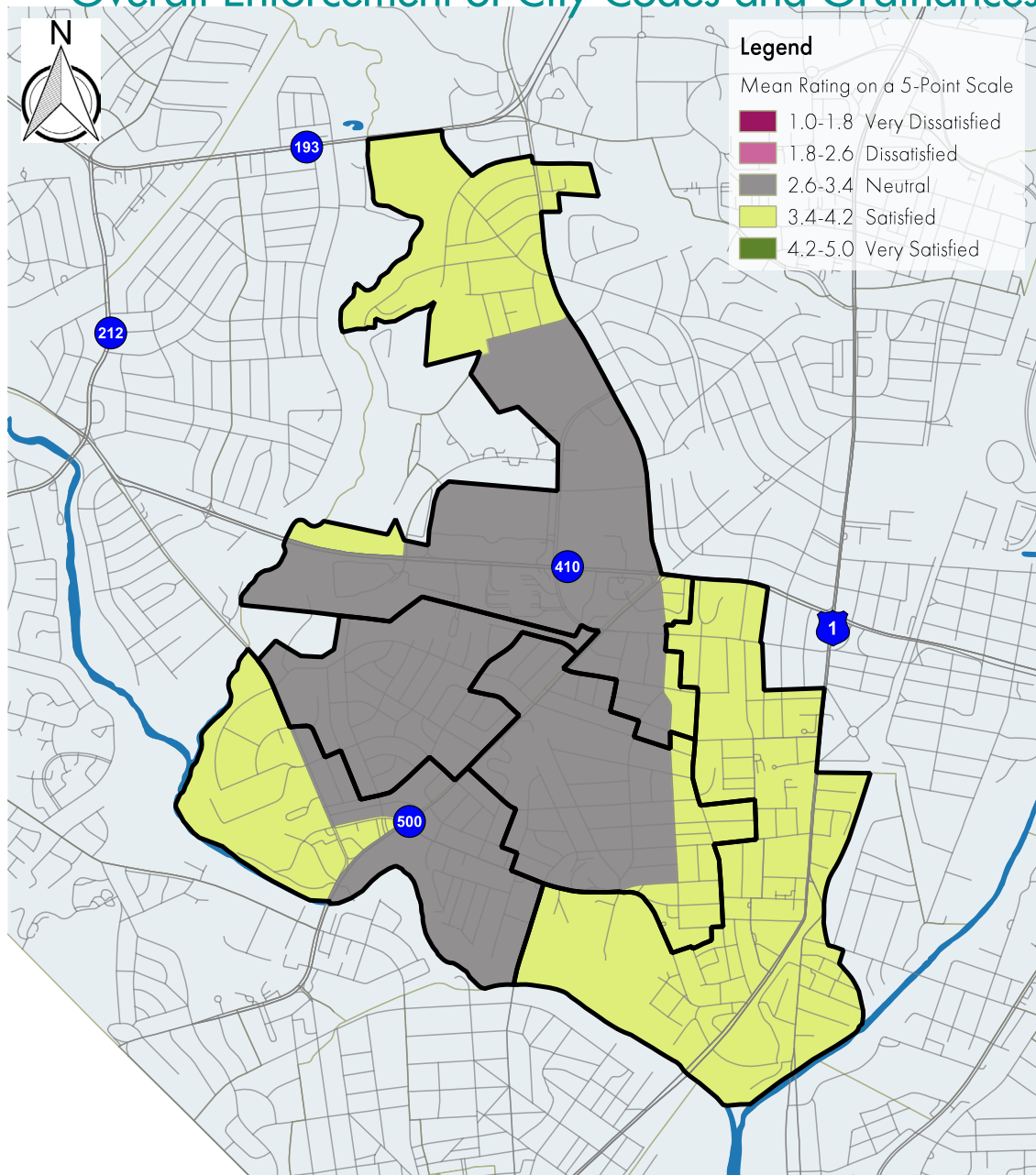
Q1a: Satisfaction with Overall Quality of Police Services



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

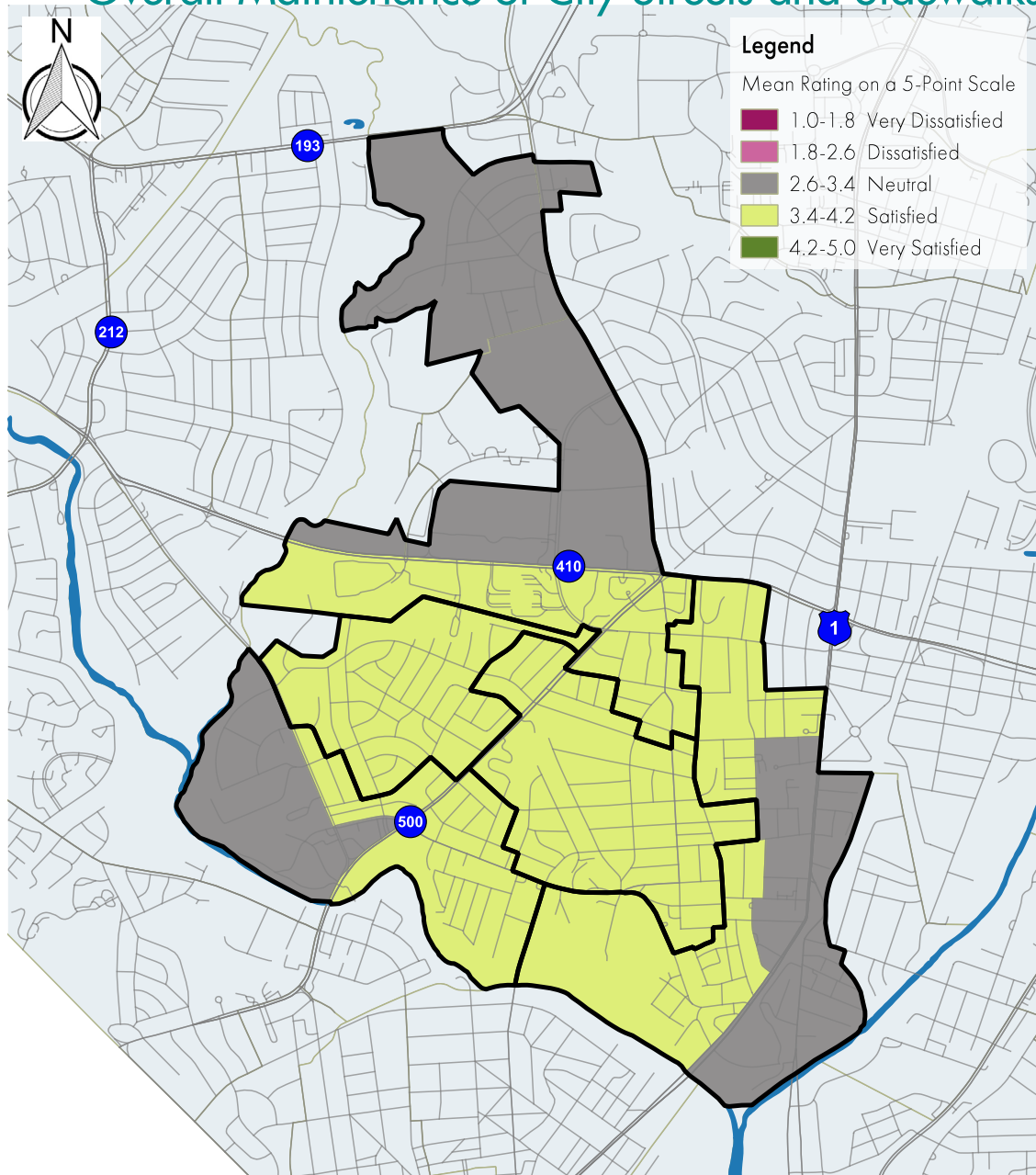
Q1b: Satisfaction with Overall Enforcement of City Codes and Ordinances



2018 Hyattsville Resident Satisfaction Survey

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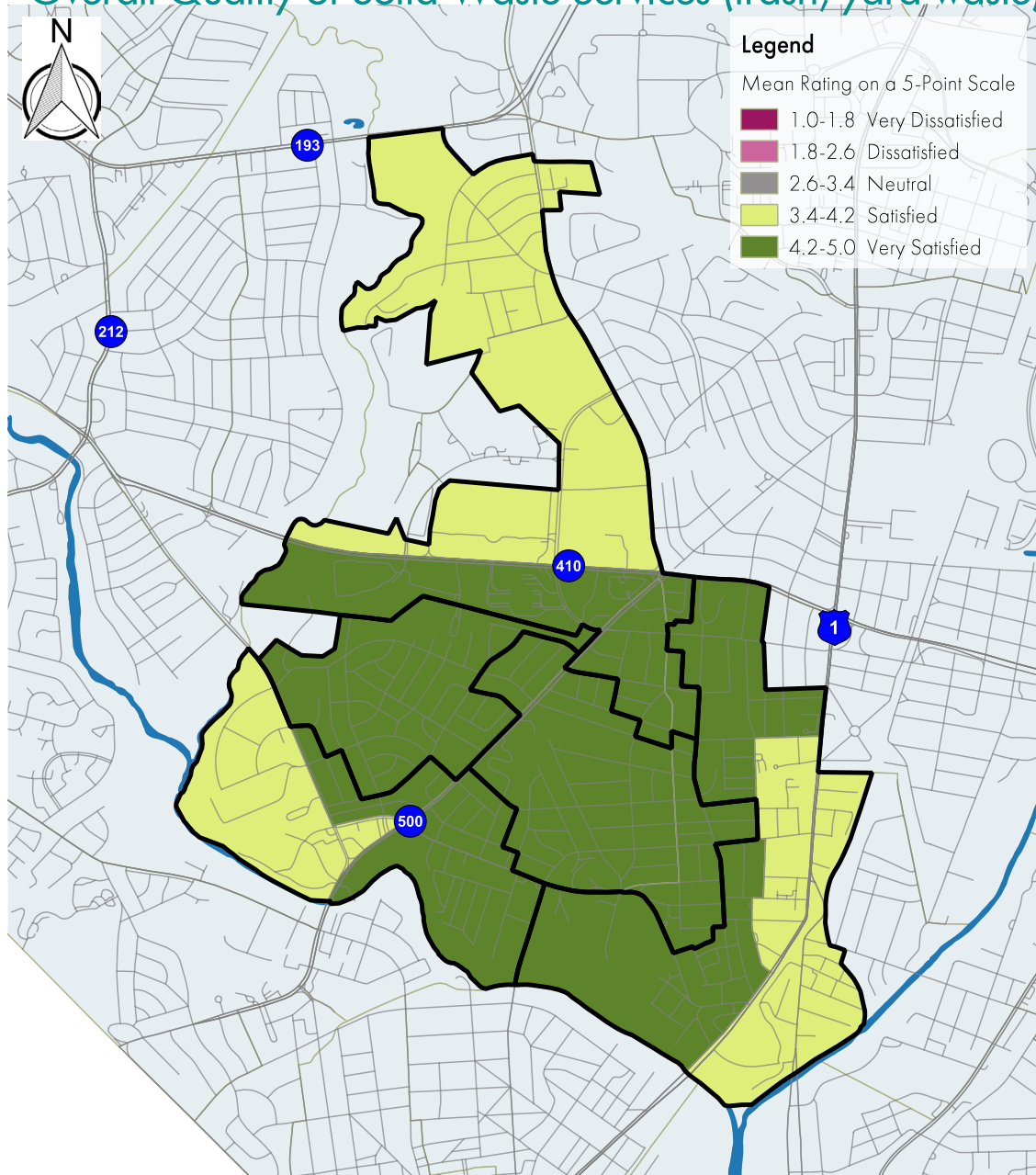
Q1c: Satisfaction with Overall Maintenance of City Streets and Sidewalks



2018 Hyattsville Resident Satisfaction Survey

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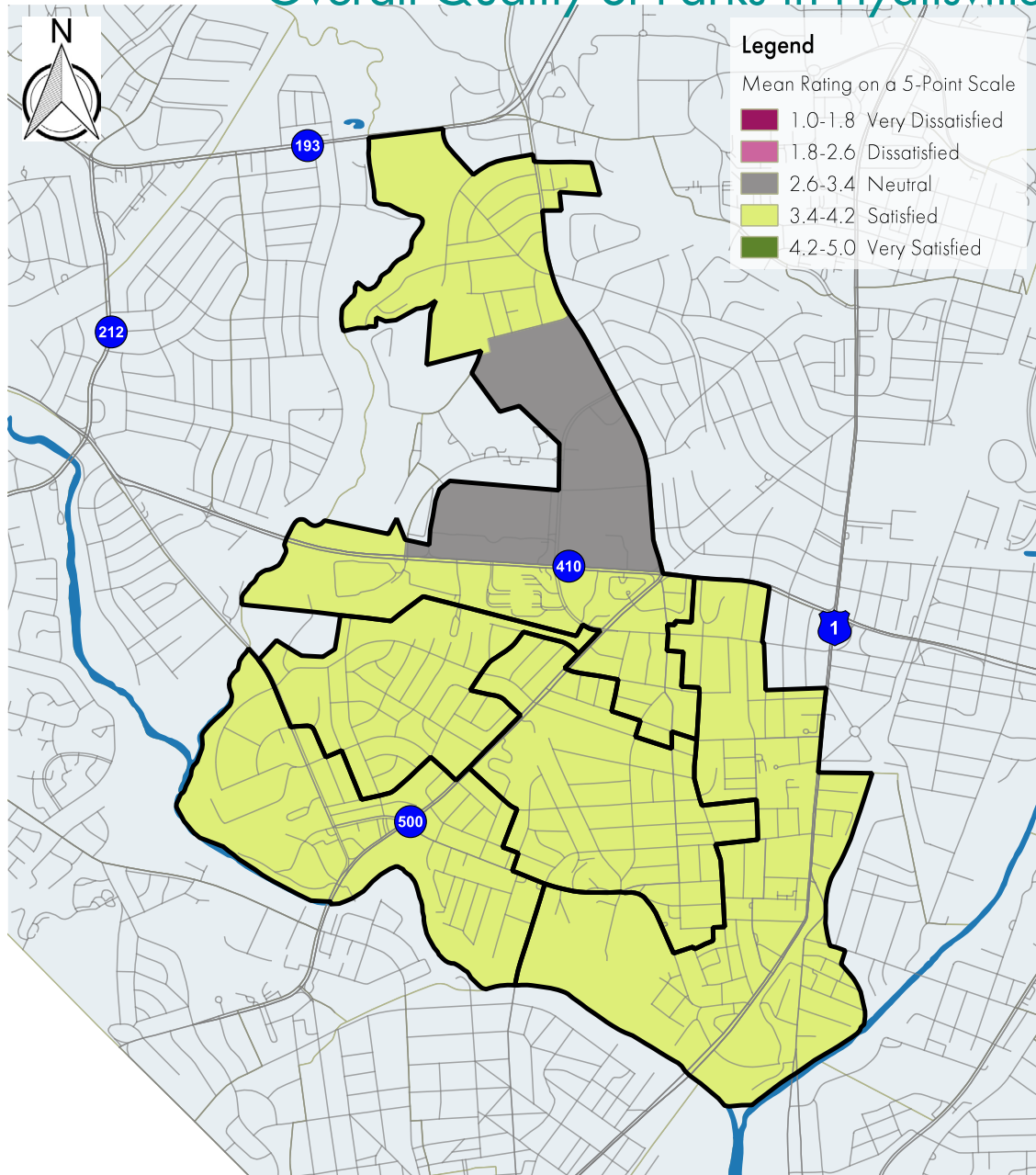
Q1d: Satisfaction with Overall Quality of Solid Waste Services (trash, yard waste)



2018 Hyattsville Resident Satisfaction Survey

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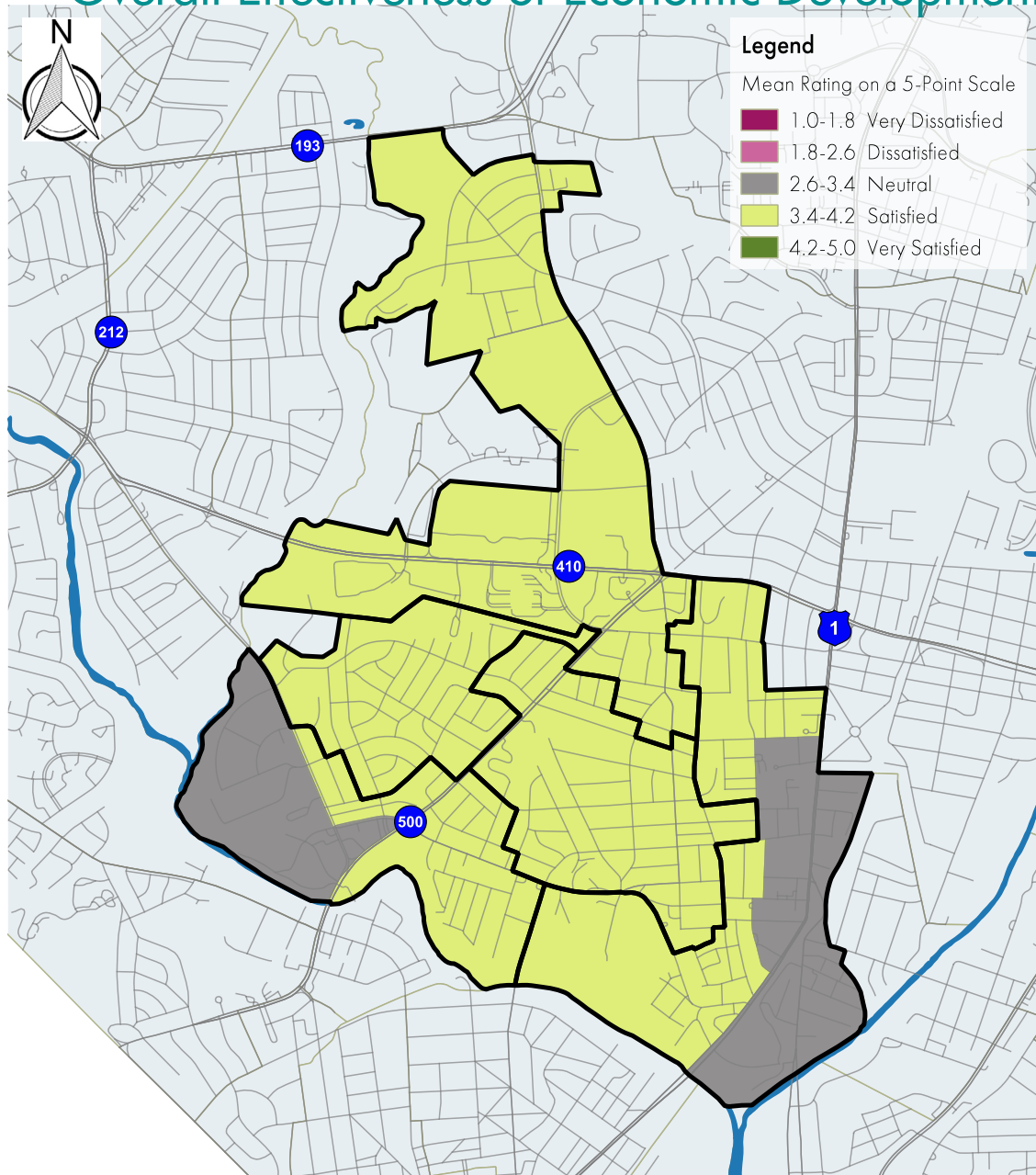
Q1e: Satisfaction with Overall Quality of Parks in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

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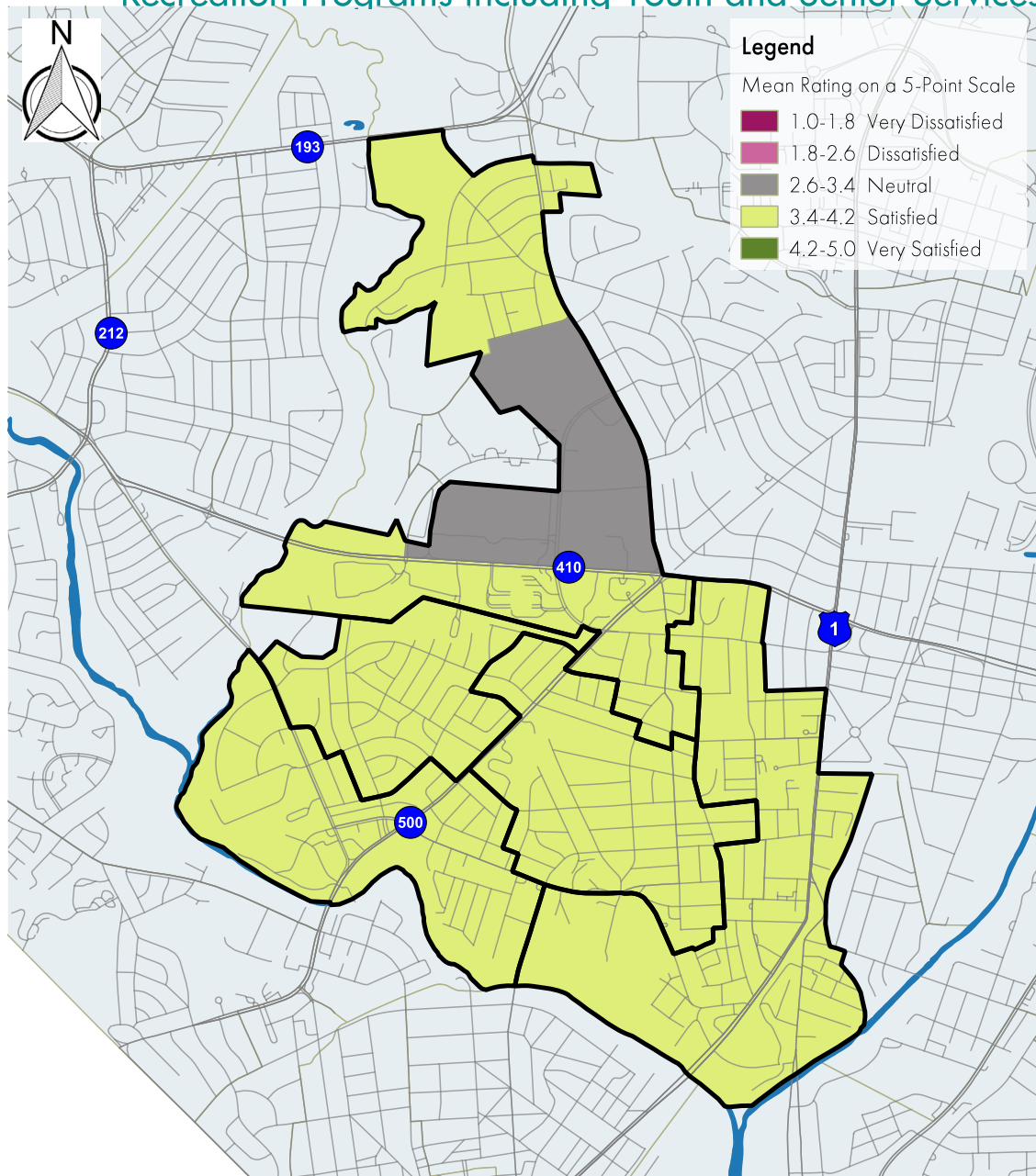
Q1f: Satisfaction with Overall Effectiveness of Economic Development



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

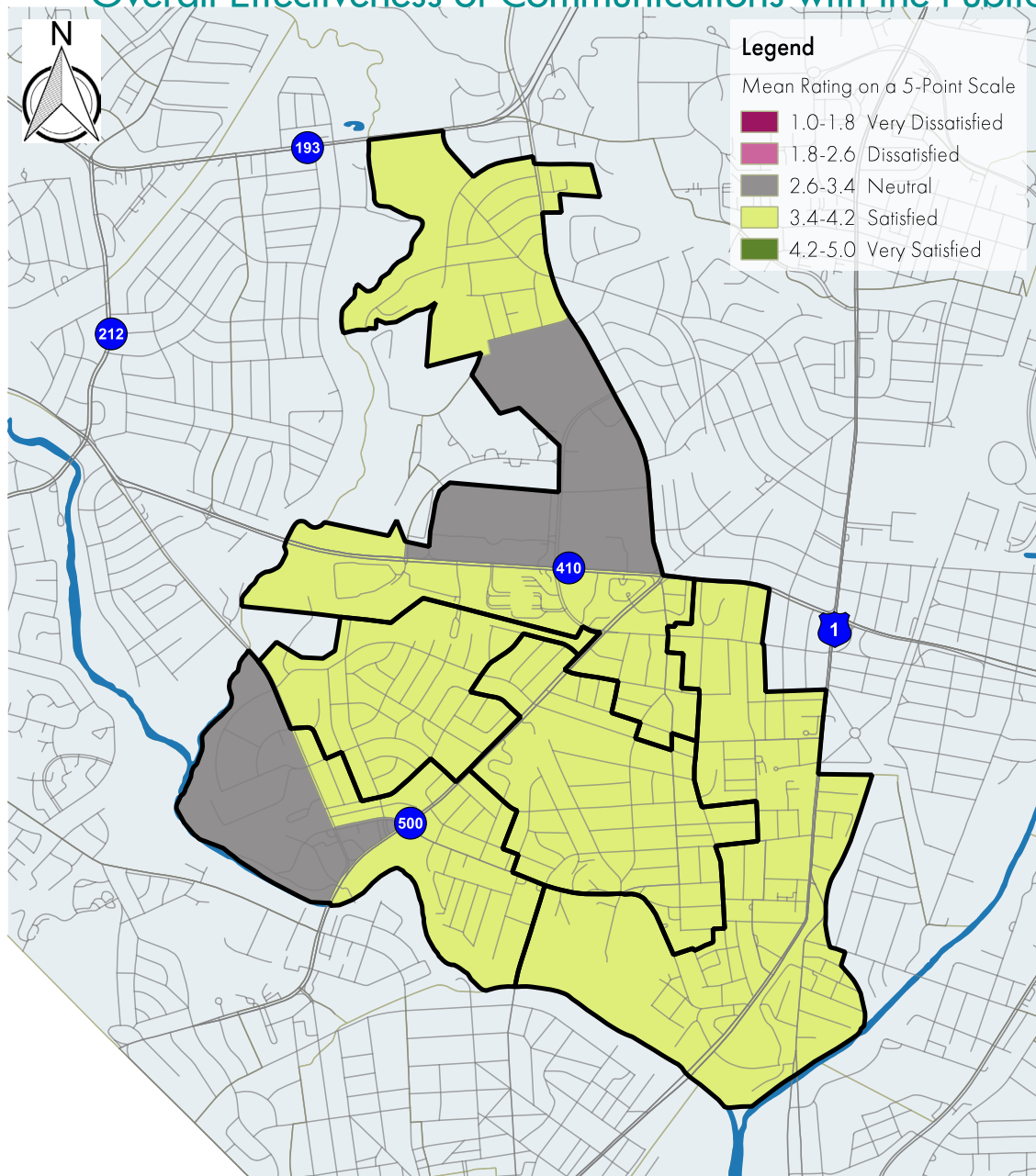
Q1g: Satisfaction with Overall Quality of Community and Recreation Programs including Youth and Senior Services



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

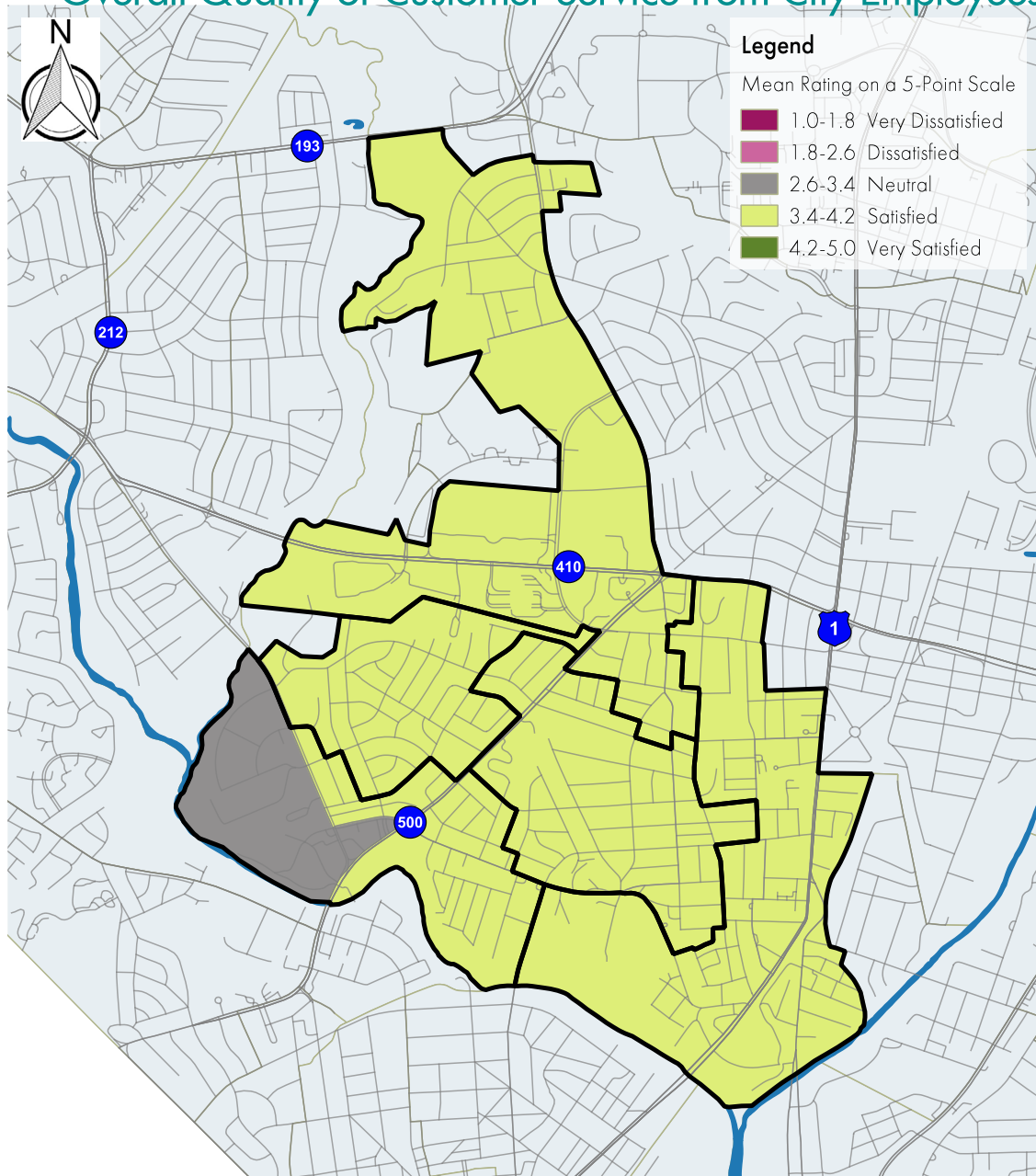
Q1h: Satisfaction with Overall Effectiveness of Communications with the Public



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

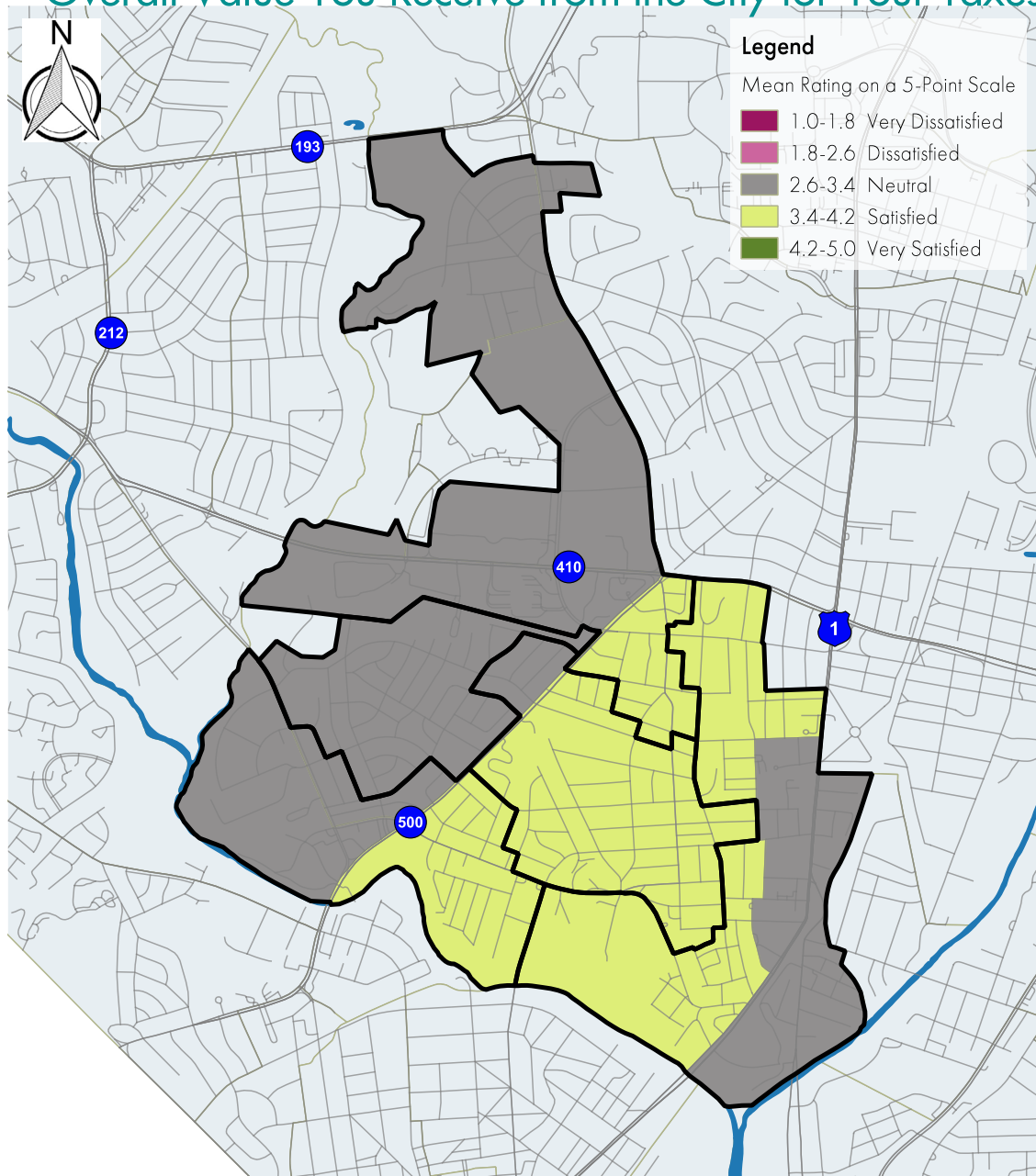
Q1i: Satisfaction with Overall Quality of Customer Service from City Employees



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

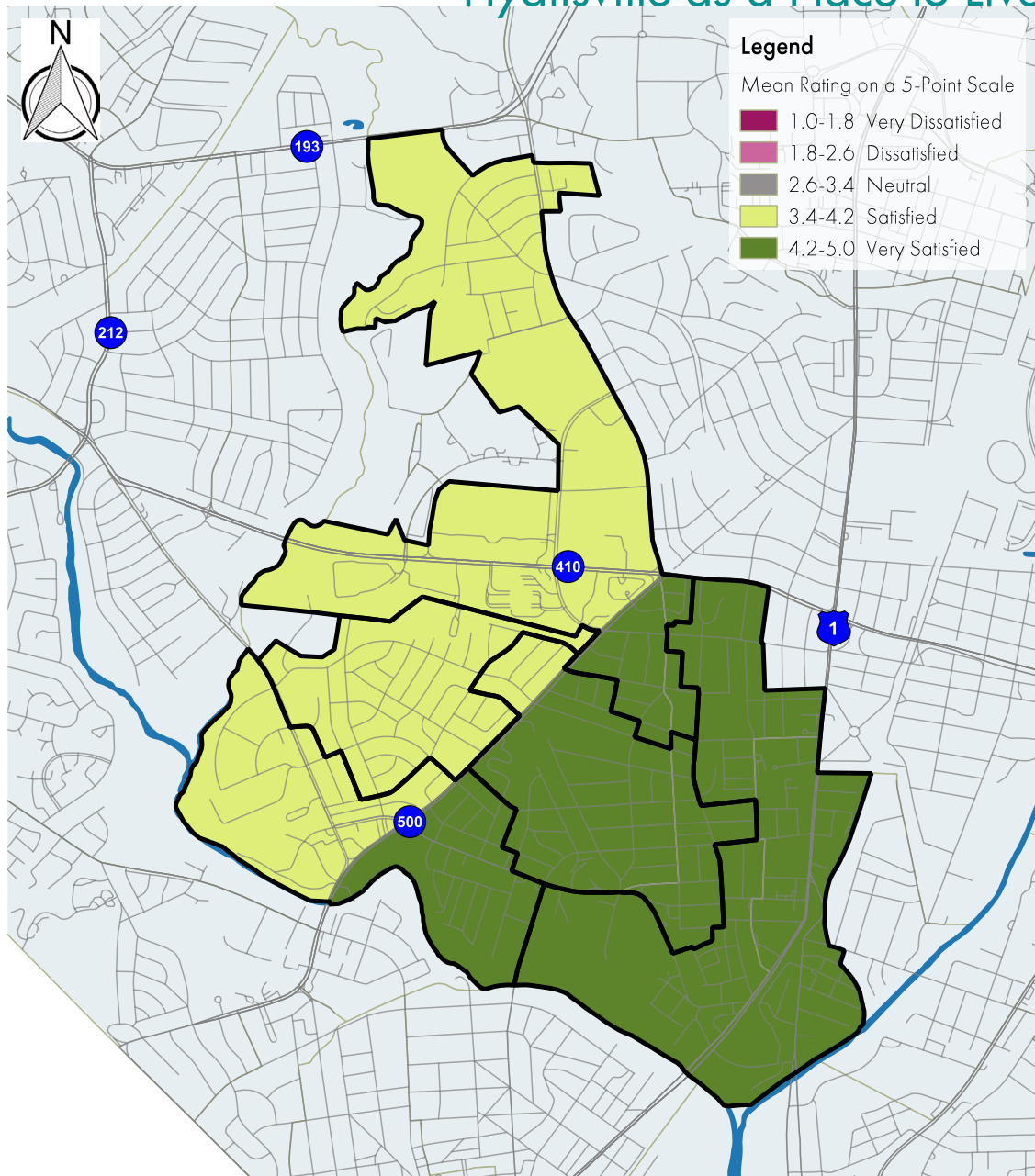
Q1j: Satisfaction with Overall Value You Receive from the City for Your Taxes



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

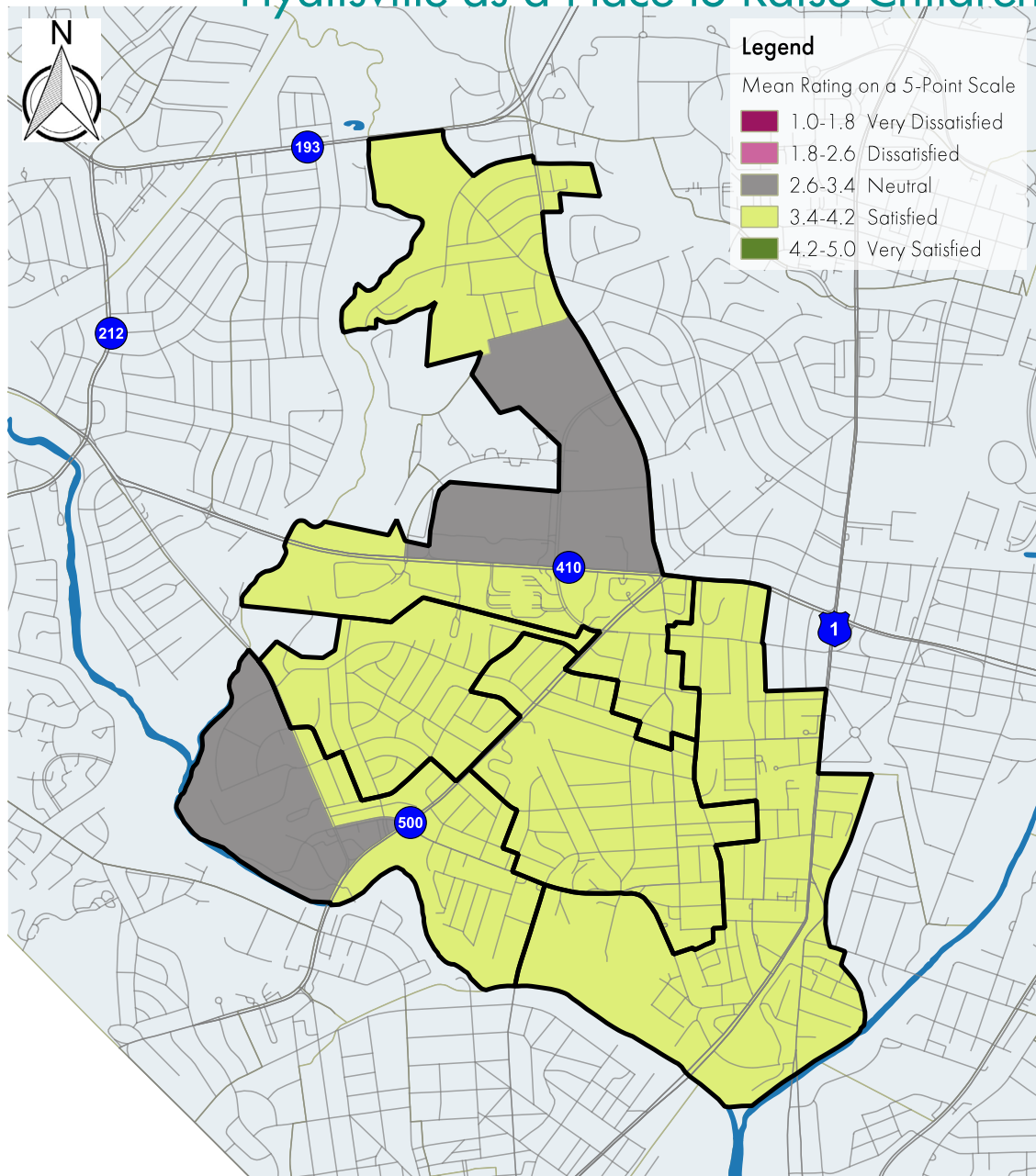
Q3a: Satisfaction with Hyattsville as a Place to Live



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

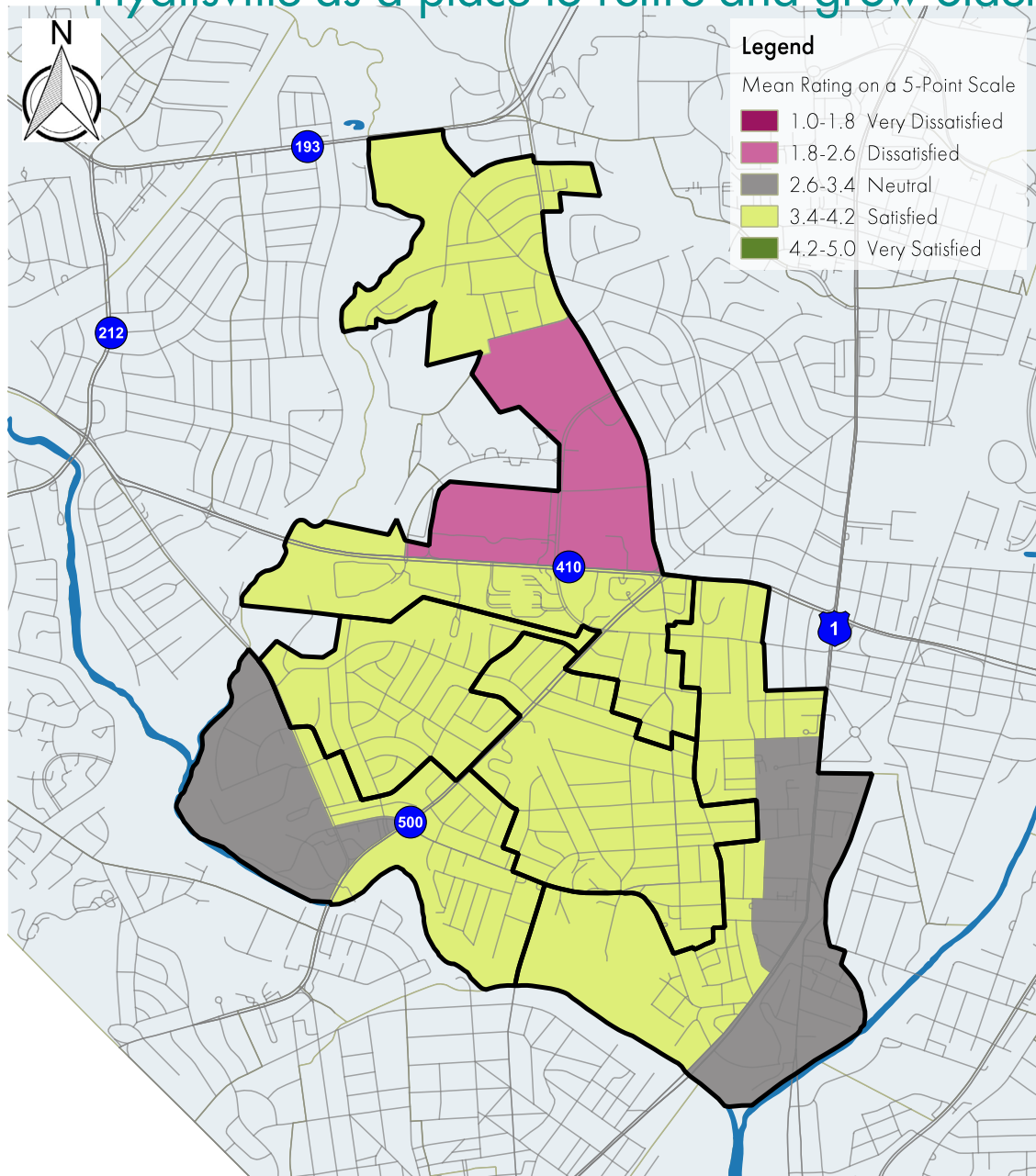
Q3b: Satisfaction with Hyattsville as a Place to Raise Children



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

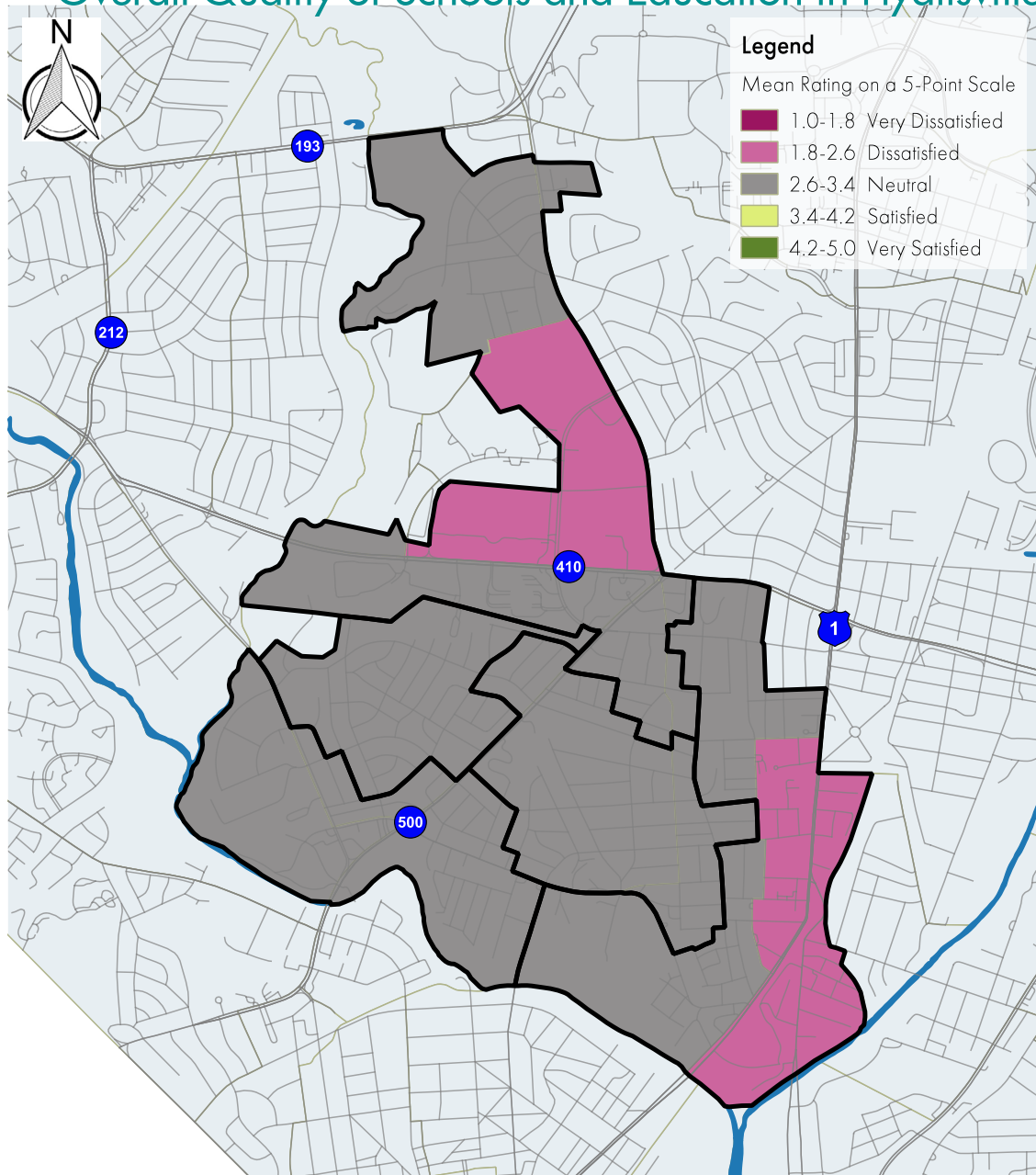
Q3c: Satisfaction with Hyattsville as a place to retire and grow older



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

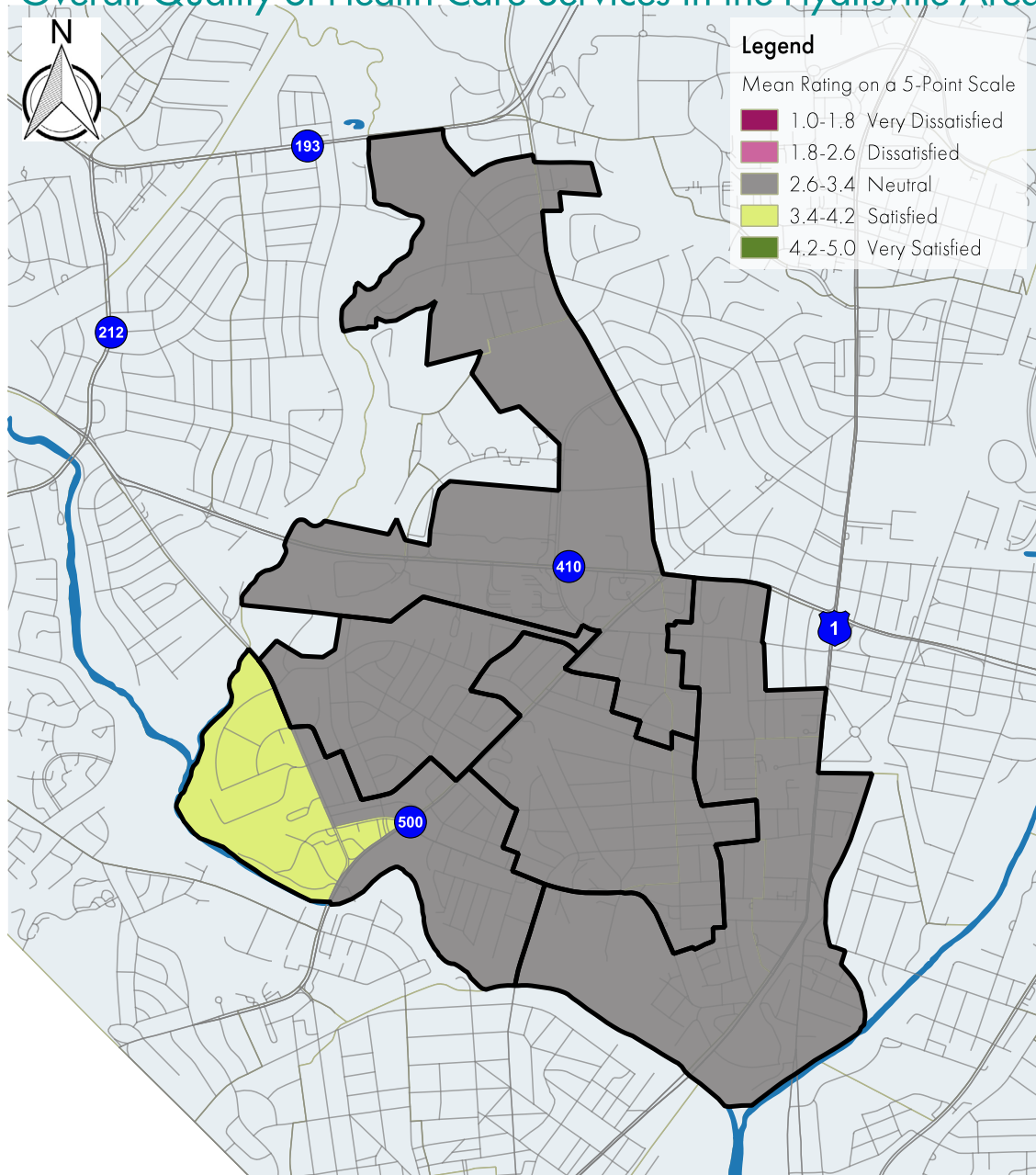
Q3d: Satisfaction with Overall Quality of Schools and Education in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the mean rating for all respondents by GEO (weighted as needed)

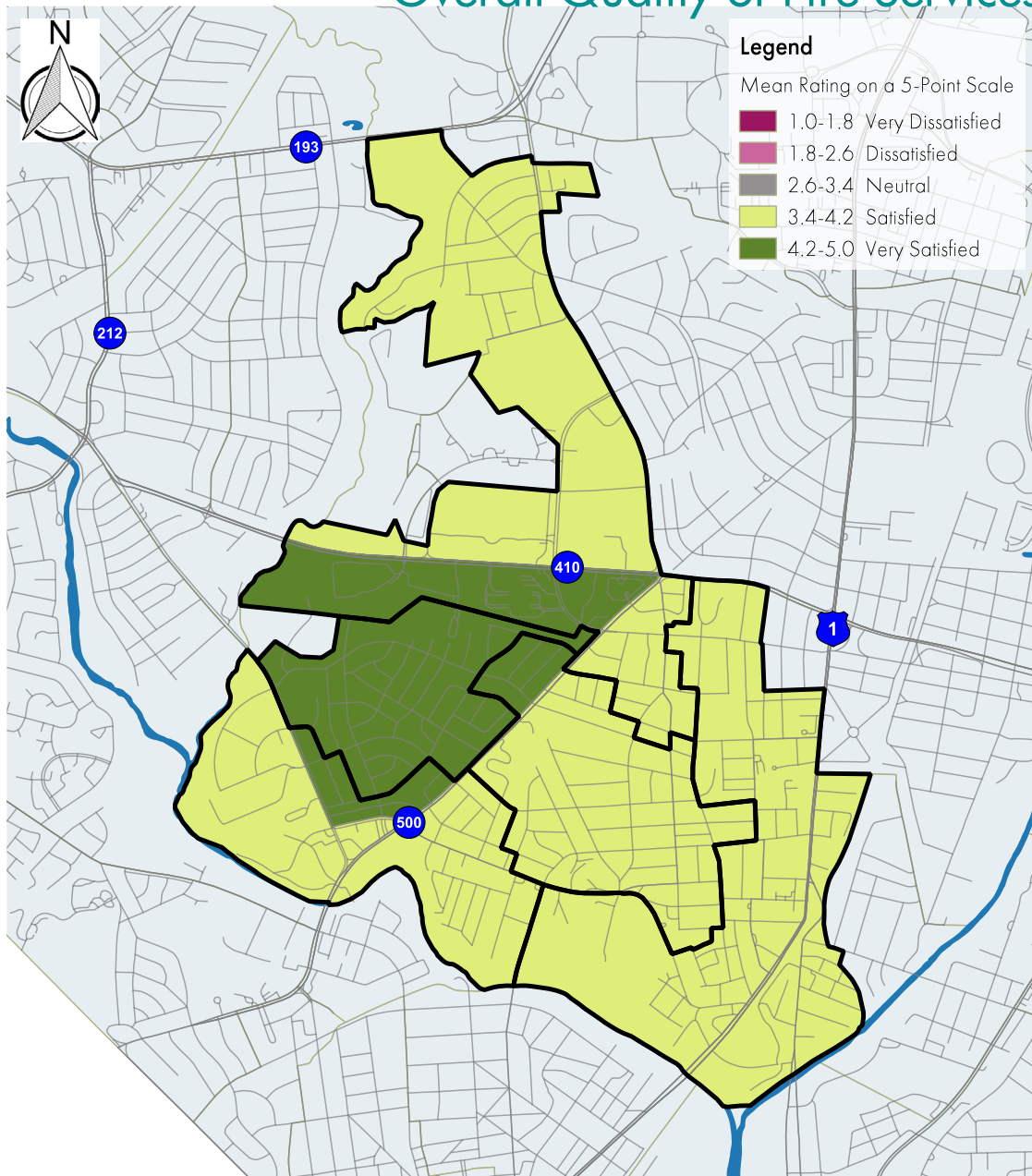
Q3e: Satisfaction with Overall Quality of Health Care Services in the Hyattsville Area



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

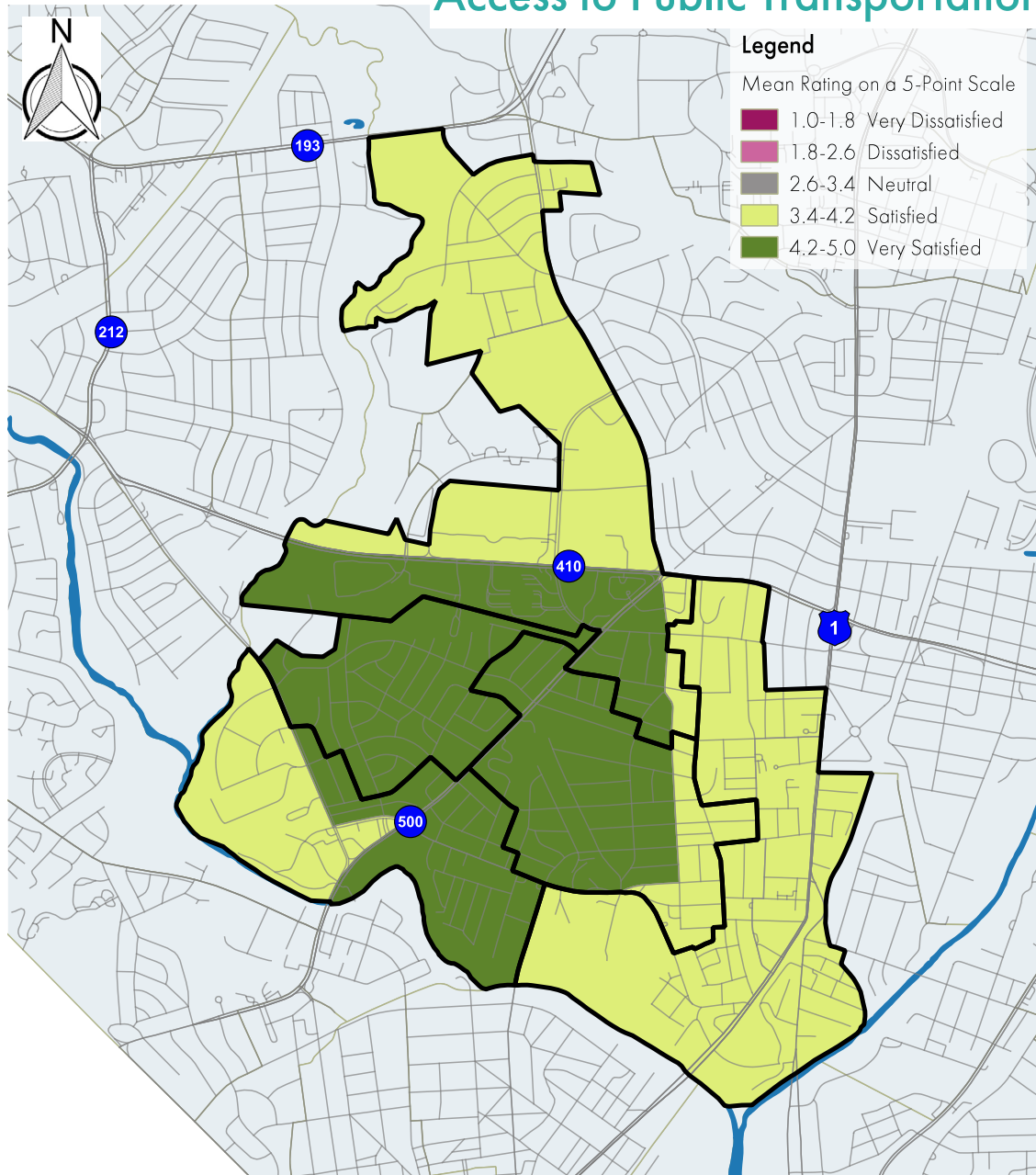
Q3f: Satisfaction with Overall Quality of Fire Services



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

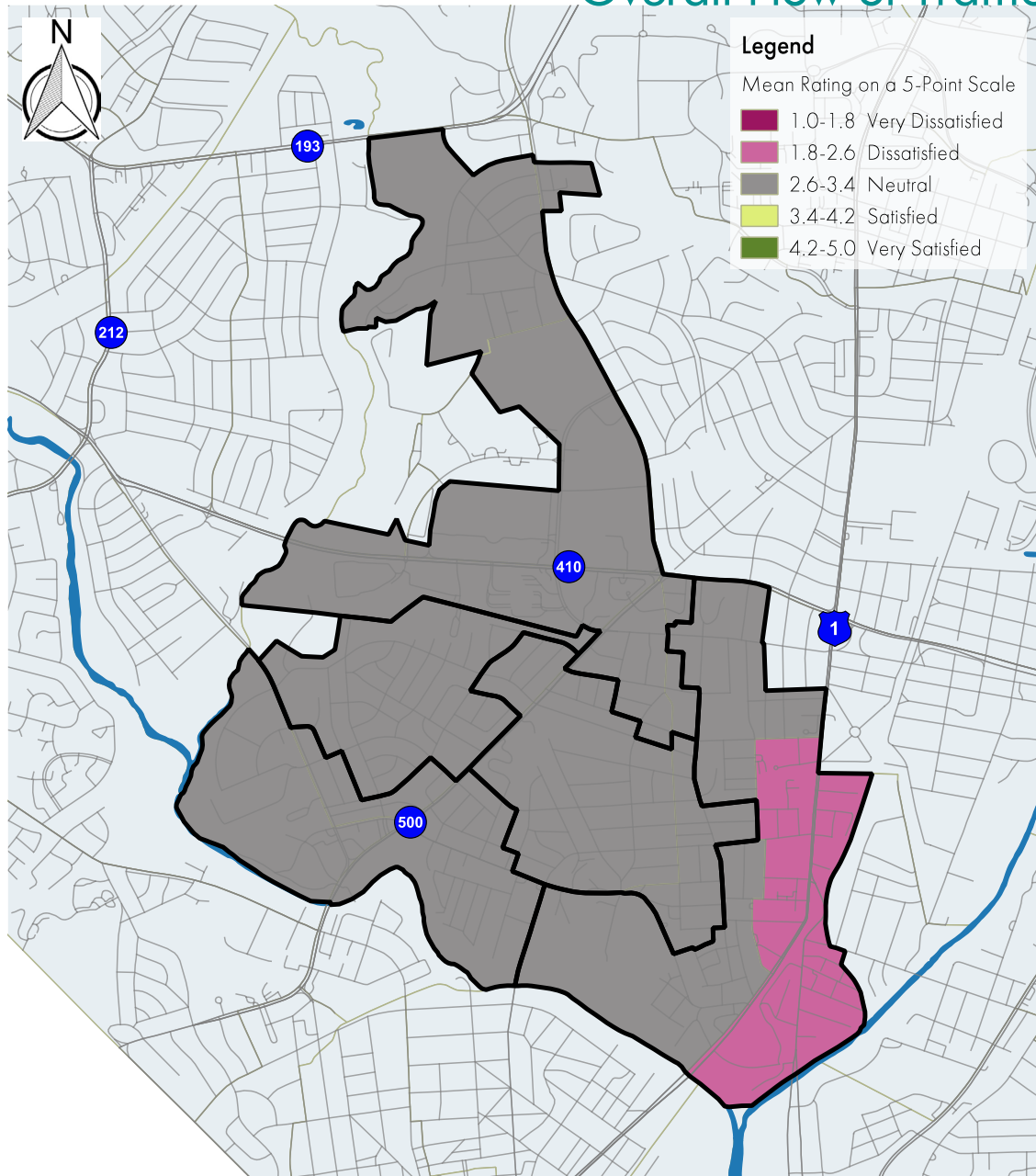
Q3g: Satisfaction with Access to Public Transportation



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

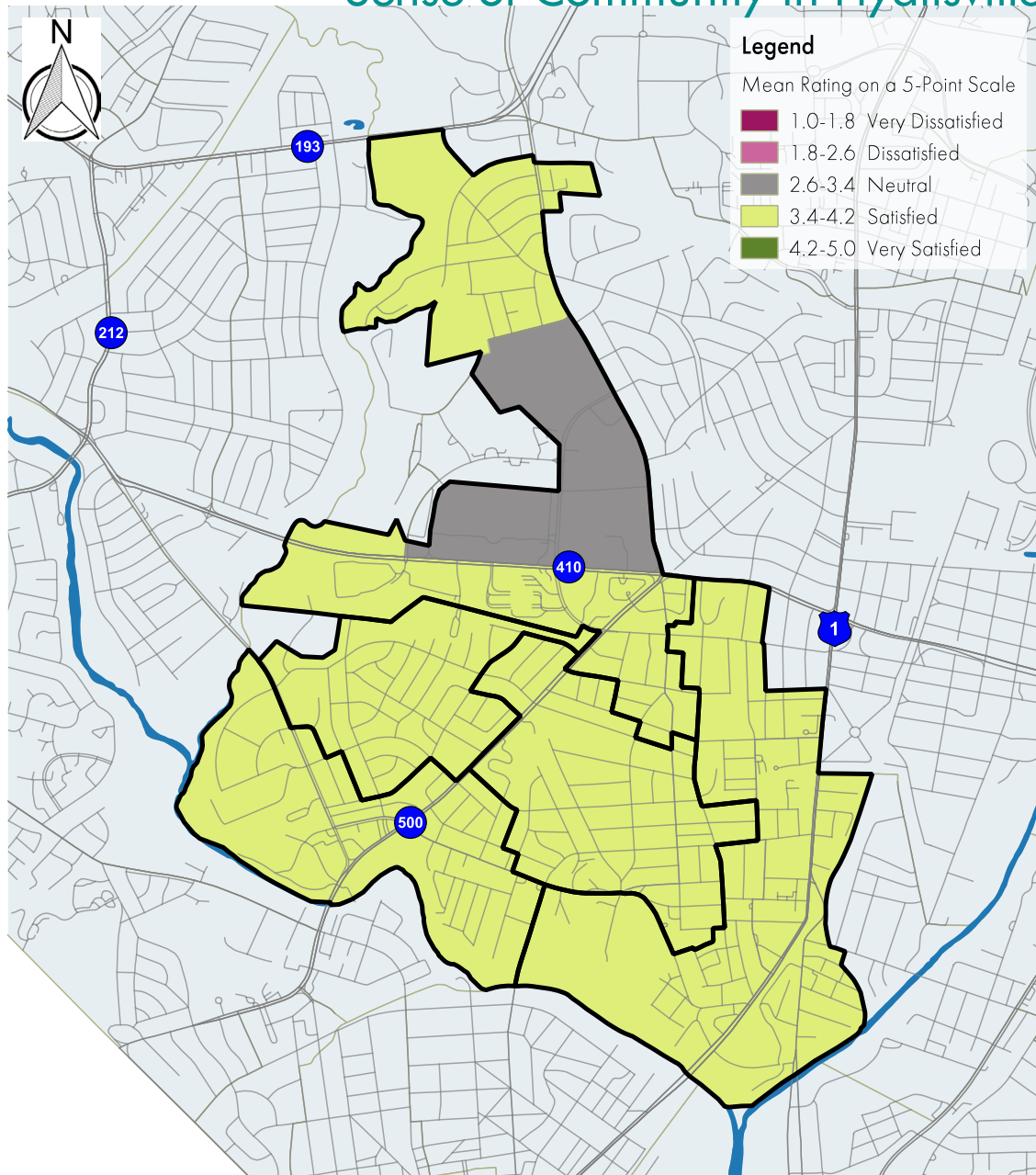
Q3h: Satisfaction with Overall Flow of Traffic



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

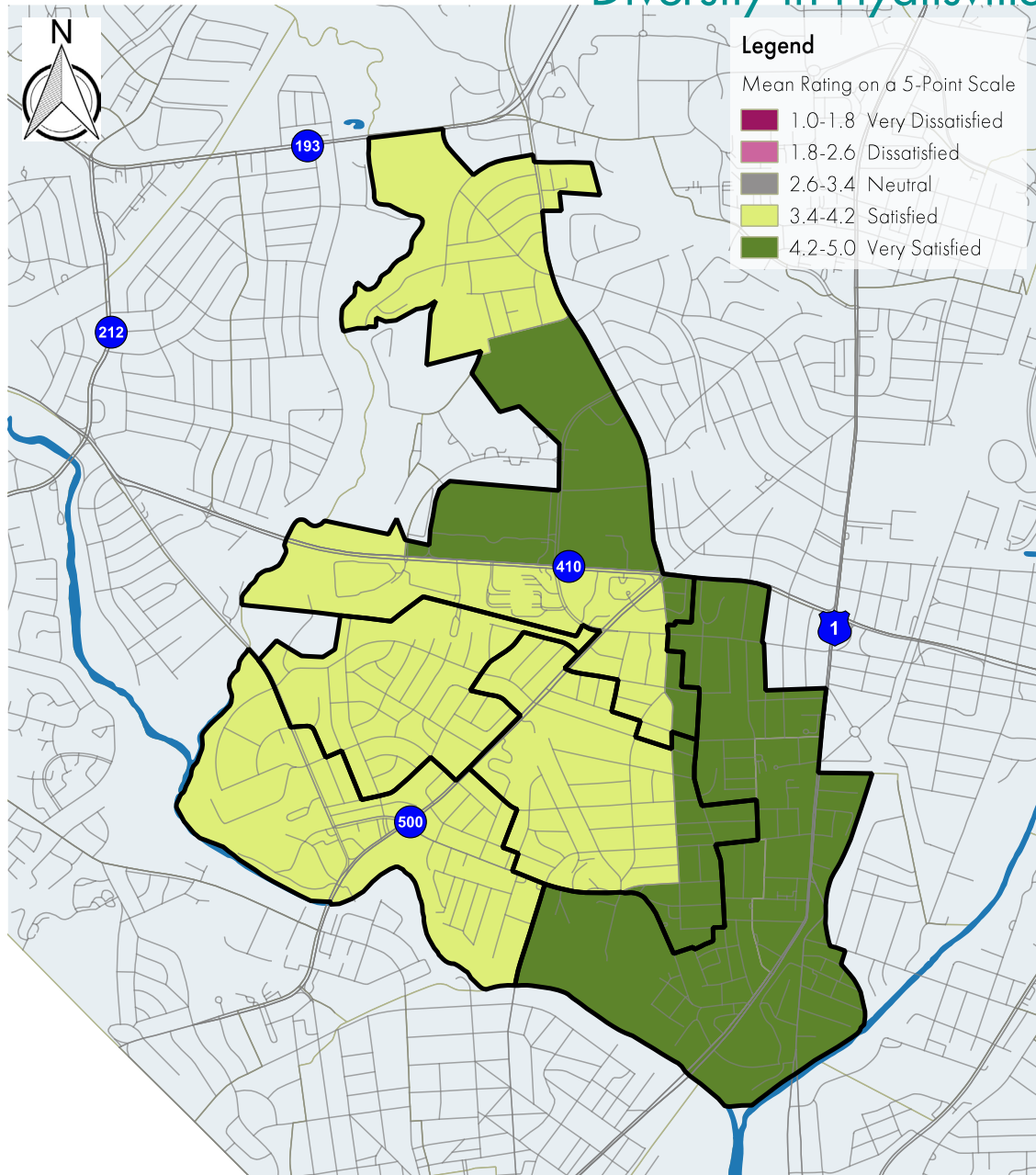
Q3i: Satisfaction with Sense of Community in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the mean rating for all respondents by CBSA (weighted as needed)

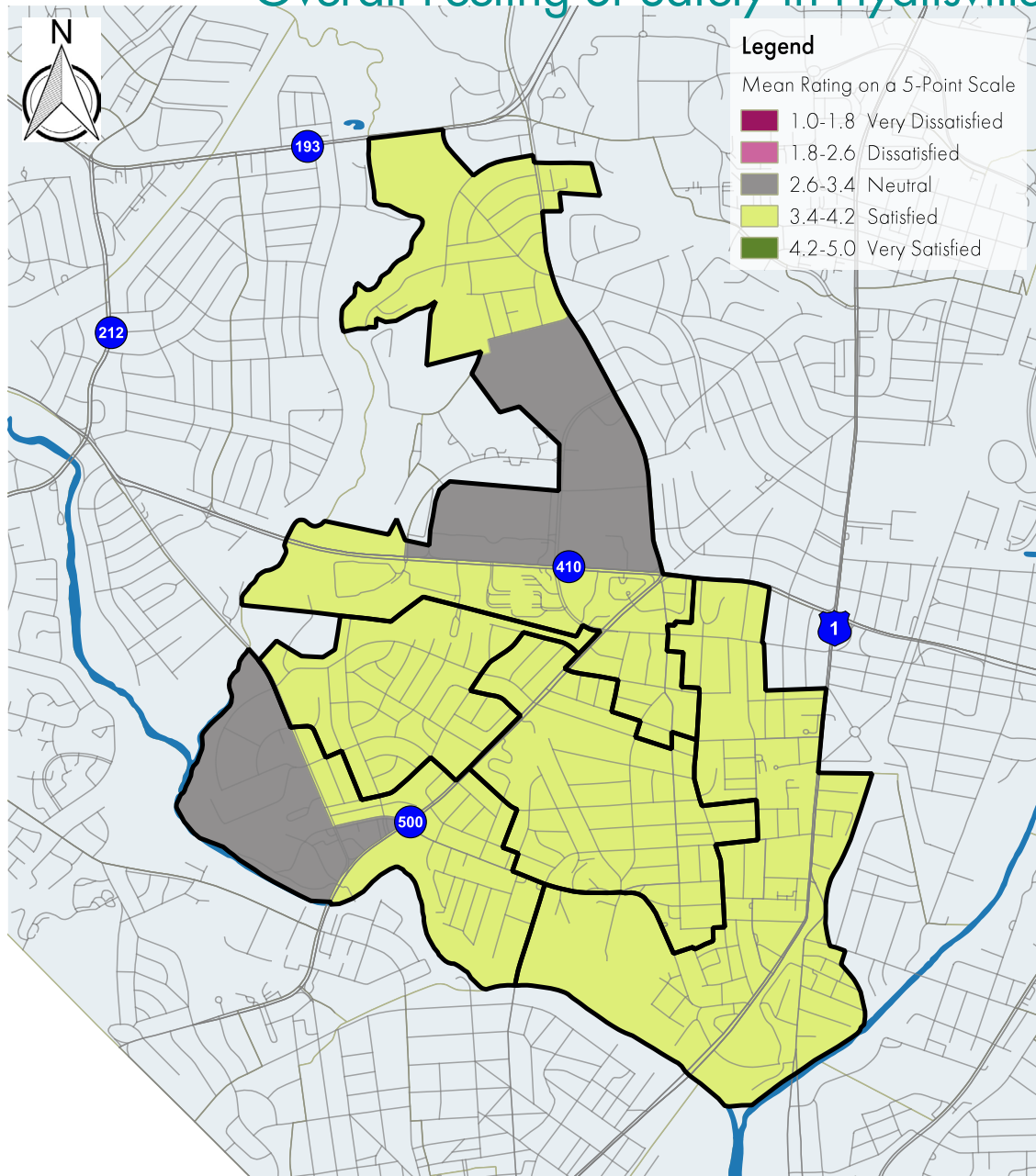
Q3j: Satisfaction with Diversity in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

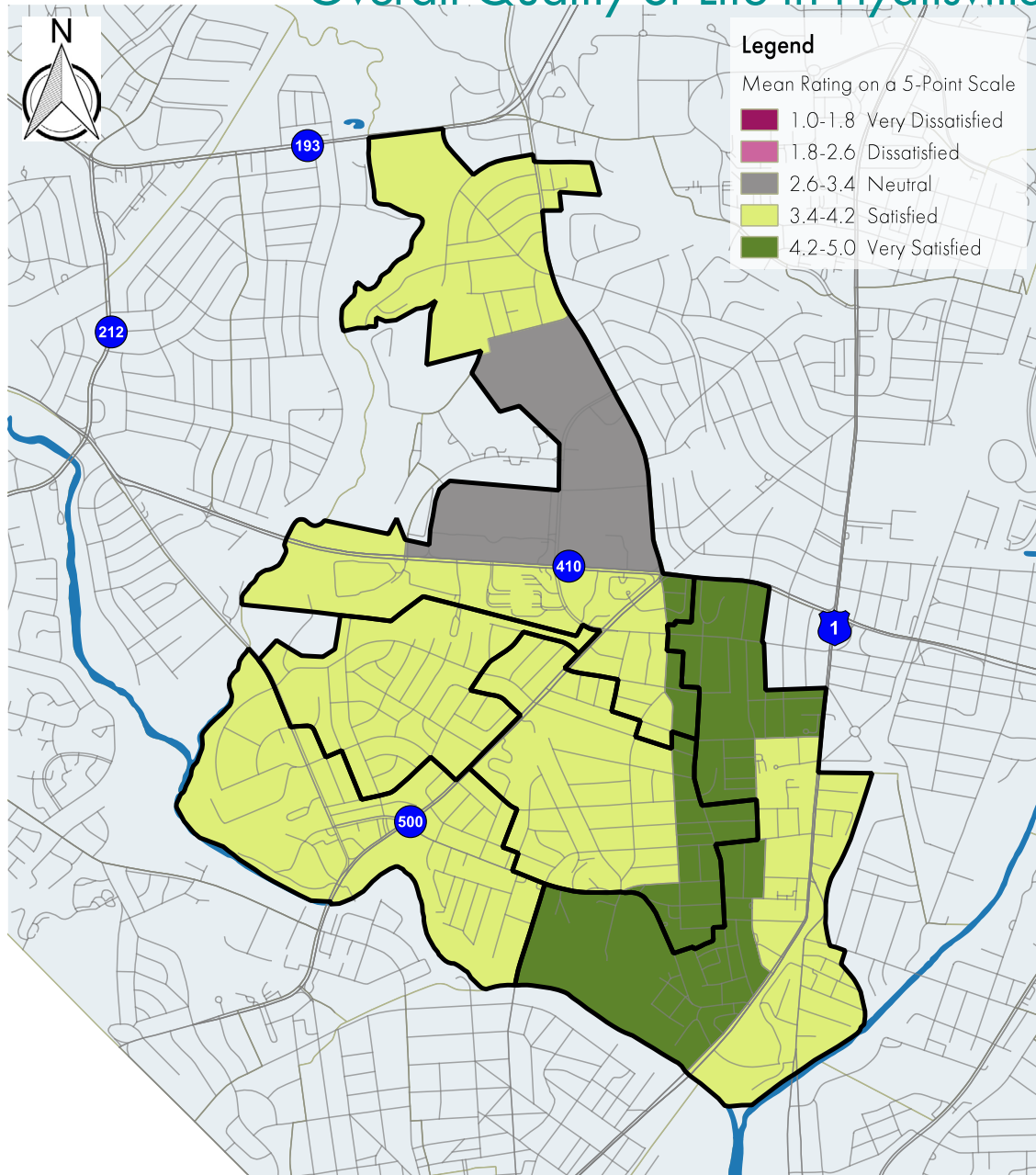
Q3k: Satisfaction with Overall Feeling of Safety in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

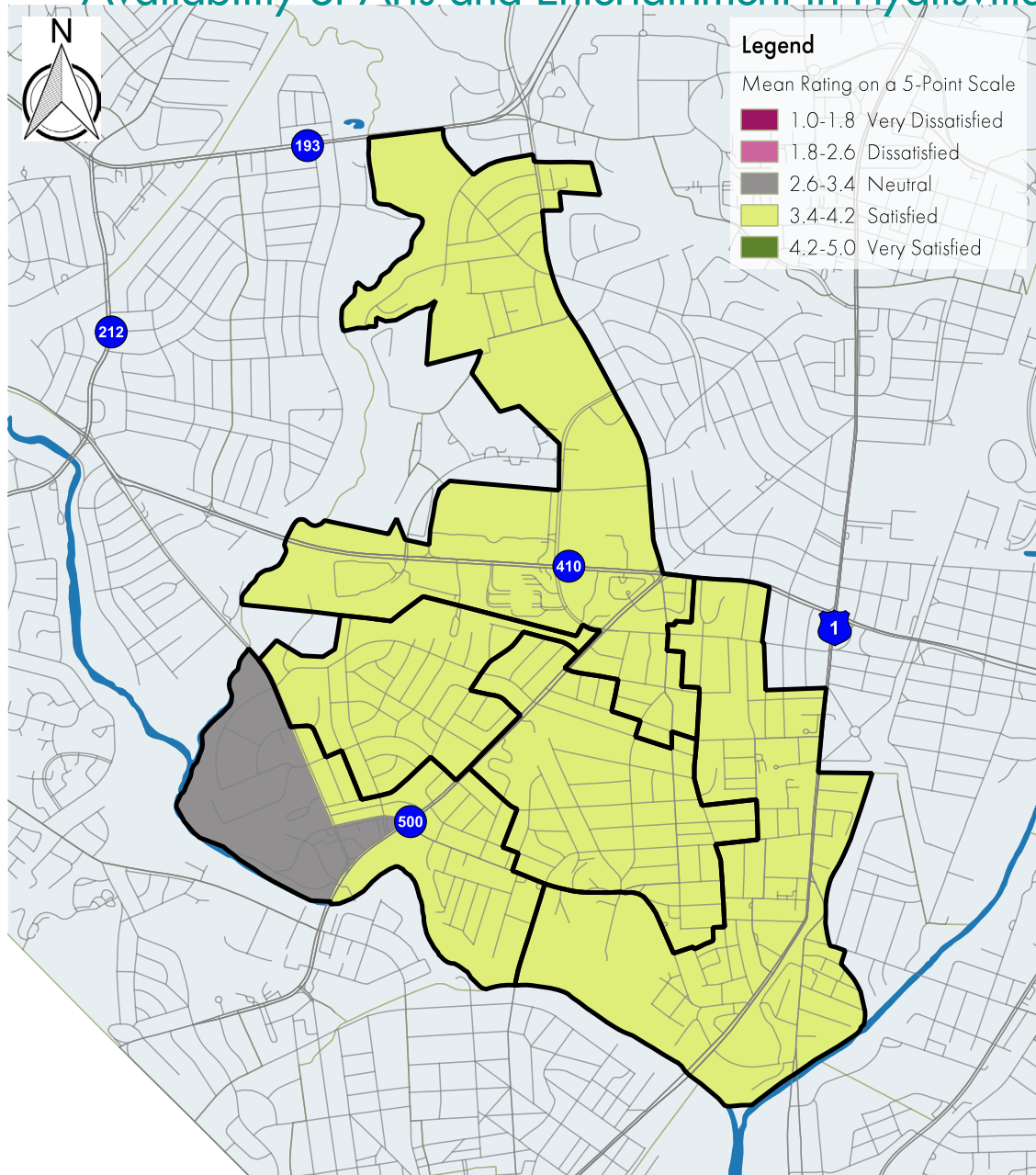
Q3L: Satisfaction with Overall Quality of Life in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

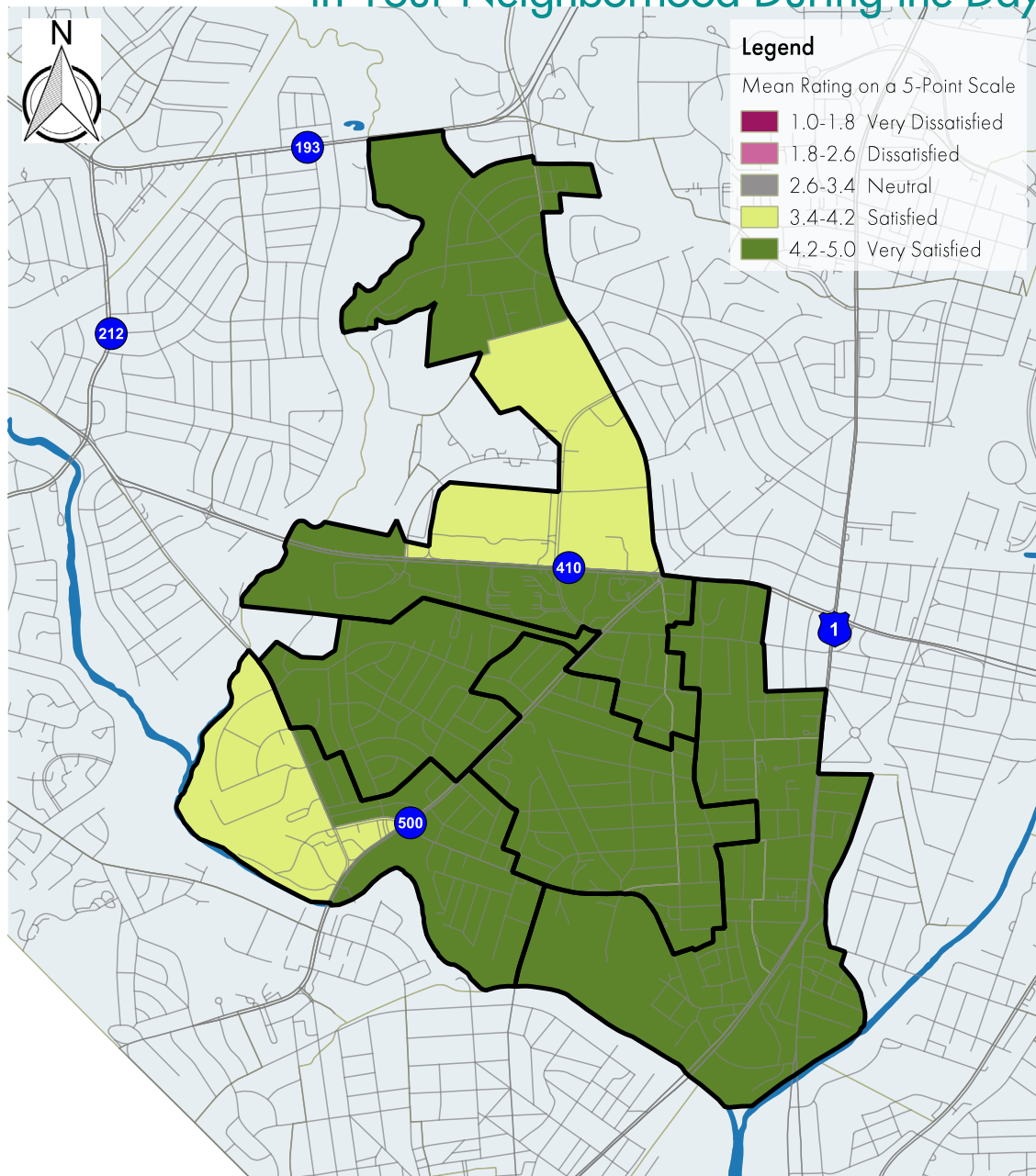
Q3m: Satisfaction with Availability of Arts and Entertainment in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

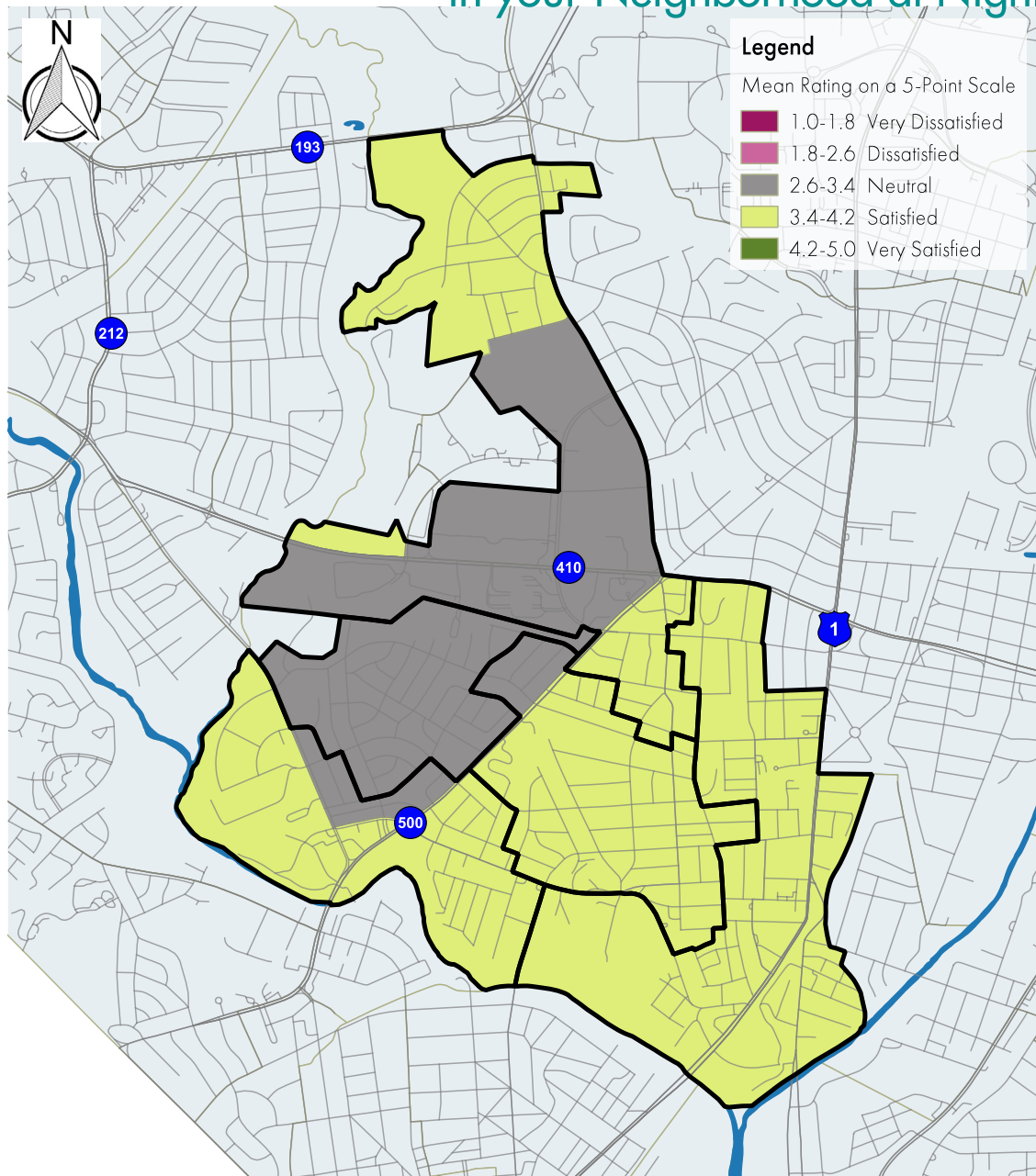
Q4a: Feeling of Safety In Your Neighborhood During the Day



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

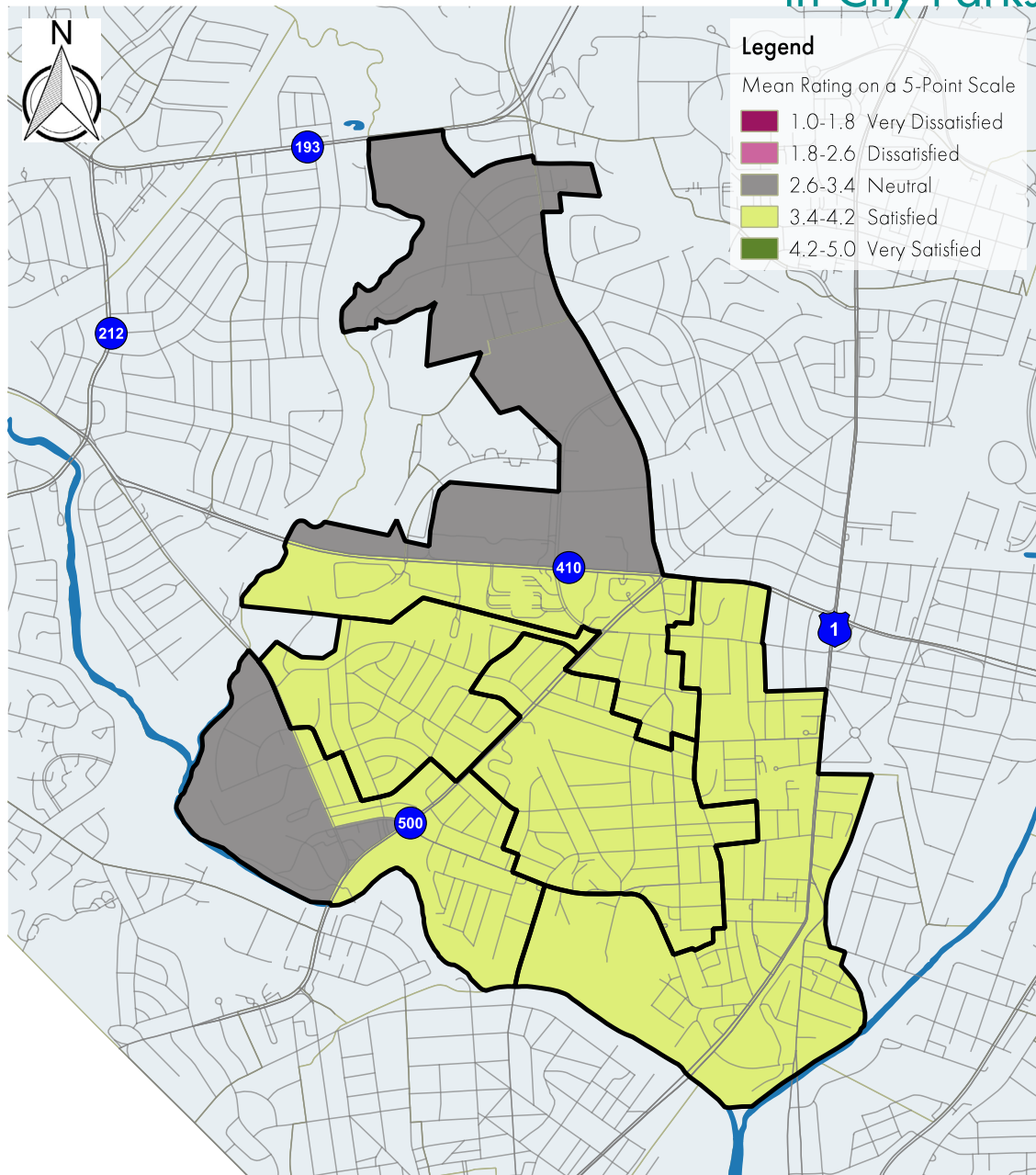
Q4b: Feeling of Safety In your Neighborhood at Night



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

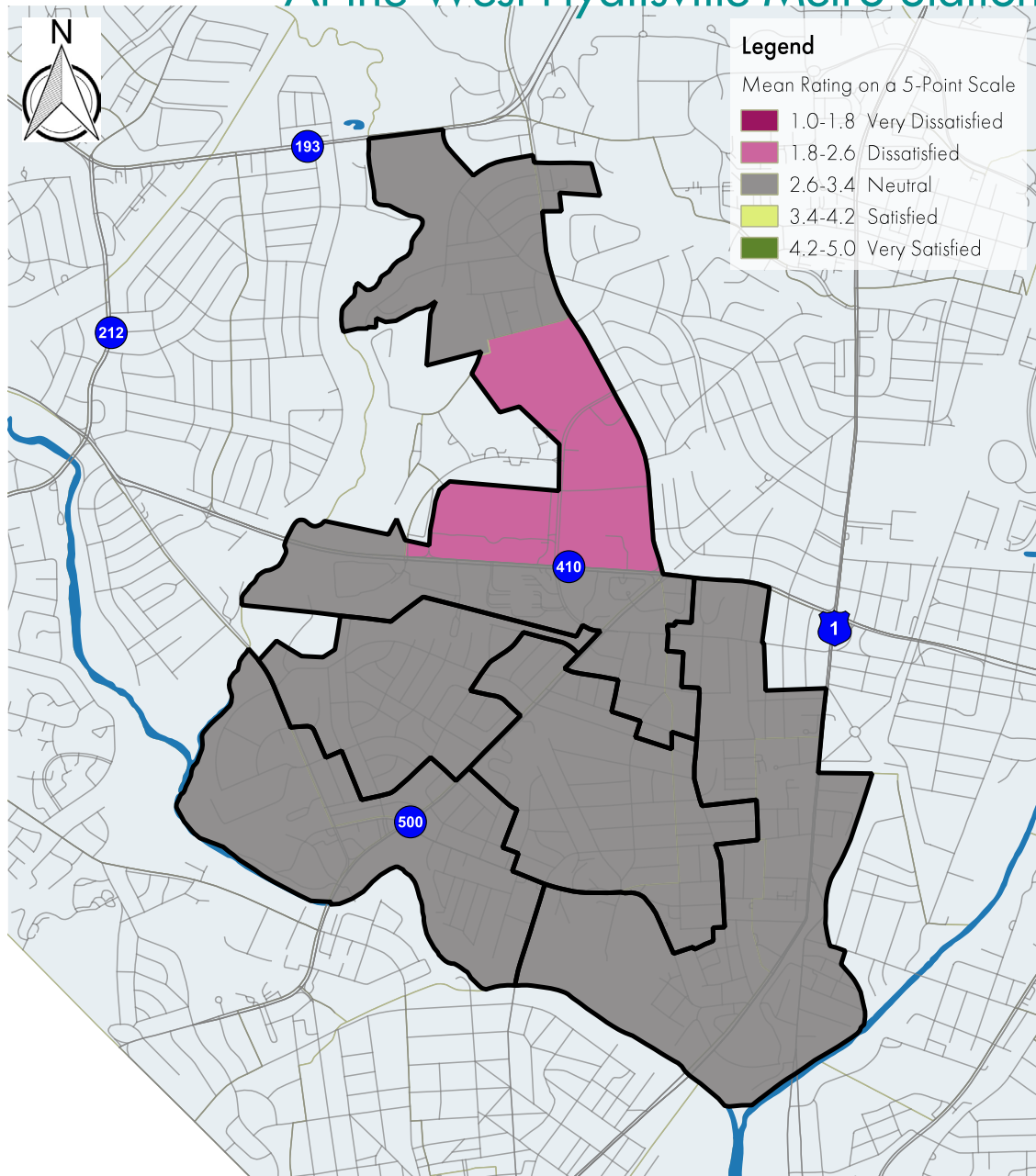
Q4c: Feeling of Safety In City Parks



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

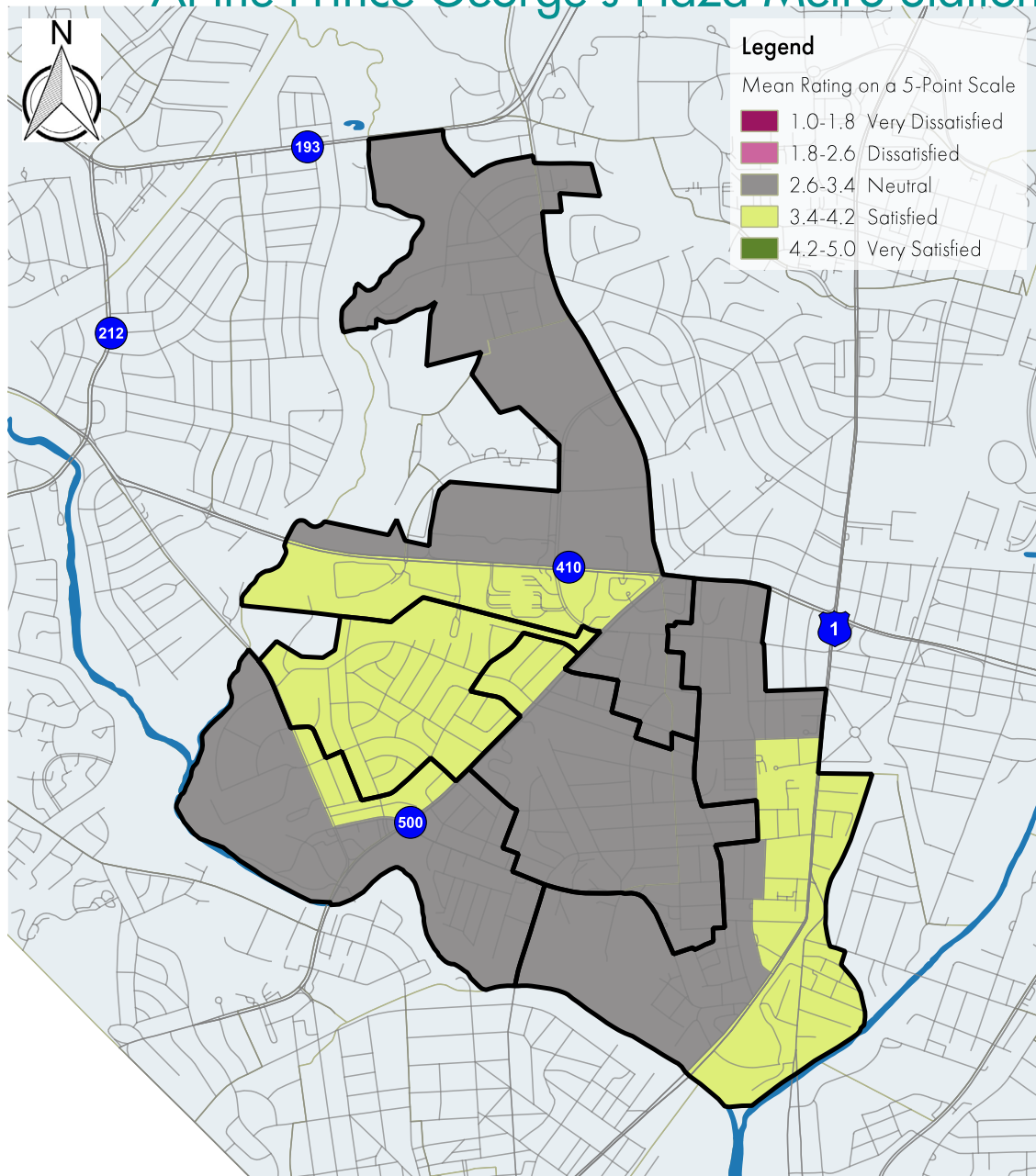
Q4d: Feeling of Safety At the West Hyattsville Metro Station



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

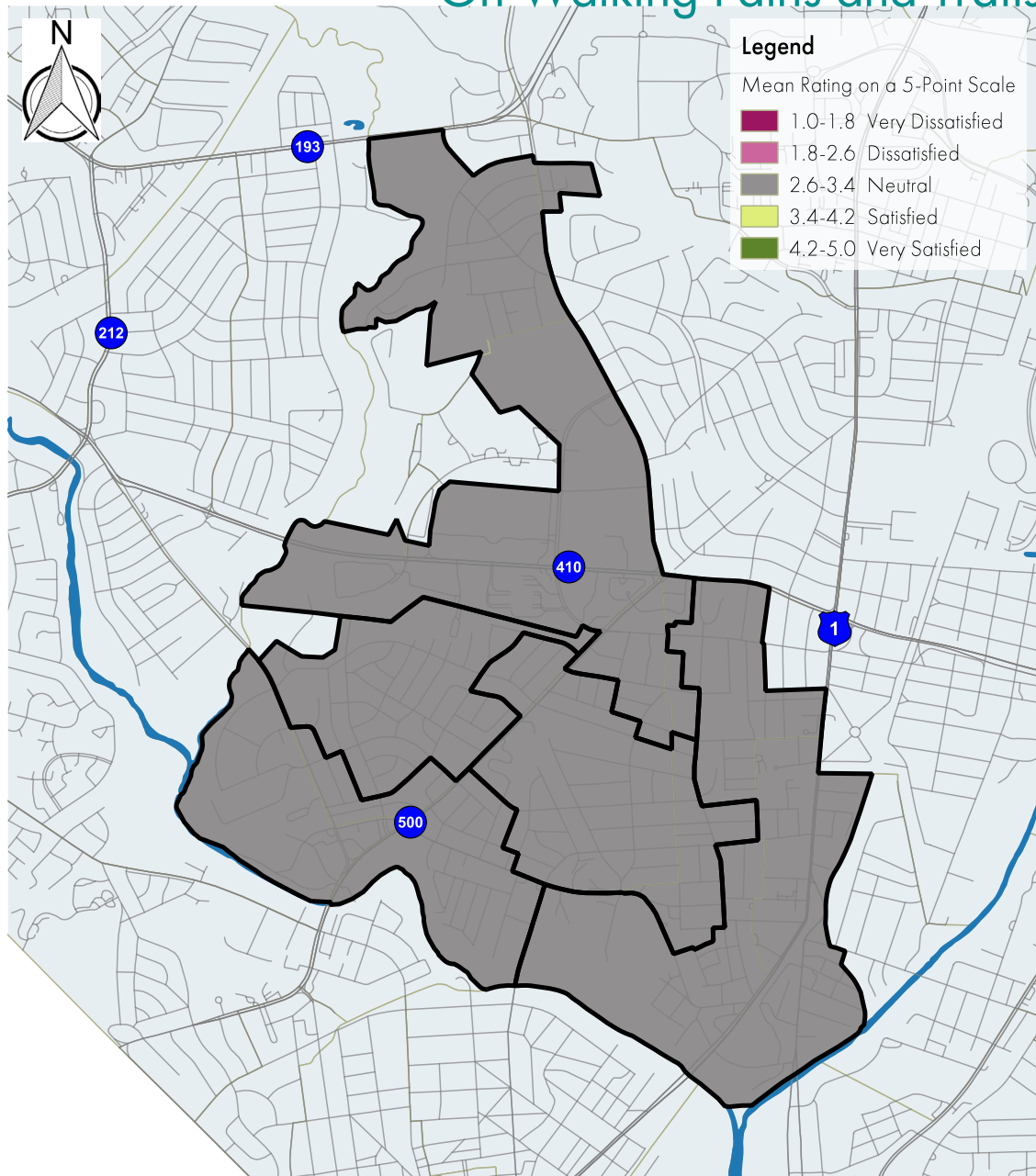
Q4e: Feeling of Safety At the Prince George's Plaza Metro Station



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

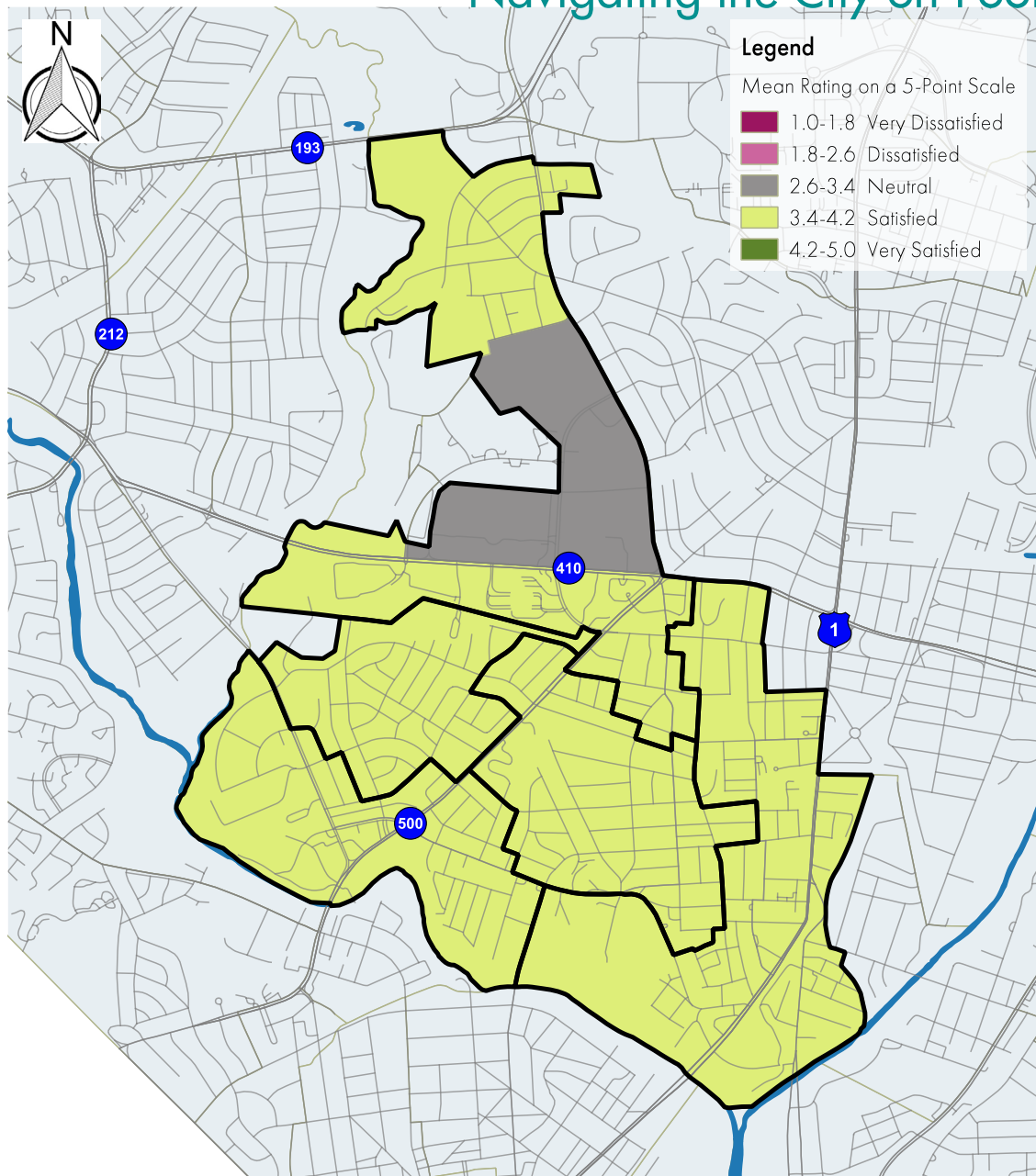
Q4f: Feeling of Safety On Walking Paths and Trails



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

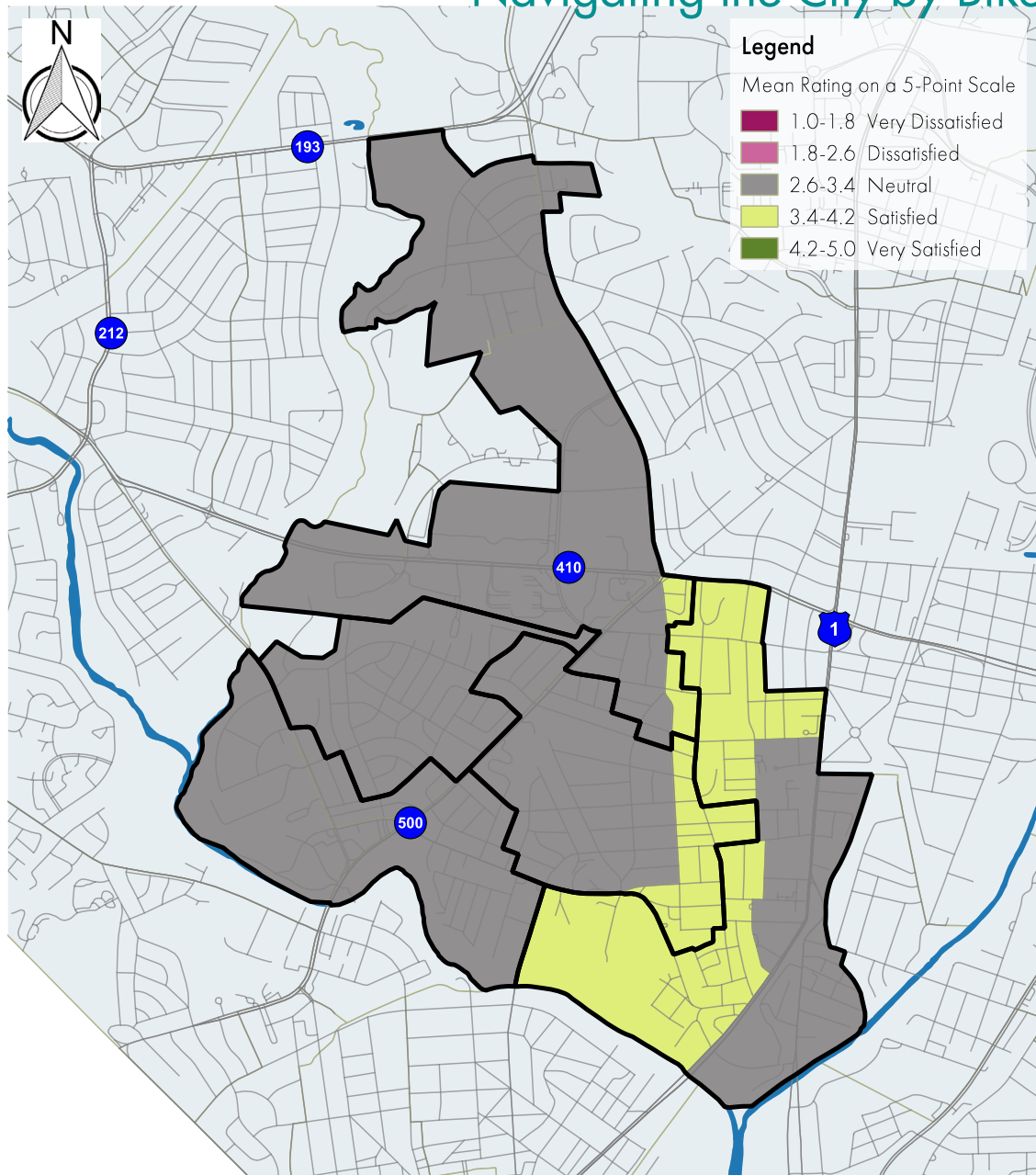
Q4g: Feeling of Safety Navigating the City on Foot



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

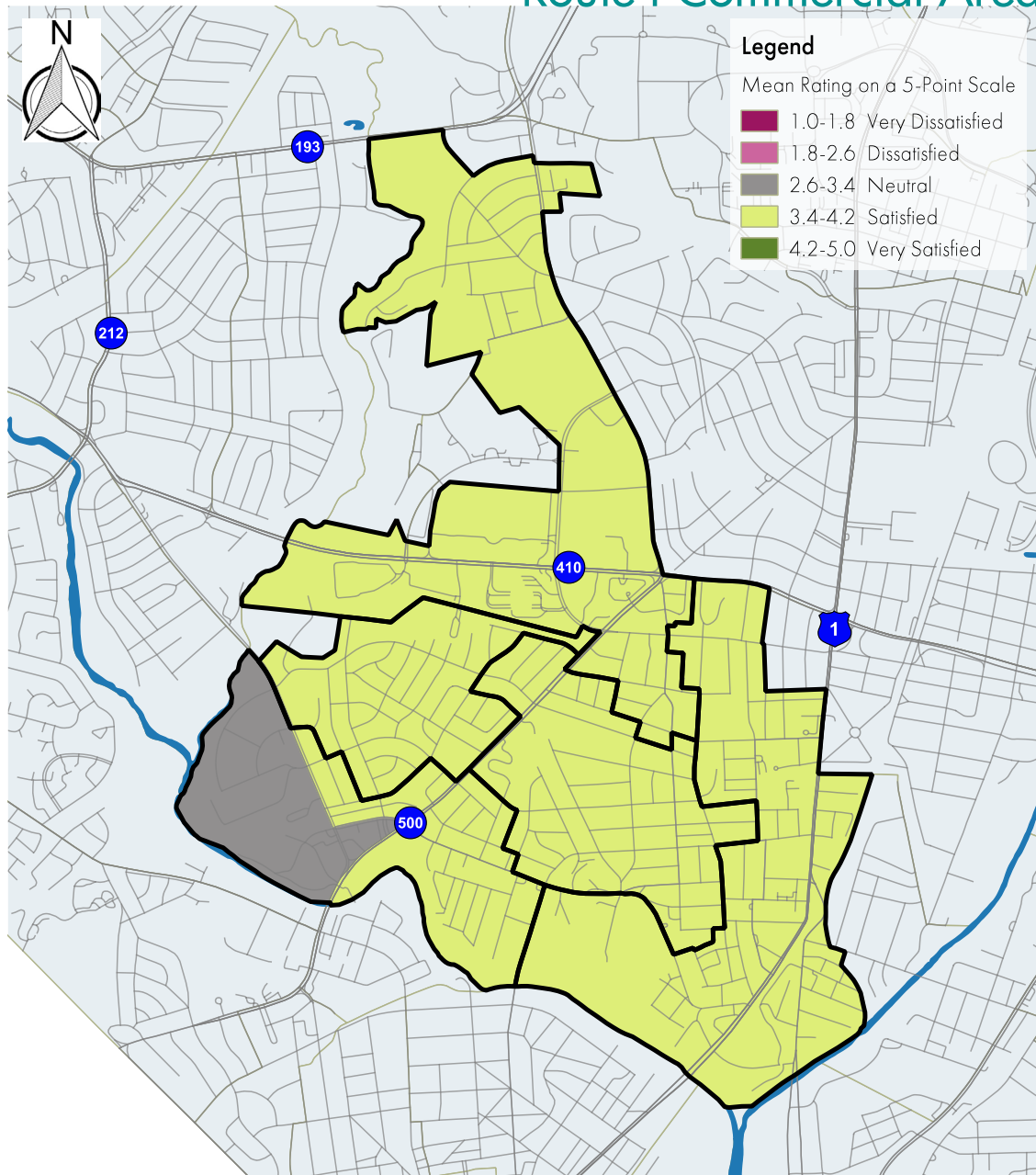
Q4h: Feeling of Safety Navigating the City by Bike



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

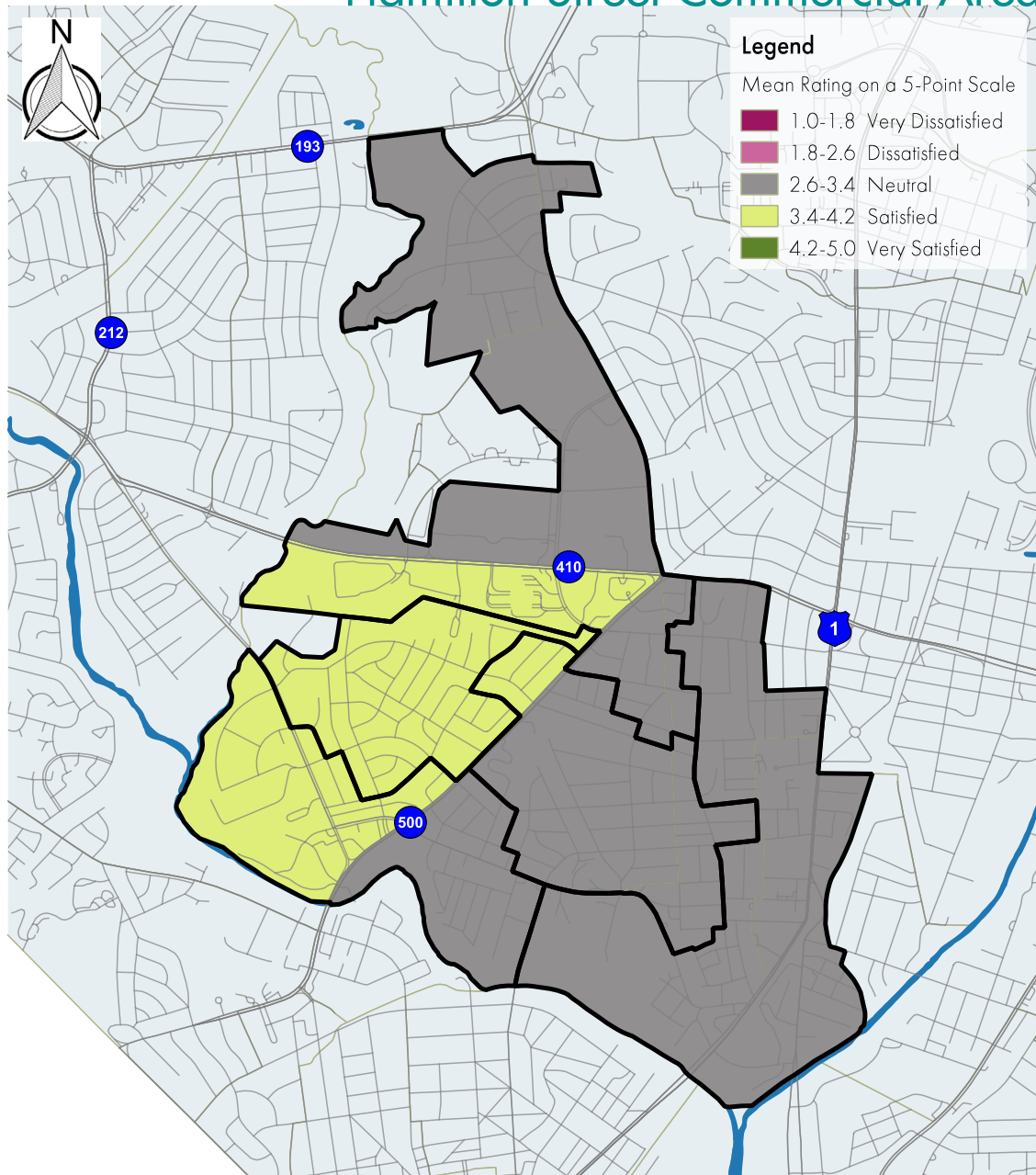
Q4i: Feeling of Safety Route I Commercial Area



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

Q4j: Feeling of Safety Hamilton Street Commercial Area

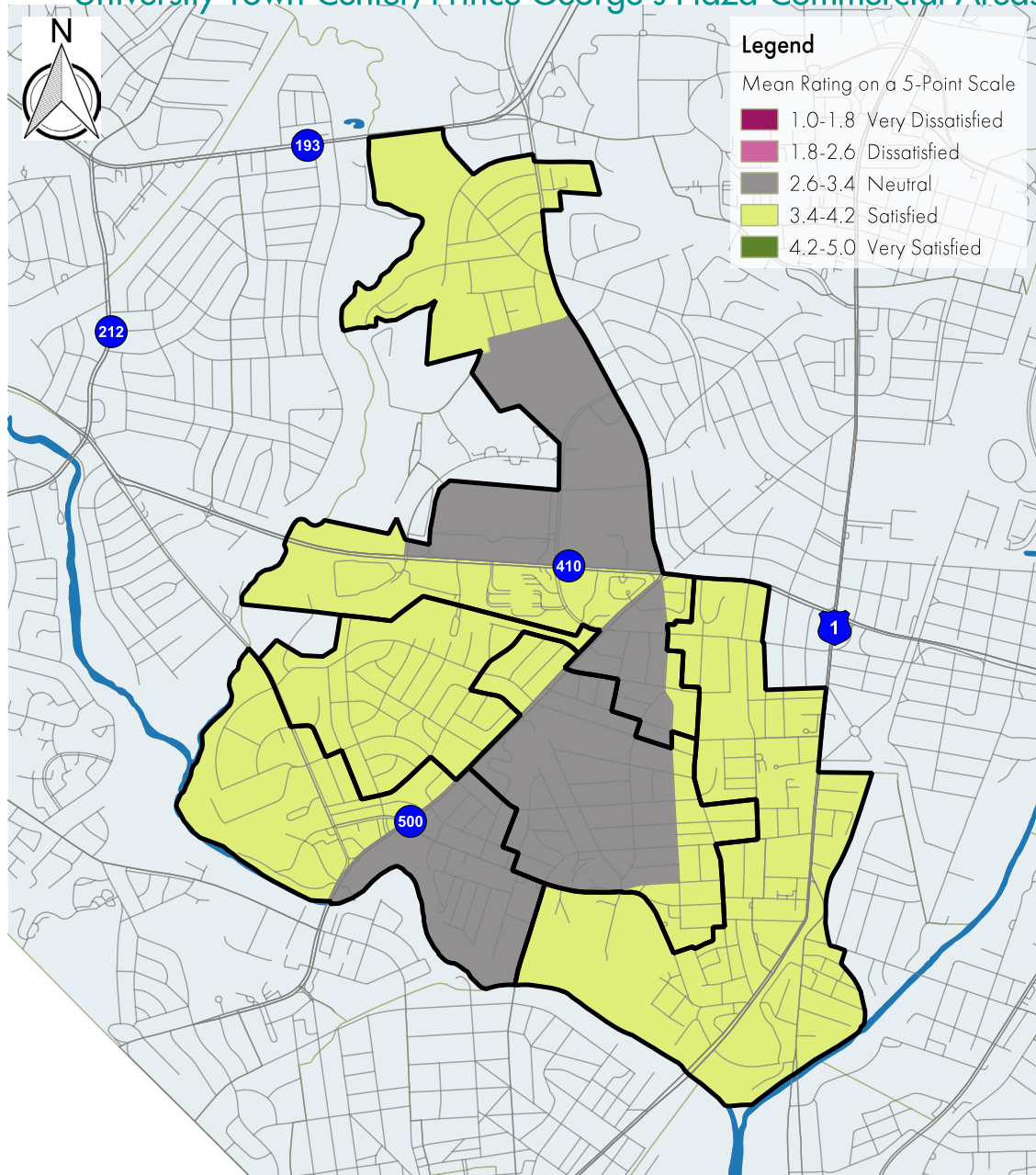


2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

Q4k: Feeling of Safety

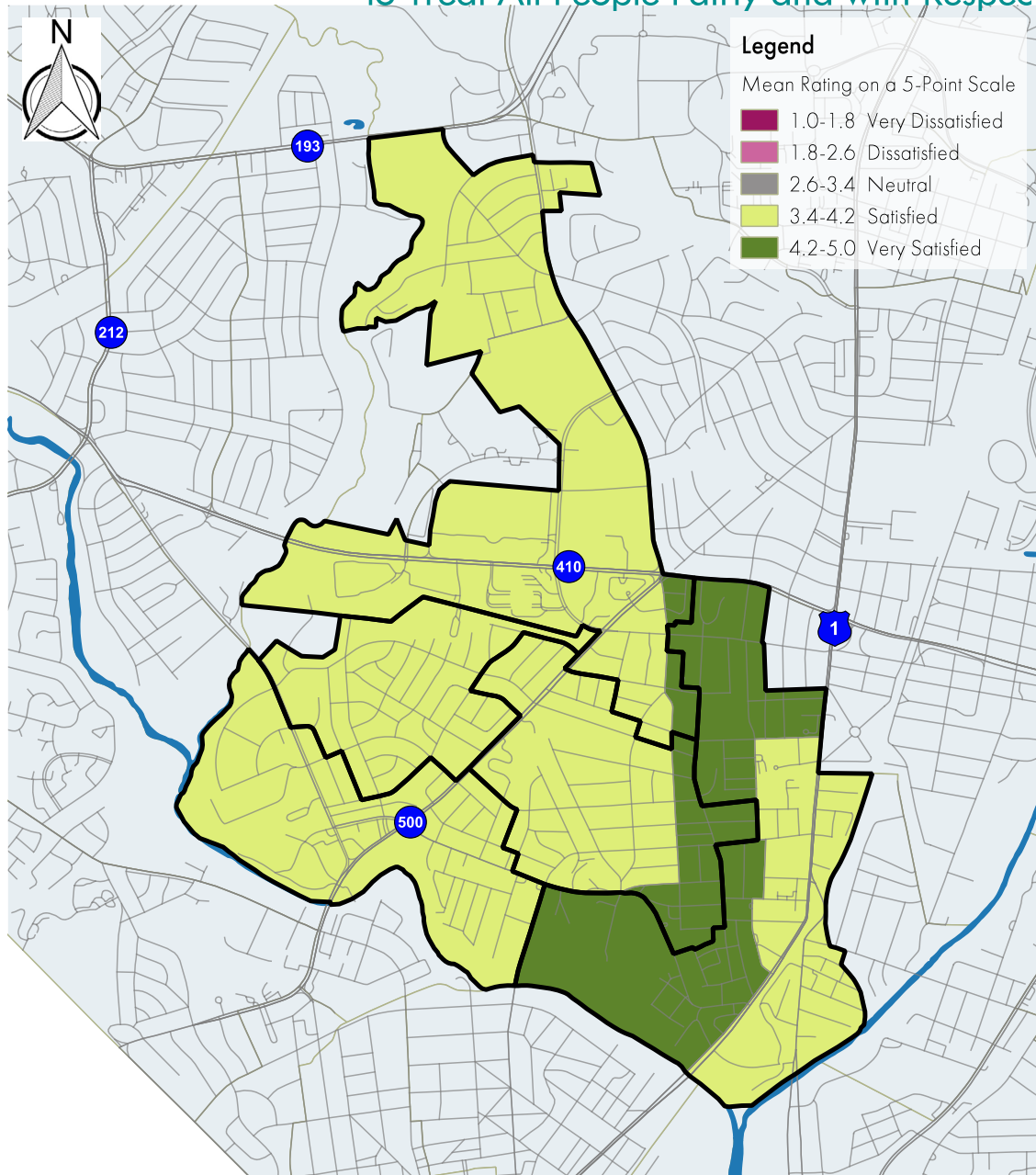
University Town Center/Prince George's Plaza Commercial Areas



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

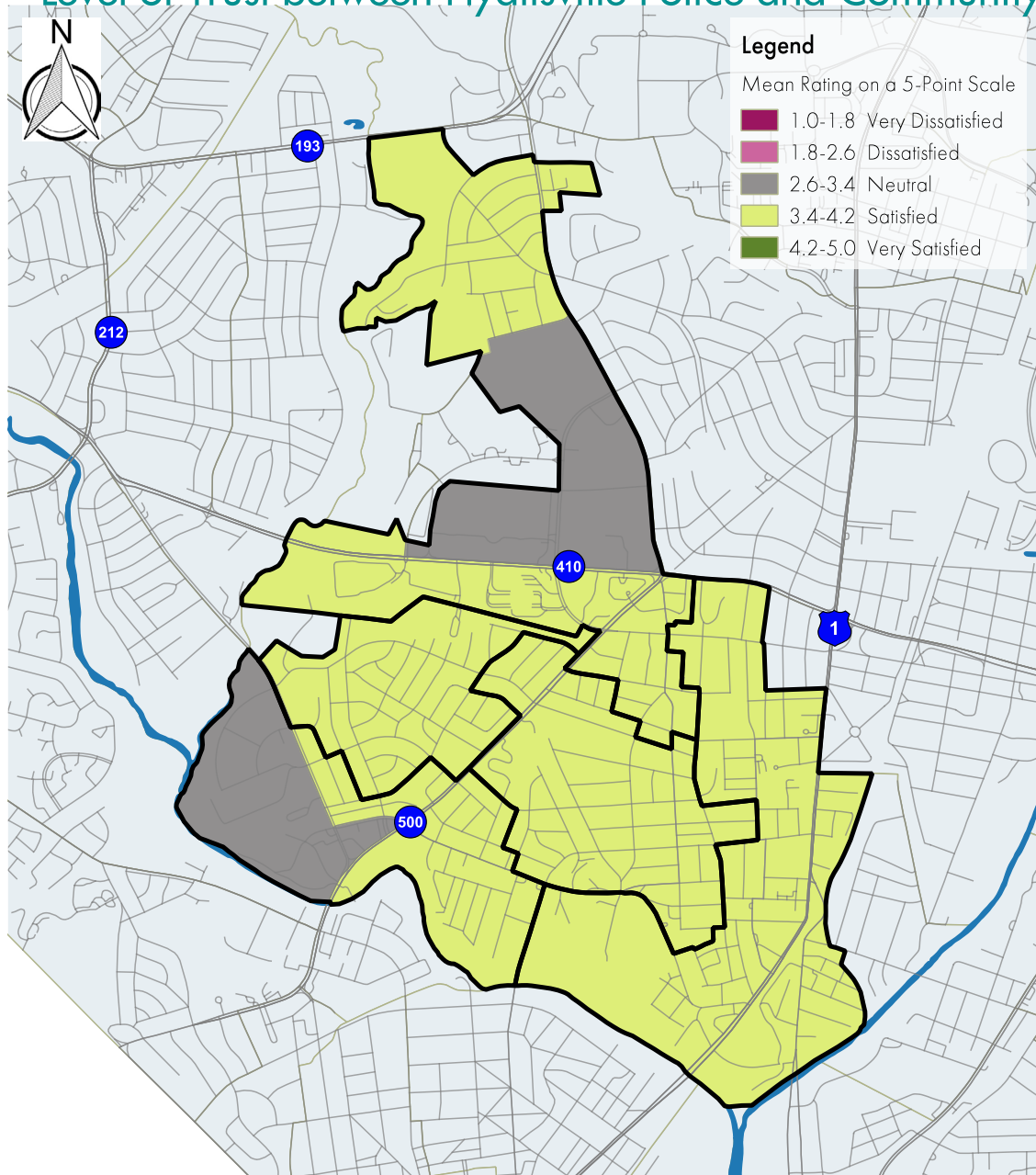
Q5a: Satisfaction with The Ability of Hyattsville Police Officers to Treat All People Fairly and with Respect



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

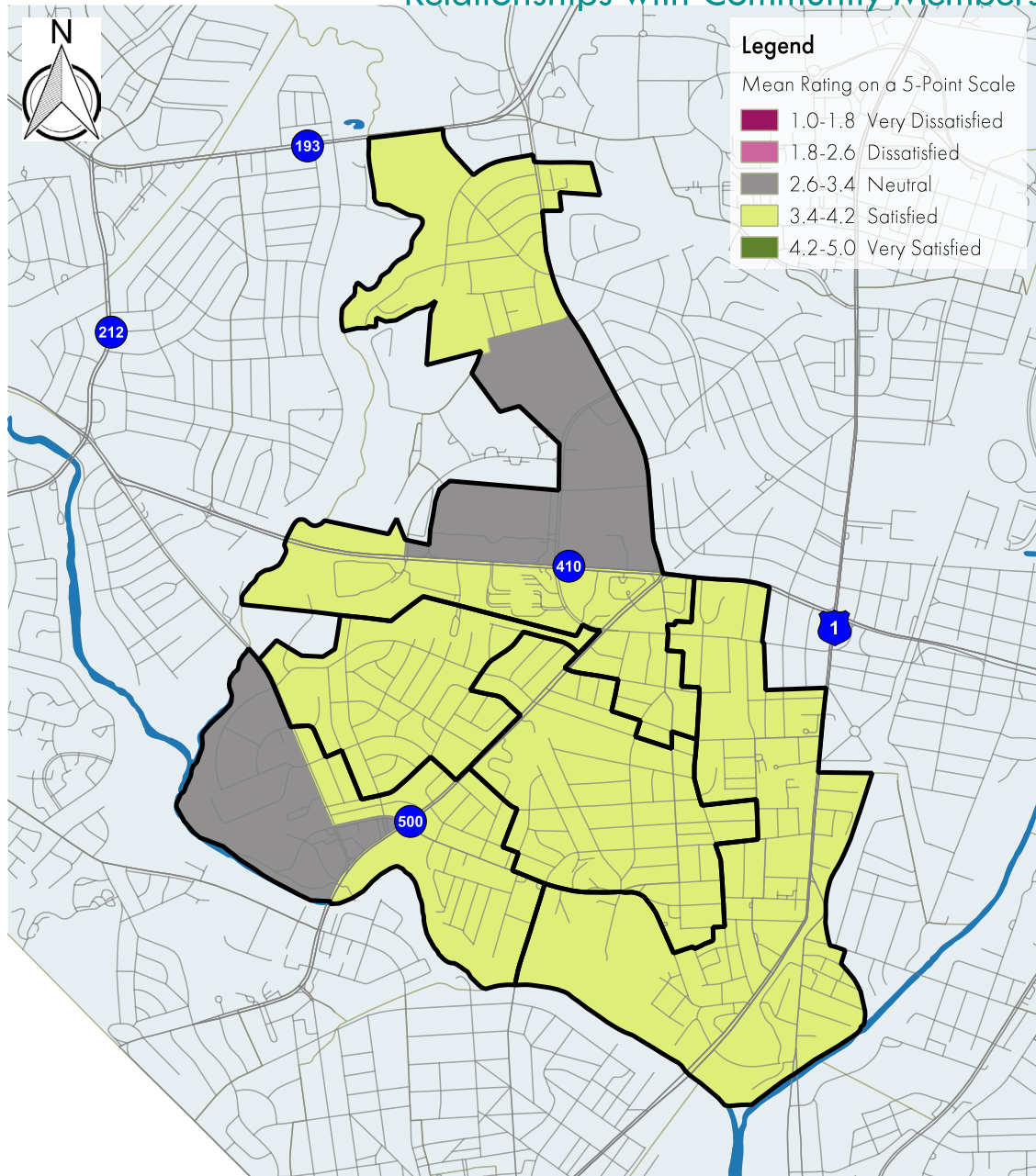
Q5b: Satisfaction with Level of Trust between Hyattsville Police and Community



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

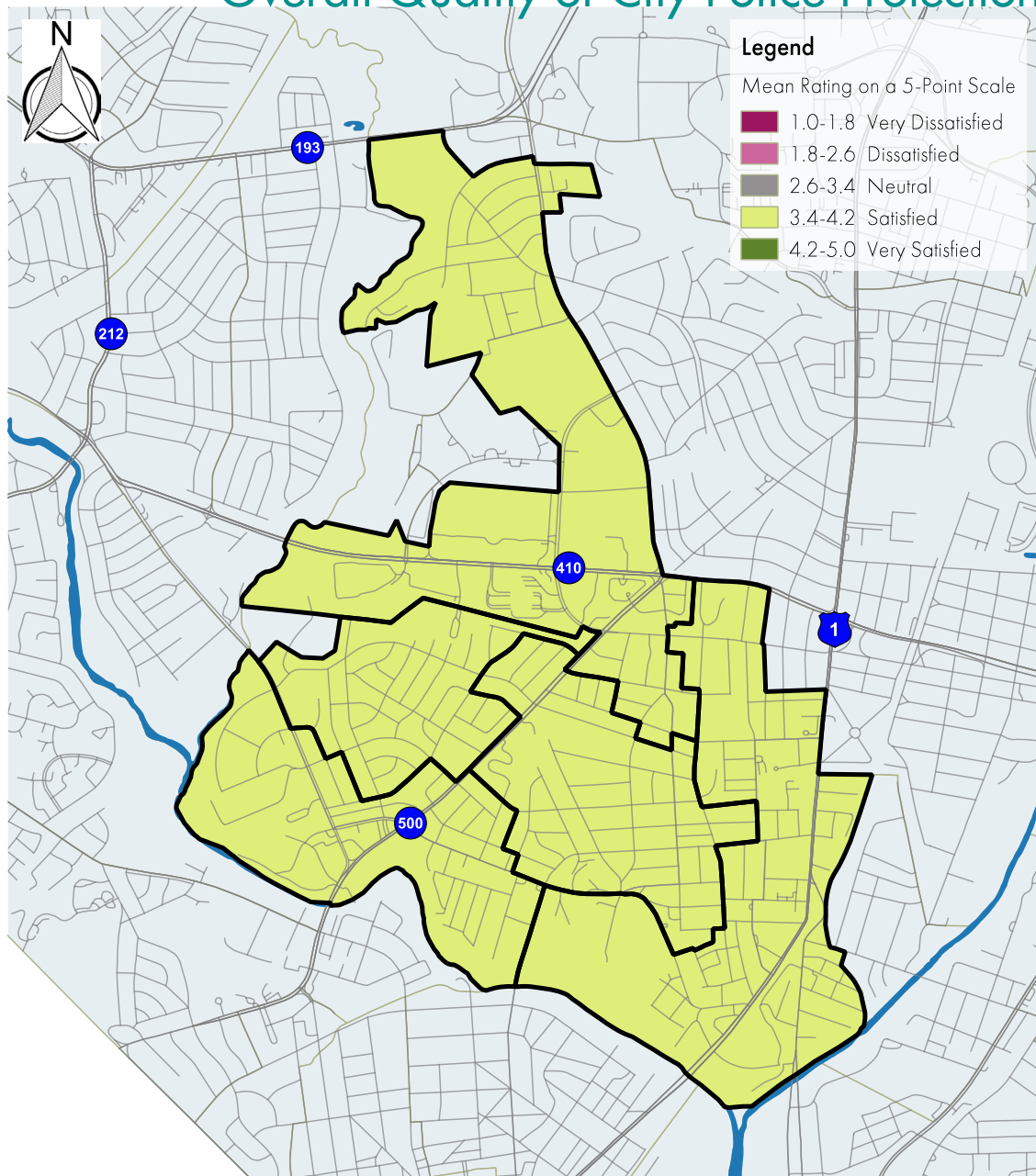
Q5c: Satisfaction with Efforts to Develop and Strengthen Relationships with Community Members



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

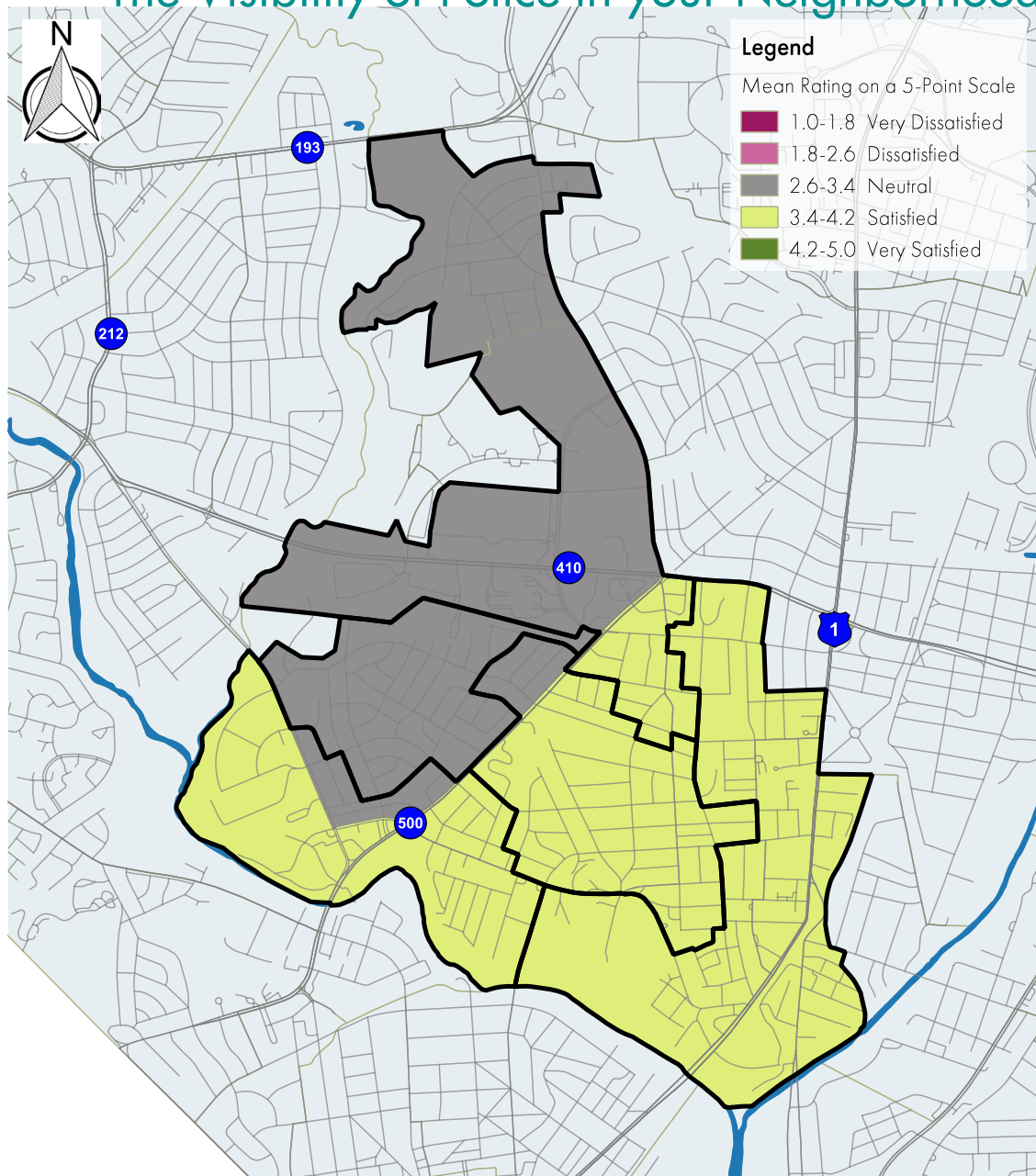
Q5d: Satisfaction with Overall Quality of City Police Protection



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

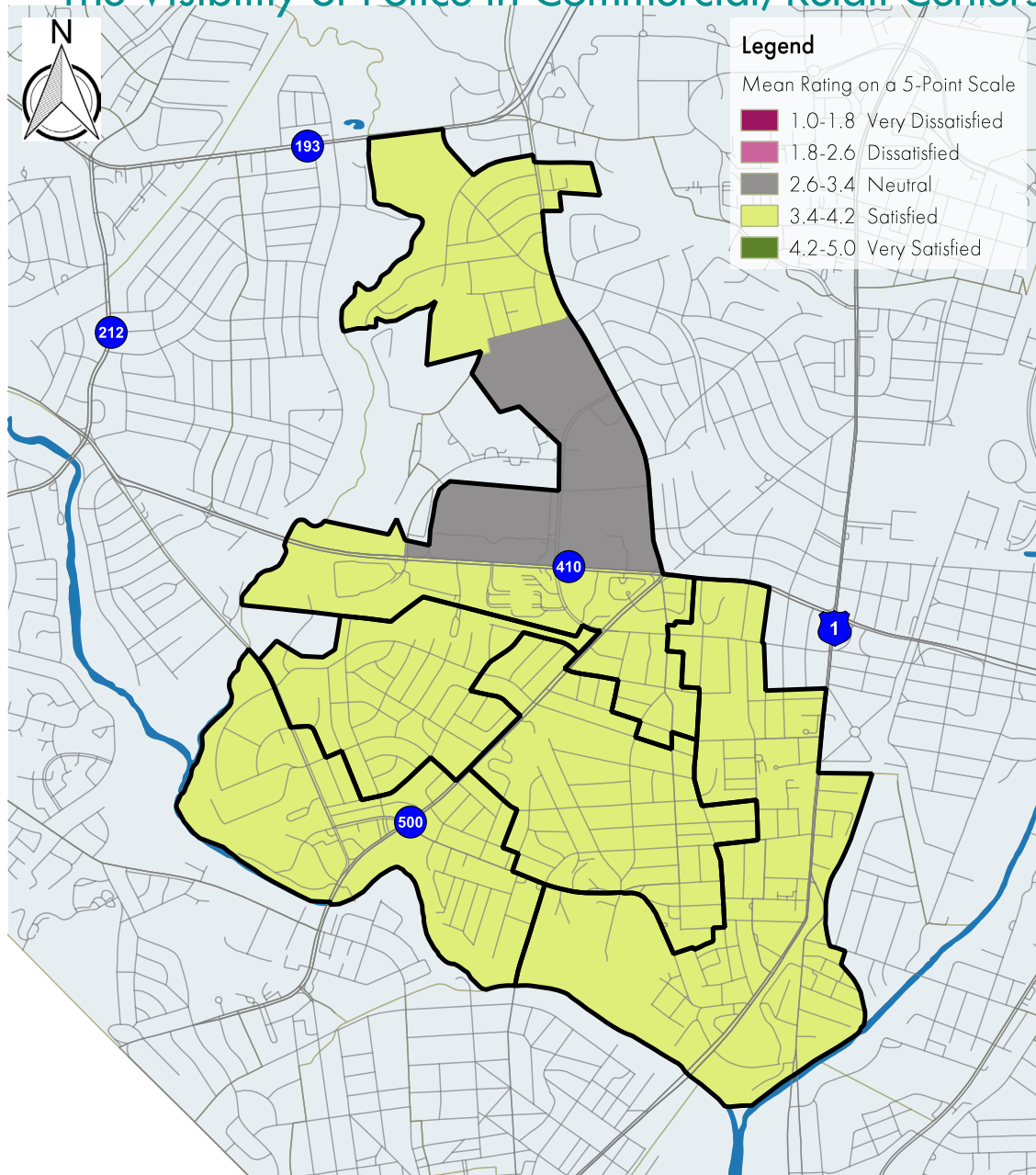
Q5e: Satisfaction with The Visibility of Police in your Neighborhood



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

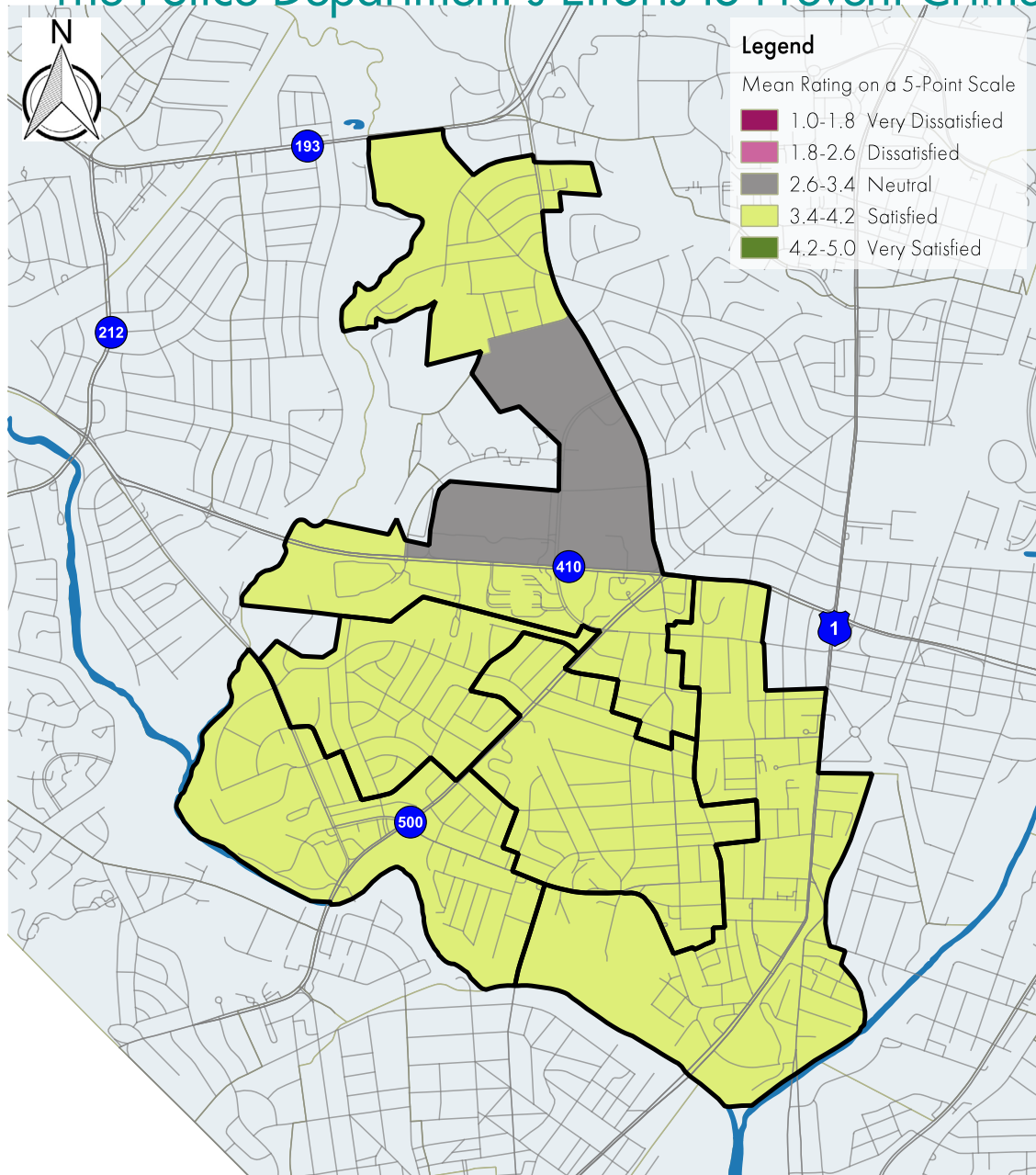
Q5f: Satisfaction with The Visibility of Police in Commercial/Retail Centers



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

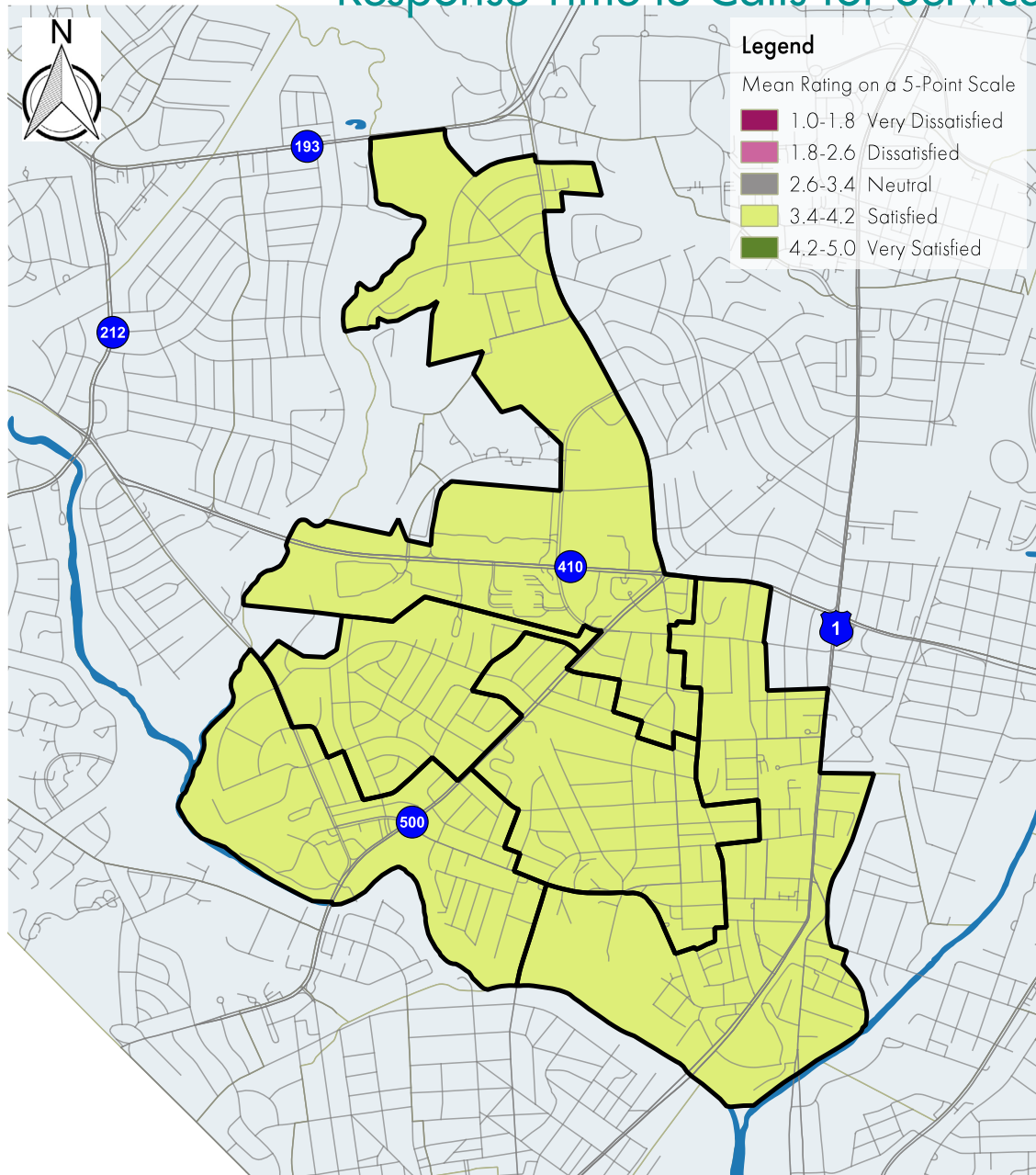
Q5g: Satisfaction with The Police Department's Efforts to Prevent Crime



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

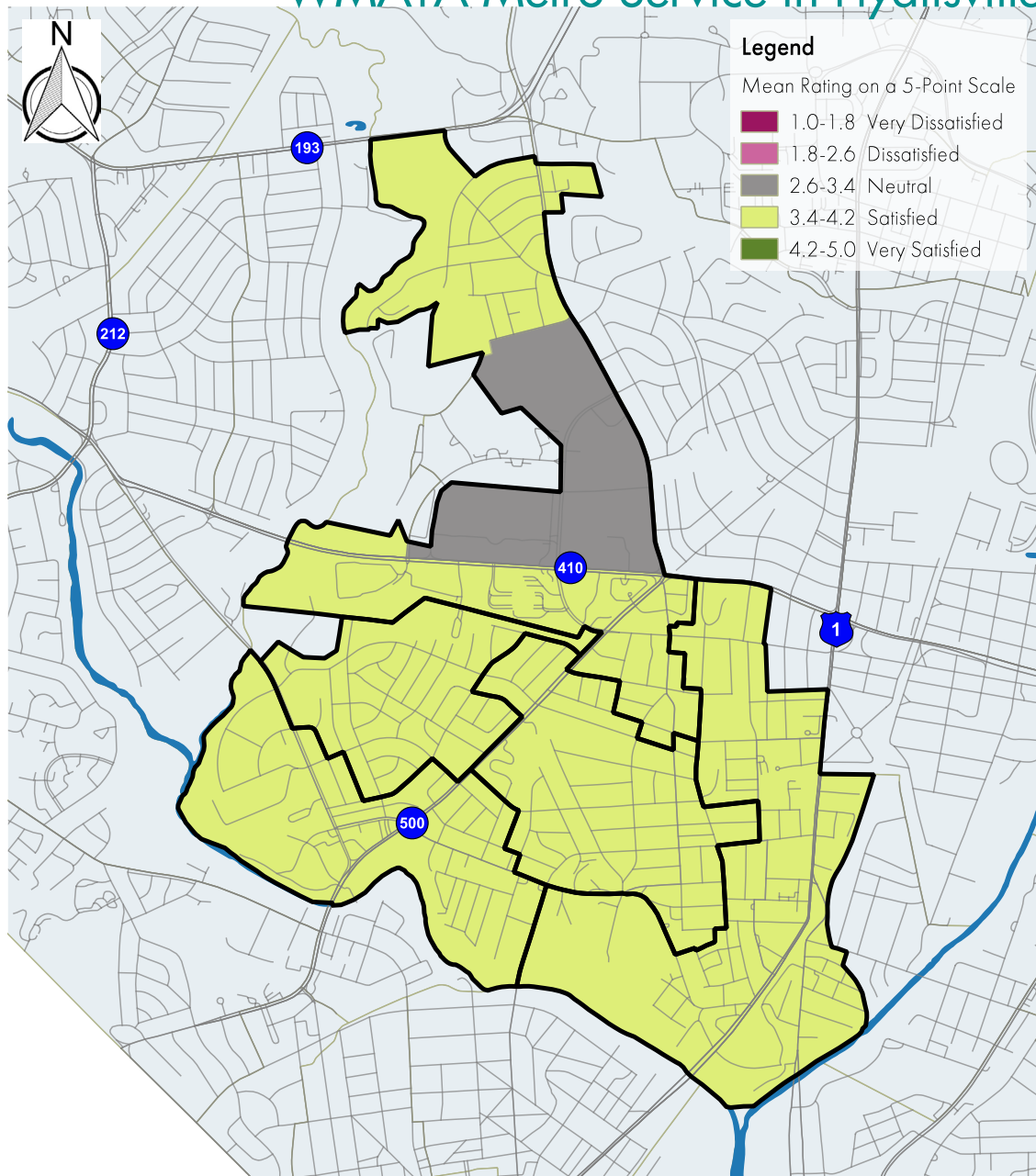
Q5h: Satisfaction with Response Time to Calls for Service



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

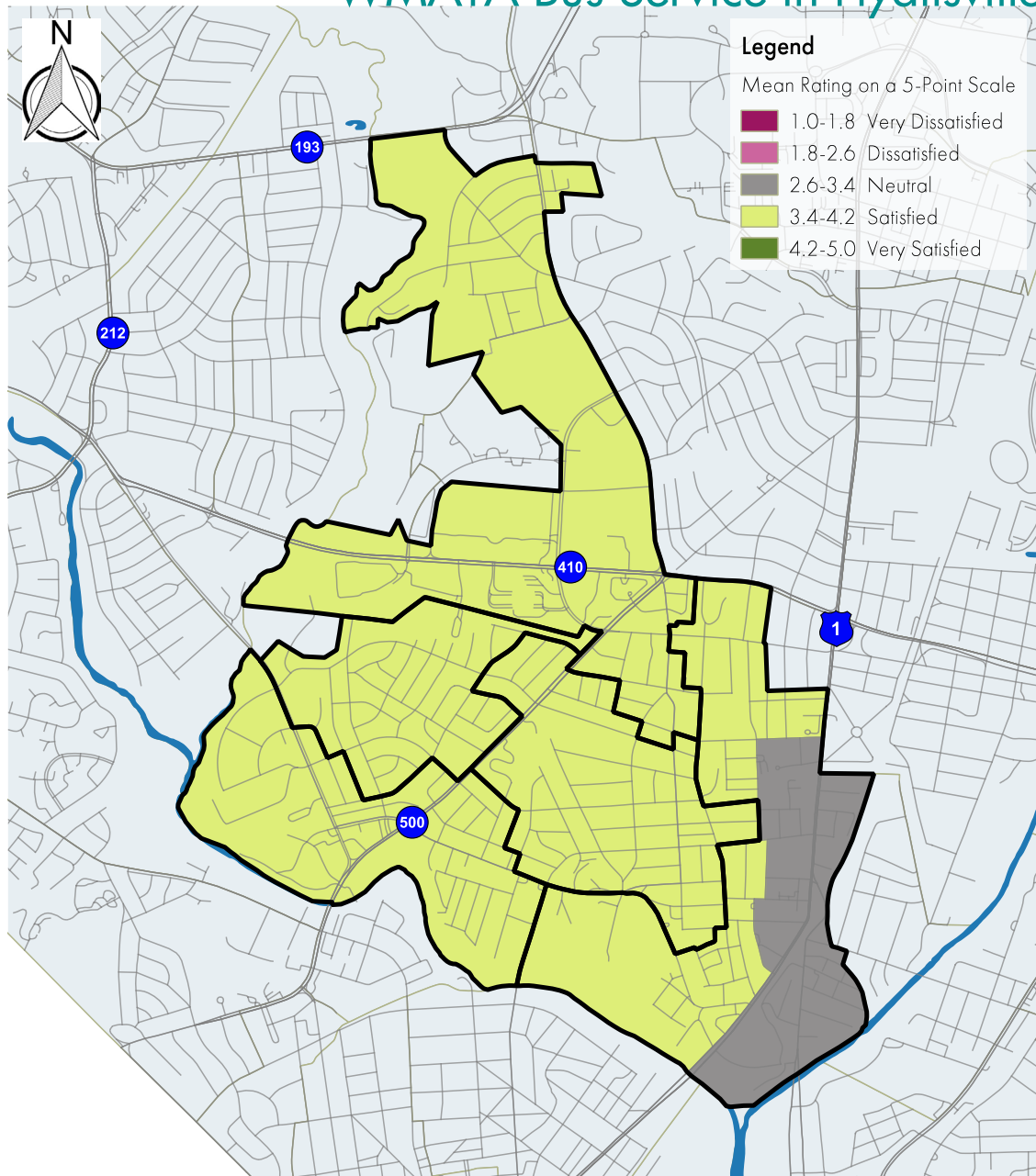
Q7a: Satisfaction with WMATA Metro Service in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

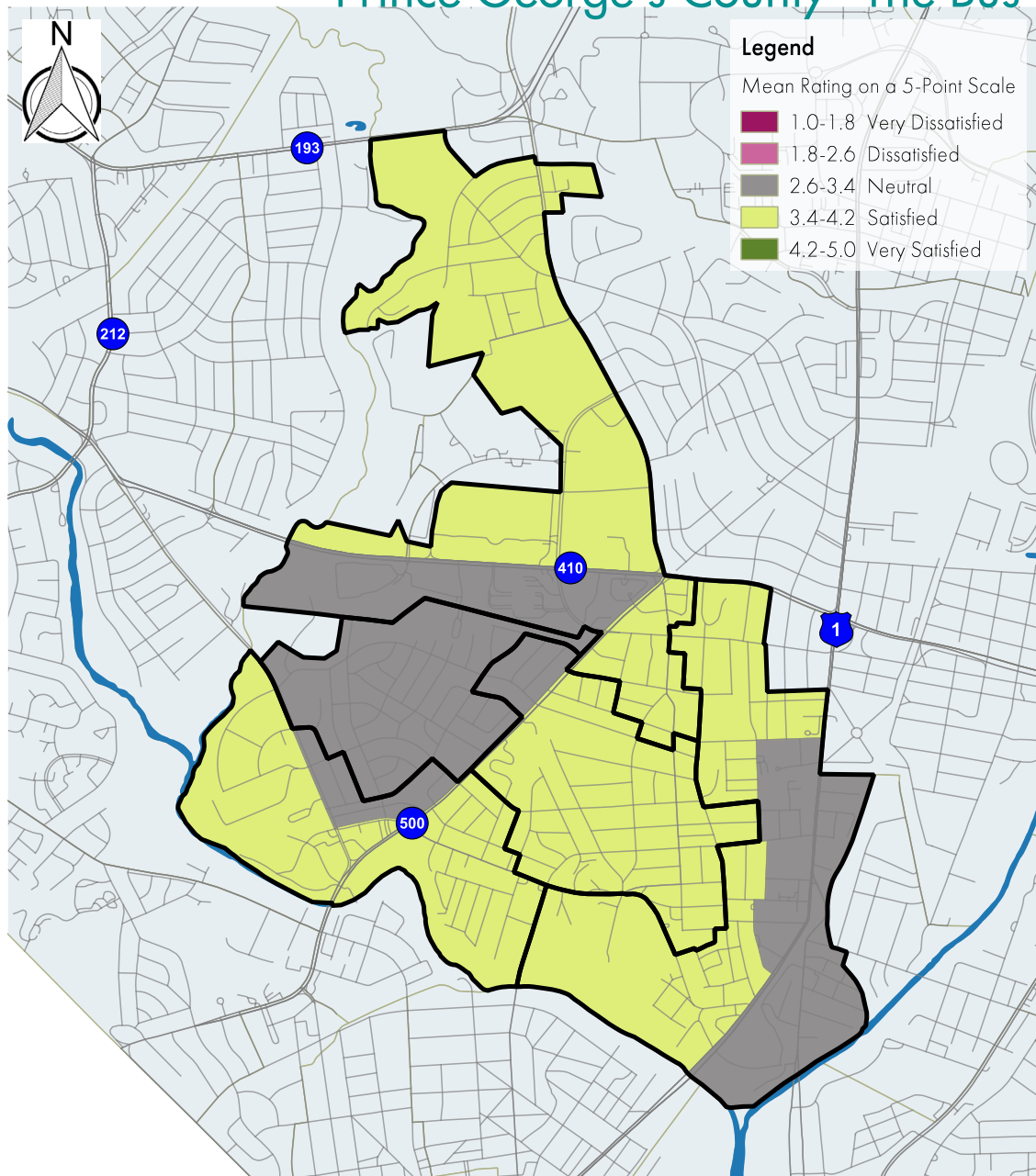
Q7b: Satisfaction with WMATA Bus Service in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

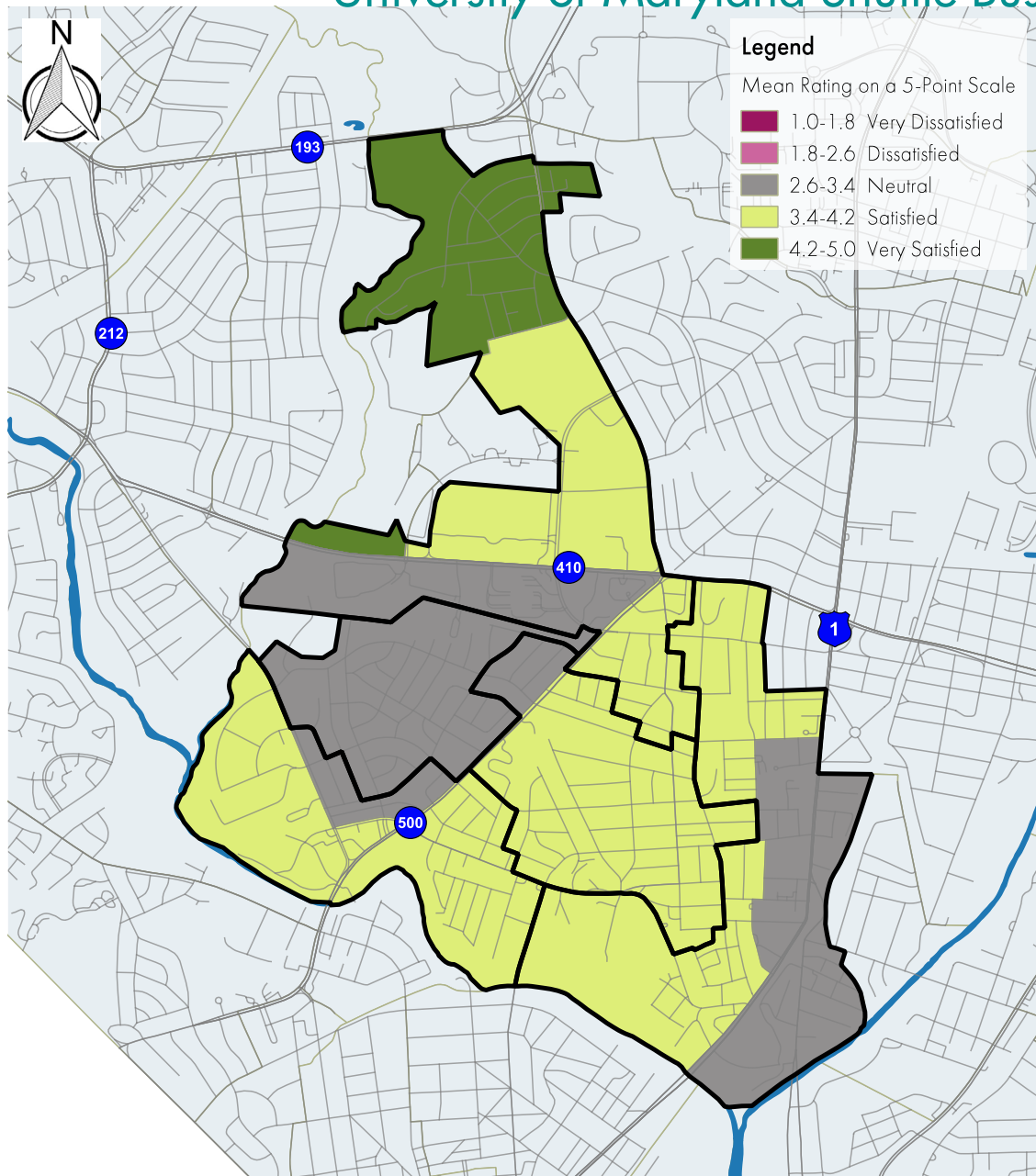
Q7c: Satisfaction with Prince George's County "The Bus"



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

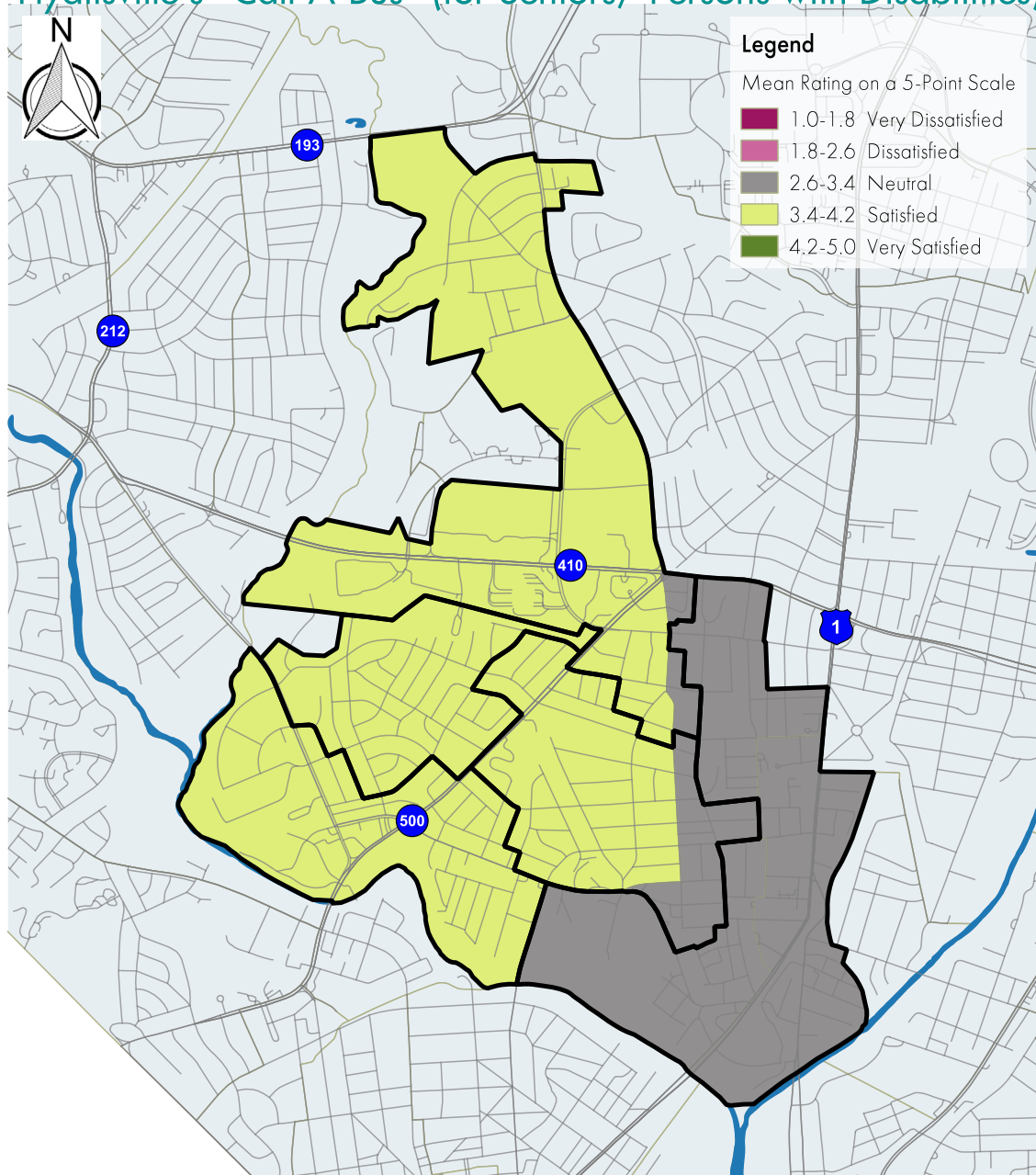
Q7d: Satisfaction with University of Maryland Shuttle Bus



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

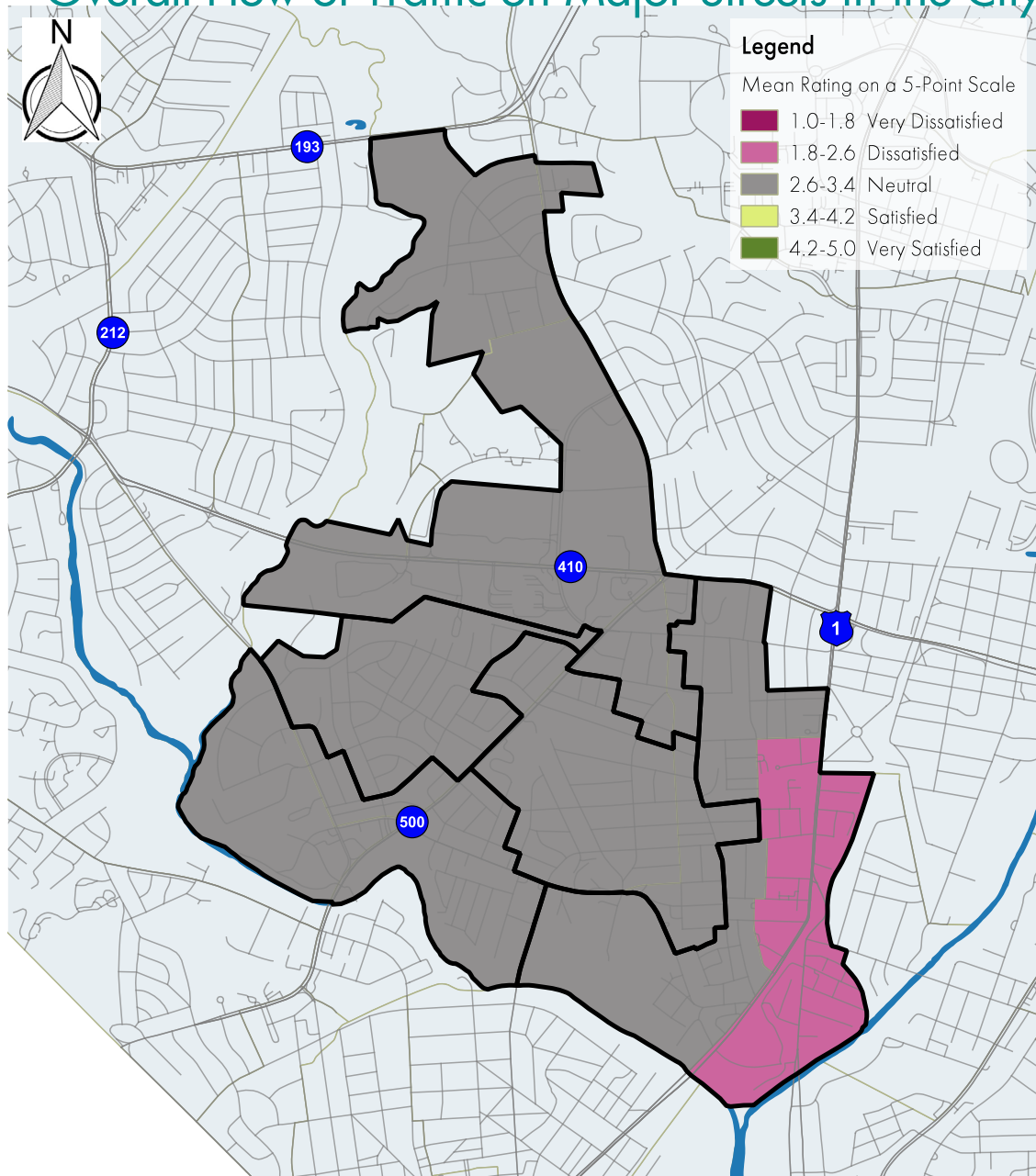
Q7e: Satisfaction with Hyattsville's "Call-A-Bus" (for Seniors/ Persons with Disabilities)



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

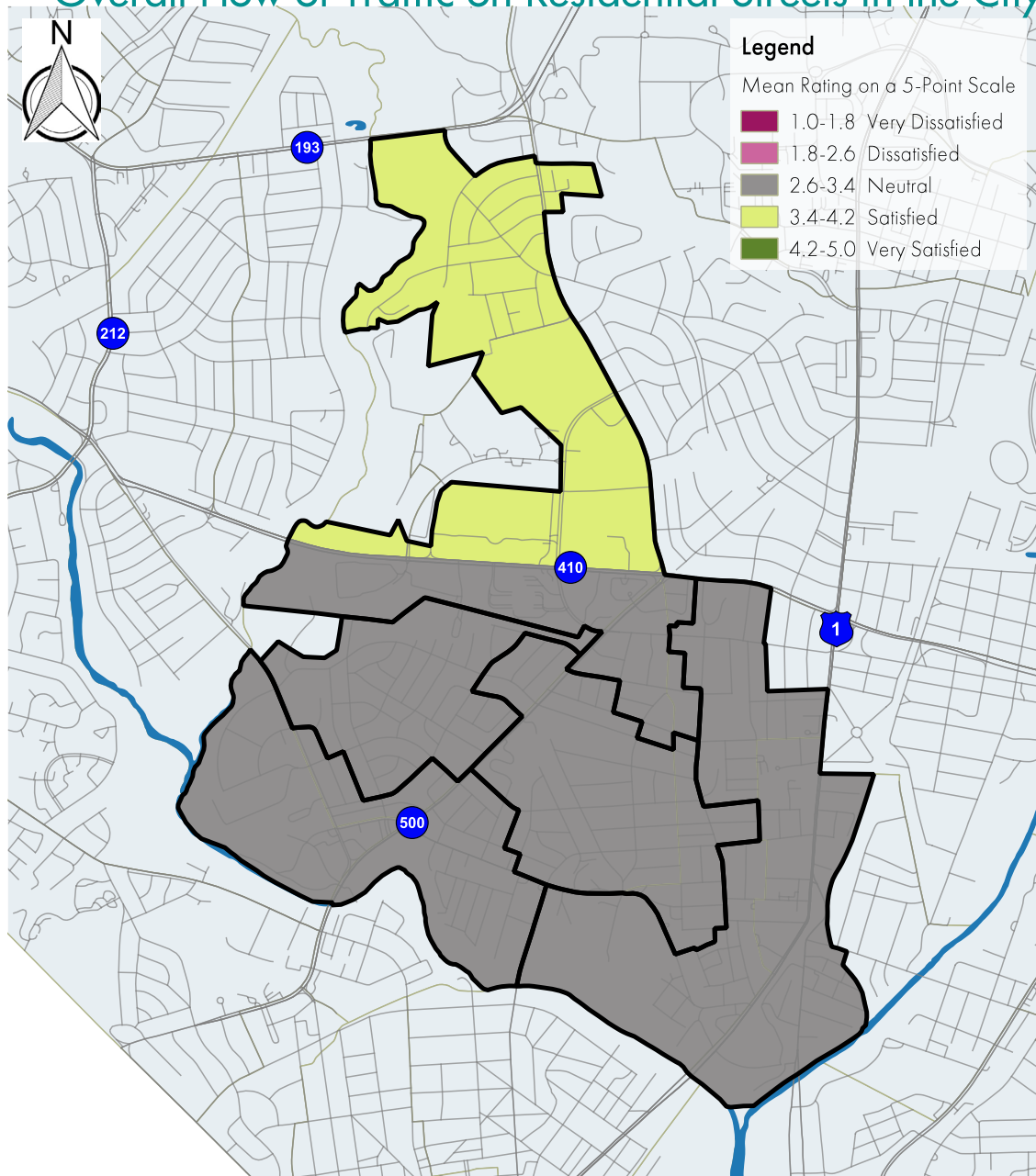
Q7f: Satisfaction with Overall Flow of Traffic on Major Streets in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

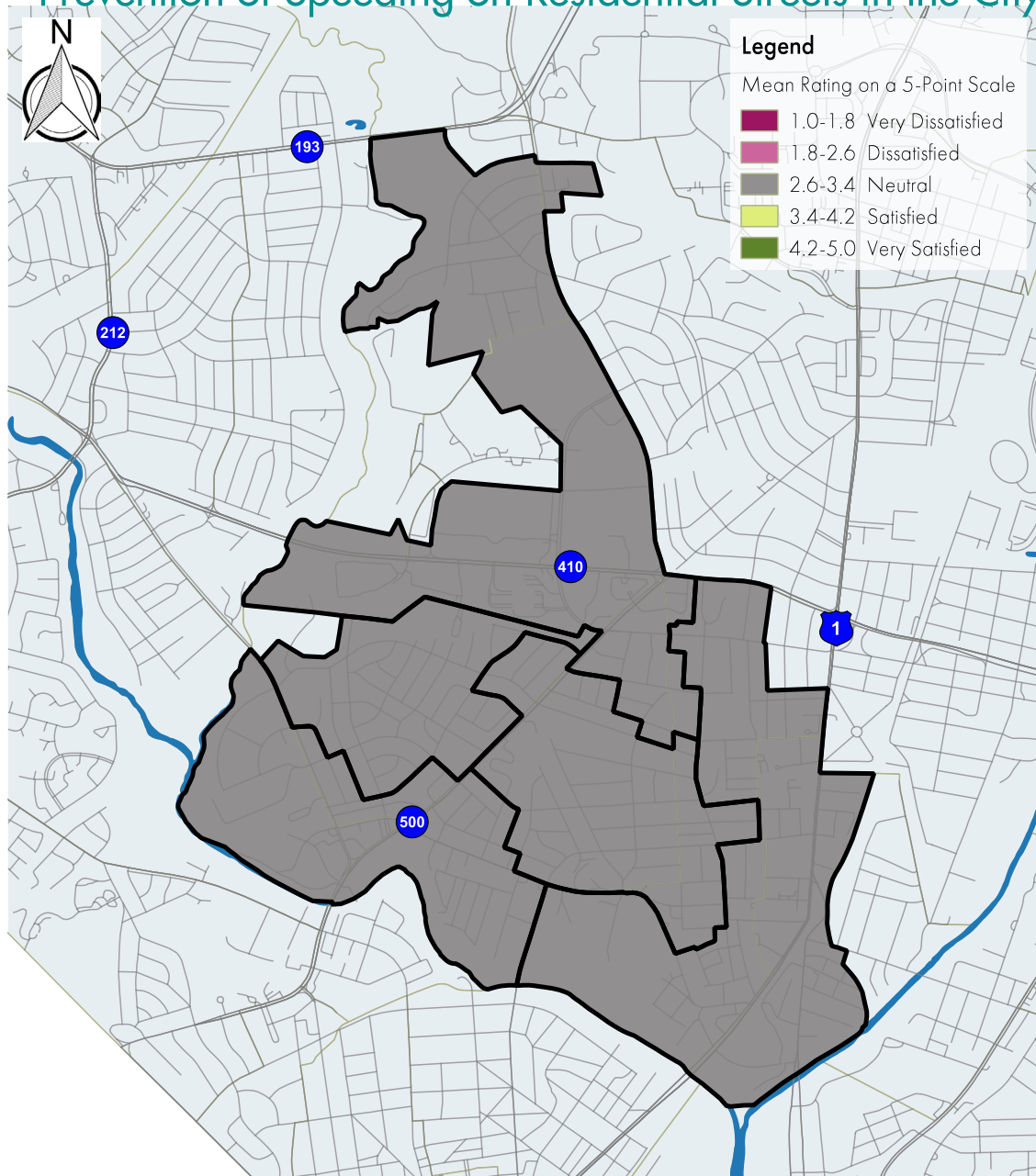
Q7g: Satisfaction with Overall Flow of Traffic on Residential Streets in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

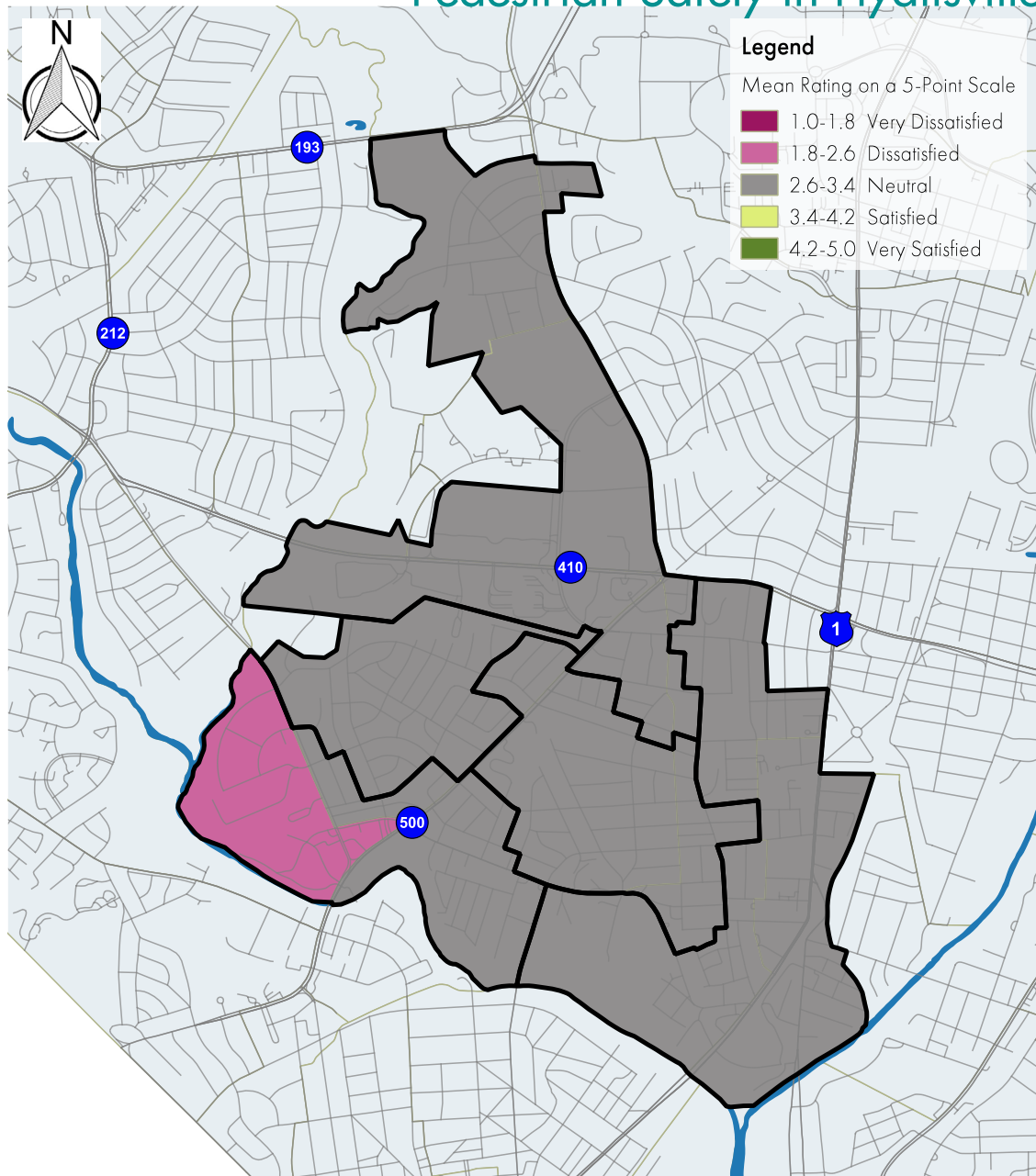
Q7h: Satisfaction with Prevention of Speeding on Residential Streets in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

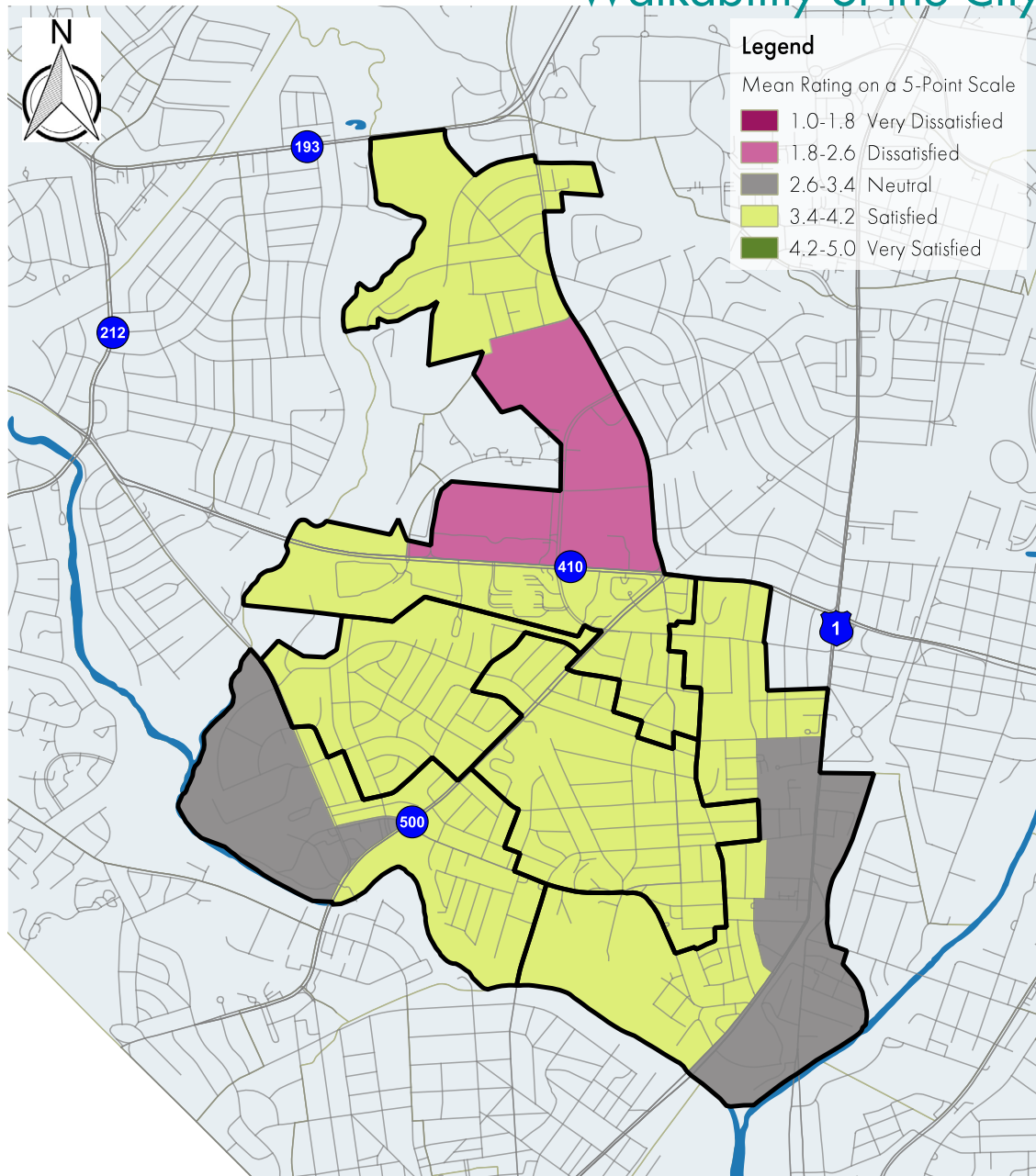
Q7i: Satisfaction with Pedestrian Safety in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

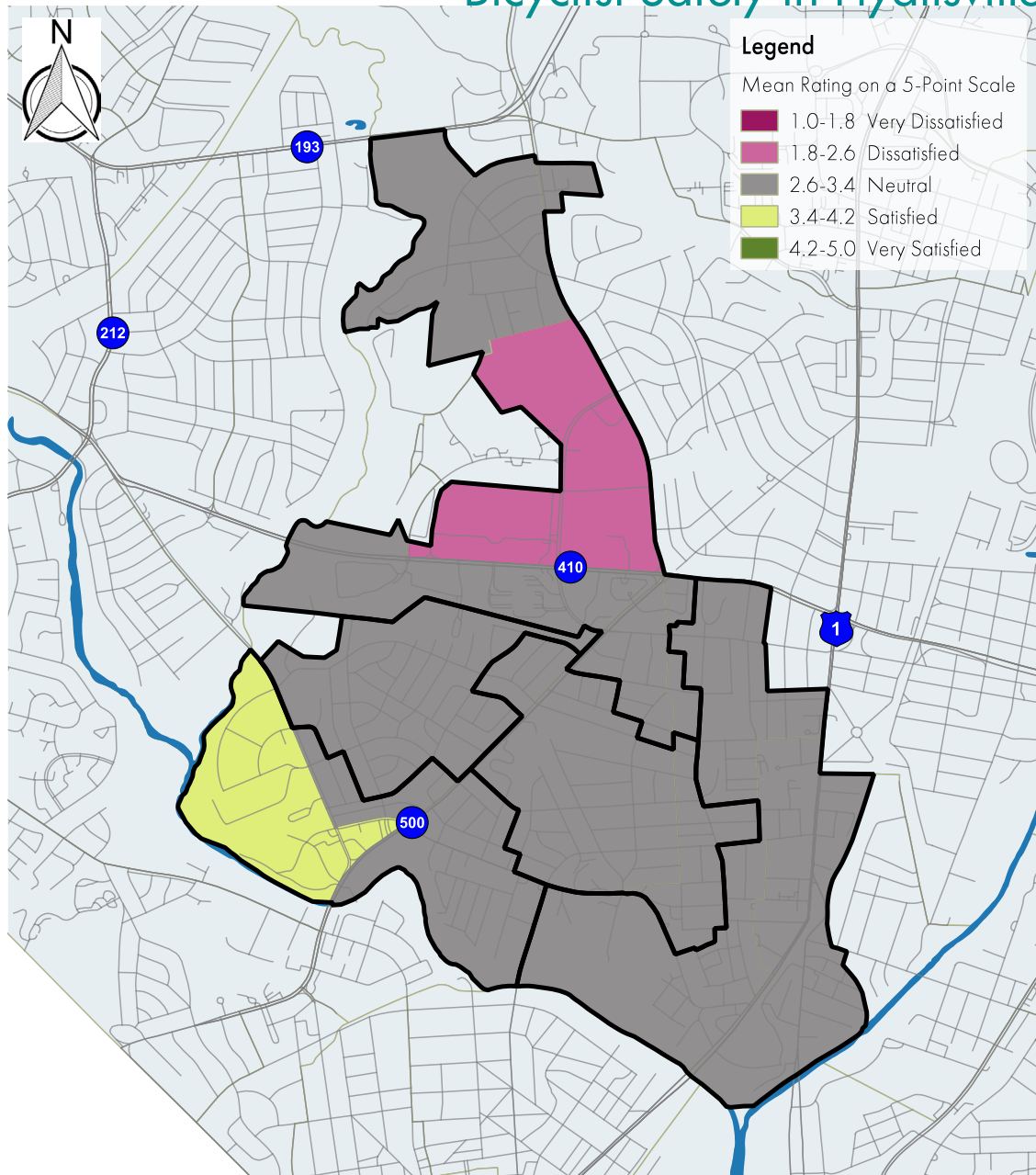
Q7j: Satisfaction with Walkability of the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

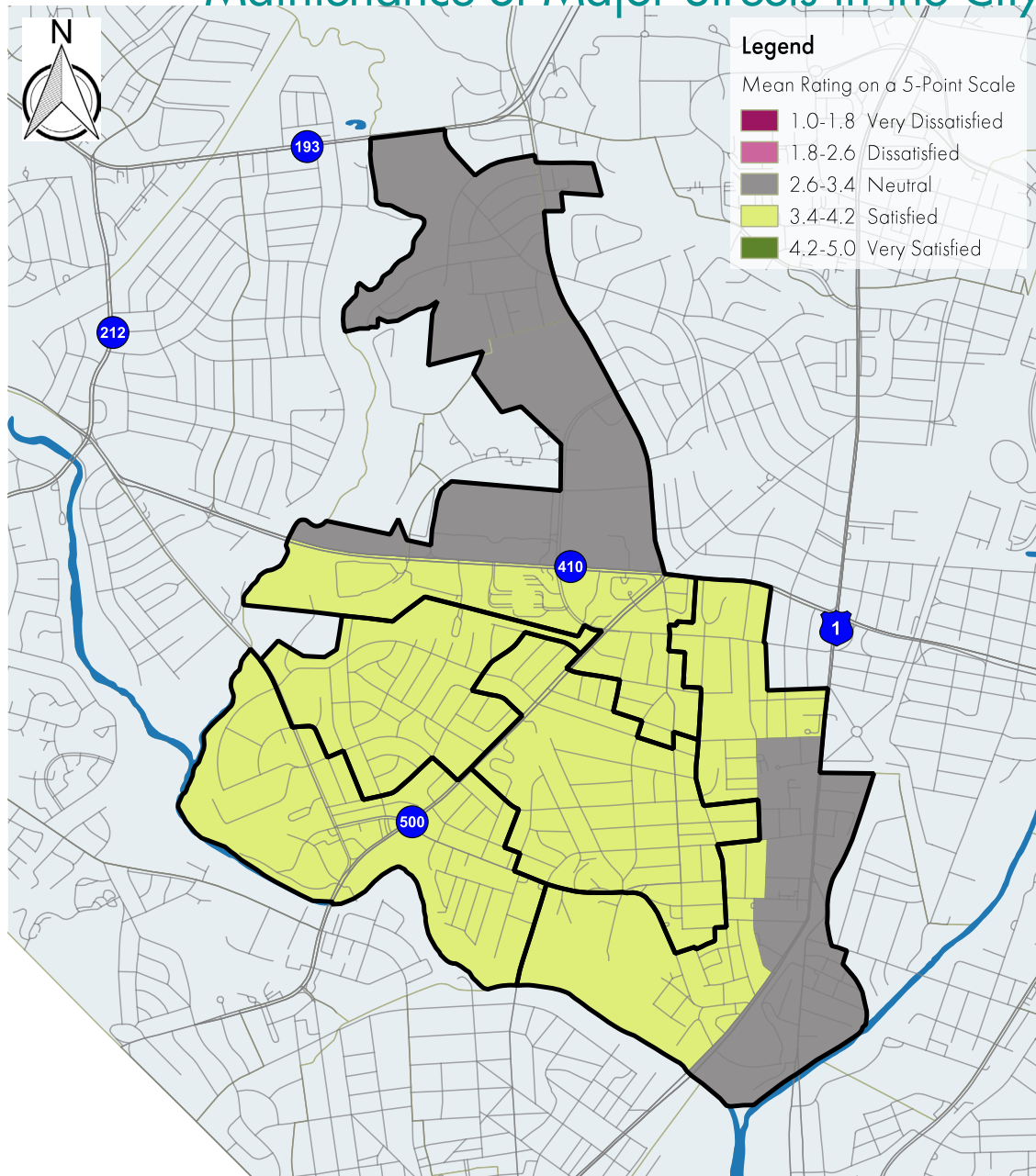
Q7k: Satisfaction with Bicyclist Safety in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

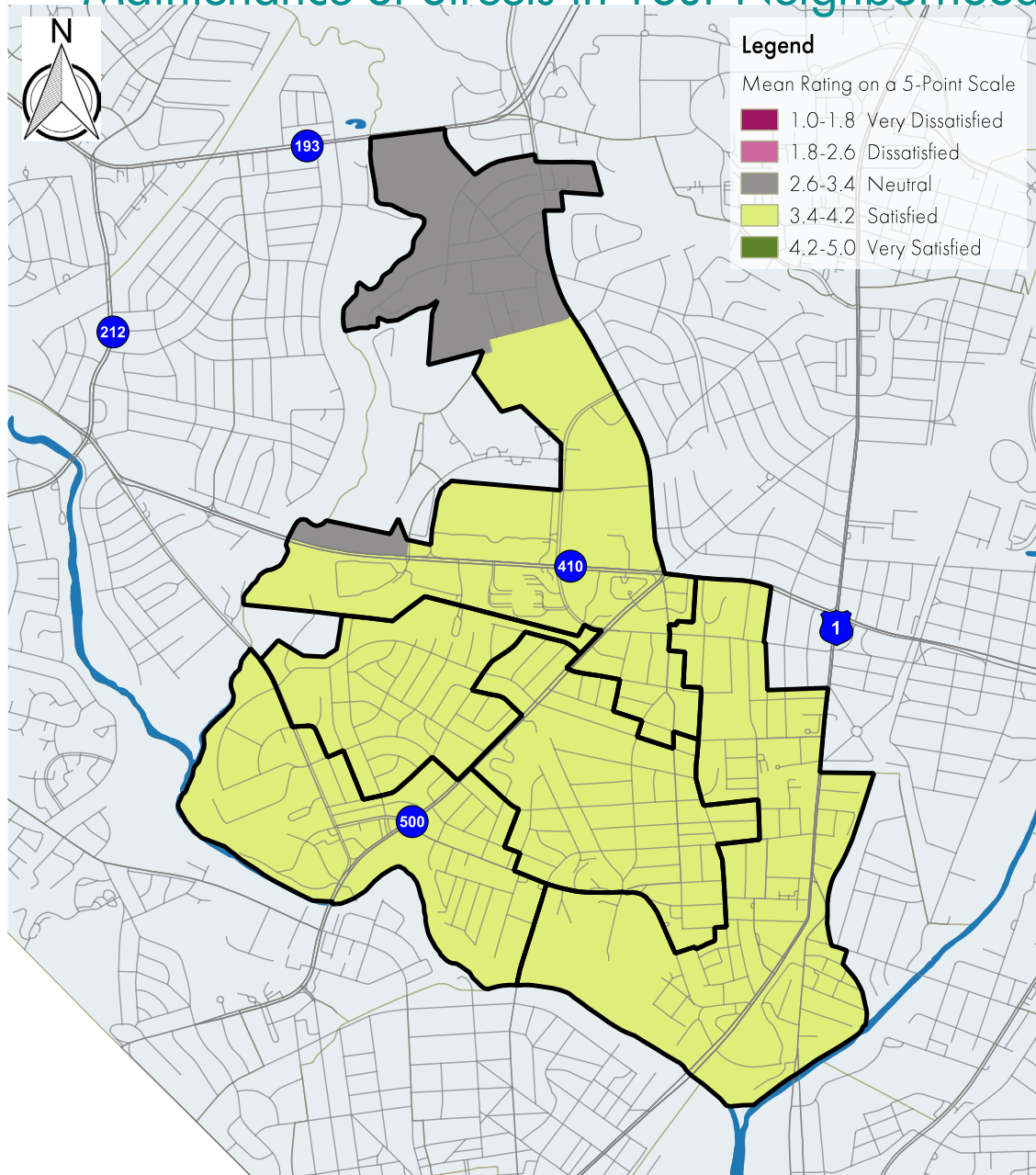
Q9a: Satisfaction with Maintenance of Major Streets in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

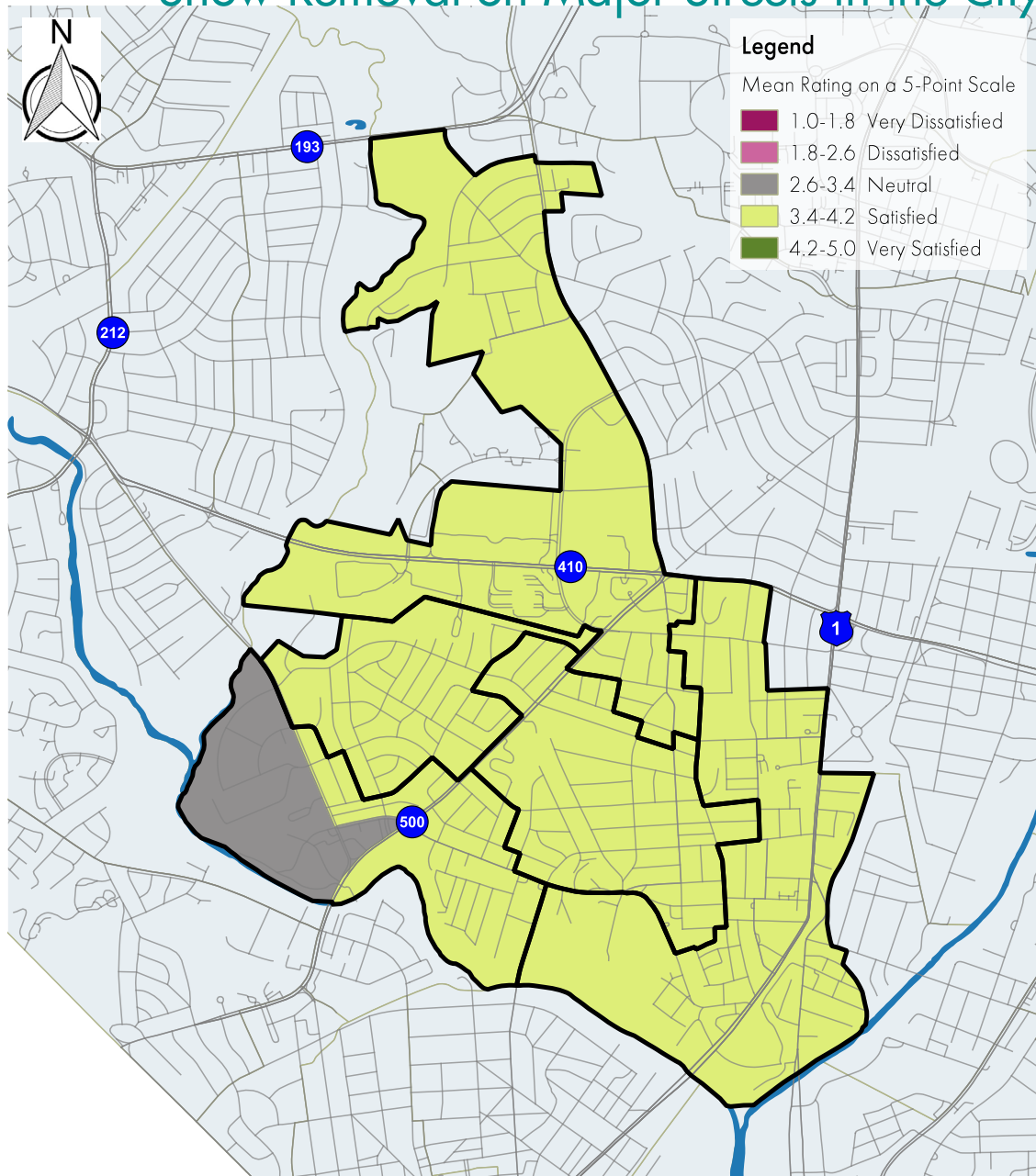
Q9b: Satisfaction with Maintenance of Streets in Your Neighborhood



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

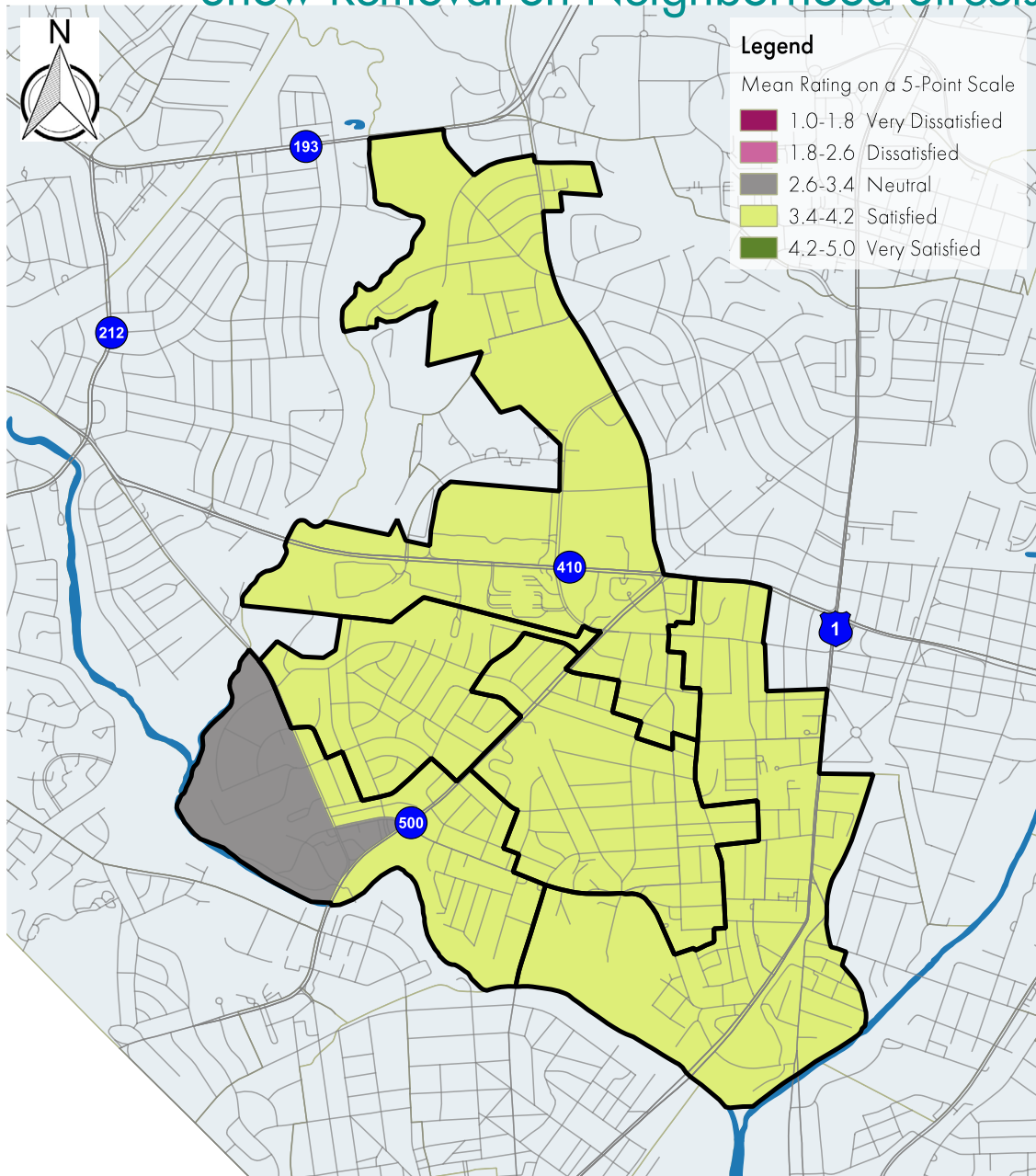
Q9c: Satisfaction with Snow Removal on Major Streets in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

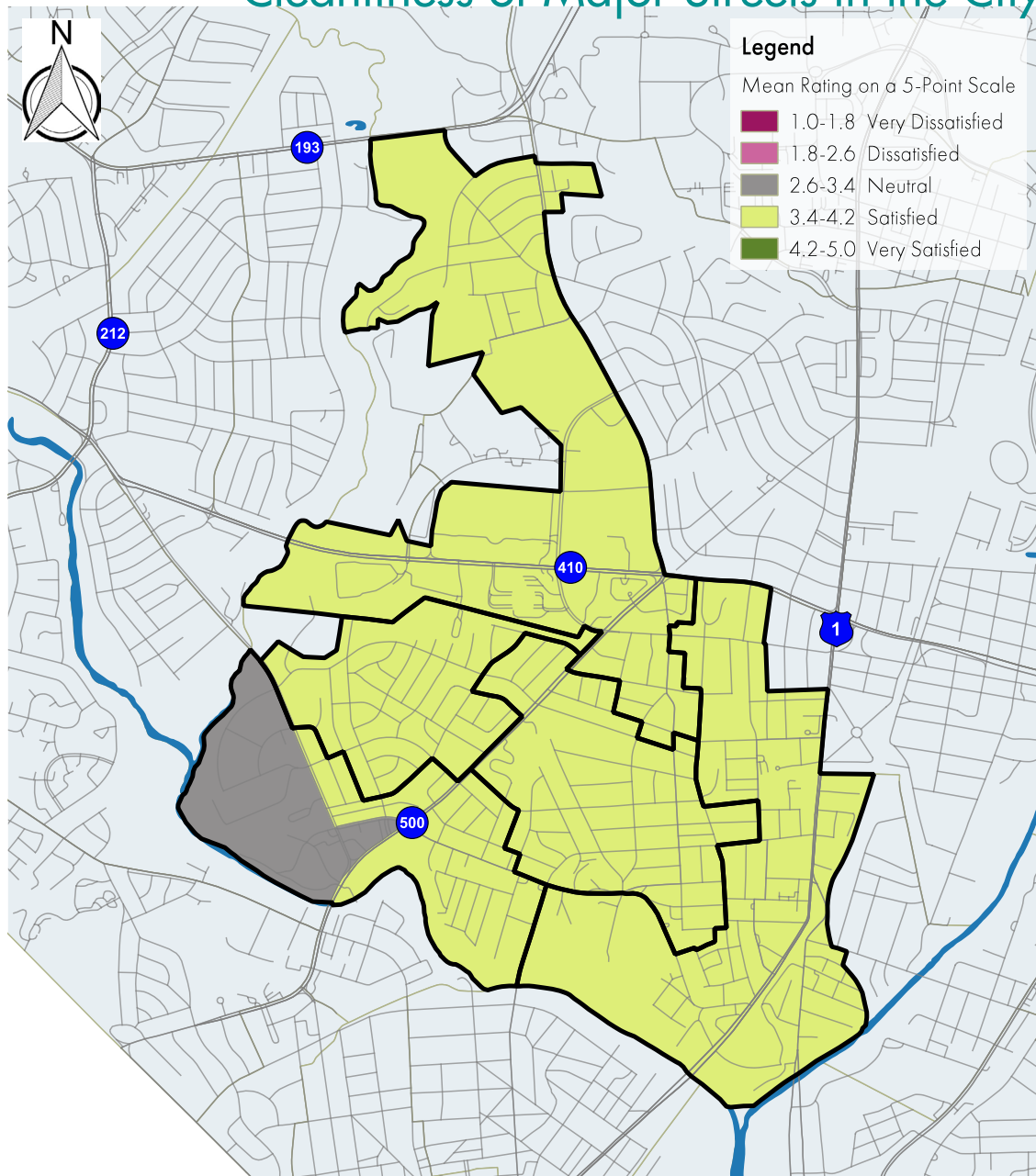
Q9d: Satisfaction with Snow Removal on Neighborhood Streets



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

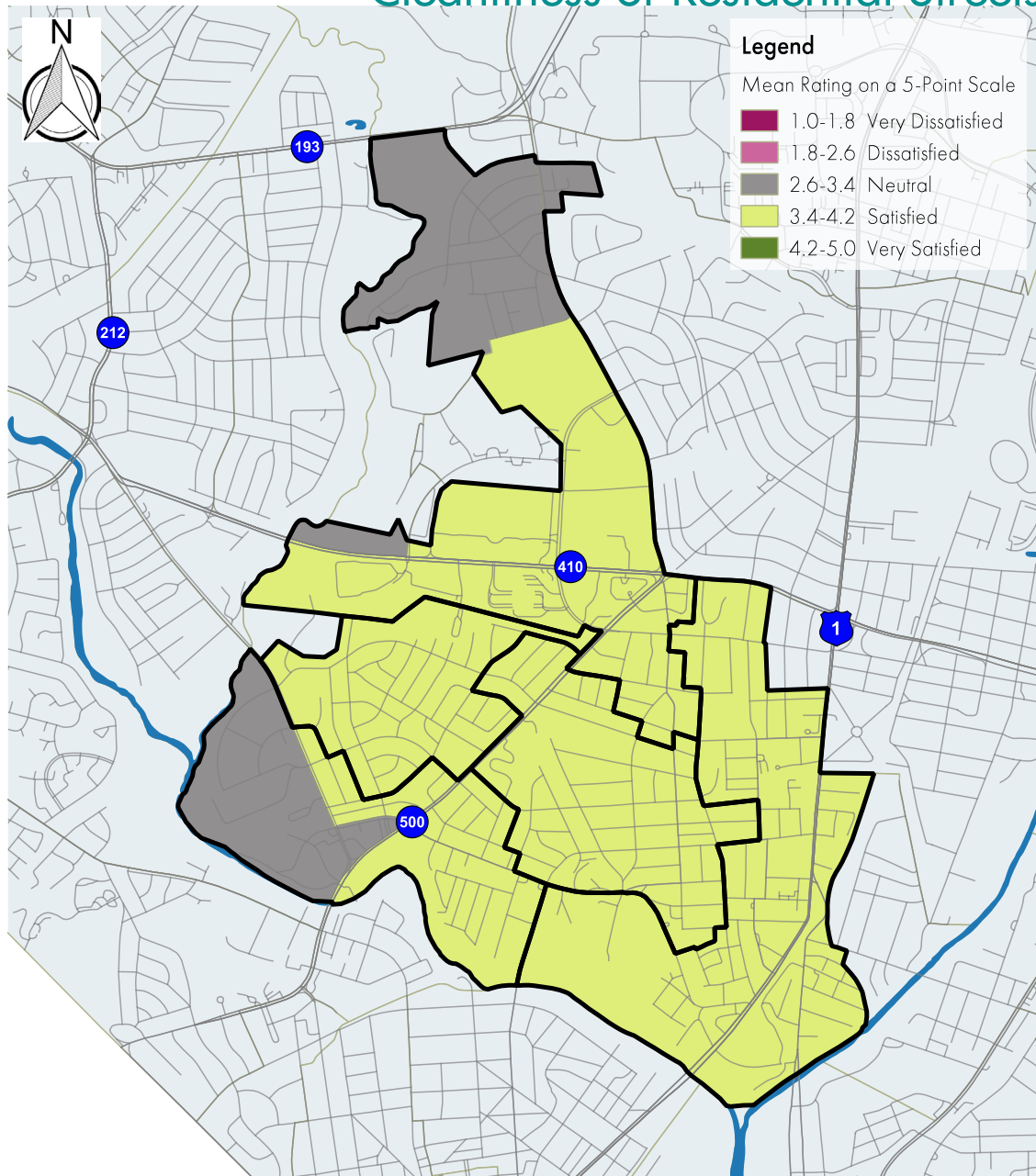
Q9e: Satisfaction with Cleanliness of Major Streets in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

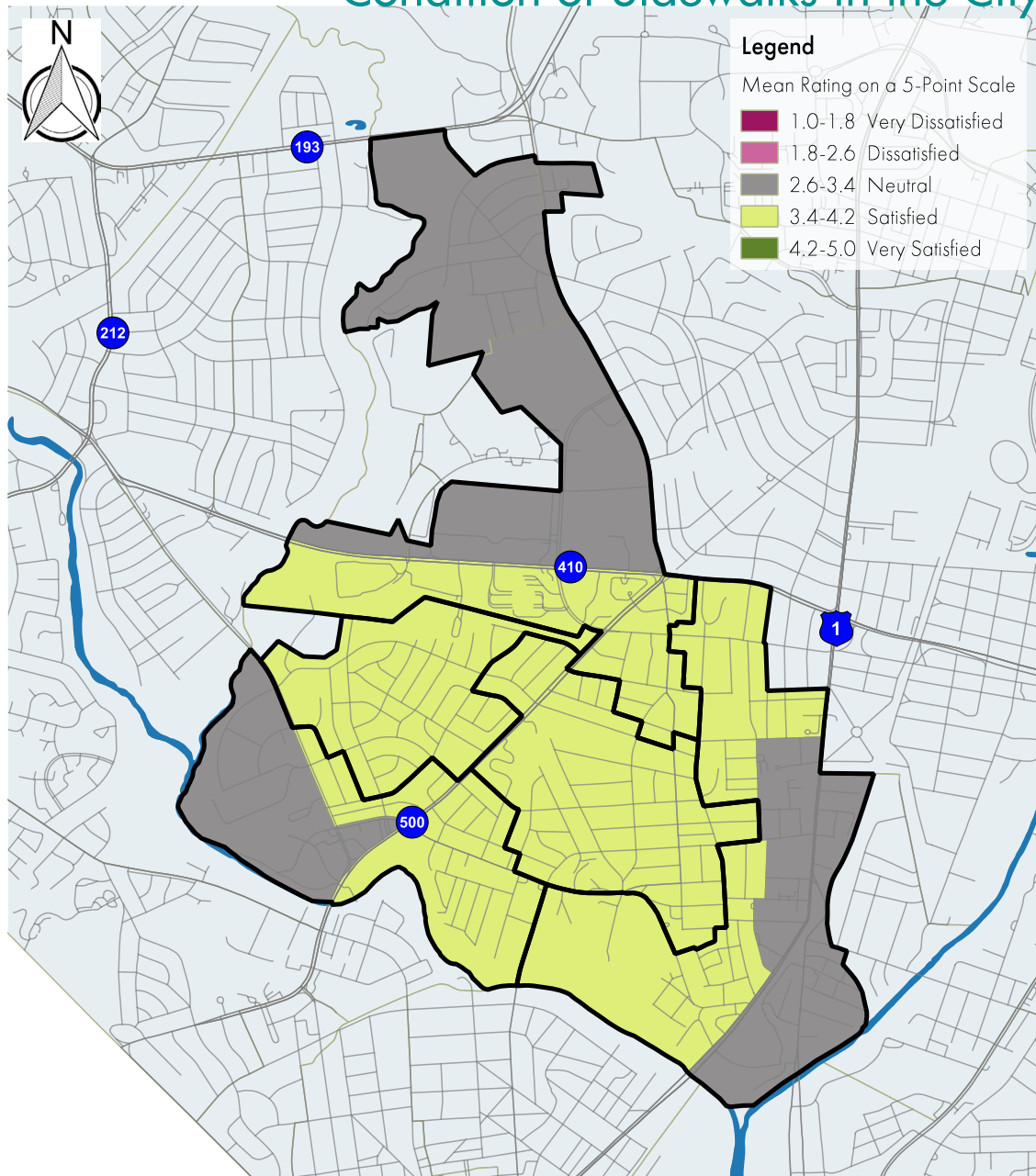
Q9f: Satisfaction with Cleanliness of Residential Streets



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

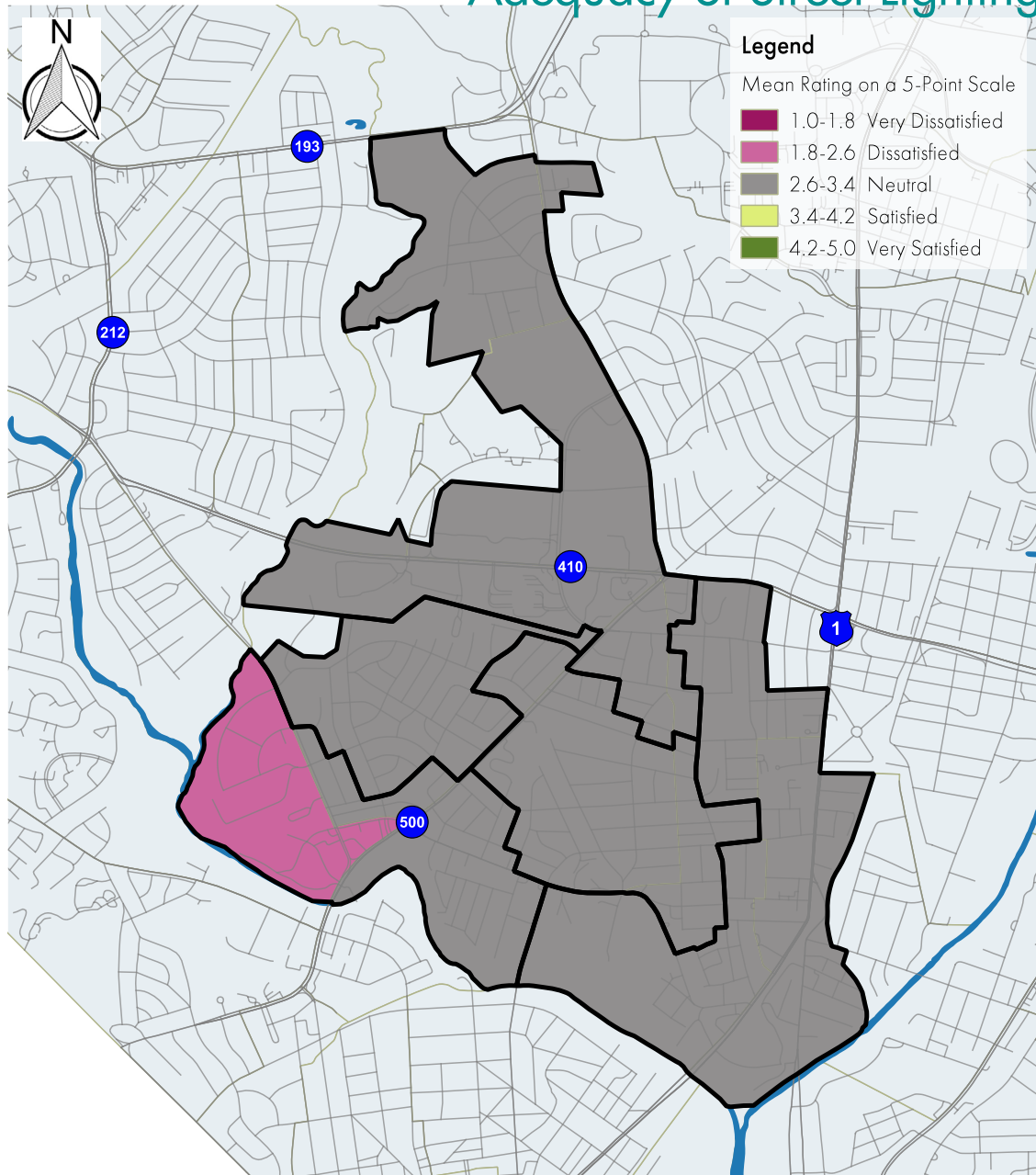
Q9g: Satisfaction with Condition of Sidewalks in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

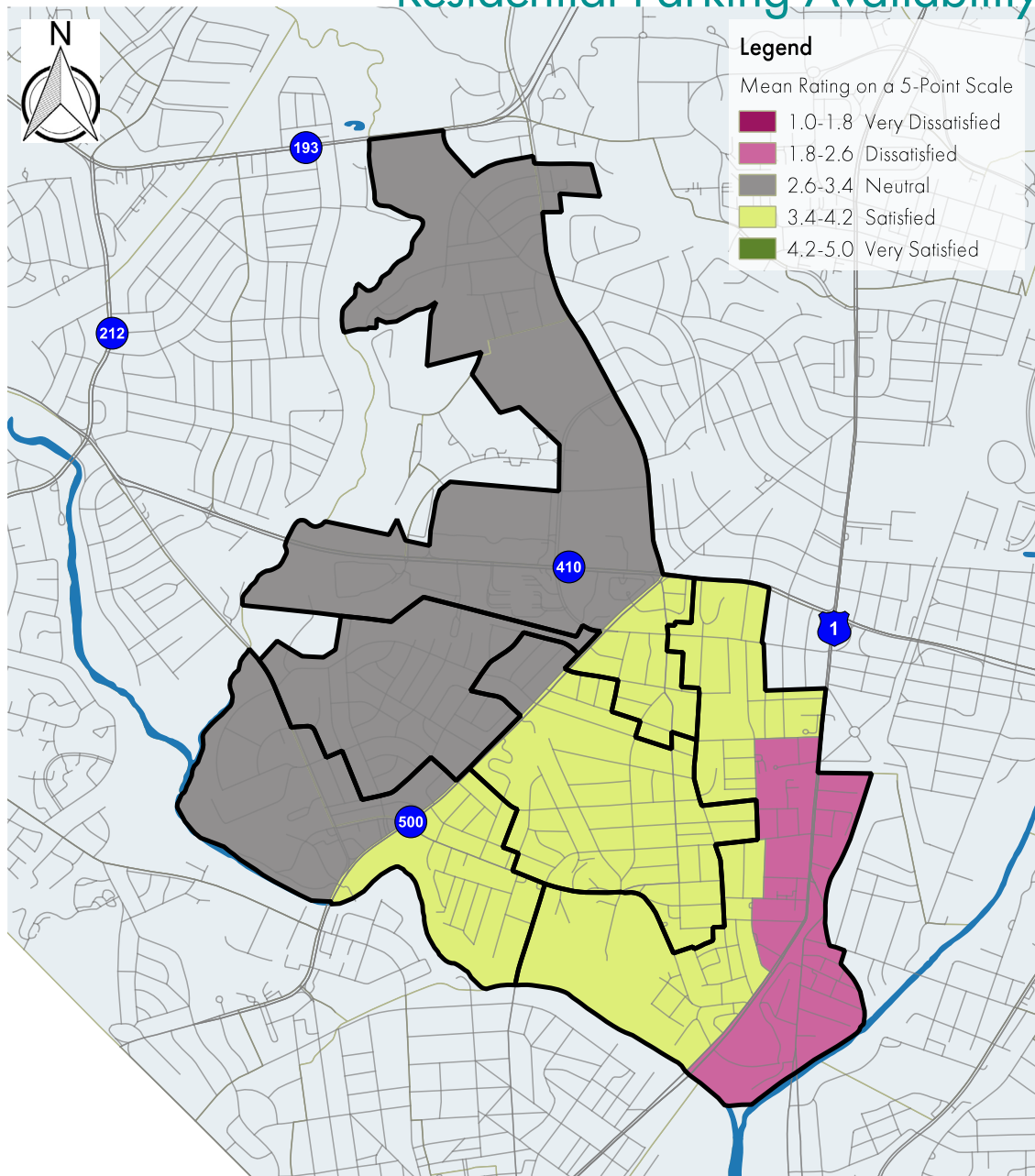
Q9h: Satisfaction with Adequacy of Street Lighting



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

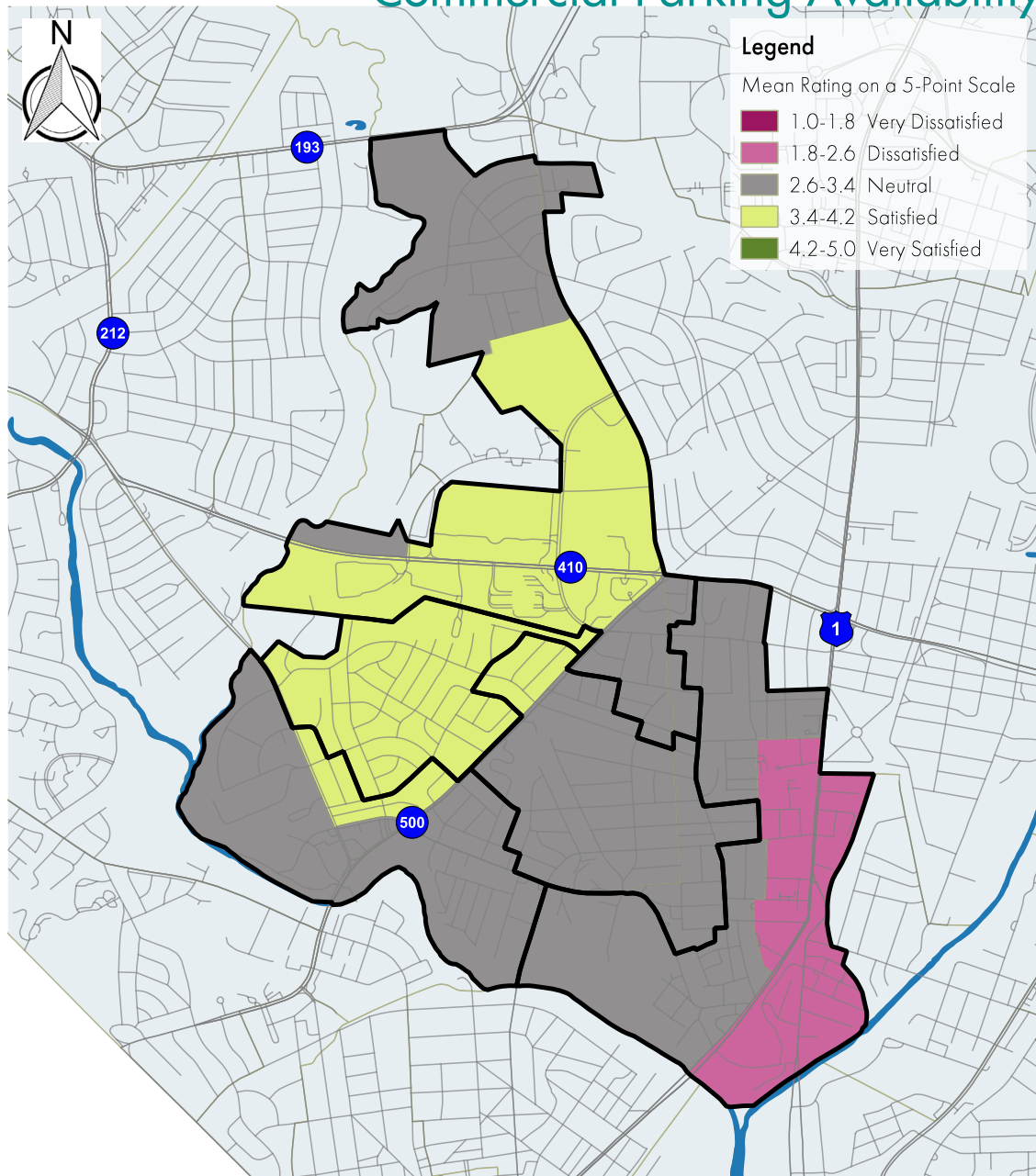
Q9i: Satisfaction with Residential Parking Availability



2018 Hyattsville Resident Satisfaction Survey

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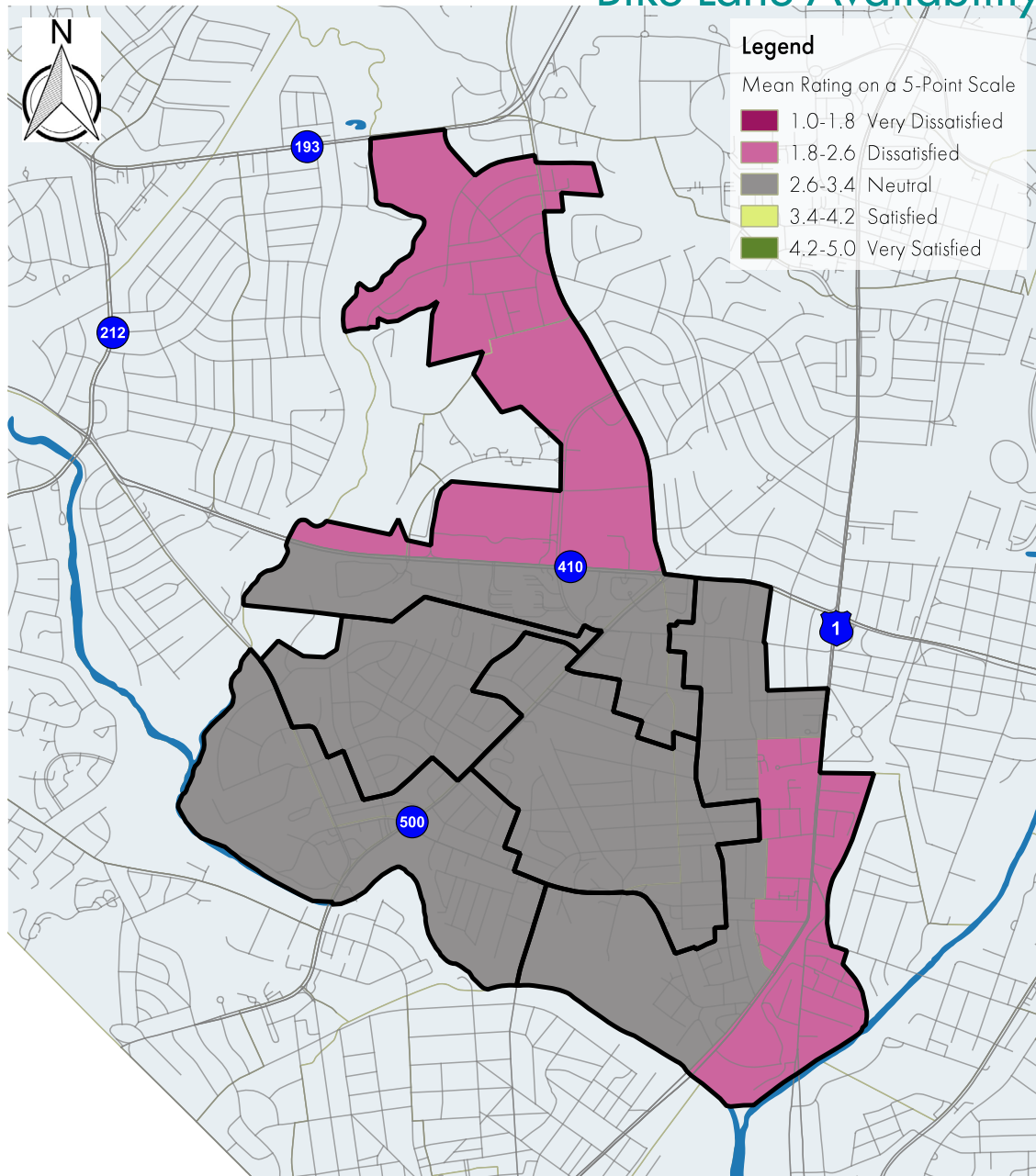
Q9j: Satisfaction with Commercial Parking Availability



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

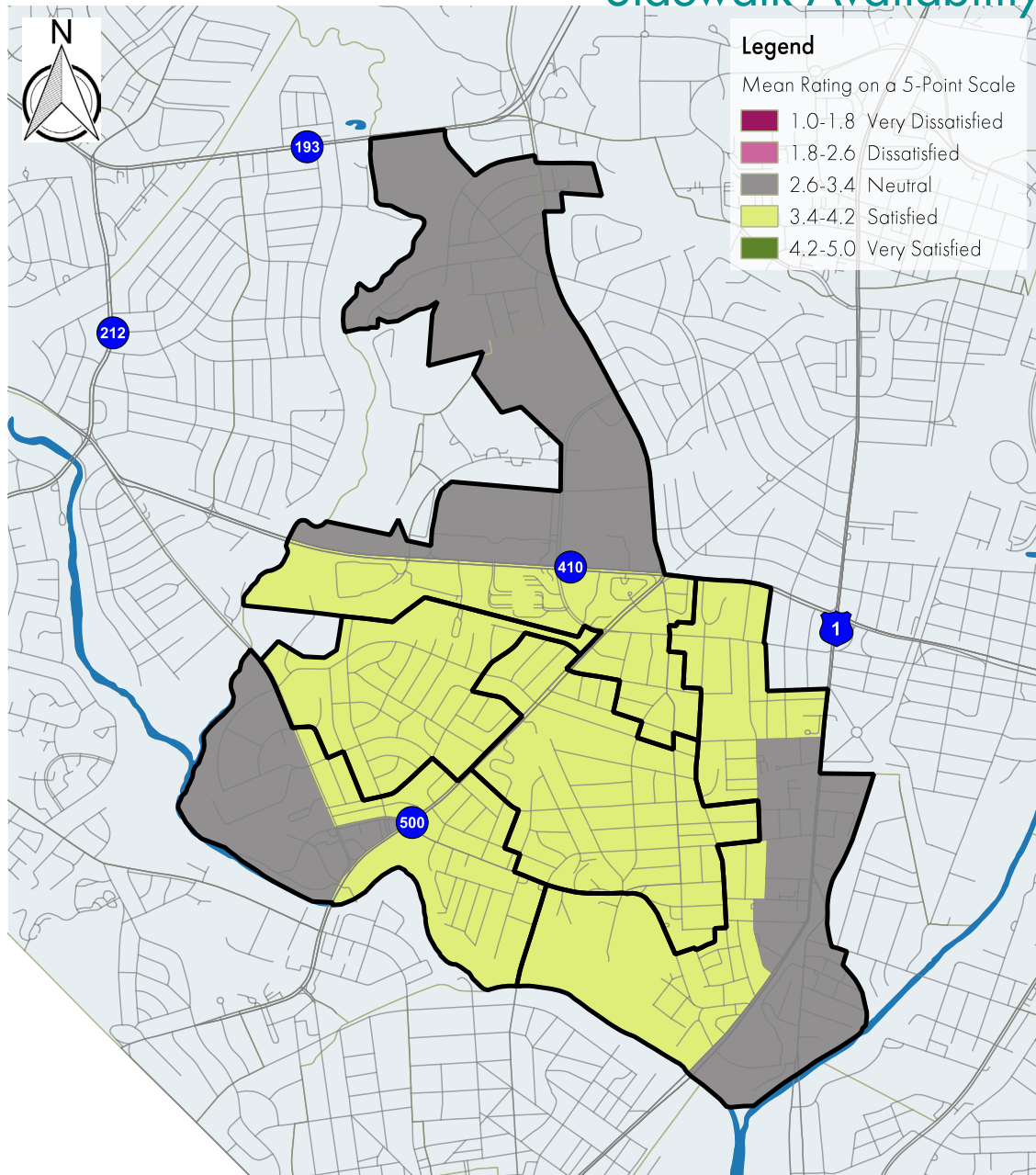
Q9k: Satisfaction with Bike Lane Availability



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

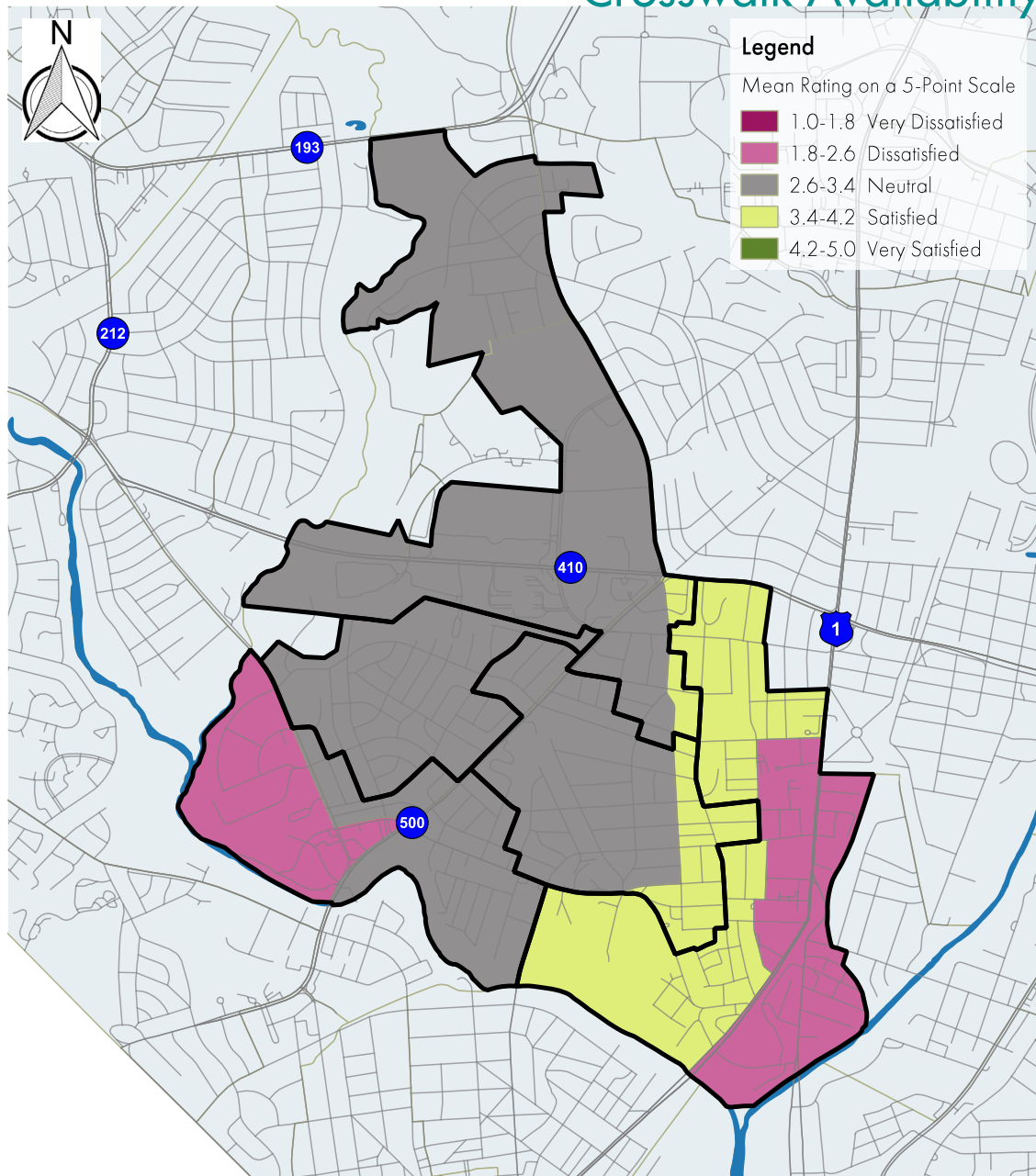
Q9L: Satisfaction with Sidewalk Availability



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

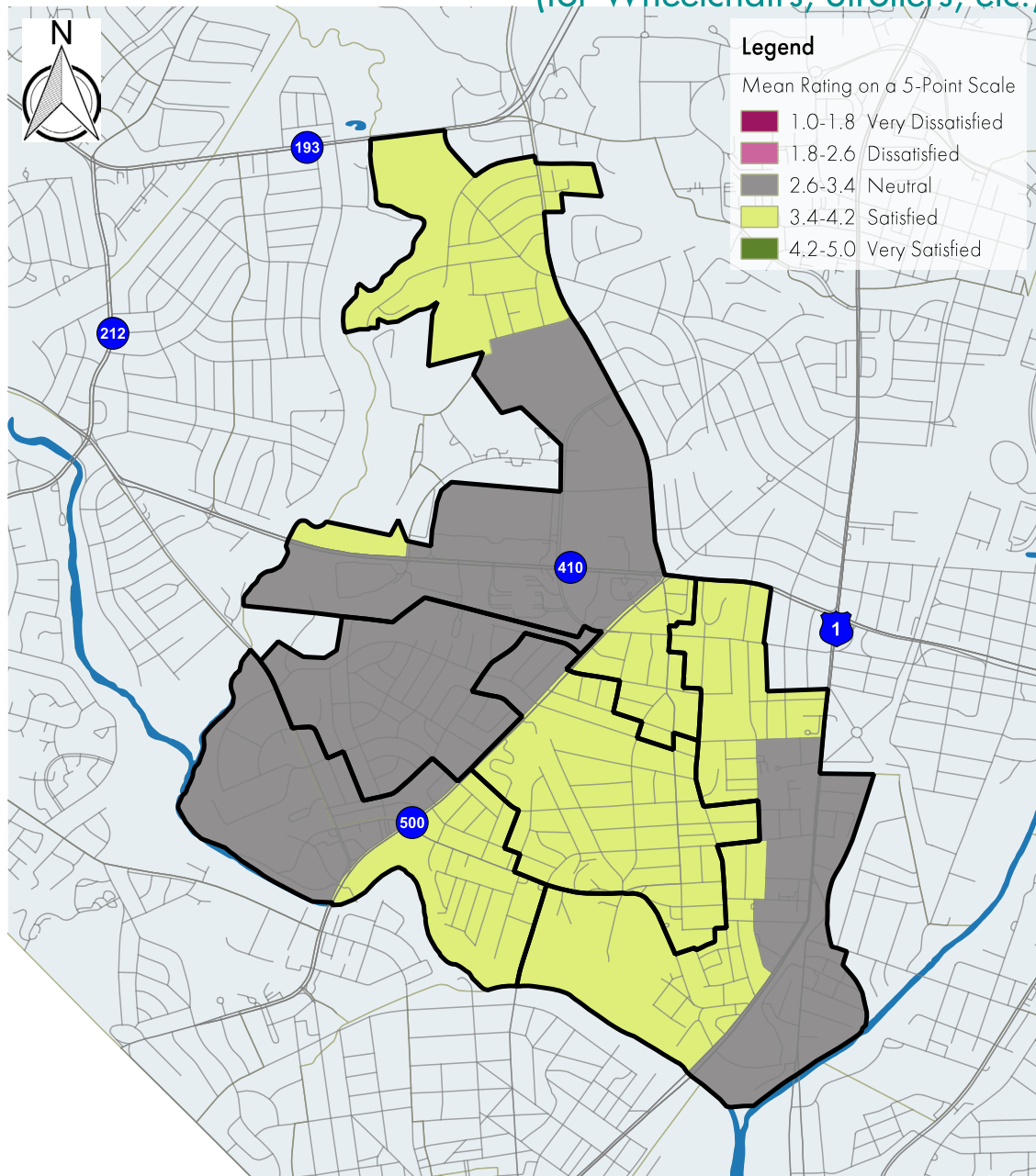
Q9m: Satisfaction with Crosswalk Availability



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

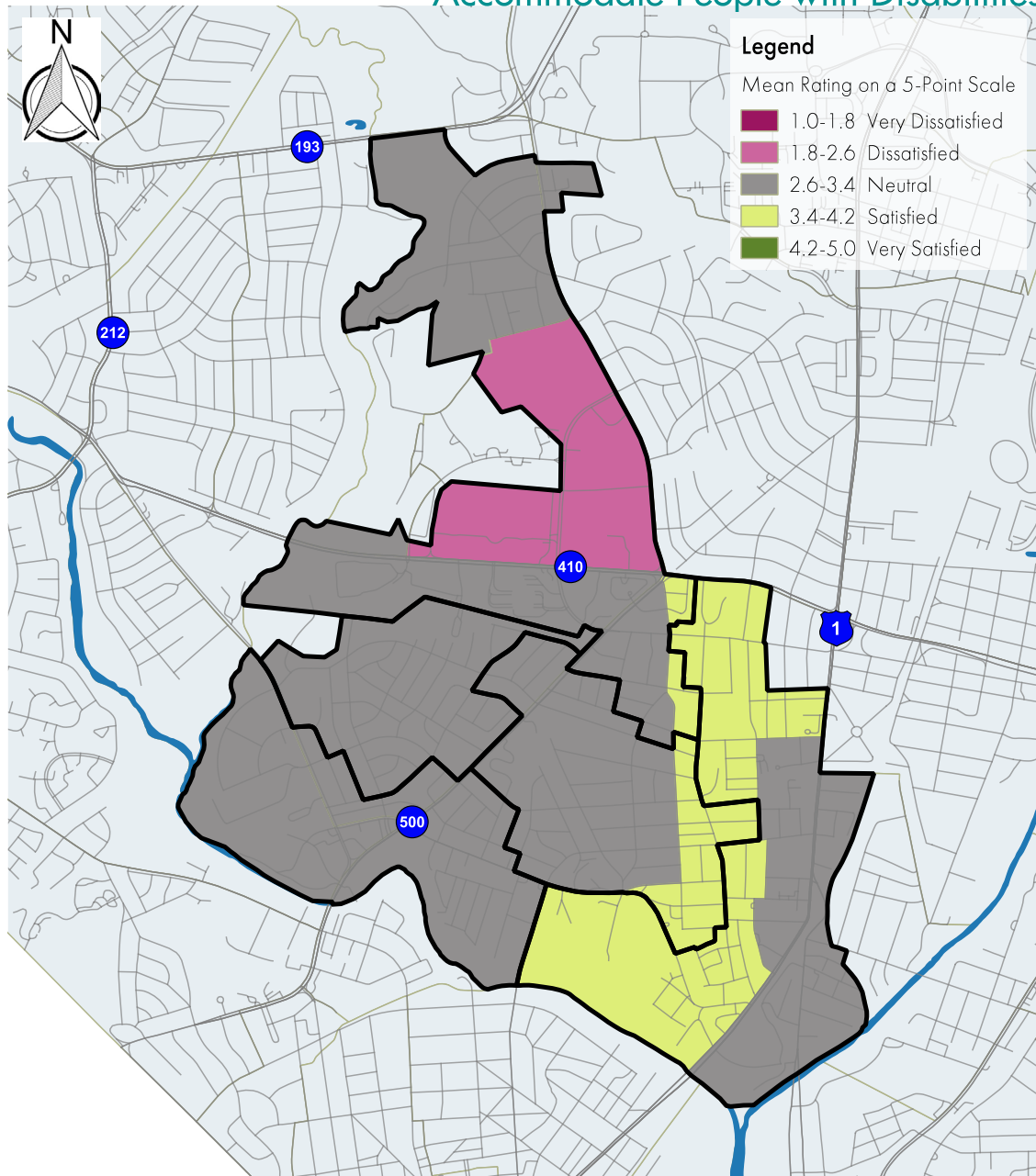
Q9n: Satisfaction with Availability of Ramps to Crosswalks (for Wheelchairs, Strollers, etc.)



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

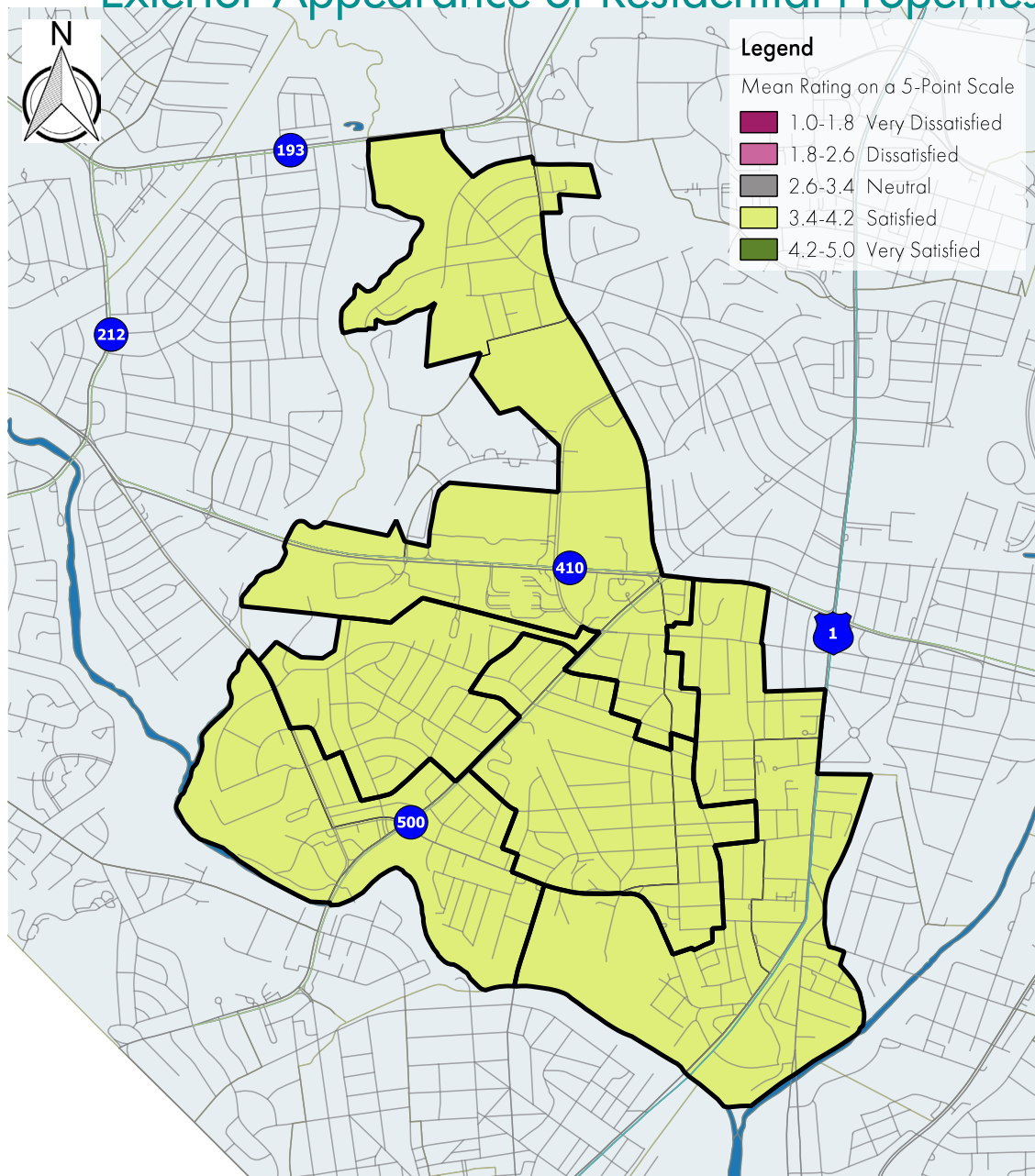
Q9o: Satisfaction with Lights, Signs and Other Signals to Accommodate People with Disabilities



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

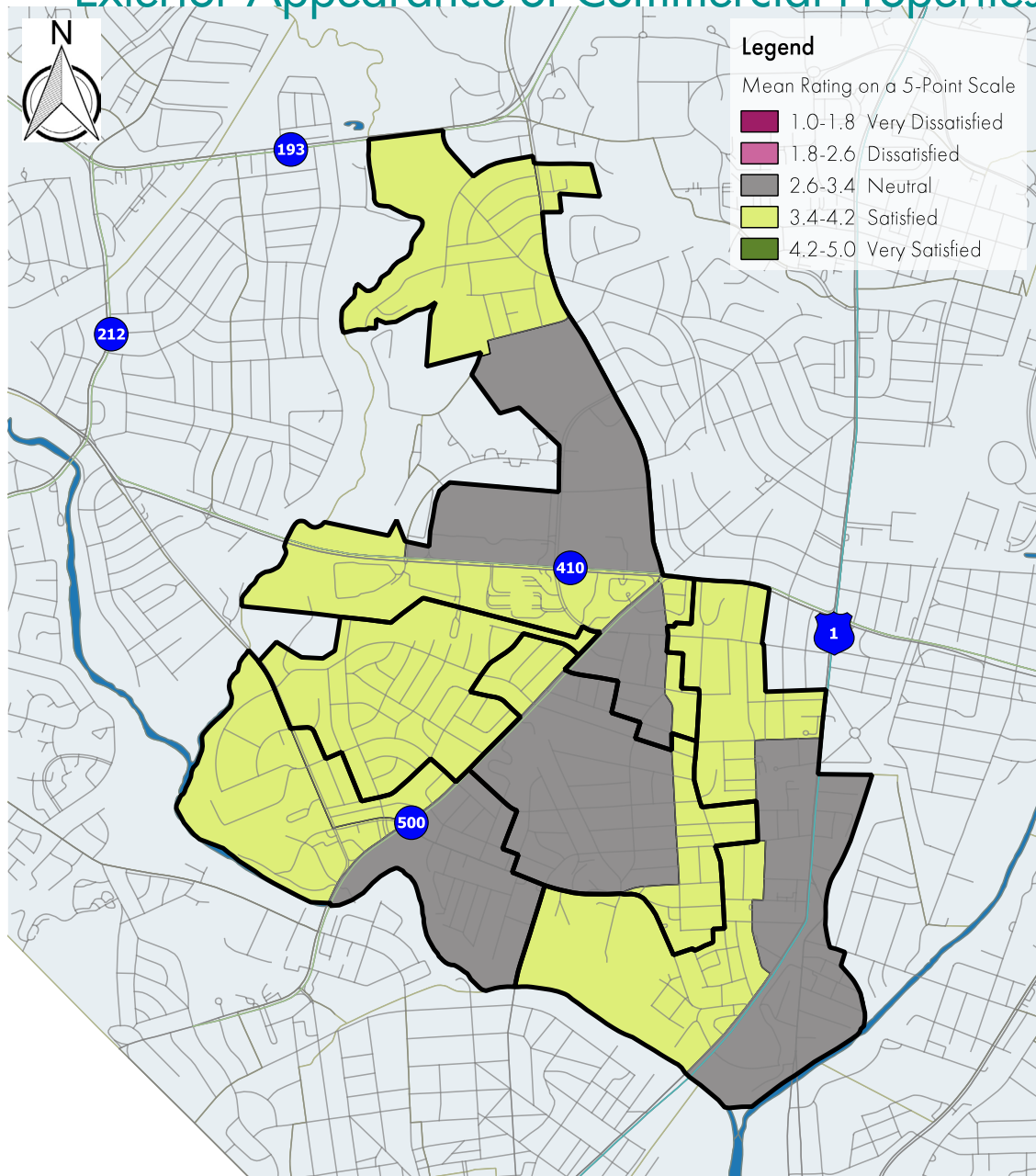
Q1 1a: Satisfaction with Exterior Appearance of Residential Properties



2018 Hyattsville Resident Satisfaction Survey

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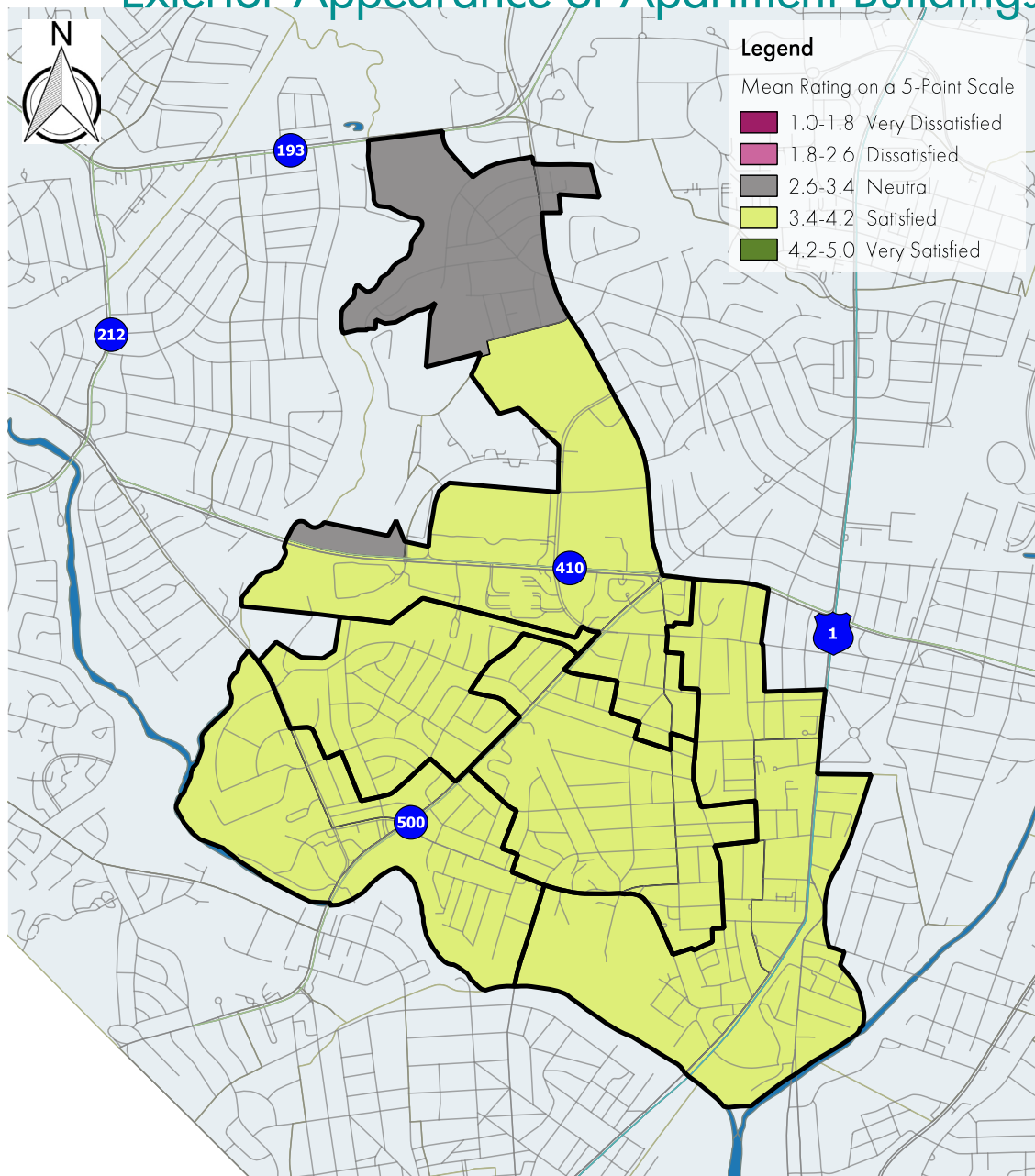
Q11b: Satisfaction with Exterior Appearance of Commercial Properties



2018 Hyattsville Resident Satisfaction Survey

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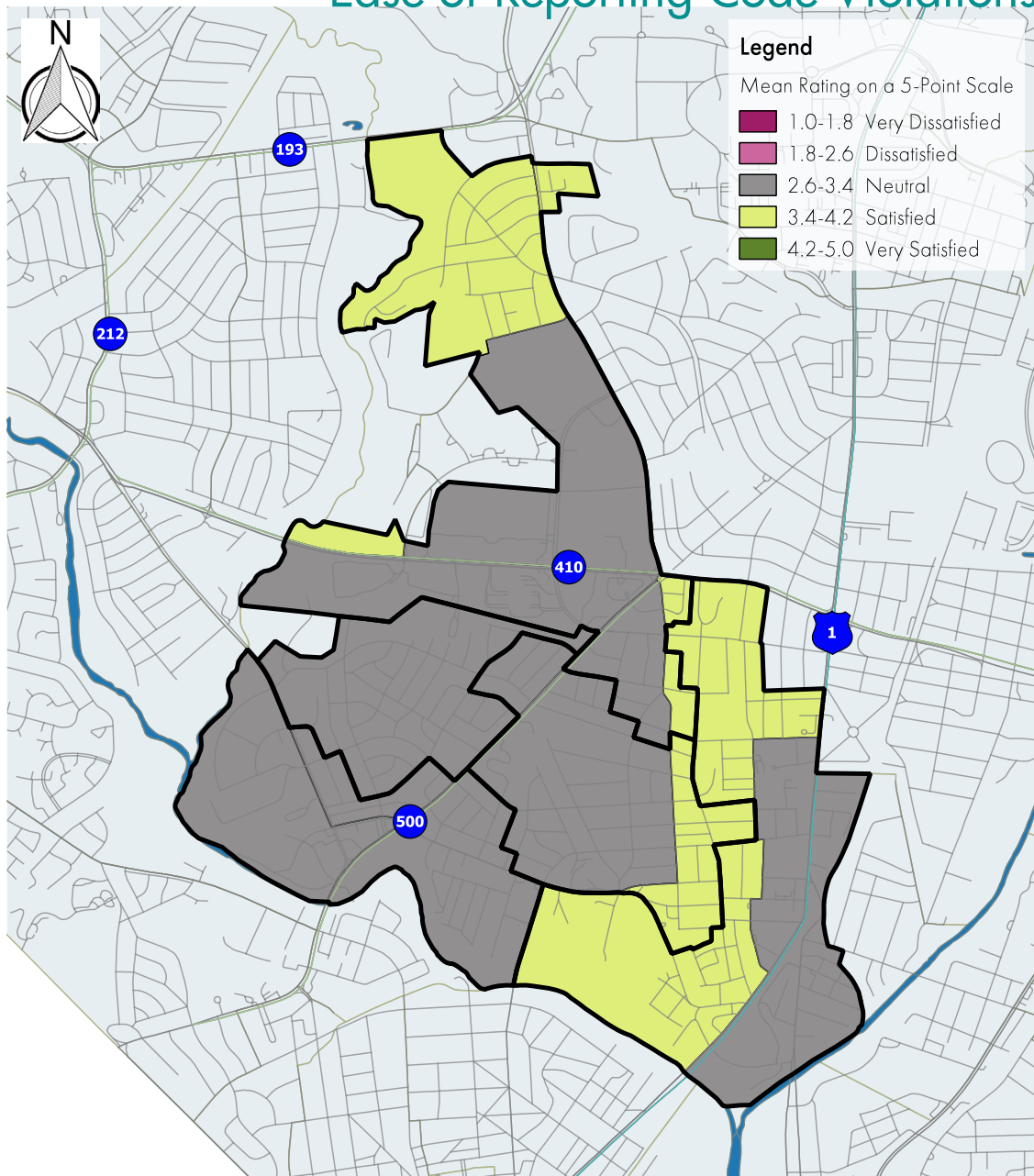
Q11c: Satisfaction with Exterior Appearance of Apartment Buildings



2018 Hyattsville Resident Satisfaction Survey

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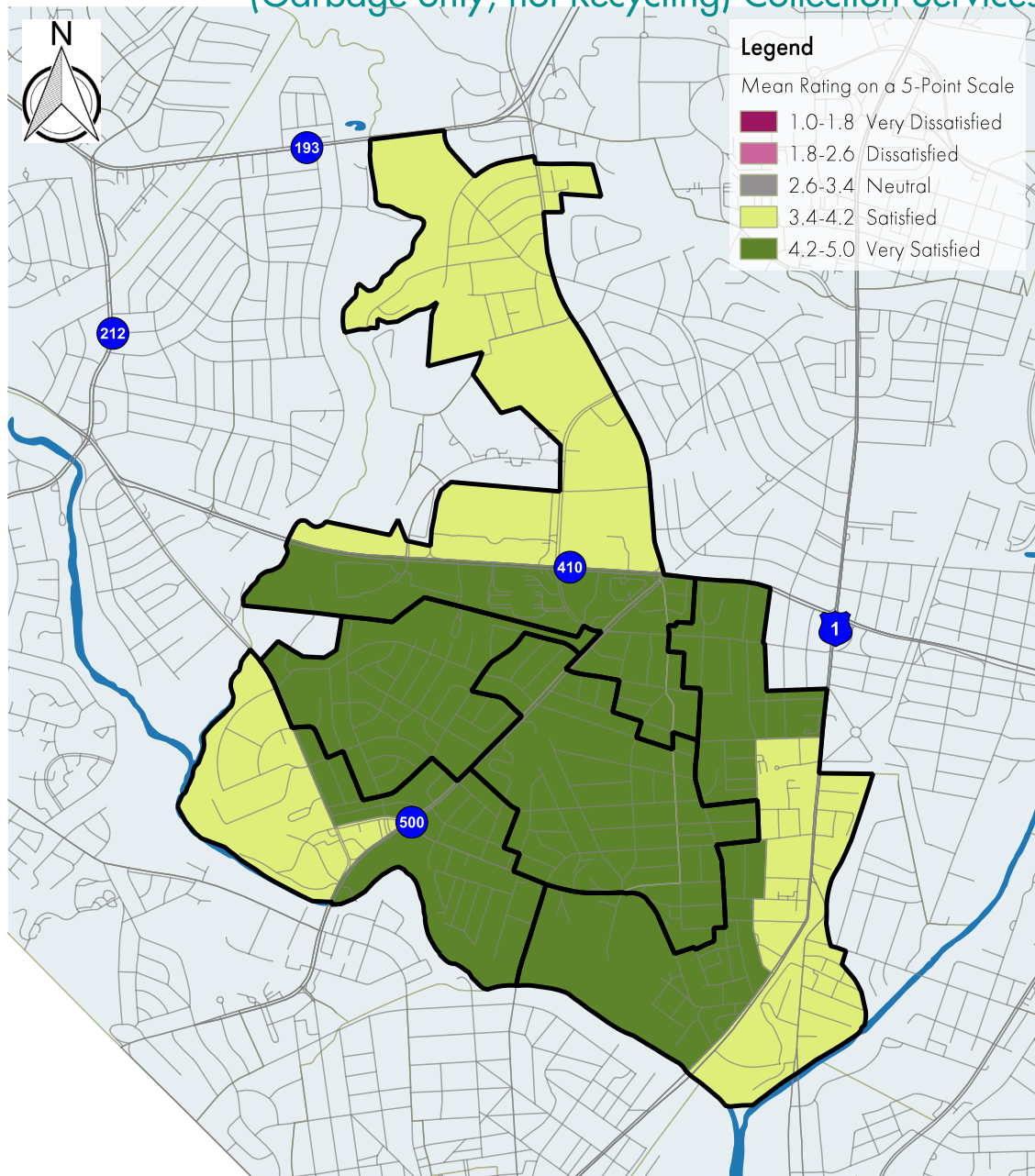
Q11d: Satisfaction with Ease of Reporting Code Violations



2018 Hyattsville Resident Satisfaction Survey

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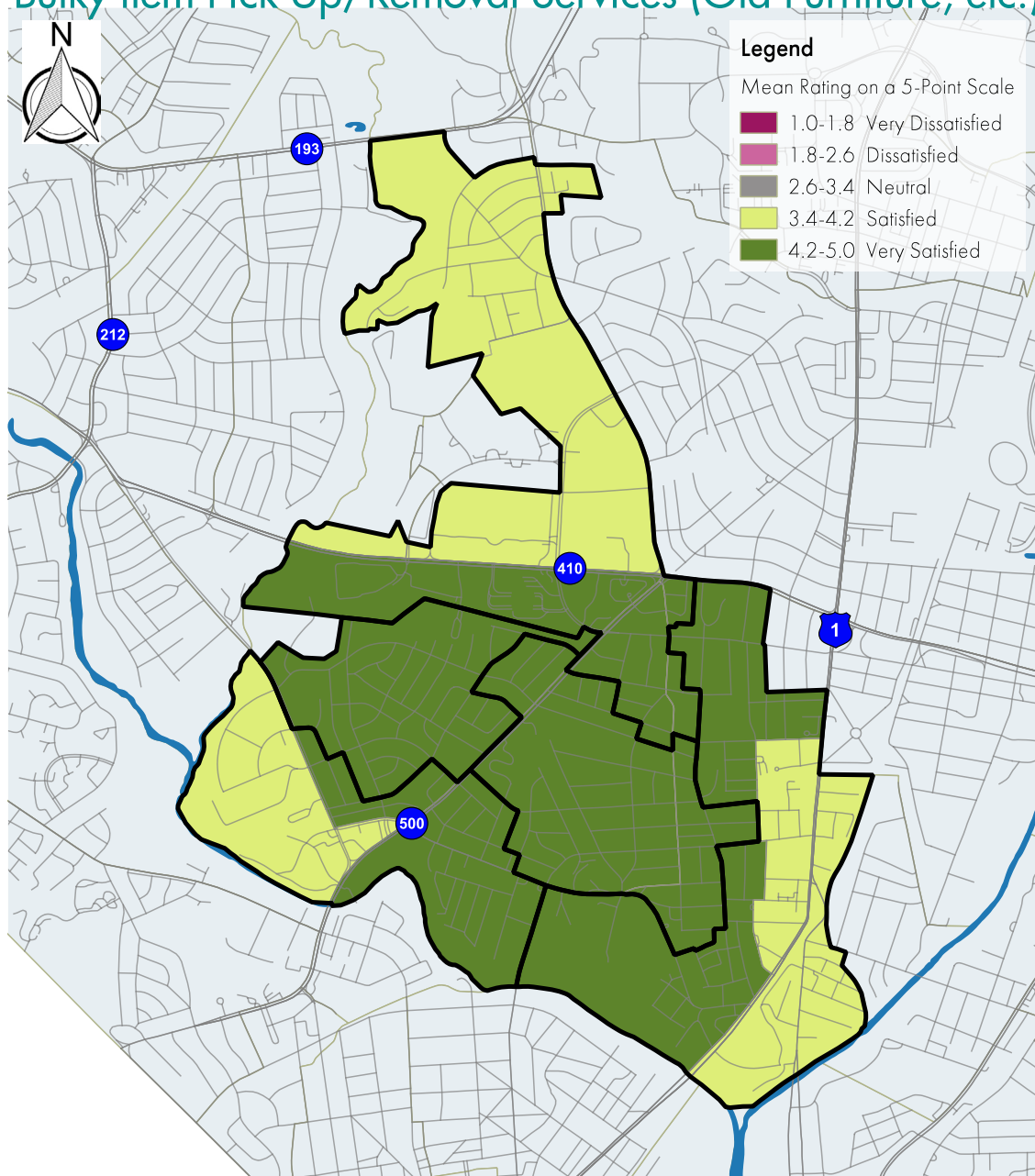
Q12a: Satisfaction with Residential Trash (Garbage only, not Recycling) Collection Services



2018 Hyattsville Resident Satisfaction Survey

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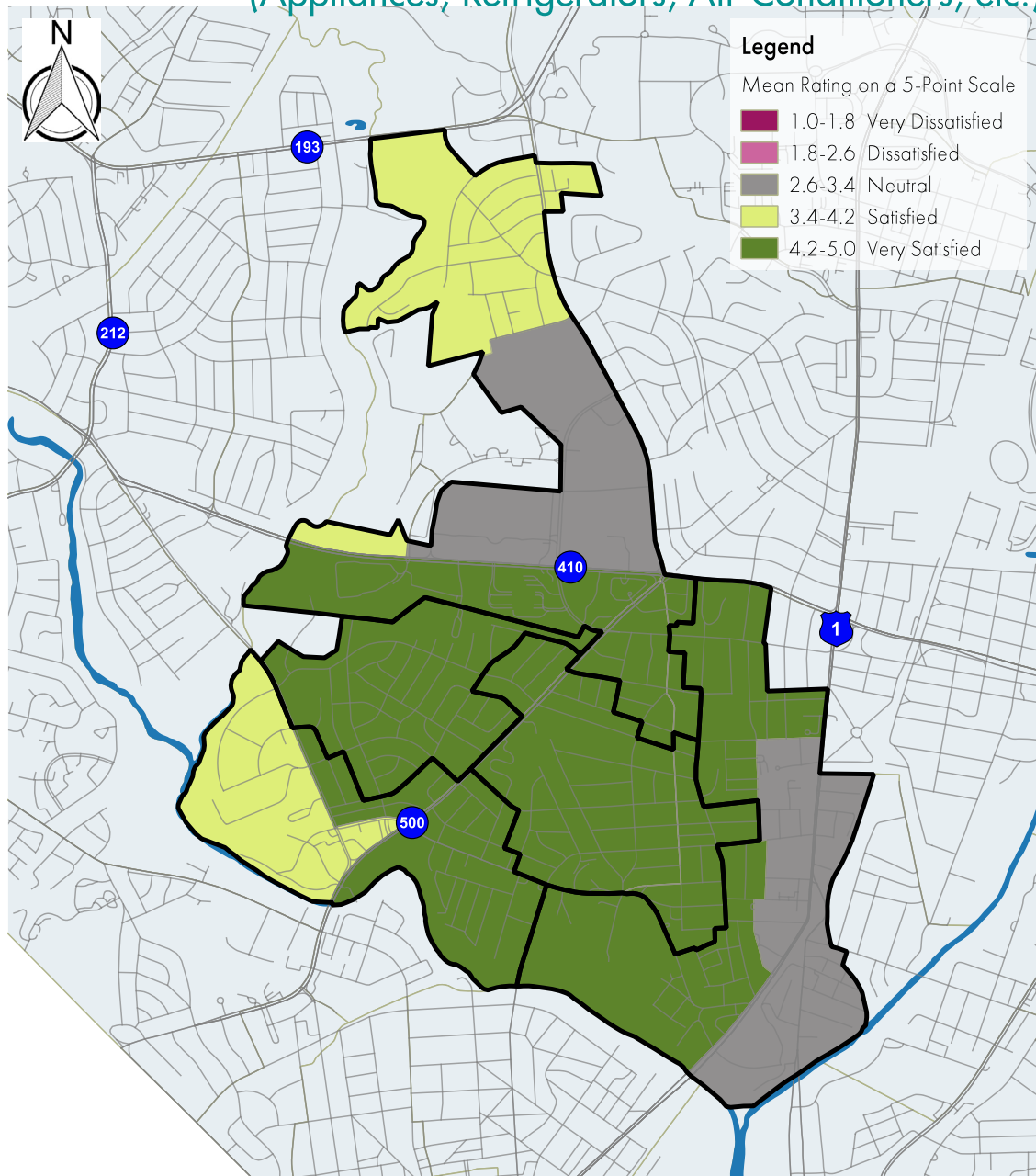
Q12b: Satisfaction with Bulky Item Pick Up/Removal Services (Old Furniture, etc.)



2018 Hyattsville Resident Satisfaction Survey

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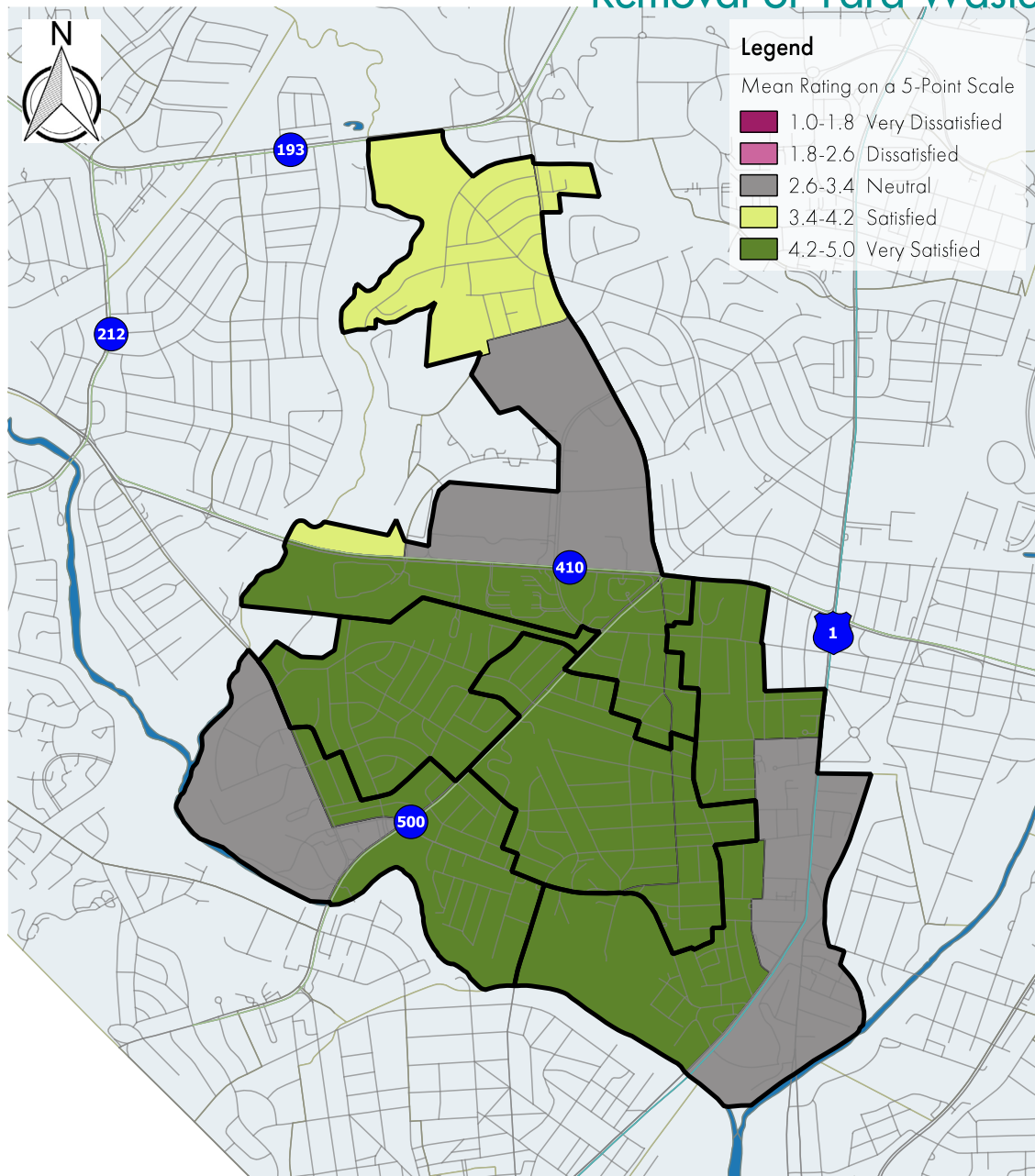
Q12c: Satisfaction with Removal of White Goods (Appliances, Refrigerators, Air Conditioners, etc.)



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

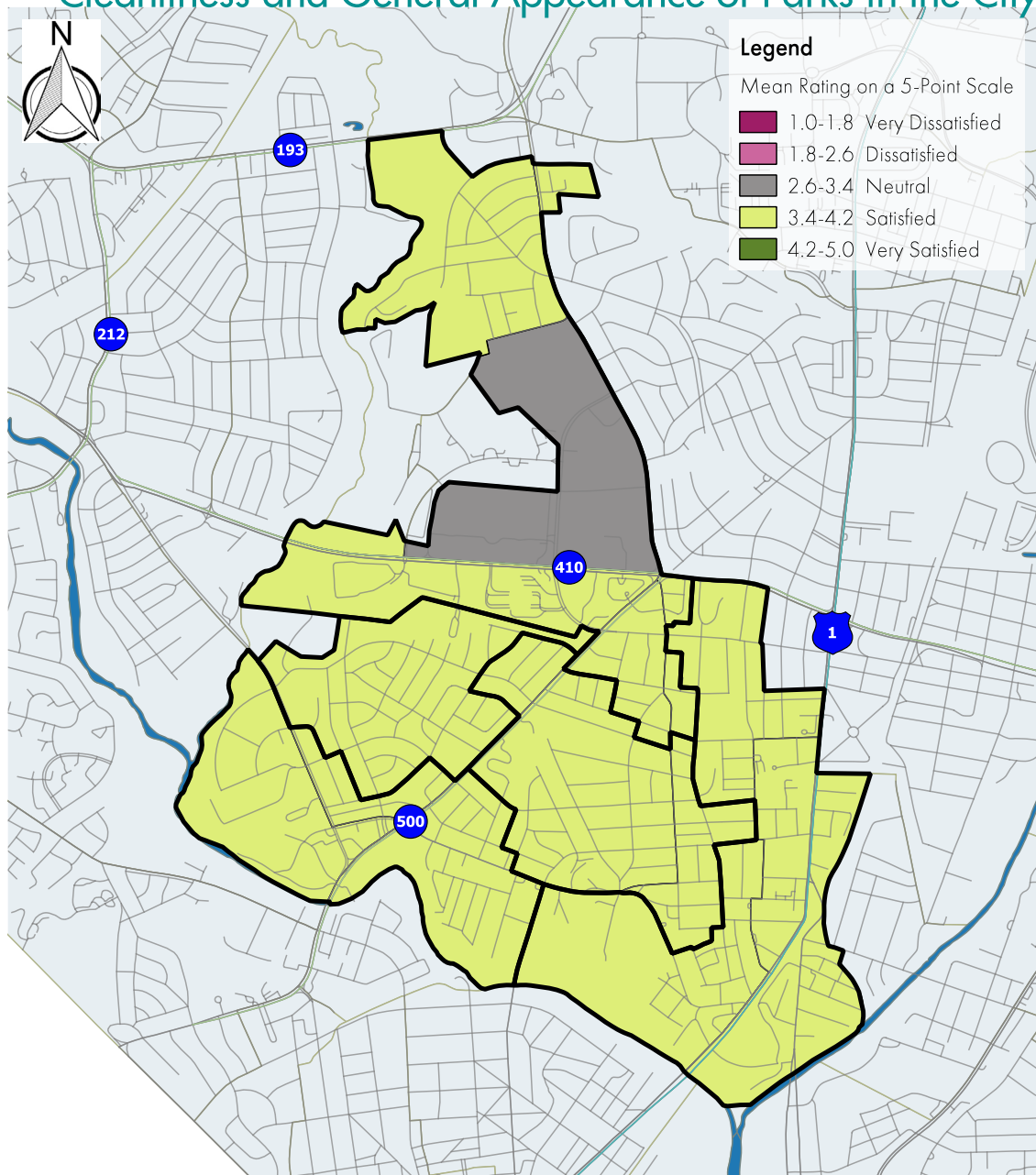
Q12d: Satisfaction with Removal of Yard Waste



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

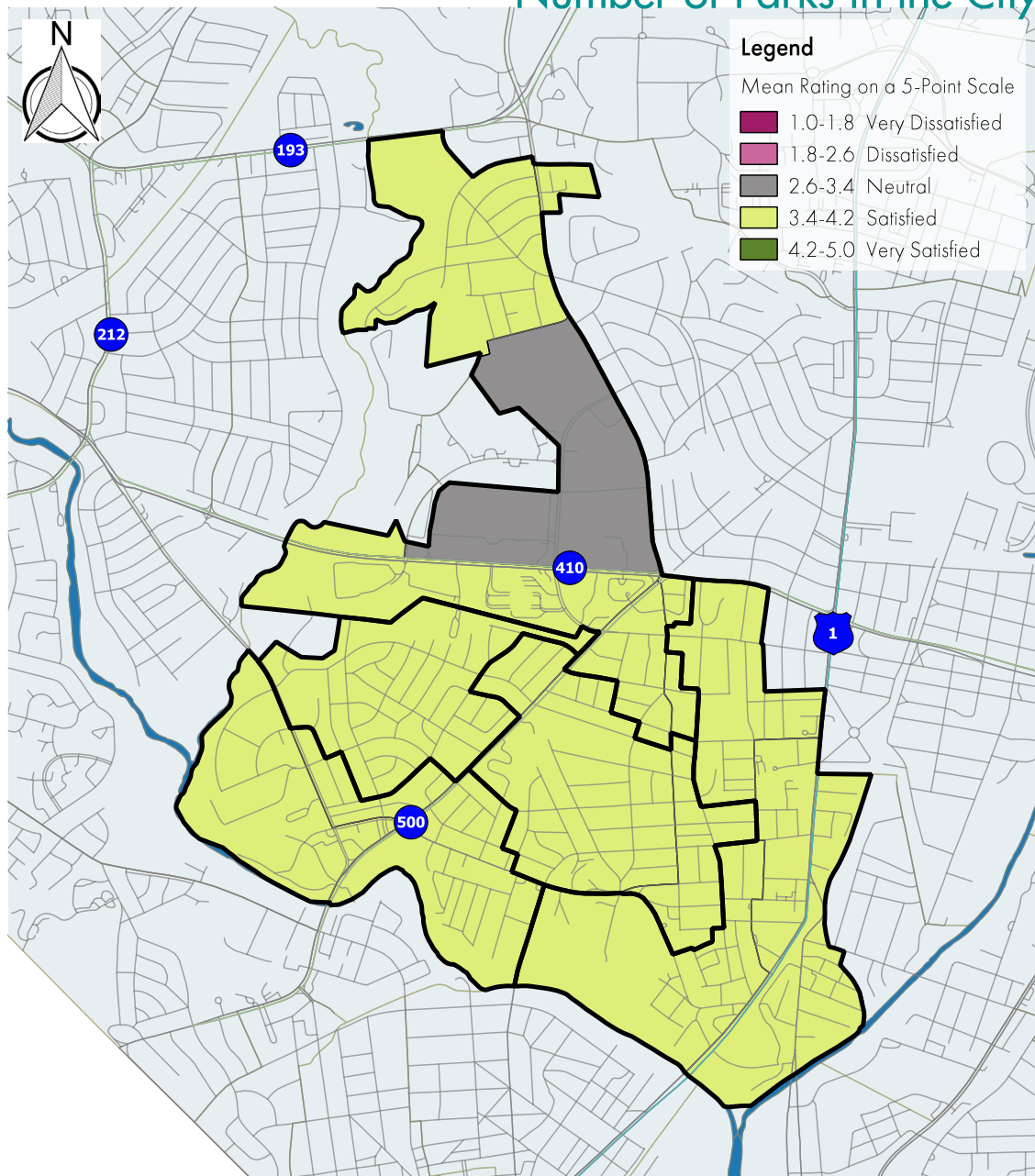
Q13a: Satisfaction with Cleanliness and General Appearance of Parks in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

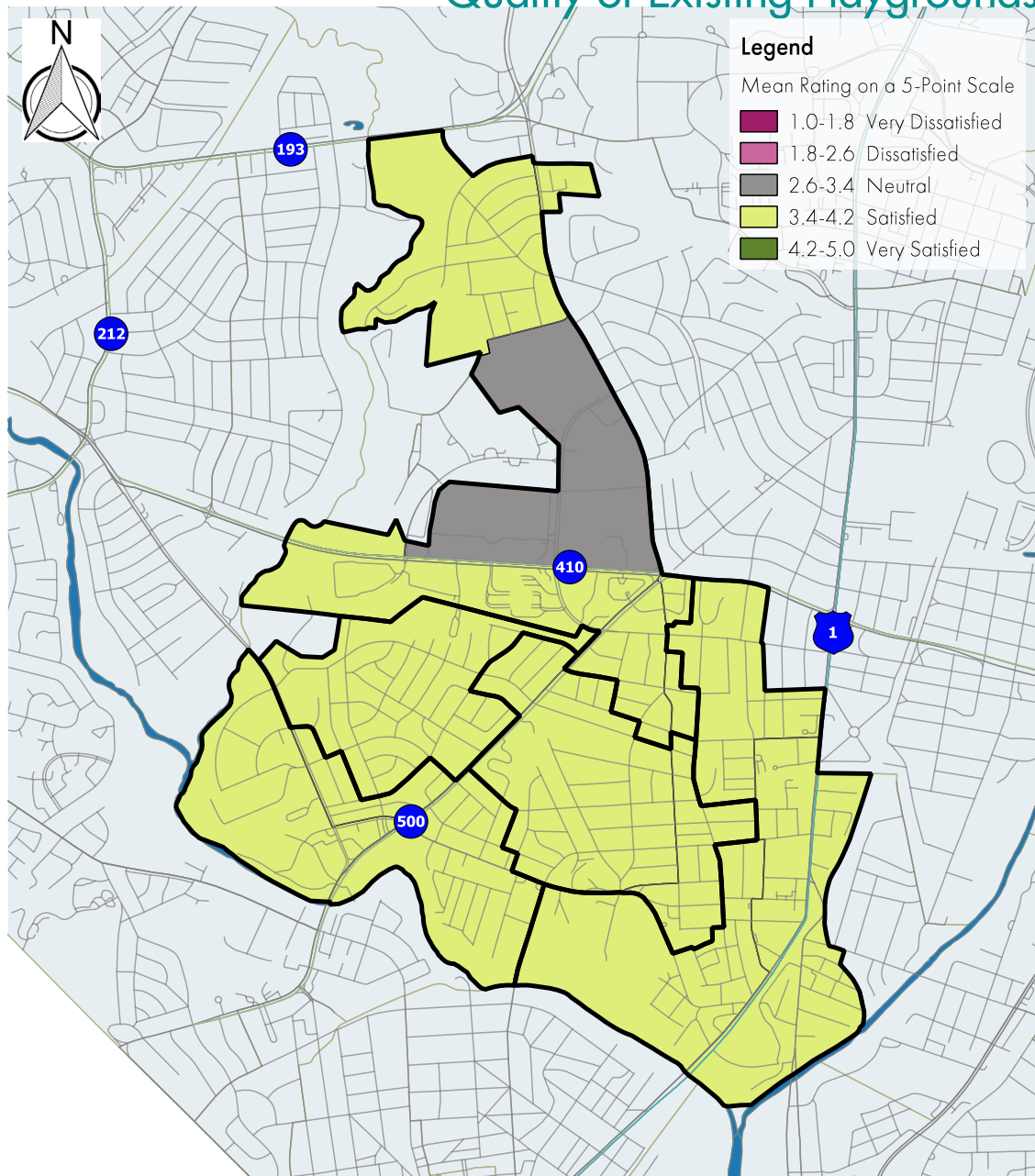
Q13b: Satisfaction with Number of Parks in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

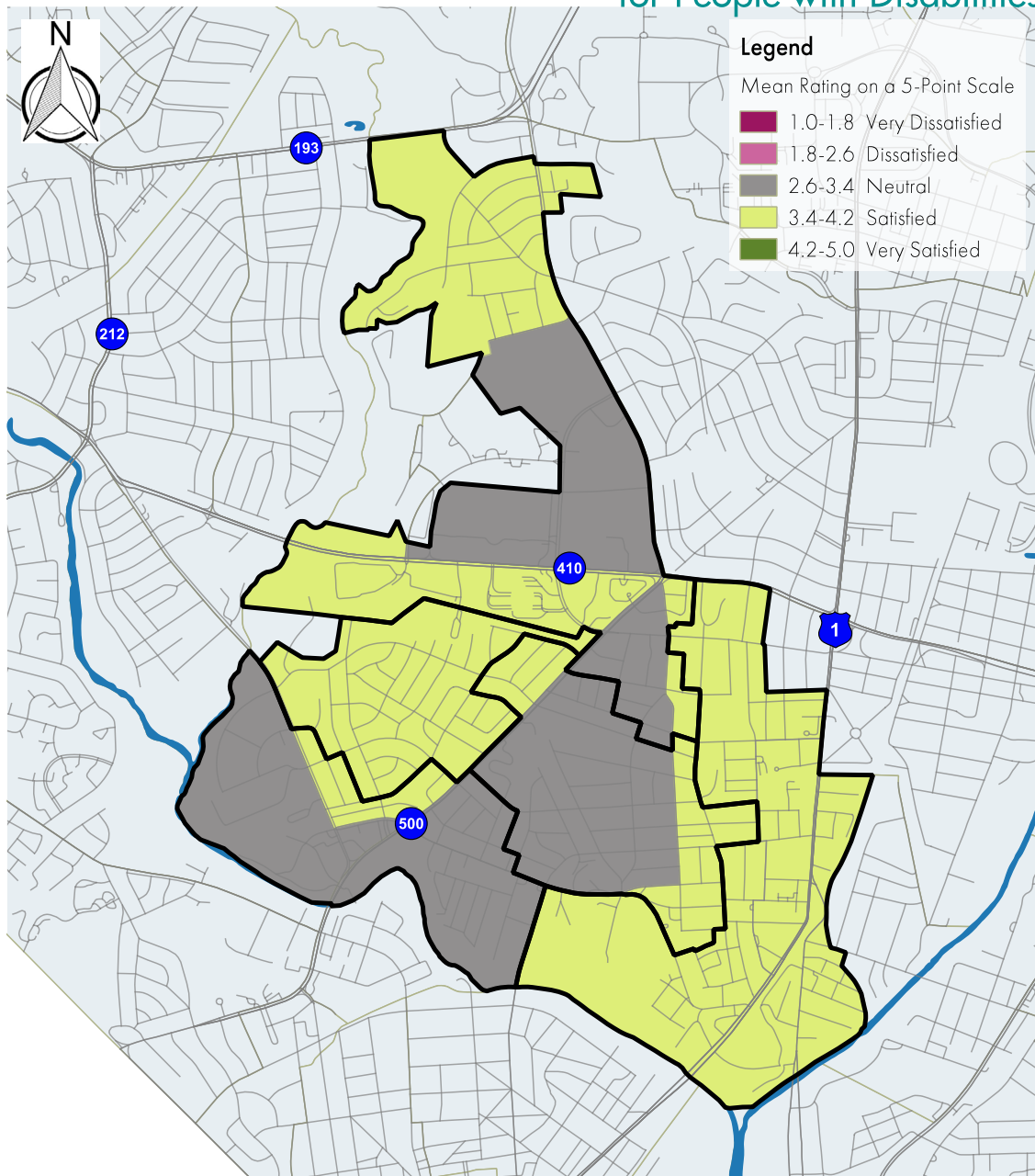
Q13c: Satisfaction with Quality of Existing Playgrounds



2018 Hyattsville Resident Satisfaction Survey

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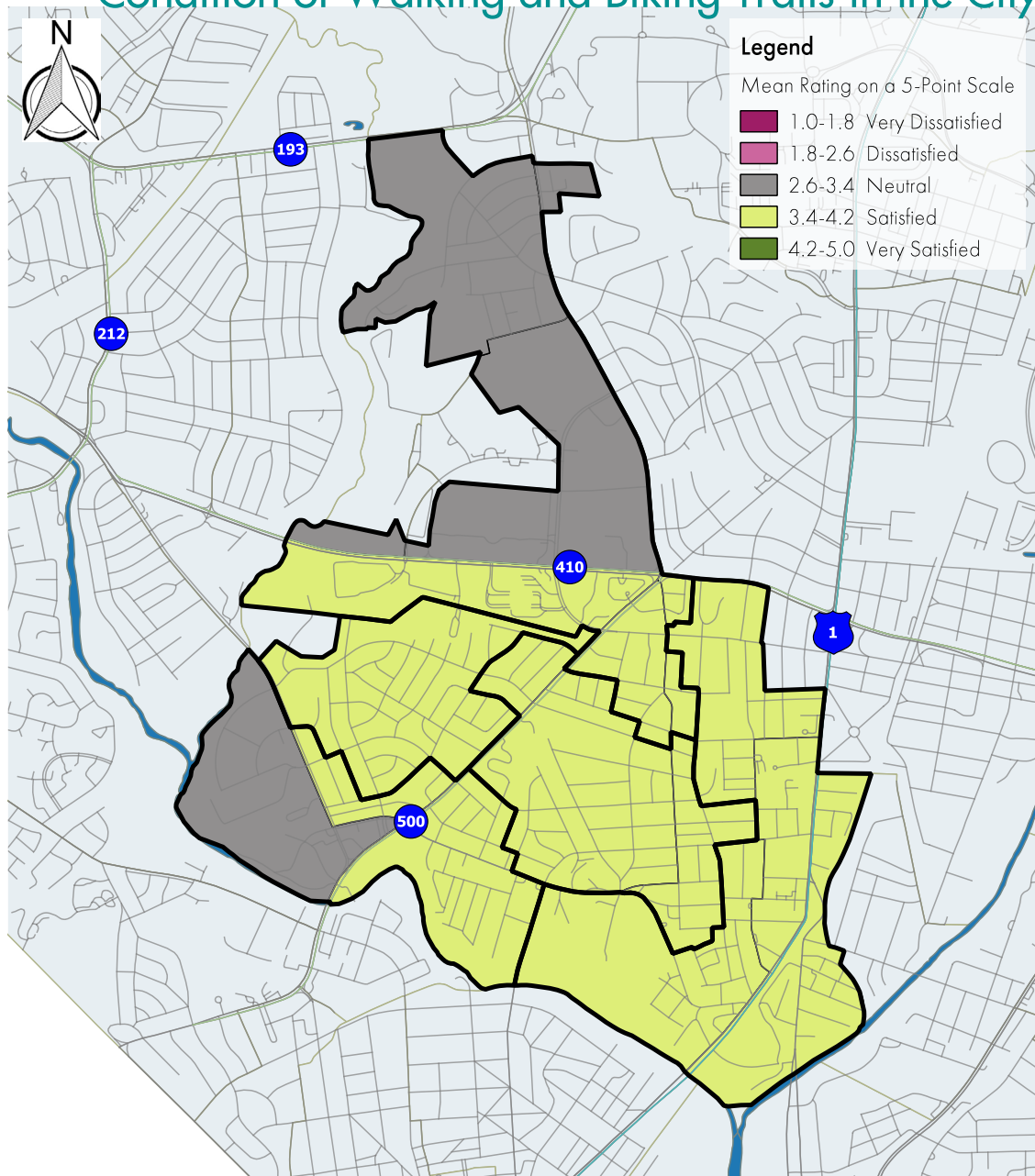
Q13d: Satisfaction with Accessibility of Parks and Playgrounds for People with Disabilities



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

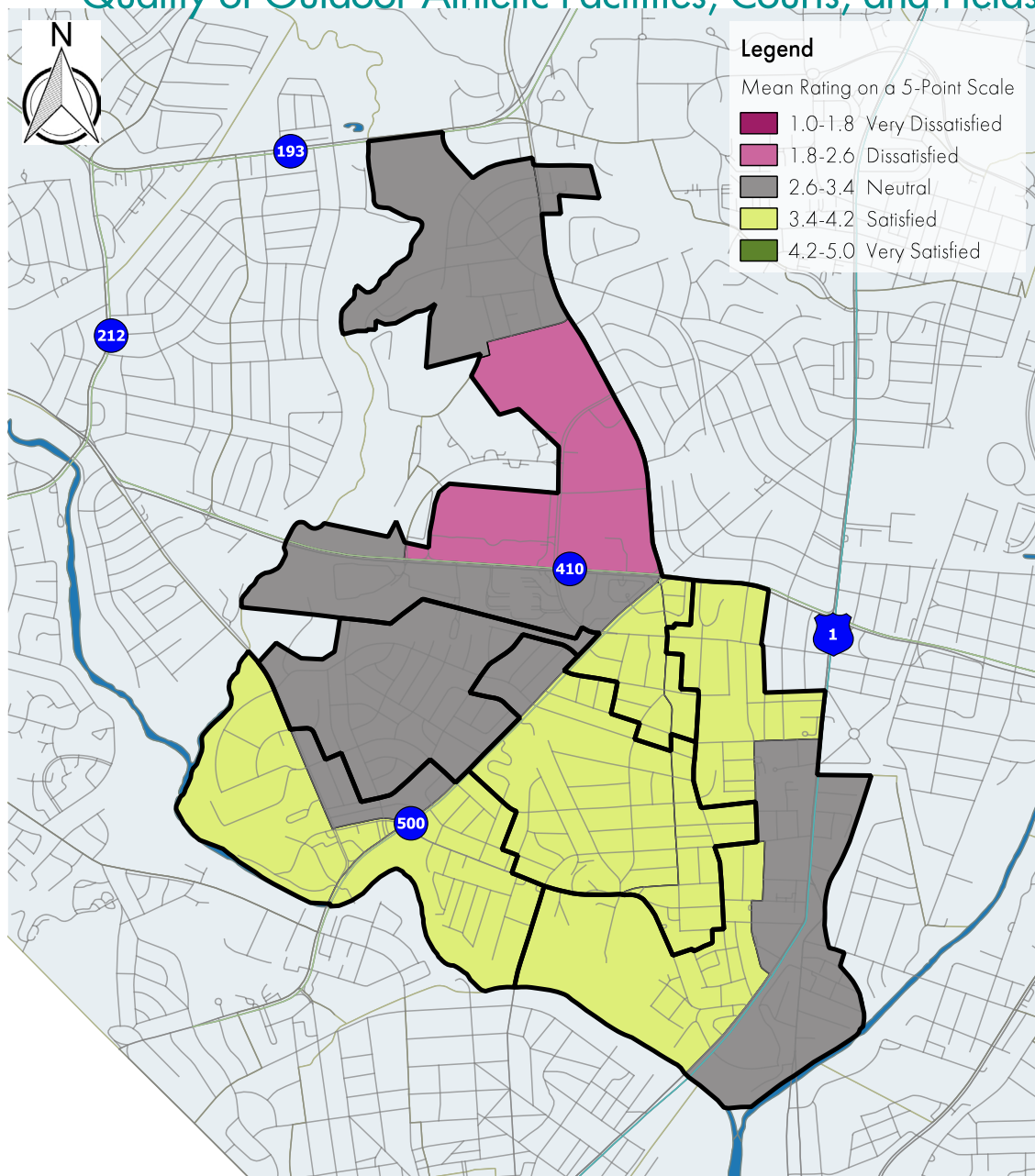
Q13e: Satisfaction with Condition of Walking and Biking Trails in the City



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

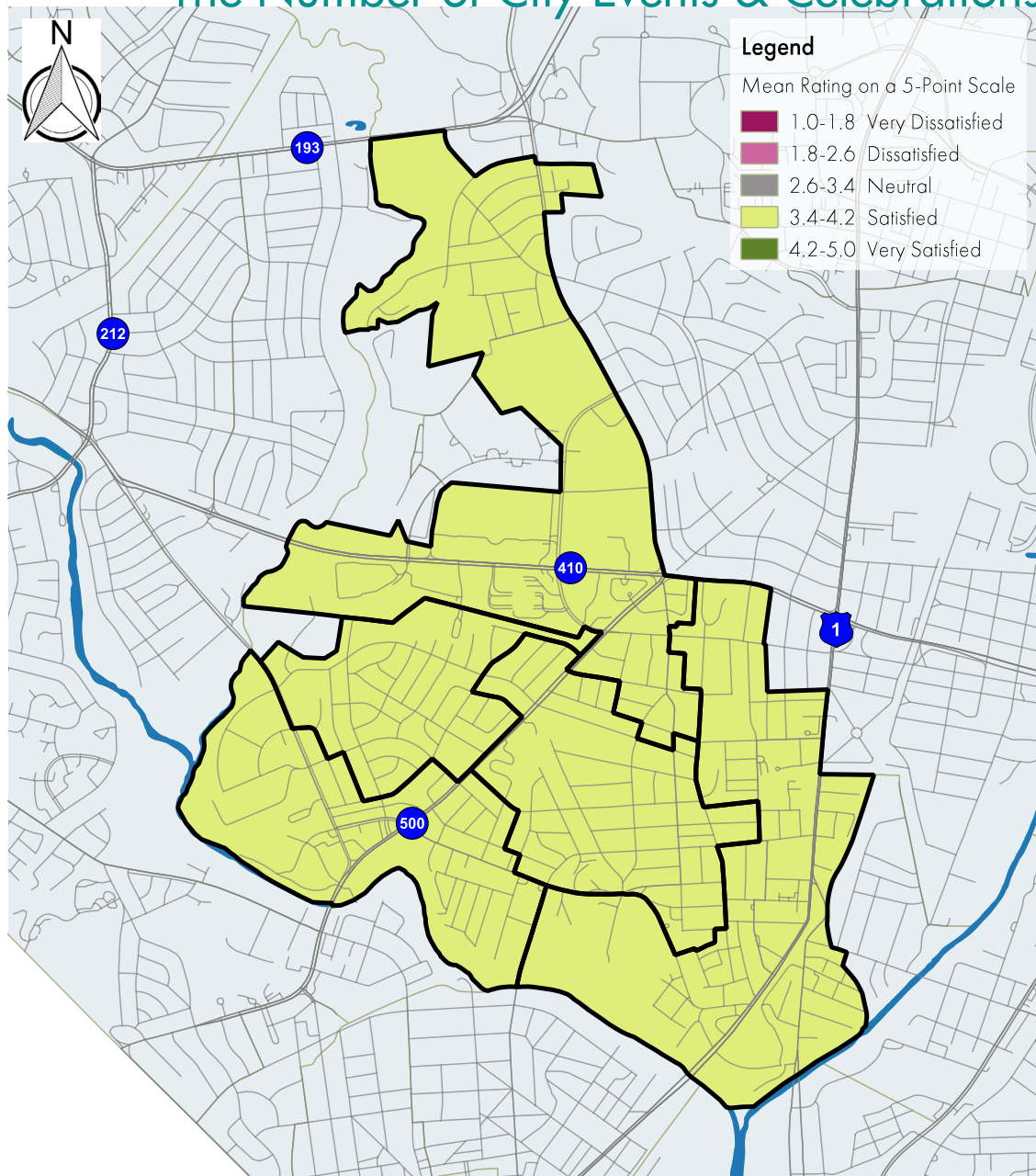
Q13f: Satisfaction with Quality of Outdoor Athletic Facilities, Courts, and Fields



2018 Hyattsville Resident Satisfaction Survey

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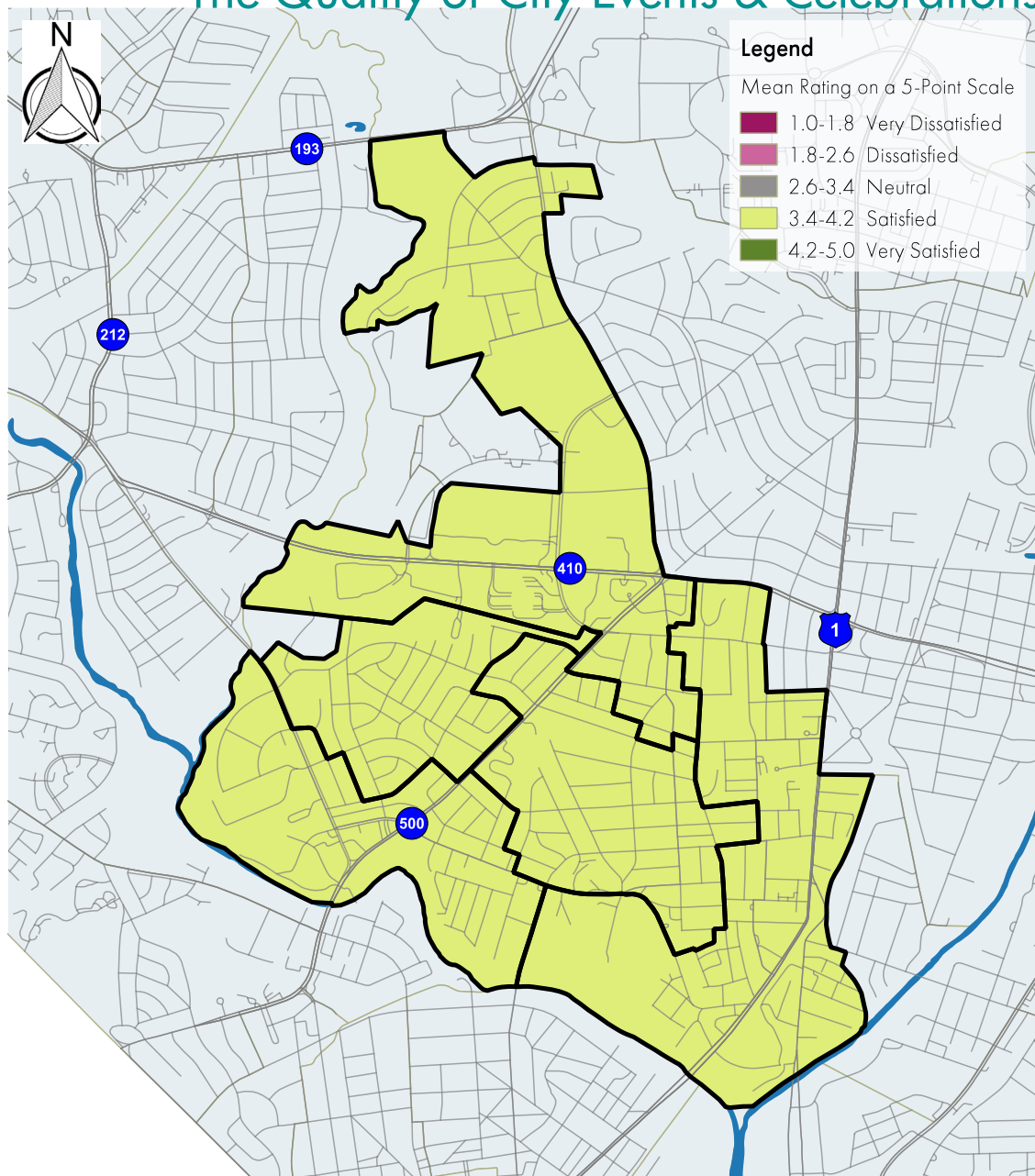
Q14a: Satisfaction with The Number of City Events & Celebrations



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

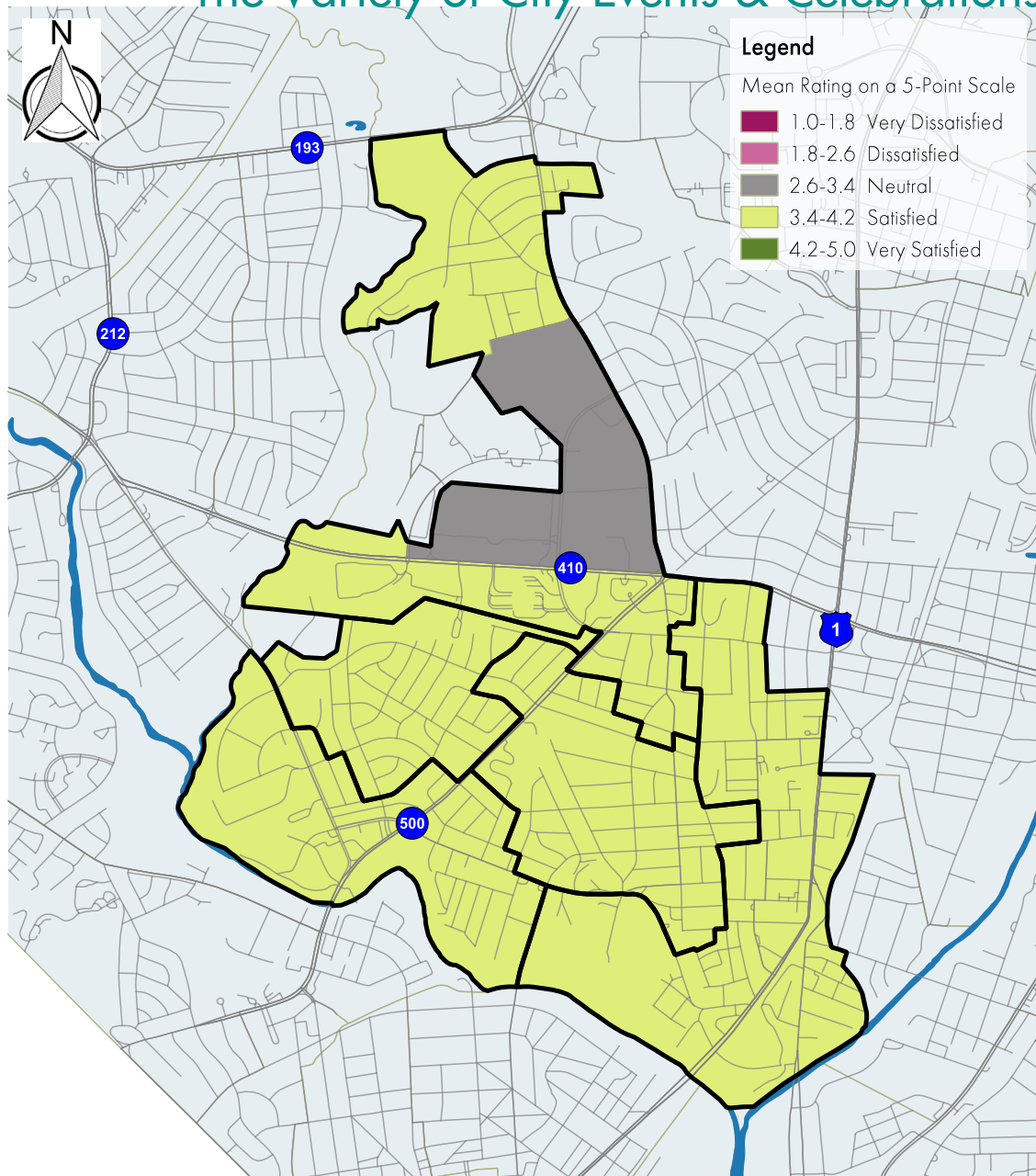
Q14b: Satisfaction with The Quality of City Events & Celebrations



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

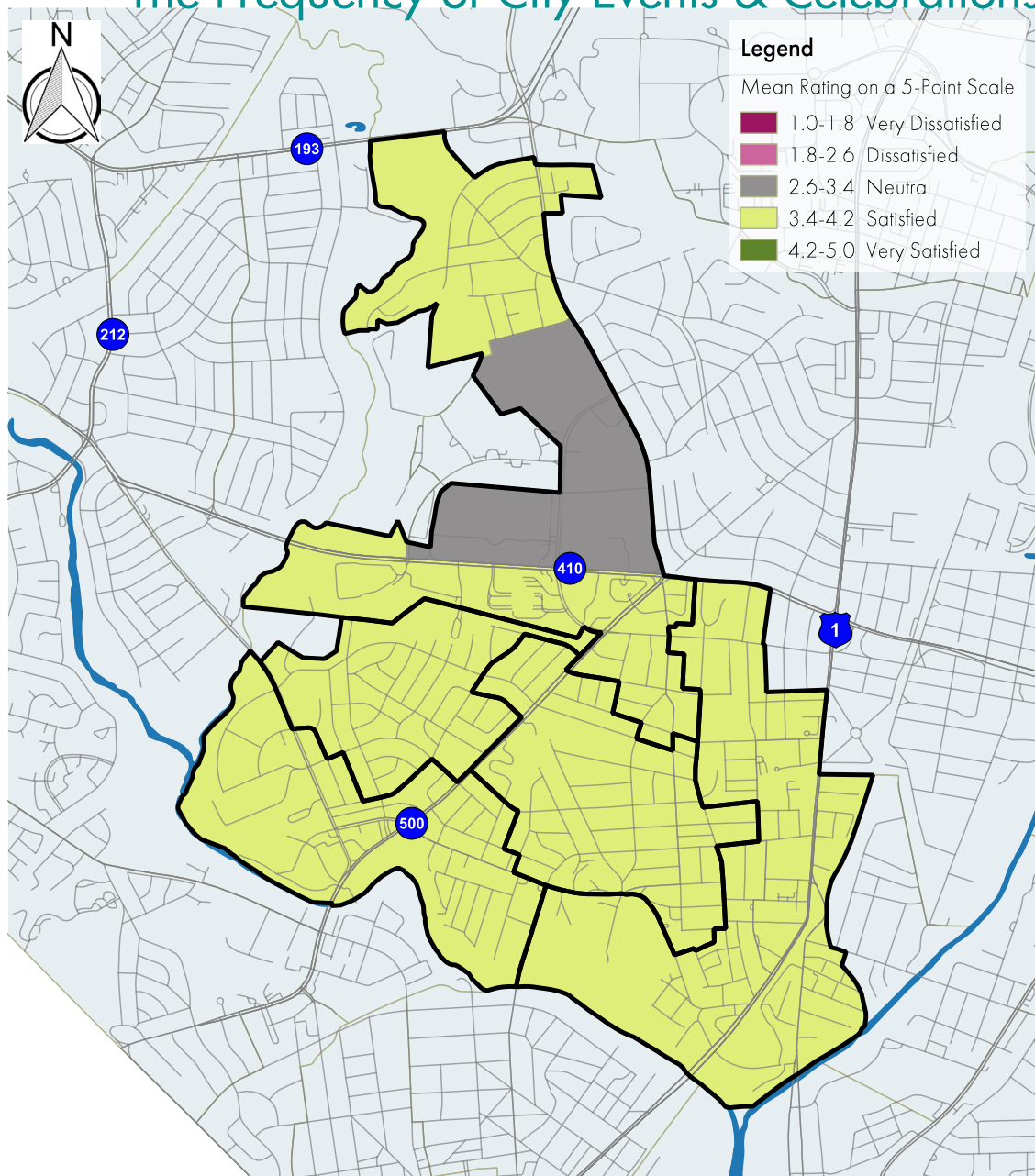
Q14c: Satisfaction with The Variety of City Events & Celebrations



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

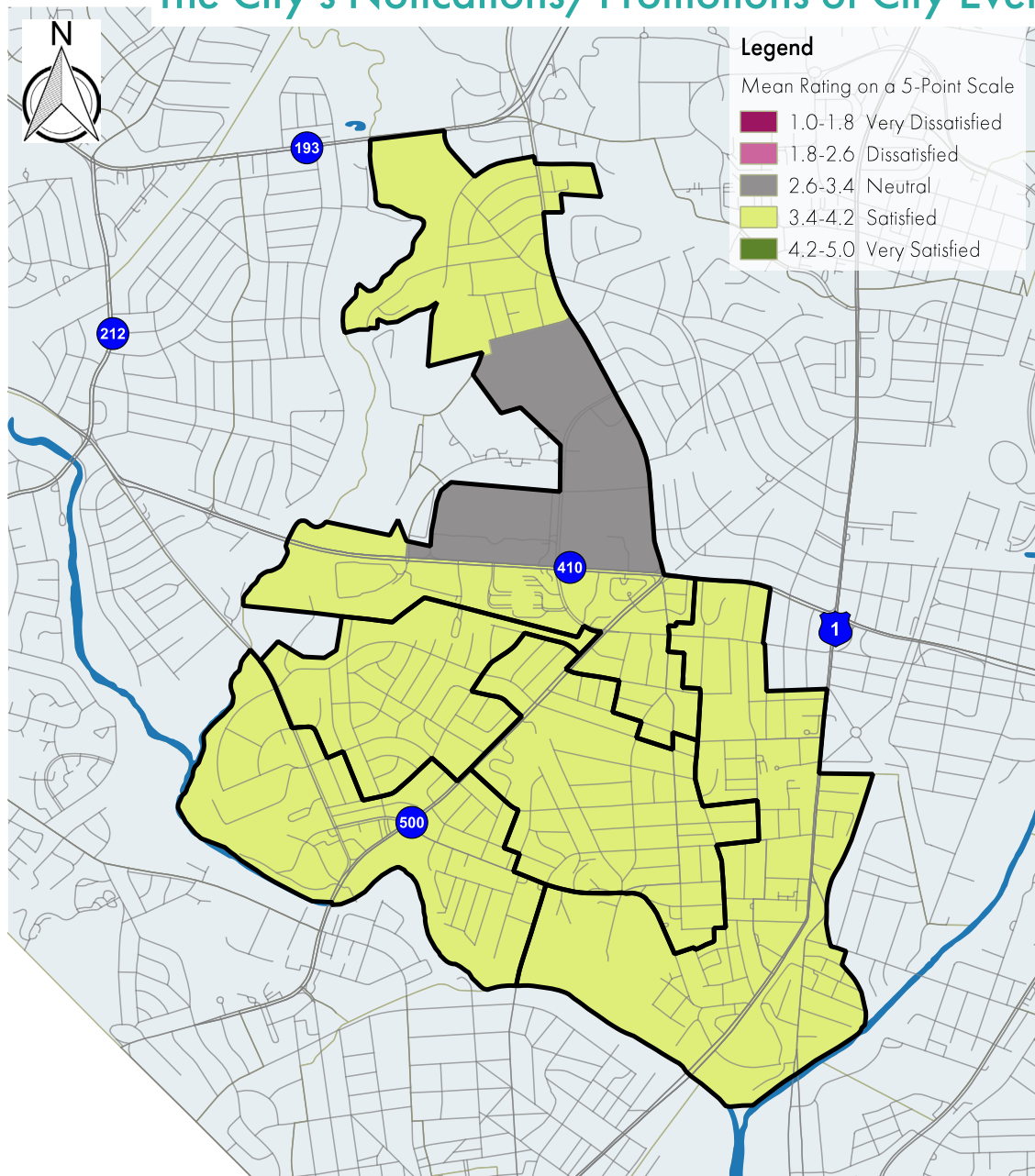
Q14d: Satisfaction with The Frequency of City Events & Celebrations



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

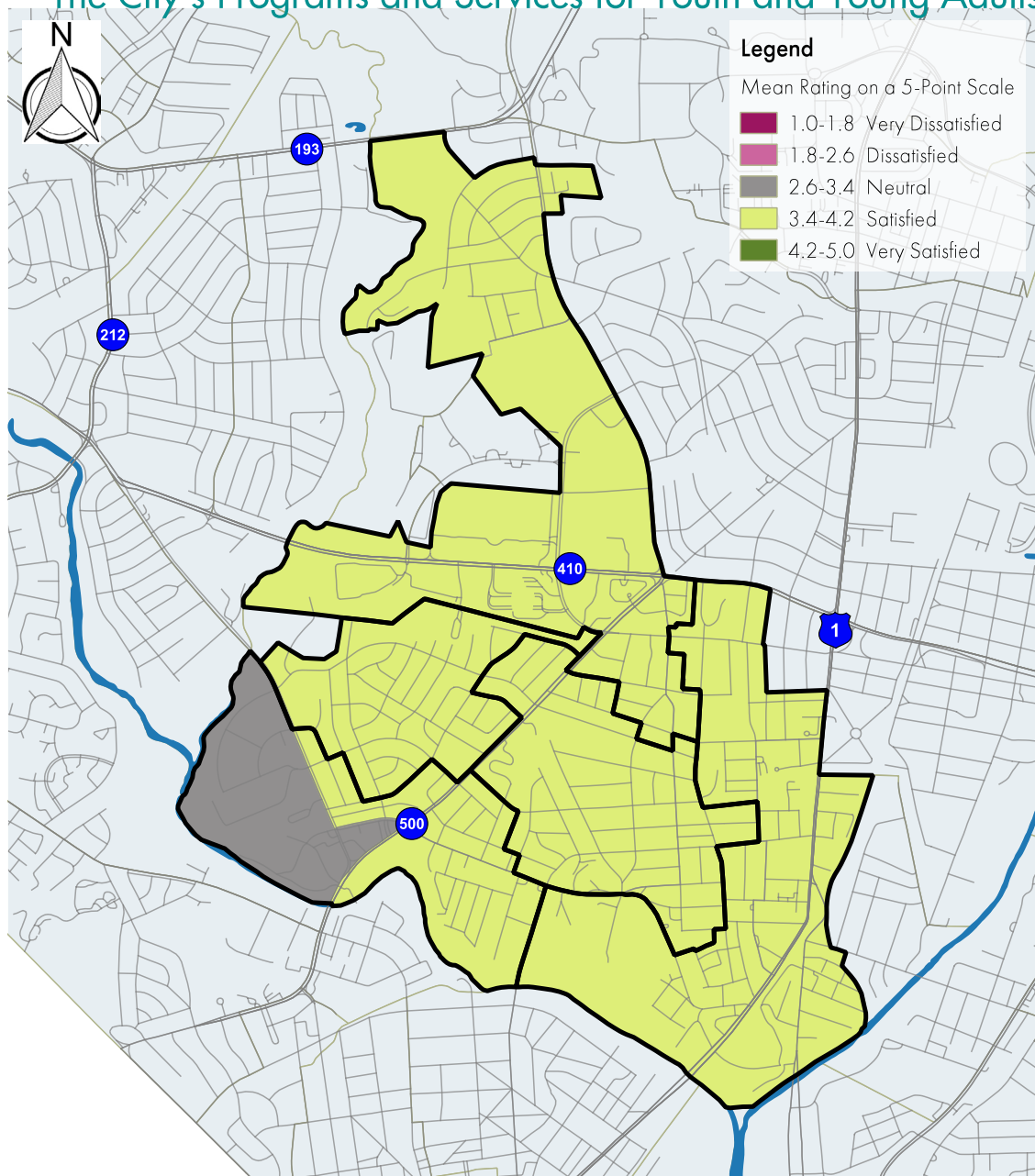
Q14e: Satisfaction with The City's Notifications/Promotions of City Events



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

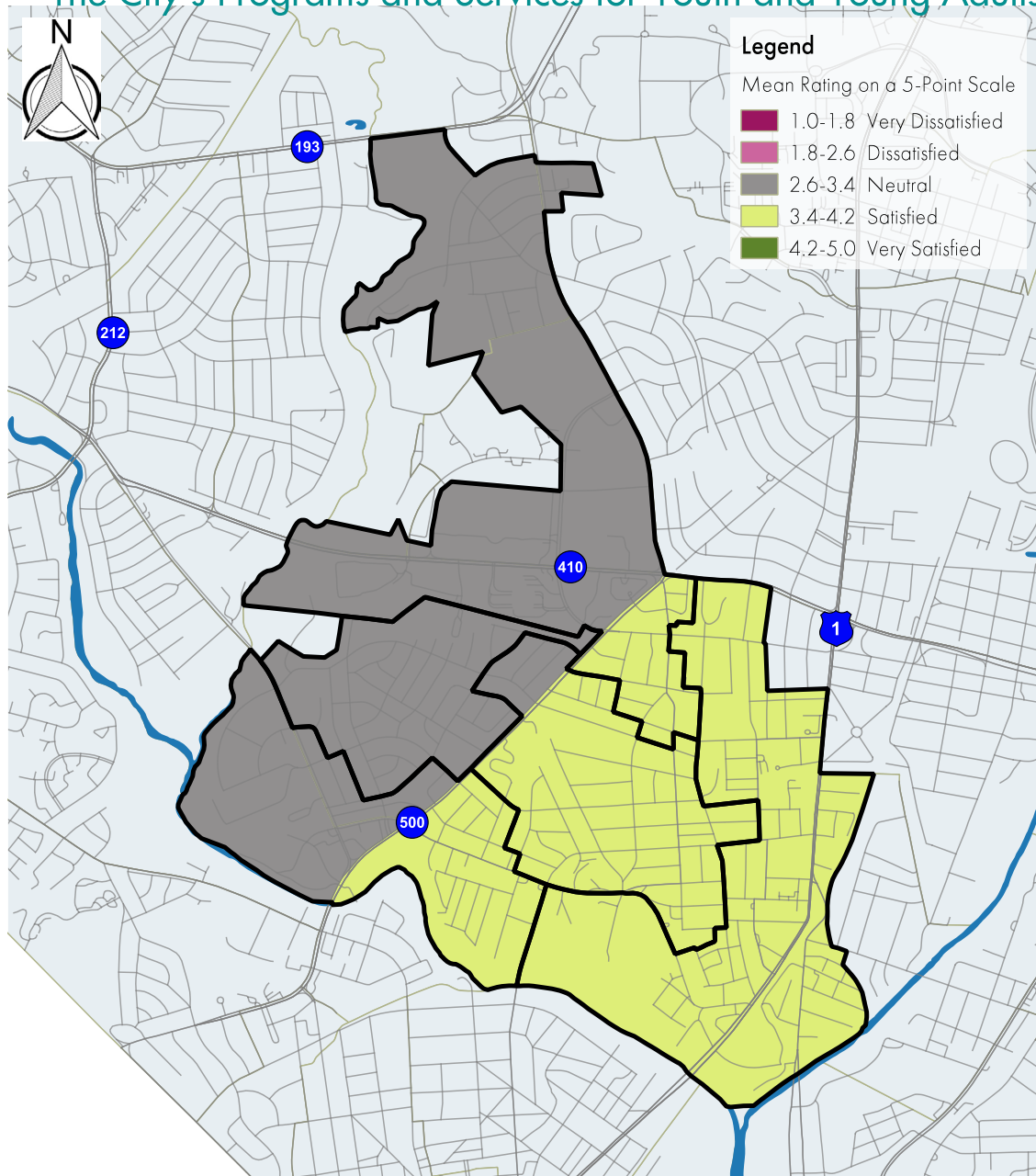
Q14f: Satisfaction with The City's Programs and Services for Youth and Young Adults



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

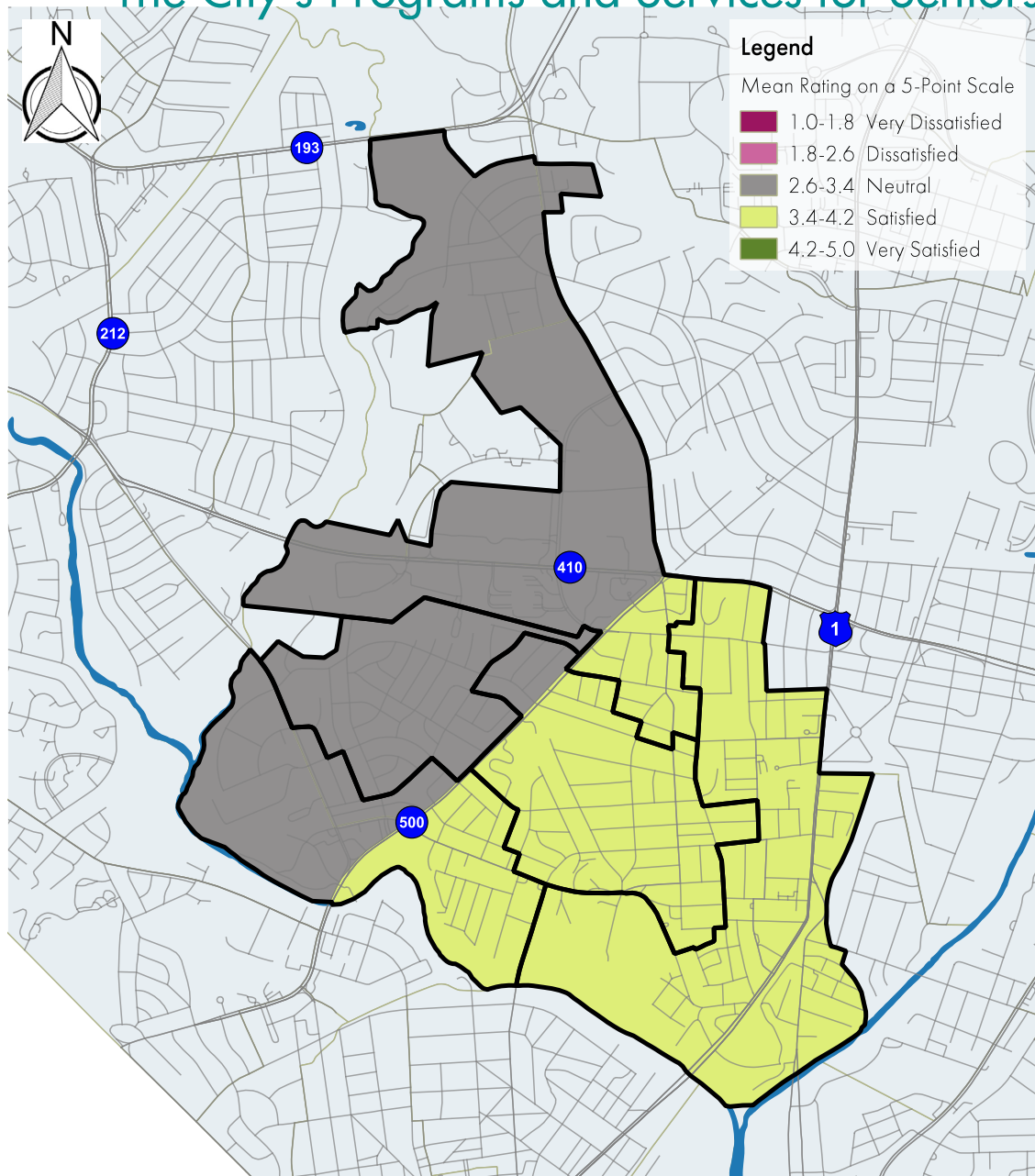
Q14g: Satisfaction with The City's Programs and Services for Youth and Young Adults



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

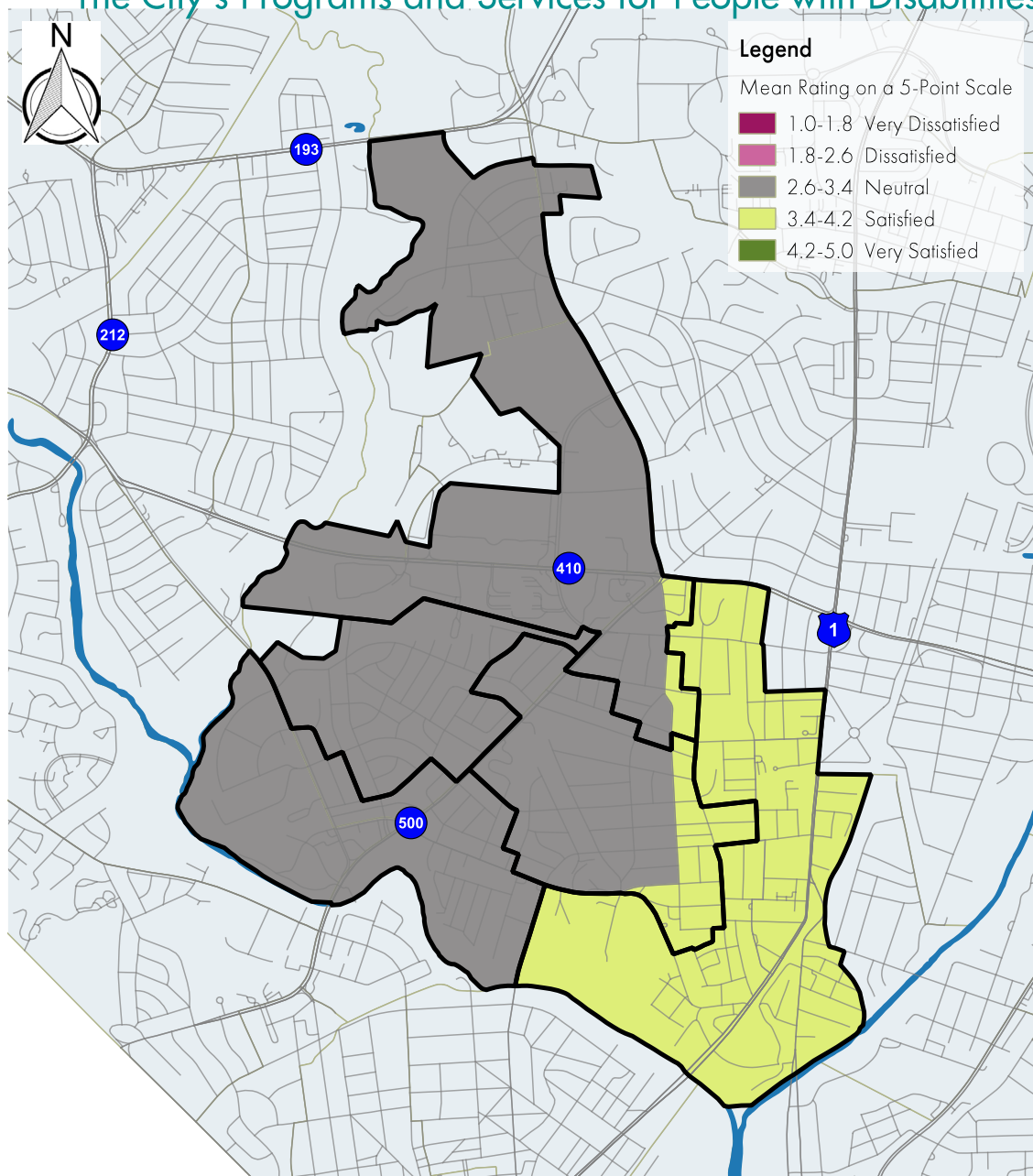
Q14h: Satisfaction with The City's Programs and Services for Seniors



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

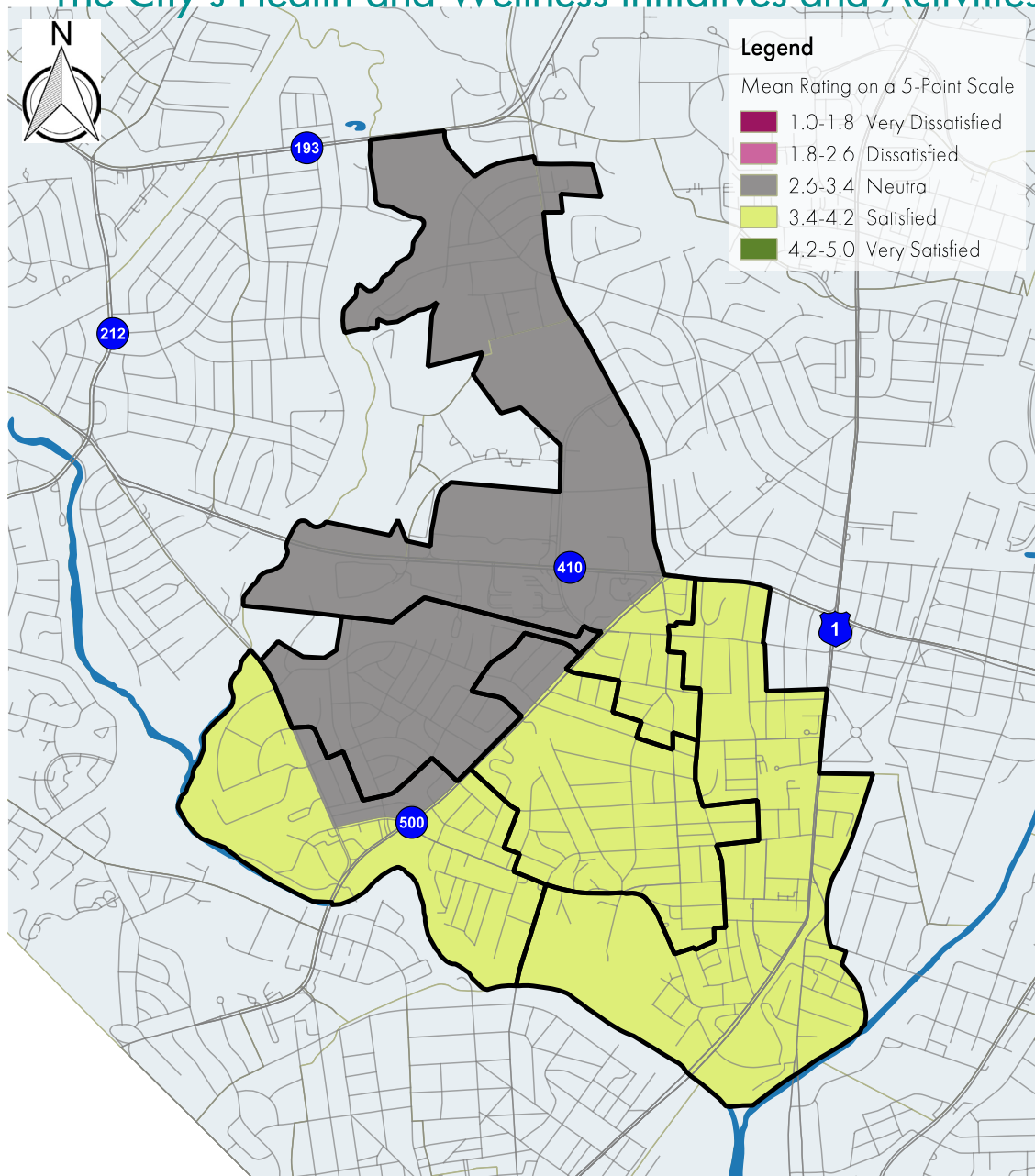
Q14i: Satisfaction with The City's Programs and Services for People with Disabilities



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

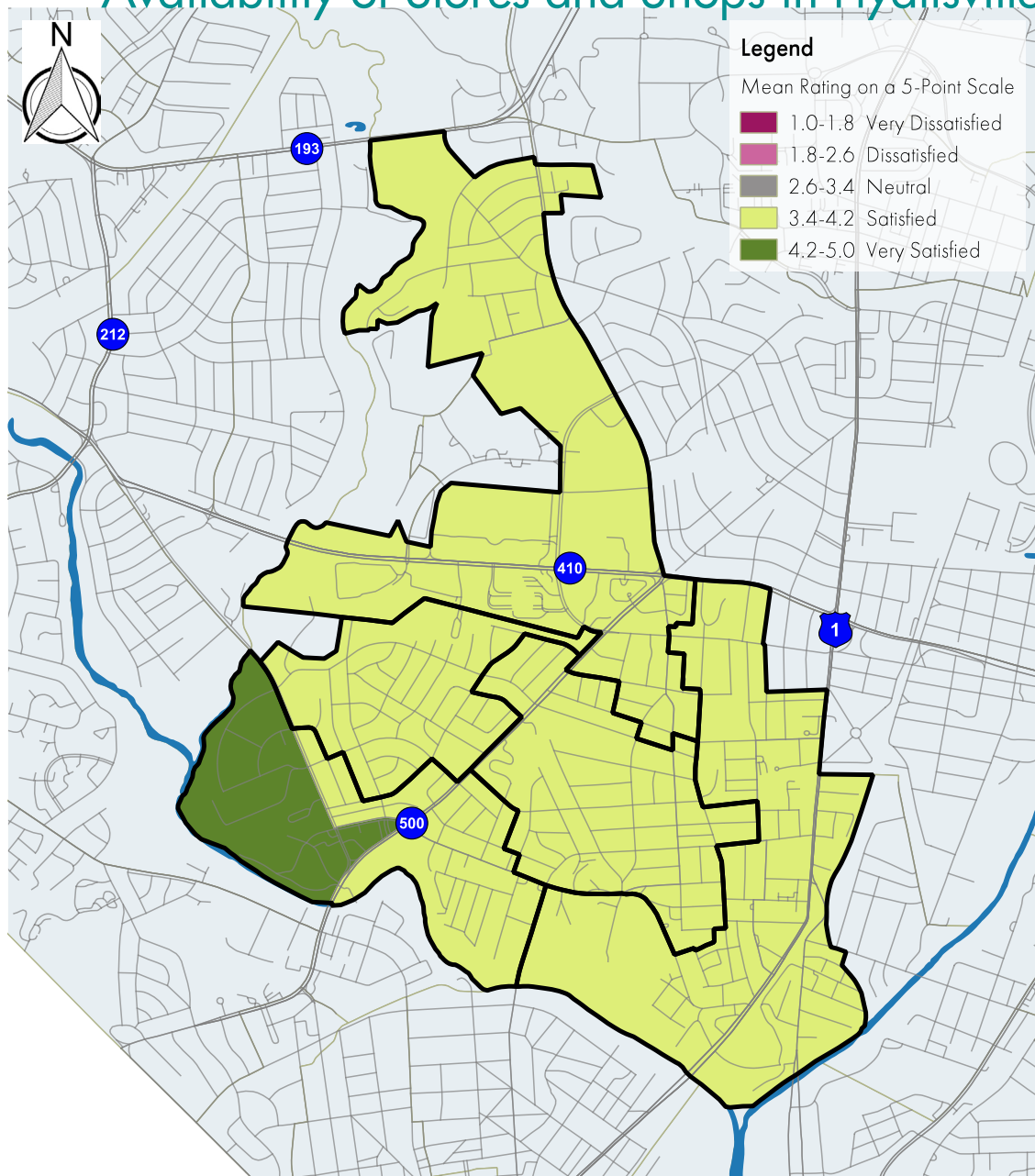
Q14j: Satisfaction with The City's Health and Wellness Initiatives and Activities



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

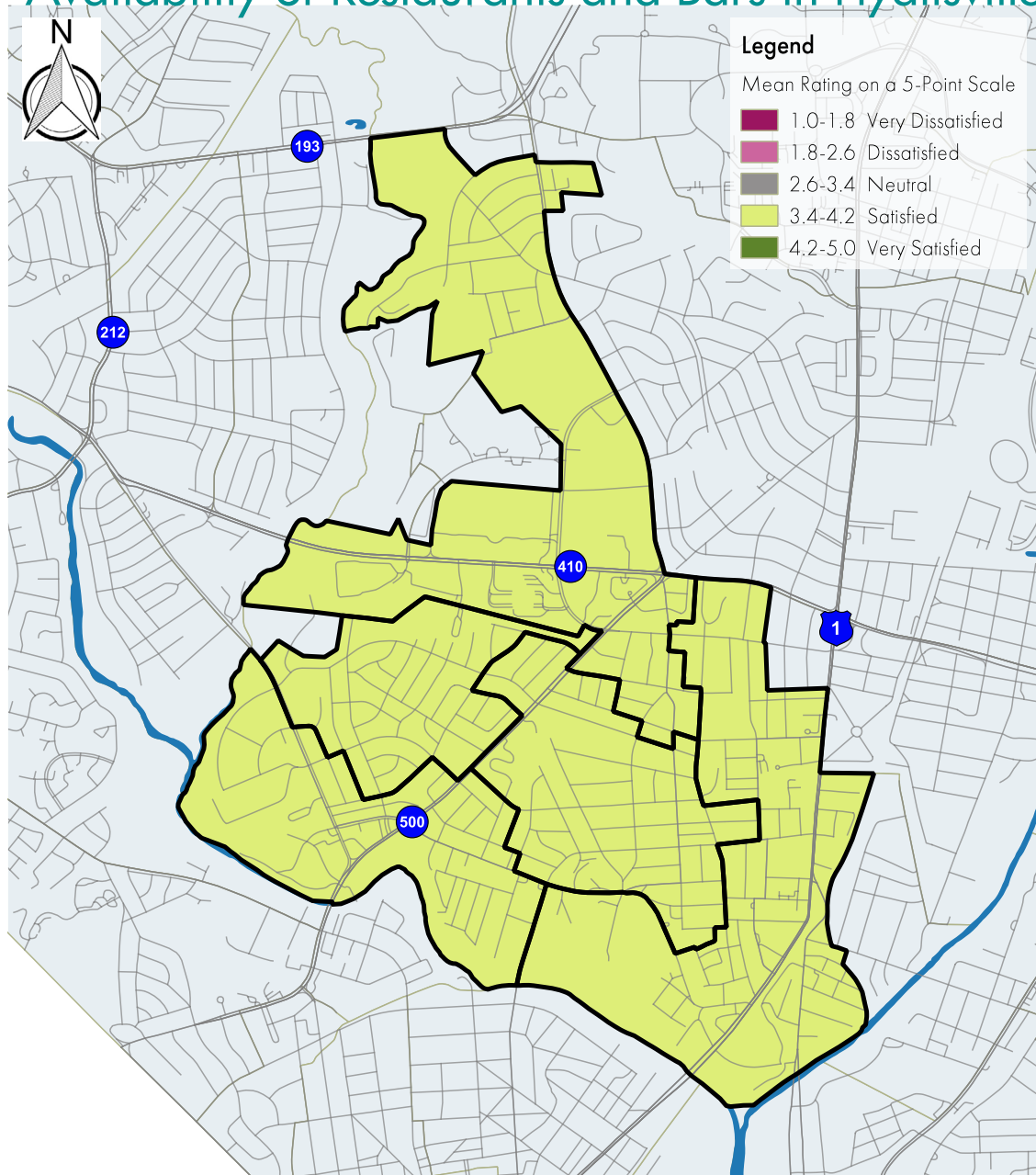
Q16a: Satisfaction with Availability of Stores and Shops in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

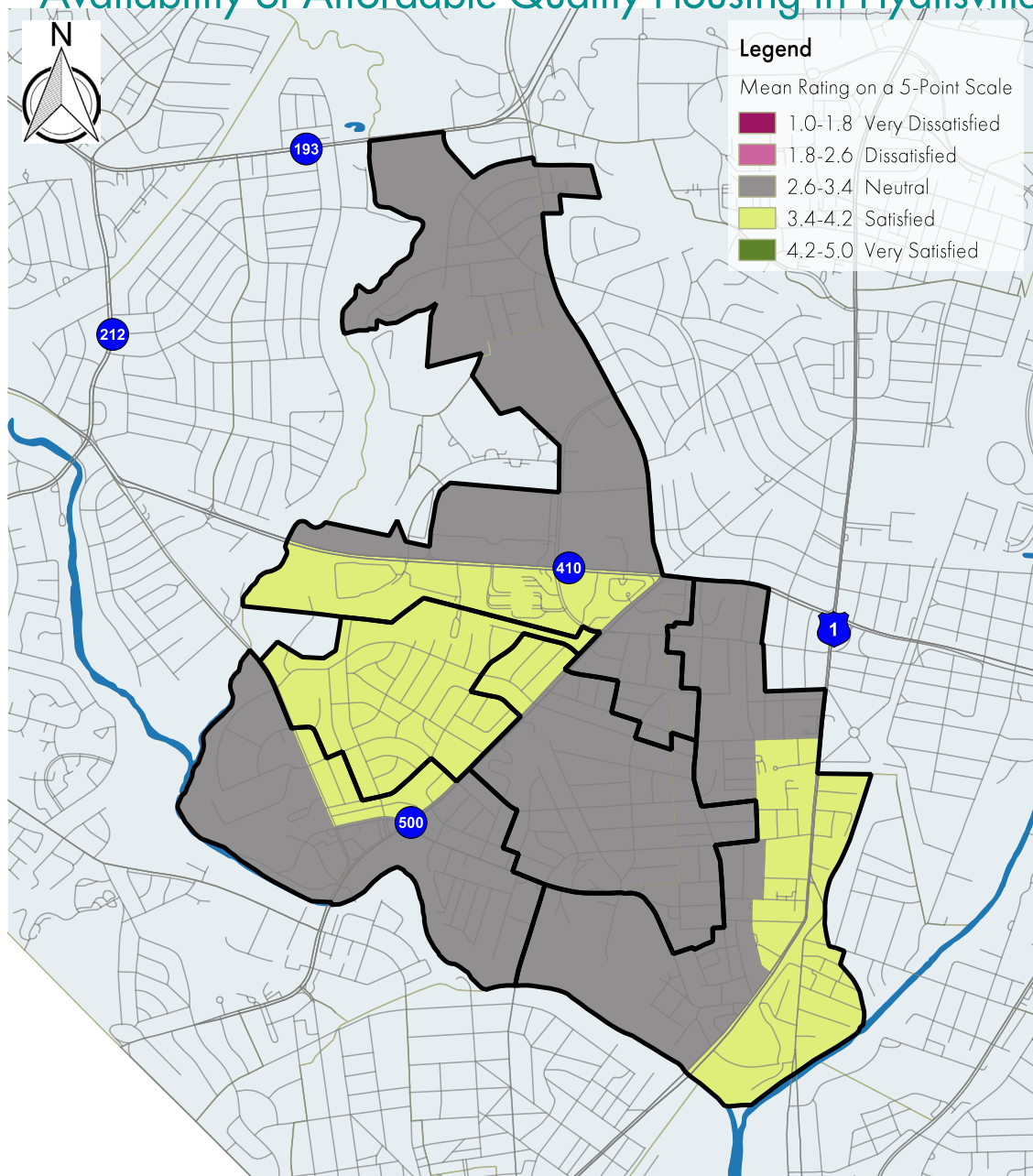
Q16b: Satisfaction with Availability of Restaurants and Bars in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

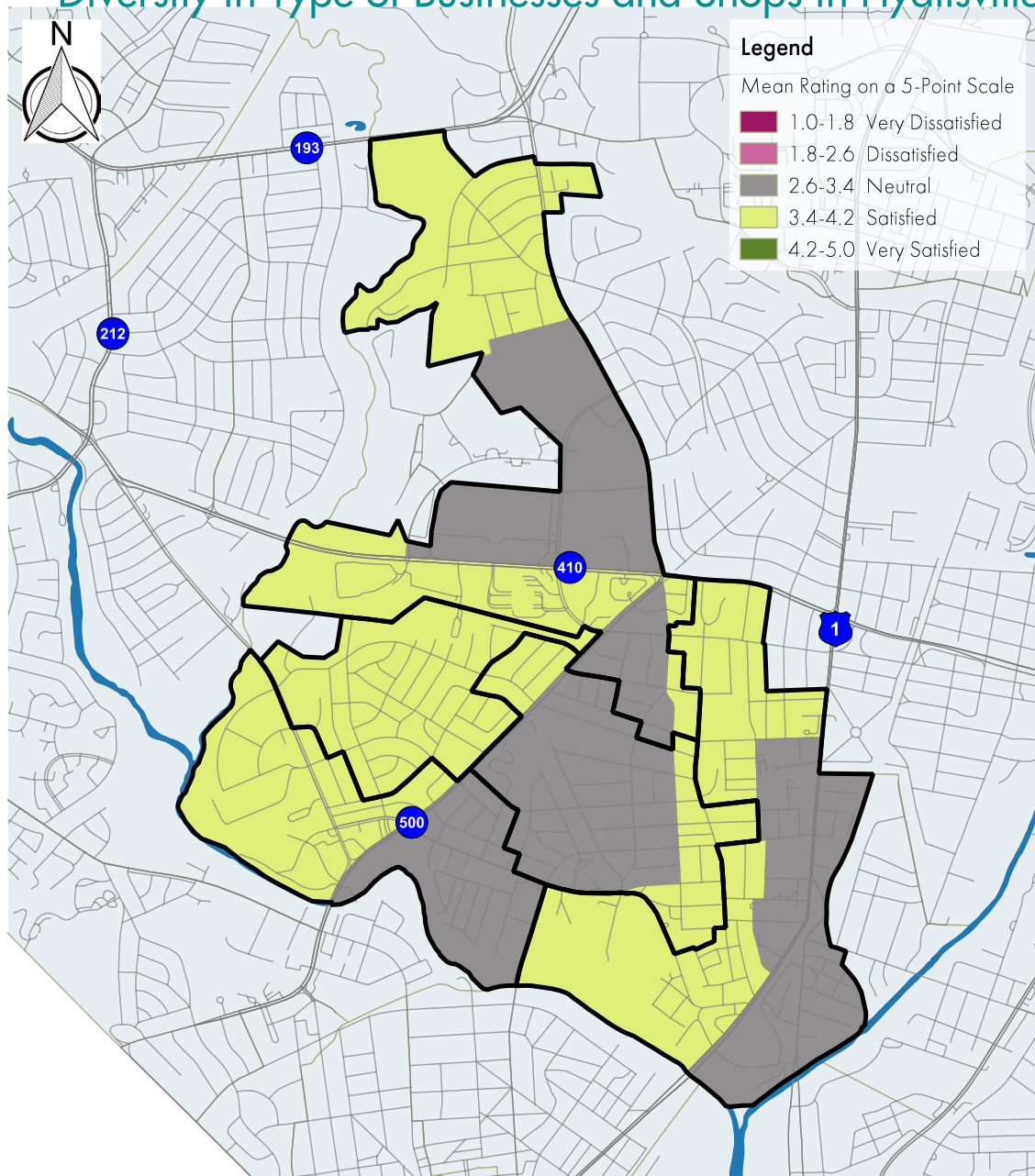
Q16c: Satisfaction with Availability of Affordable Quality Housing in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

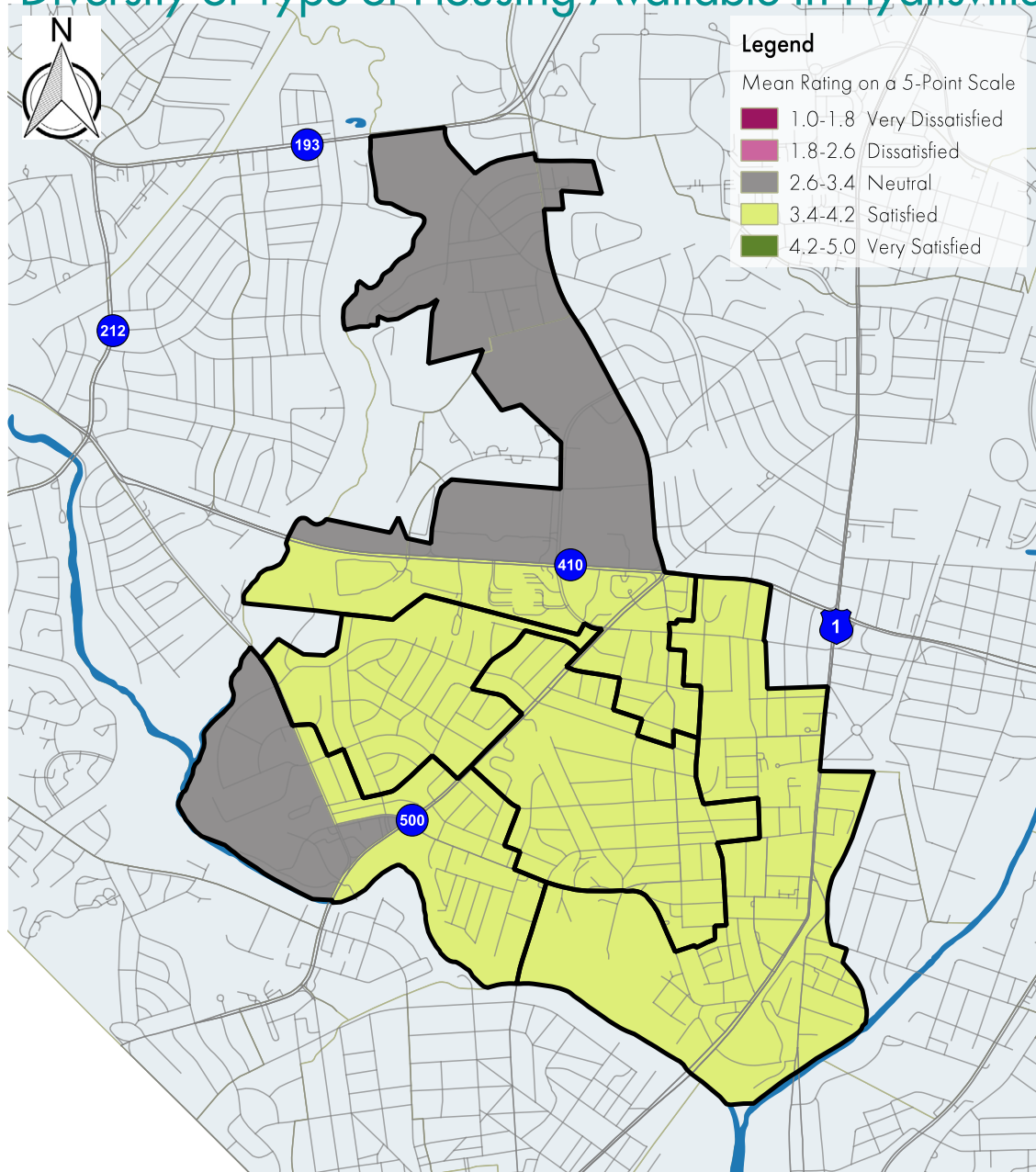
Q16d: Satisfaction with Diversity in Type of Businesses and Shops in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

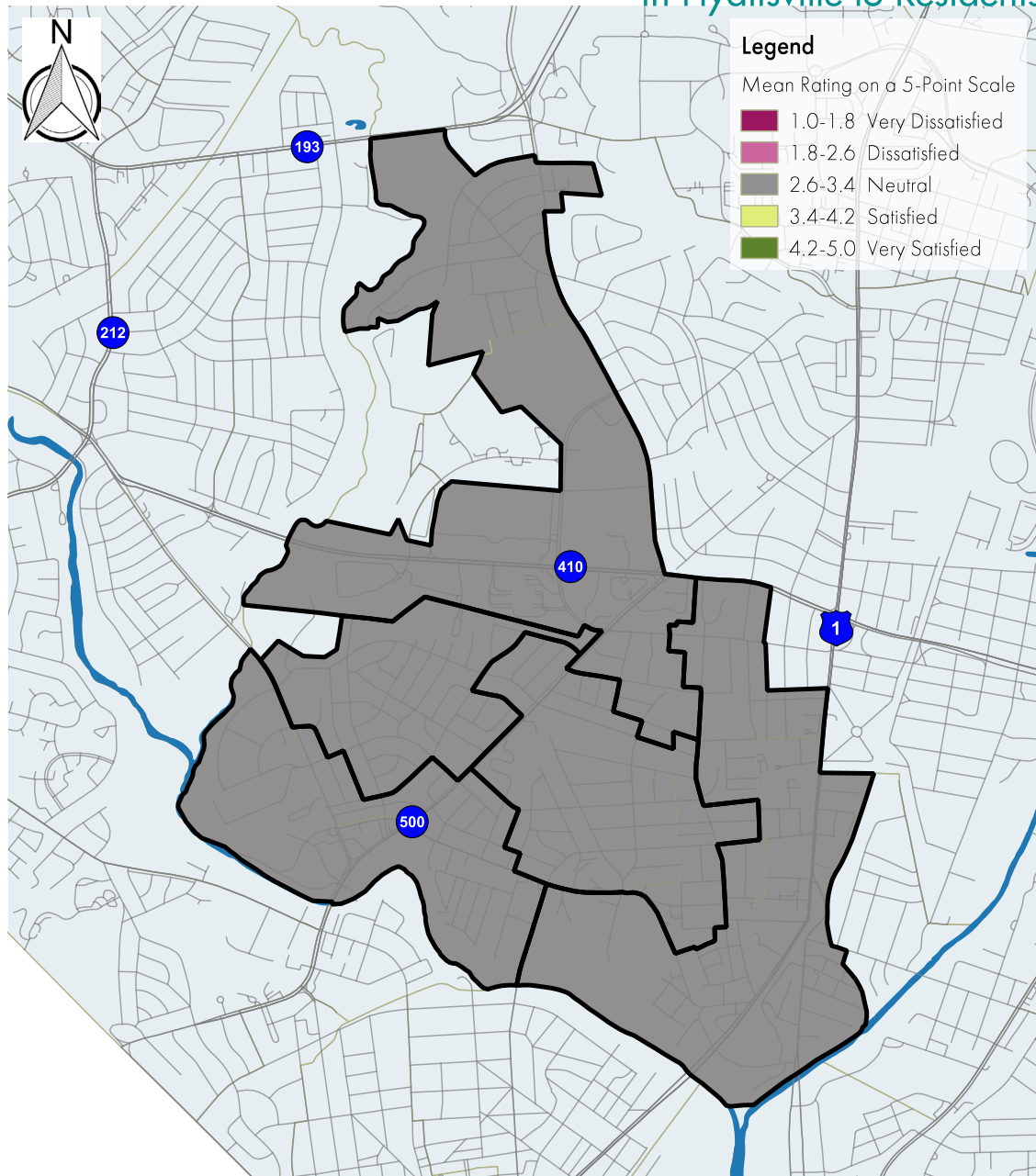
Q16e: Satisfaction with Diversity of Type of Housing Available in Hyattsville



2018 Hyattsville Resident Satisfaction Survey

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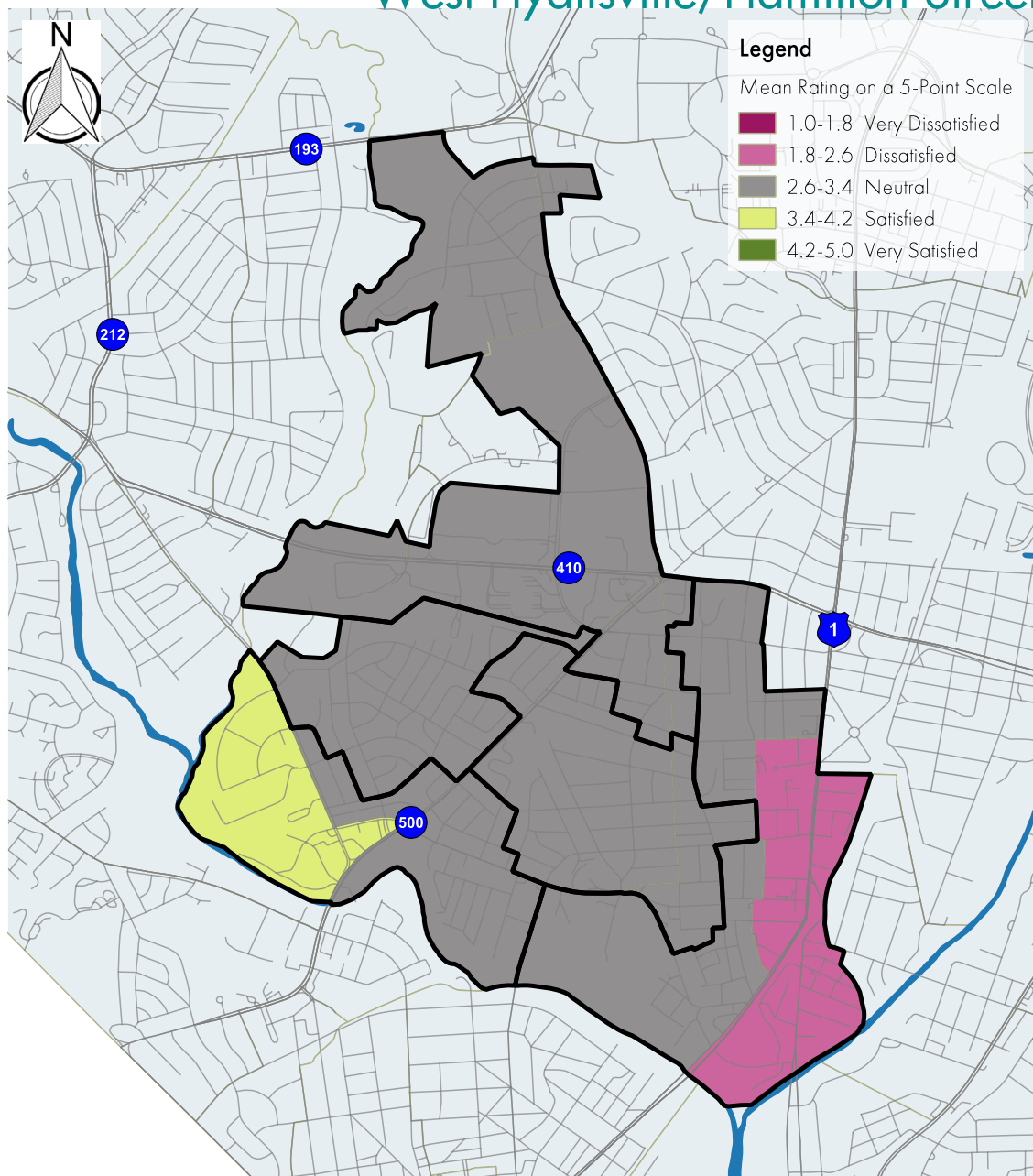
Q16f: Satisfaction with Notification of New Development Project in Hyattsville to Residents



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

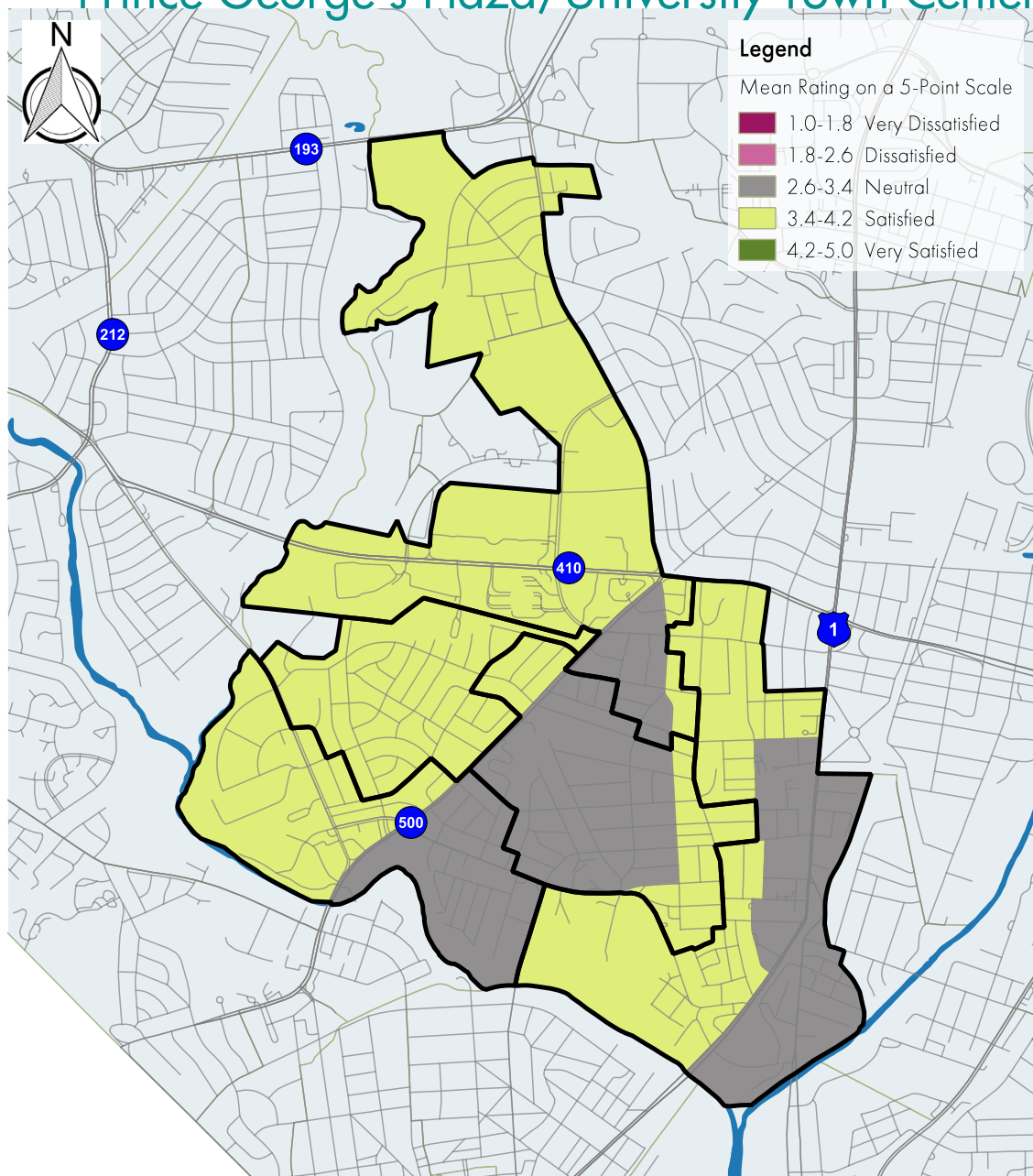
Q21a: Satisfaction with West Hyattsville/Hamilton Street



2018 Hyattsville Resident Satisfaction Survey

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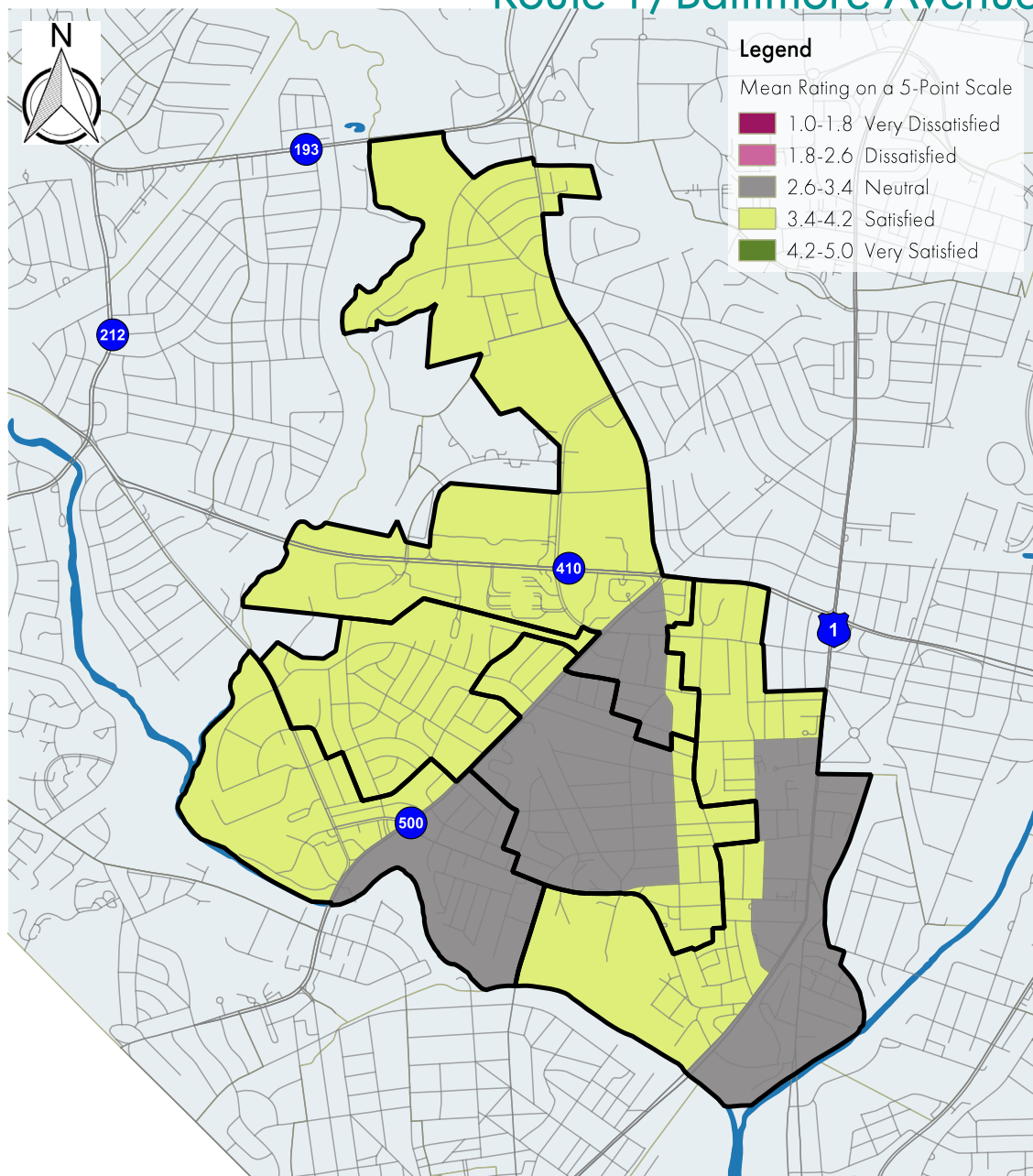
Q21b: Satisfaction with Prince George's Plaza/University Town Center



2018 Hyattsville Resident Satisfaction Survey

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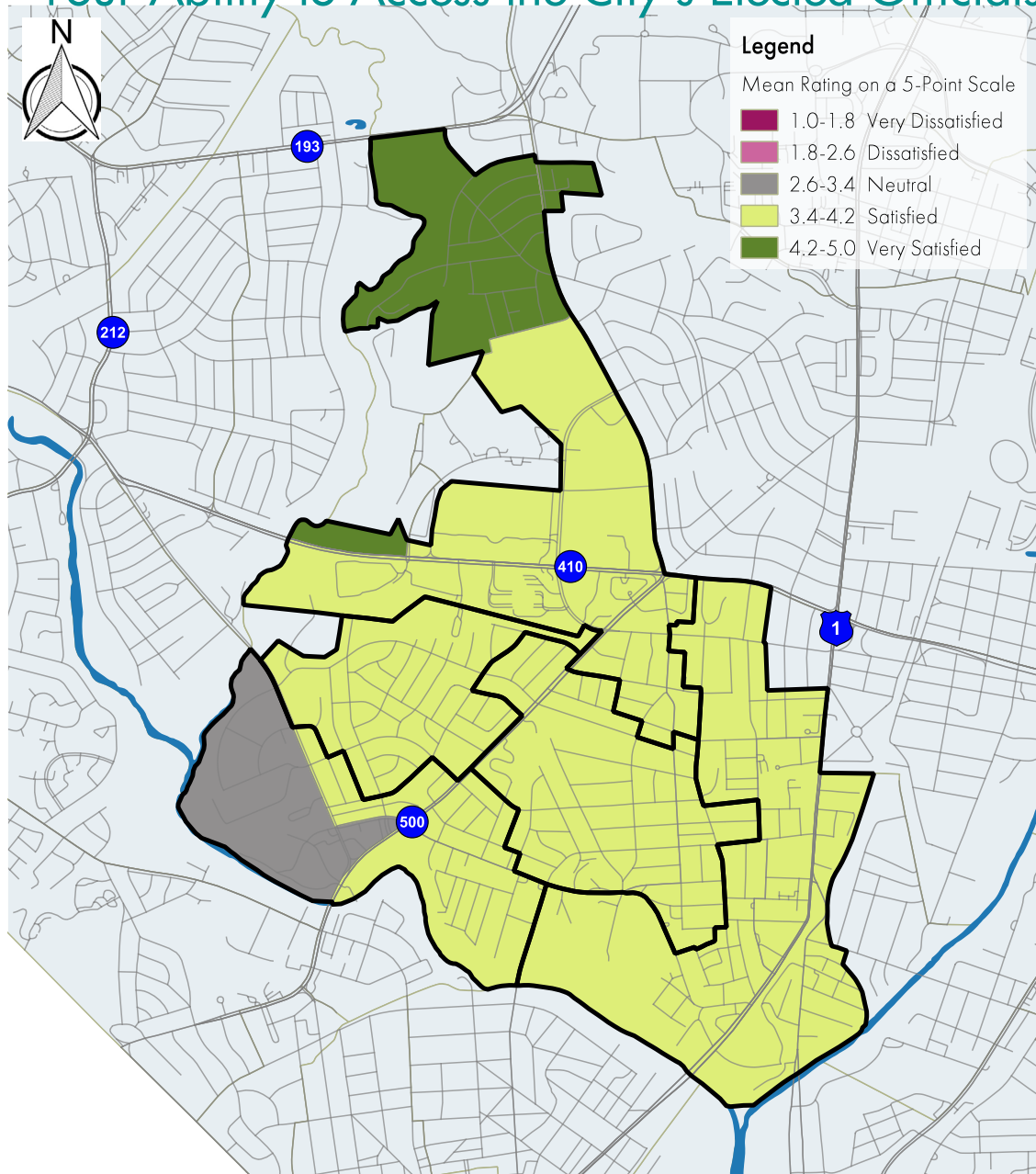
Q21c: Satisfaction with Route 1/Baltimore Avenue



2018 Hyattsville Resident Satisfaction Survey

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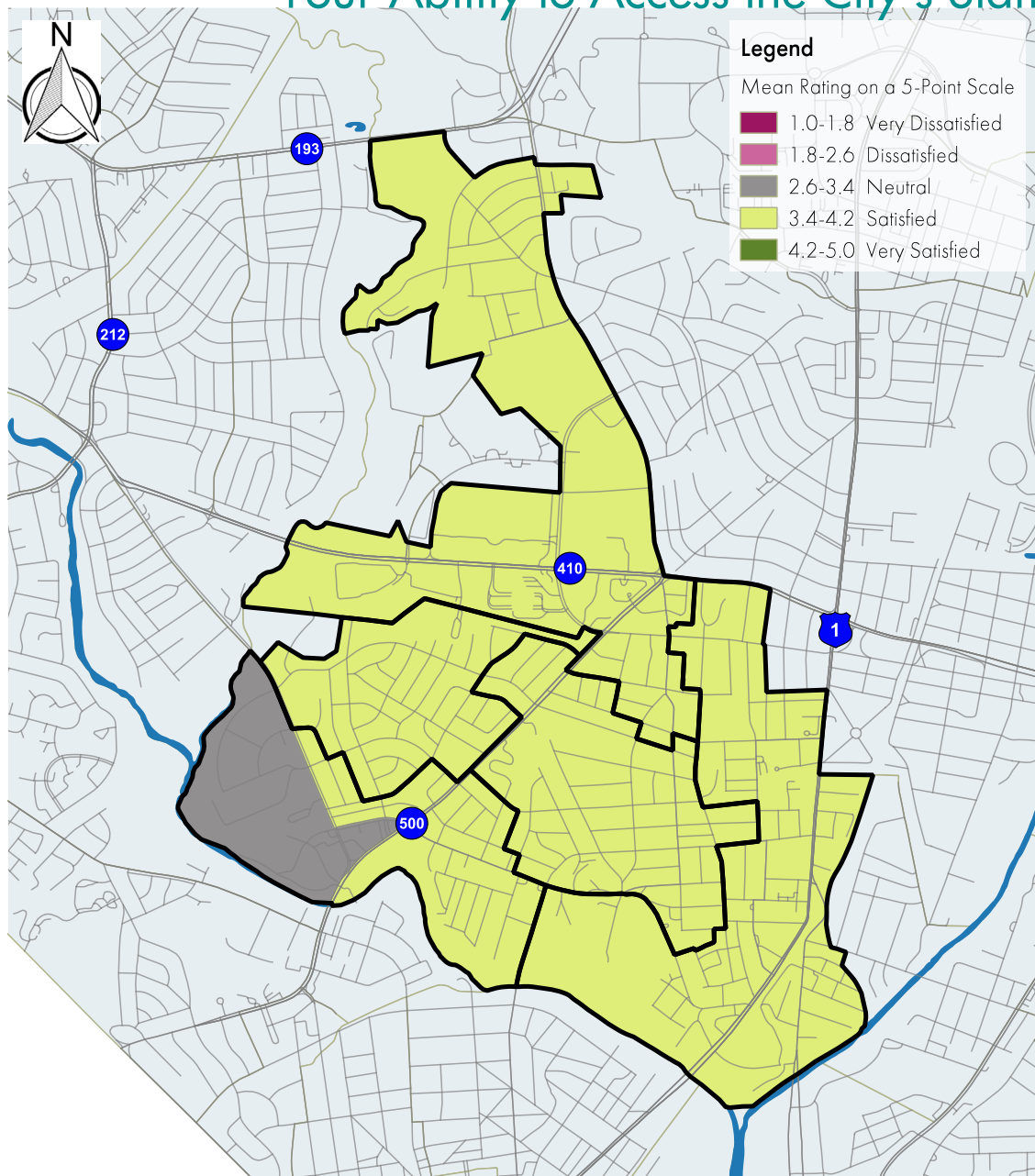
Q22a: Satisfaction with Your Ability to Access the City's Elected Officials



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

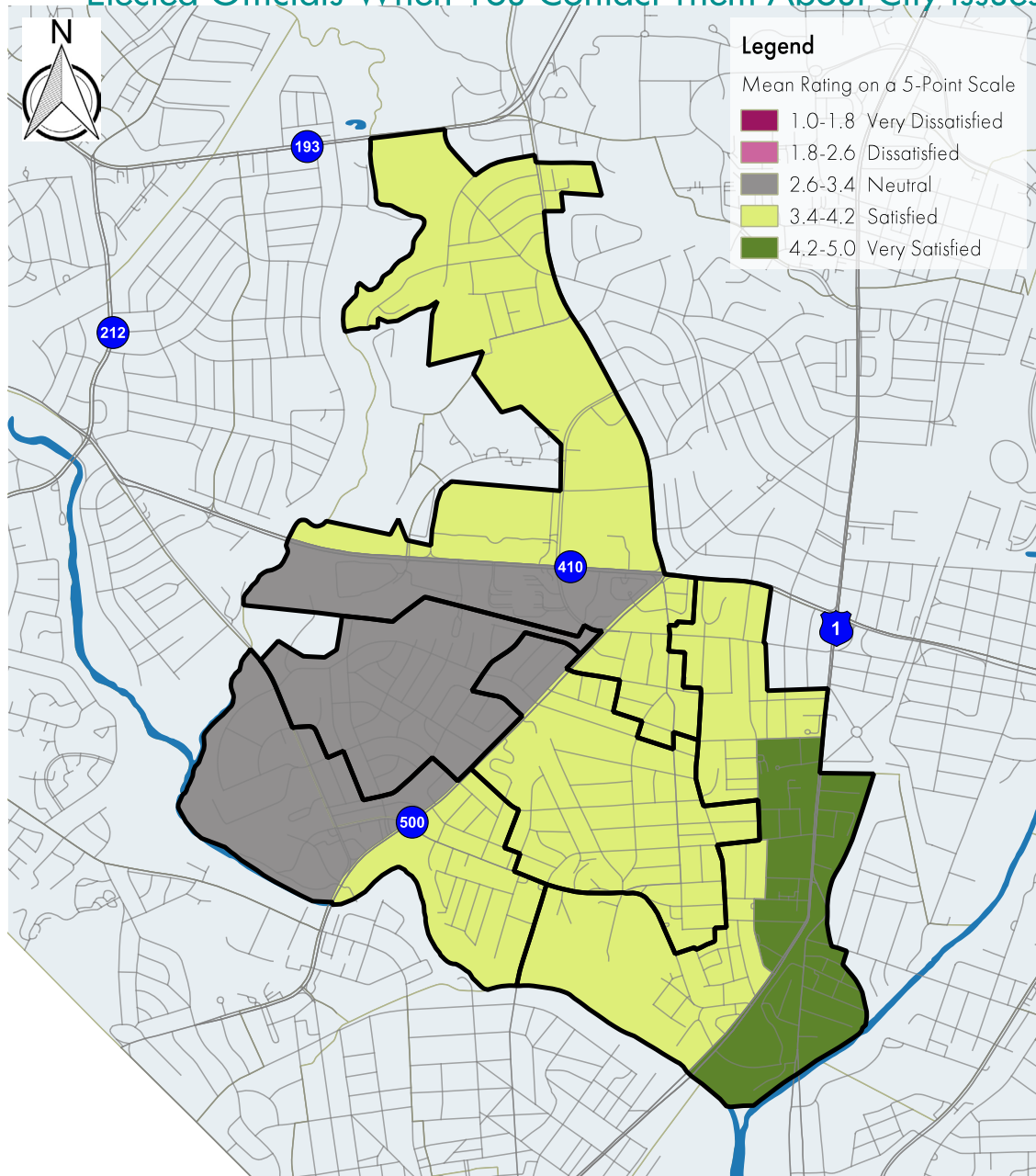
Q22b: Satisfaction with Your Ability to Access the City's Staff



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

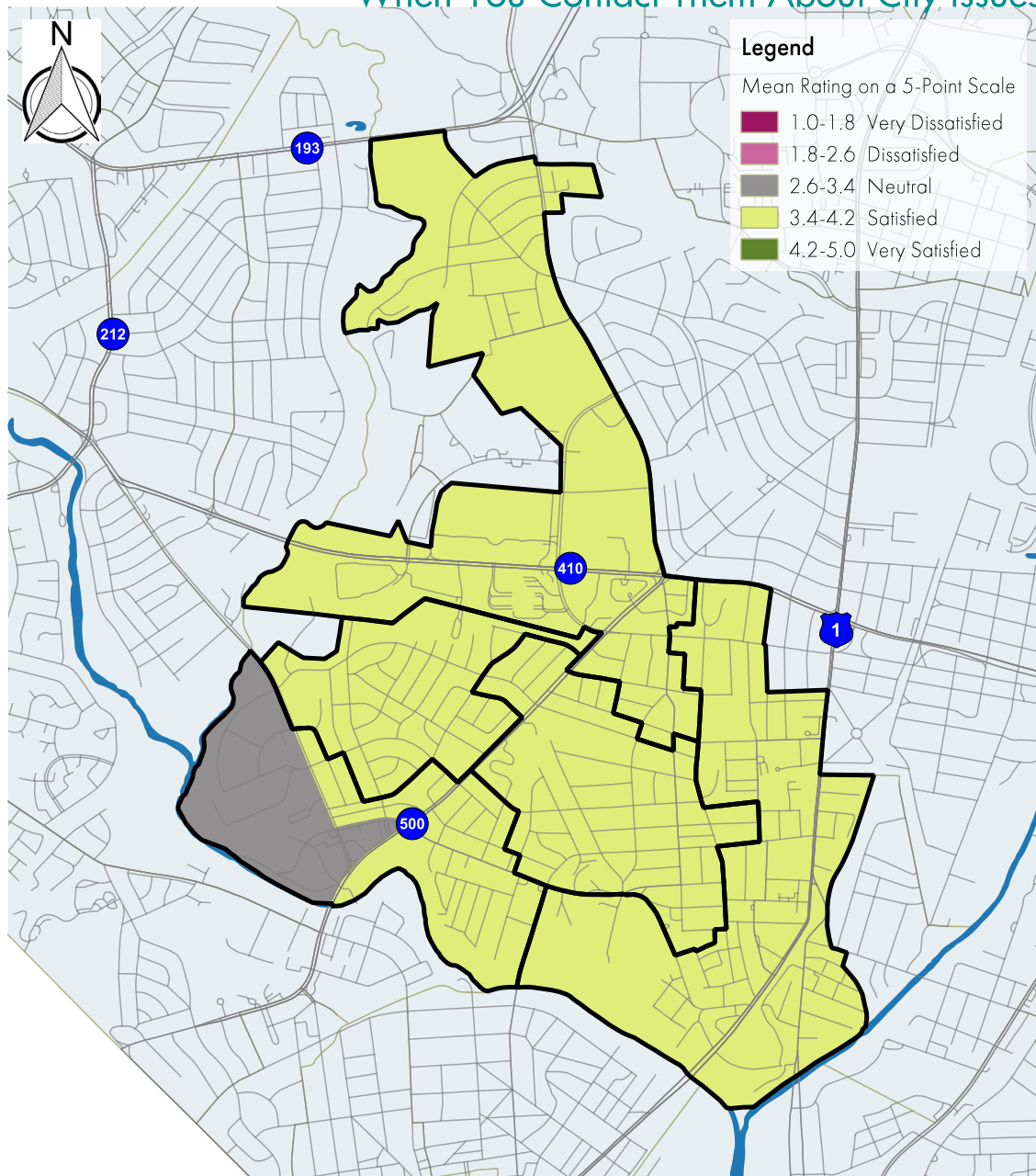
Q22c: Satisfaction with The Knowledge Level of the City's Elected Officials When You Contact Them About City Issues



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

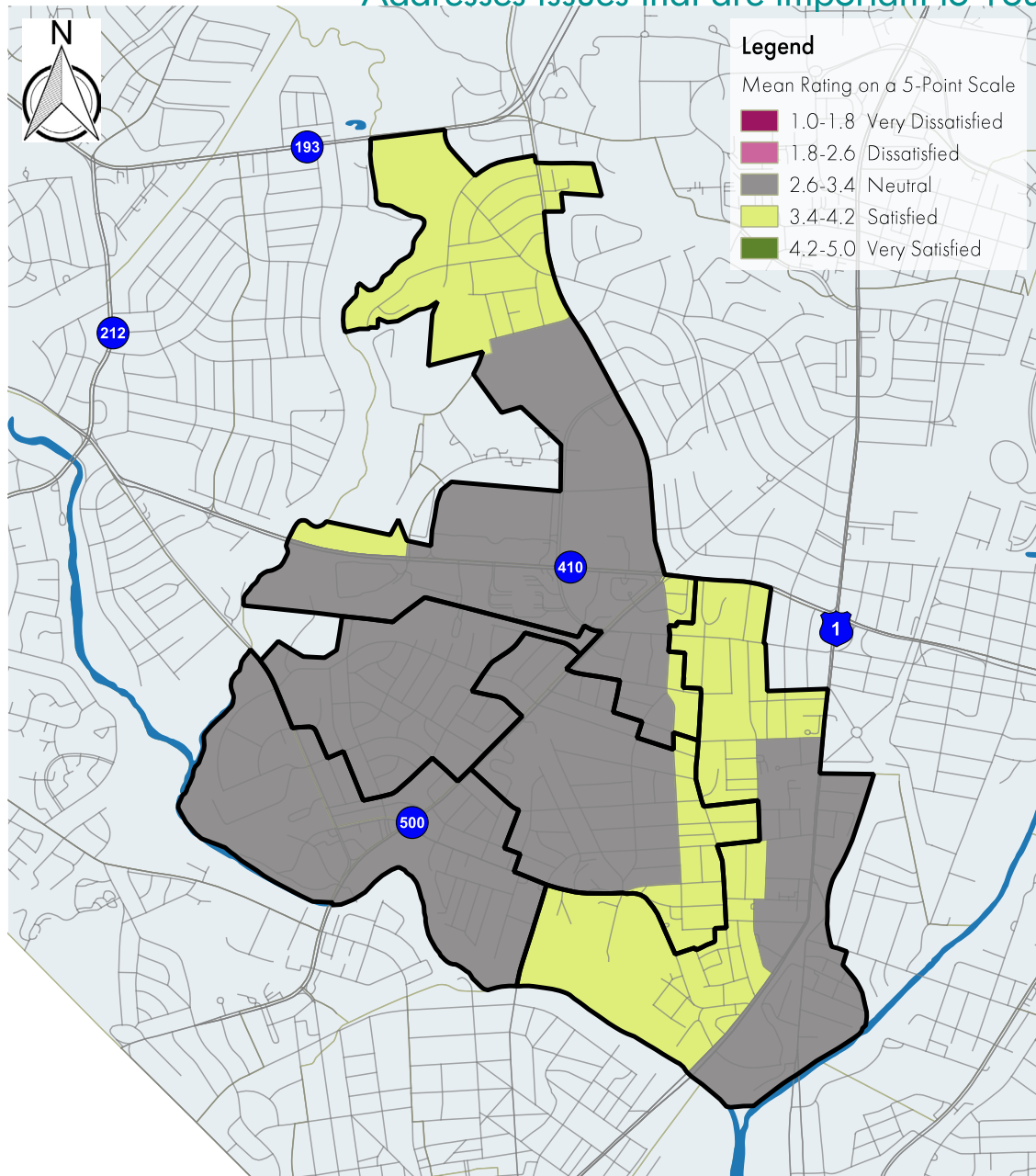
Q22d: Satisfaction with The knowledge Level of City Staff When You Contact Them About City Issues



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

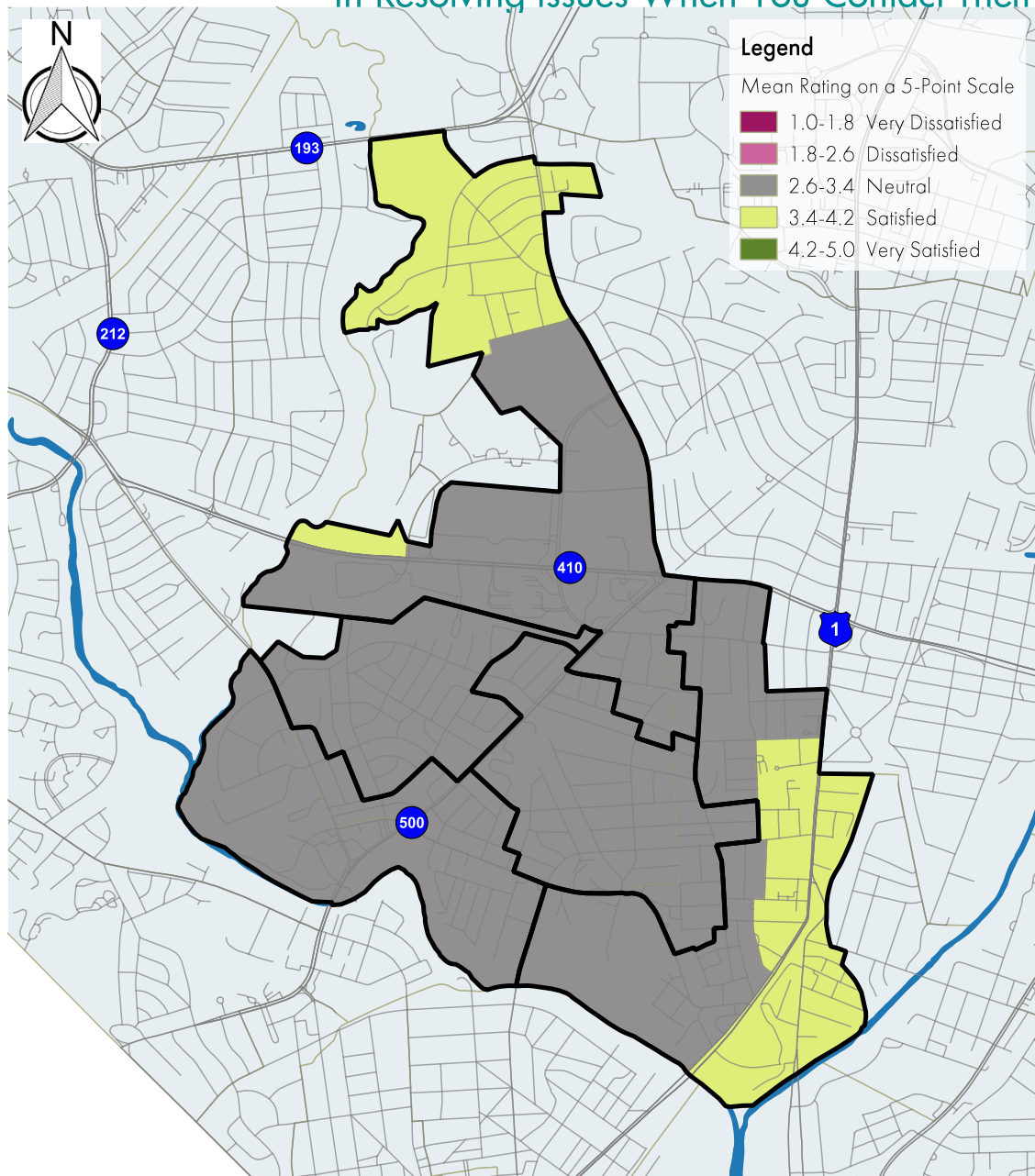
Q22e: Satisfaction with The Extent to which City Government Addresses Issues that are Important to You



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

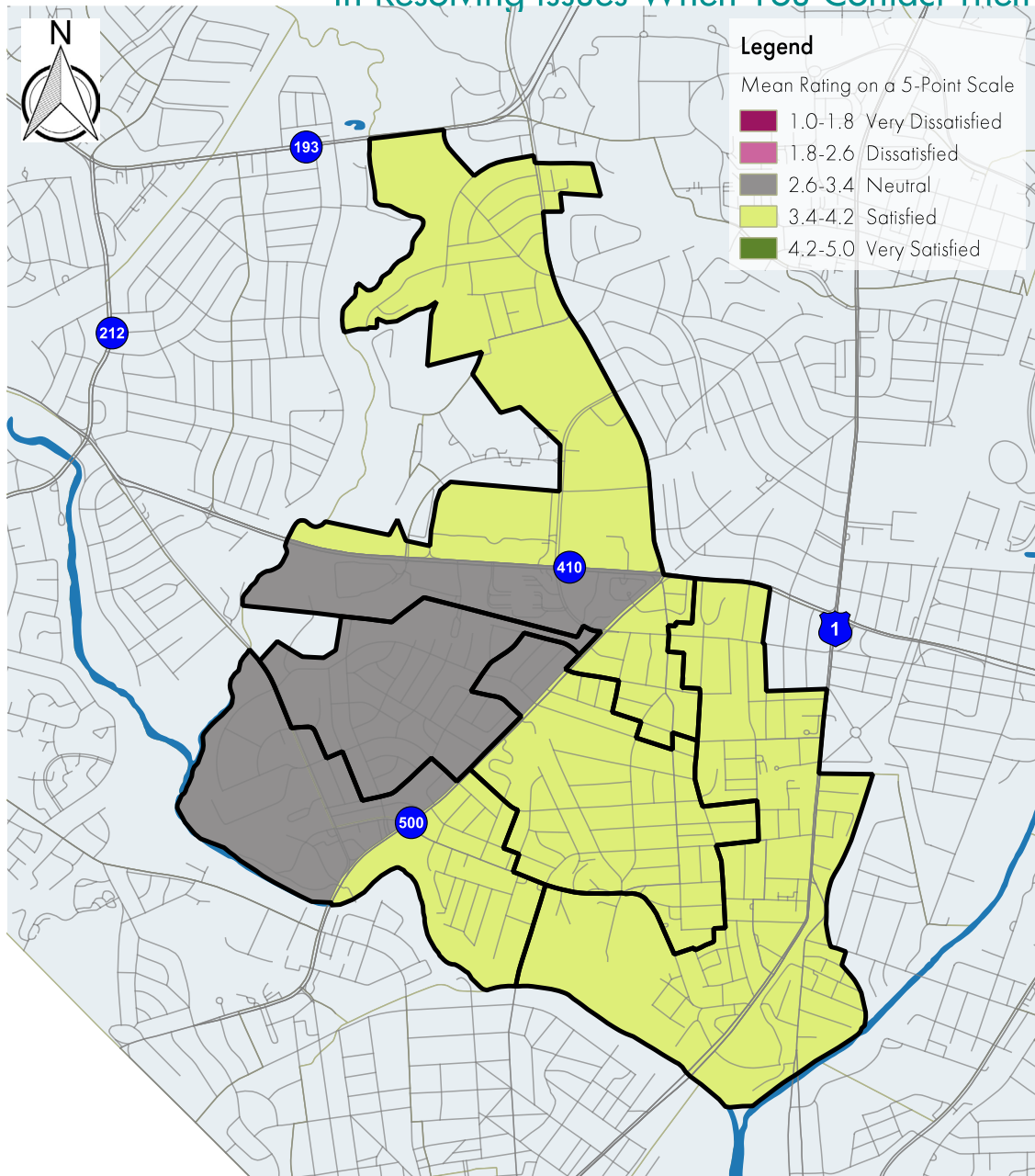
Q22f: Satisfaction with The Effectiveness of the City's Elected Officials in Resolving Issues When You Contact Them



2018 Hyattsville Resident Satisfaction Survey

Shading reflects the average satisfaction rating for all respondents within a census tract

Q22g: Satisfaction with The Effectiveness of City Staff in Resolving Issues When You Contact Them



2018 Hyattsville Resident Satisfaction Survey

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Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Amal Awad

Submitting Department: Police Department

Item Type: Budget

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

FY19 Budget Appropriation: Target Corporation Donation

HCC-80-FY19

Recommendation:

I move that the Mayor and Council accept and appropriate into the FY19 budget a donation in the amount of \$2,000 from Target Corporation to the Community Action Team for the purchase of gift cards for children during the City's annual Shop with a Cop event.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

Summary Background:

Each year, Hyattsville Police Department hosts its annual Shop with a Cop event. They collaborate with public safety agencies throughout Prince George's County to accompany children to shop for holiday gifts at the Target Store located at the Mall at Prince Georges (MPG). Donors generously fund this event, and many members from the community volunteer to ensure each child enjoys their shopping and lunch experience. All qualifying children are selected by our local participating elementary school administrators.

Next Steps:

Mayor and Council acceptance and appropriation.

Fiscal Impact:

\$2,000

City Administrator Comments:

Recommend approval

Community Engagement:

Officers partner with children and escort them as they shop for holiday gifts at the Target Store at MPG. After the shopping experience, the children have lunch with Santa and take photos with Santa. This is a highly anticipated, appreciated and joyful experience for the children, their parents and the officers.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Katie Gerbes

Submitting Department: Community & Economic Development

Item Type: Proclamation

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

Proclamation: Economic Development Week

HCC-91-FY19

Recommendation:

I move that the Mayor and Council recognize October 21-27, 2018 as Economic Development Week in the City of Hyattsville.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Economic Development Week 2018.docx](#)

Summary Background:

October 21-27, 2018 is recognized as Economic Development Week by the Maryland Economic Development Association to emphasize the importance of economic development for the state of Maryland. The Department of Community and Economic Development will be hosting several events and press releases during the week to spotlight local businesses and create awareness of the economic development programs currently offered by the City of Hyattsville.

Next Steps:

Recognize October 21-27, 2018 as Economic Development Week in the City of Hyattsville.

Fiscal Impact:

N/A

City Administrator Comments:

See Summary Above

Community Engagement:

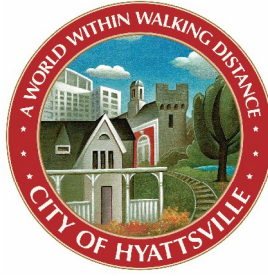
There will be several events open to the public to celebrate Economic Development Week.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



**PROCLAMATION RECOGNIZING THE WEEK OF OCTOBER 21 – 27, 2018
AS ECONOMIC DEVELOPMENT WEEK
IN THE CITY OF HYATTSVILLE**

This proclamation recognizes the week of October 21 – 27, 2018, as Economic Development Week in the City of Hyattsville. Economic Development Week is an annual opportunity to join other communities in recognizing the importance of investments and partnerships that further economic development across the State of Maryland.

WHEREAS, the economic growth and stability of the State affects all regions and jurisdictions of Maryland; and

WHEREAS, the City of Hyattsville is a vital component of Maryland's economic success; and

WHEREAS, the City of Hyattsville's Department of Community and Economic Development is an active member of the Maryland Economic Development Association (MEDA), a non-profit organization that promotes economic development as an investment in Maryland and Marylanders; and

WHEREAS, MEDA members promote the economic well-being of Maryland by working to improve the state's business climate and the professionalism of those working in the field of economic development in the State; and

WHEREAS, the City's Department of Community and Economic Development shall highlight a number of Hyattsville's successful development and revitalization efforts during the week of October 21 – 27, 2018;

NOW, THEREFORE BE IT RESOLVED, that our City Council hereby proclaims the week of October 21 – 27, 2018, to be Economic Development Week in the City of Hyattsville, in recognition of the importance of economic development as it creates new opportunities and transforms lives.

Candace B. Hollingsworth
Mayor
City of Hyattsville

October 15, 2018



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Legislative

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

Schedule Public Hearing for the Annexation of the Landy Property

HCC-92-FY19

Recommendation:

I move that the City Council schedule a Public Hearing for Monday, December 3, 2018 at 7:30 PM, to consider public testimony regarding the proposed annexation of 14.9683 acres of contiguous property, commonly known as the Landy Property, located at 3501 Dean Drive, Hyattsville, Maryland 20782.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Landy Annexation Resolution 2018-05.docx](#)

[Annexation Plan - Landy Annexation - October 12, 2018.doc](#)

[Landy Annexation Description Exhibit A.pdf](#)

[HyattsvilleAnnexation-ScheduleB.pdf](#)

[Landy - Annexation Plan Map.pdf](#)

Summary Background:

The ownership, Blumberg Landy Family Trust, have consented to the annexation of the subject property.

The City is prepared to move forward with annexation consistent with State of Maryland law, which permits the annexation to proceed:

"If consent of at least 25% of qualified voters and 25% of owners of assessed property" OR "If petition by at least 25% of qualified owners and 25% of owners of assessed property"

The City Attorney has prepared the attached Resolution for discussion. The public hearing is scheduled for 7:30 PM on Monday, December 3rd, and will meet the required 15-calendar day minimum between publishing the notice of proposed annexation and the date of the hearing.

A Public Hearing will take place on Monday, December 3, 2018 at 7:30 PM, at the City Administration Building, 3rd Floor, 4310 Gallatin Street, Hyattsville, Maryland 20781, to consider public testimony regarding the proposed annexation of 14.9683 acres of contiguous property, commonly known as the Landy Property, located at 3501 Dear 276 Drive, Hyattsville, Maryland 20782.

Next Steps:

Following the hearing, the resolution for annexation will be considered by the City Council on Monday, December 3, 2018. If approved, the resolution becomes effective 45-days after it's passage. The land records are then updated with Prince George's County and State of Maryland Legislative Services to reflect the modified municipal limits.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The City will publish the public hearing date consistent with Maryland annexation law requirements.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete

**CITY OF HYATTSVILLE
ANNEXATION RESOLUTION 2018-05**

A Resolution of the City Council of Hyattsville, Maryland enlarging the corporate boundaries of the City of Hyattsville by annexing land contiguous to and adjoining the existing corporate area of the City of Hyattsville, to wit, the area bounded on the west by Dean Drive, on the north and east by Northwestern High School, on the east and south by Belcrest Road, and on the south and west by the real property owned by condominium regimes abutting the northern side of Toledo Terrace, with the land to be annexed consisting of 10.5028 acres of land in the Chillum (17th) Assessment District, Prince George's County, Maryland.

WHEREAS, the City of Hyattsville has the consent of more than 25% of the persons who reside in the area proposed to be annexed and who are registered to vote in county elections as well as the consent of owners of more than 25% of the assessed valuation of the real property in the area proposed to be annexed; and

WHEREAS, the City Council has determined to initiate a Resolution to enlarge and extend the limits of the City to include the hereafter described area and to make applicable to that area all laws which are now in force or may be hereinafter enacted, except as provided elsewhere herein; and

WHEREAS, the City has entered into an agreement (hereinafter the "Annexation Agreement") that governs the conditions and circumstances that apply to the phasing in of City real property taxes and City services consistent with the proposed development of the undeveloped real property to be annexed; and

WHEREAS, the City Administrator of the City of Hyattsville, Maryland has caused a public notice to be published no fewer than four (4) times, at not less than weekly intervals in a newspaper having a general circulation and the area to be annexed, briefly and accurately describing the proposed change and the conditions and circumstances applicable thereto. The public notice specifies that a public hearing will be held on this Resolution by the City Council of

Hyattsville, Maryland on the 3rd day of December, 2018, at the Hyattsville Municipal Building;
and

WHEREAS, such hearing was held as scheduled; and

WHEREAS, the City Council deem it appropriate to annex said contiguous property into the City.

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

SECTION 1. That there is hereby annexed to the territory of the City of Hyattsville, a municipal corporation, all of the land contiguous and adjoining to the existing City of Hyattsville in Prince George's County, Maryland, as described in the metes and bounds description dated March 14, 2018, which is entitled Description of 10.5028 Acres, a copy of which is attached hereto and incorporated herein as Exhibit A, and the same being depicted in the survey plat dated March 15, 2018, a copy of which attached hereto and incorporated herein as Exhibit B, with both the metes and bounds description and the survey plat being prepared by John W. Kostic, a licensed surveyor.

SECTION 2. And Be it Further Resolved that the real property taxes as assessed in the City of Hyattsville against the property owners shall commence in accordance with Annexation Agreement, which is incorporated by reference.

SECTION 3. And Be it Further Resolved that municipal services and facilities be provided in accordance with the Annexation Agreement, which is incorporated by reference.

SECTION 4. And Be it Further Resolved that all the provisions of the Constitution of Maryland, all the laws of the State of Maryland applicable to the City of Hyattsville and all laws of the City of Hyattsville shall be and the same are hereby extended and made applicable to such

portion of Prince George's County as is, under the provisions of this Resolution, annexed to and made a part of the City of Hyattsville, Maryland, except as provided elsewhere herein. Nothing herein or elsewhere in the Resolution shall affect the power of the Mayor and City Council of Hyattsville to amend or to repeal any charter revision or ordinance existing at the date of passage of this Resolution, or to enact and ordain any ordinance which, at the date of passage of this Resolution, or hereinafter, it may be authorized to enact or ordain.

SECTION 5. And Be it Further Resolved that all the inhabitants of the territory annexed to the City of Hyattsville by this Resolution and the property of said inhabitants shall, in all respects and to all intents and purposes, be subject to the powers, jurisdictions and authority vested, or to be vested by law, in the Mayor and City Council of the City of Hyattsville, or which may hereinafter be enacted or ordained by it, so far as the same may be consistent with the provisions of this Resolution and the territory so annexed shall, in all respects, be taken and considered as part of the municipal corporation of the City of Hyattsville.

SECTION 6. And Be it Further Resolved that this Resolution shall become effective forty-five (45) days from December 3, 2018, provided it is enacted by the City Council of Hyattsville on that date and unless within the forty-five (45) days the City Council of Hyattsville receive a petition for referendum in accordance with the provisions of Maryland Code, § 4-401 et seq. of the Local Government Article.

SECTION 7. And Be it Further Resolved that upon this resolution becoming effective the City Administrator is hereby directed to send this resolution and the new boundaries of the City to the Clerk of the Circuit Court for Prince George's County, the Department of Legislative Services, and the Maryland-National Capital Park and Planning Commission.

October 9, 2018

INTRODUCED by the Mayor and City Council of the City of Hyattsville at a Regular Meeting on October 15, 2018, at which meeting copies were available to the public for inspection, and

PASSED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on December 3, 2018, at which meeting copies were available to the public for inspection.

ATTEST:

Laura Reams, Clerk

Candace B. Hollingsworth, Mayor

DRAFT

DRAFT

City of Hyattsville, Maryland

Landy Annexation Plan

Summary of Annexation

The area under consideration for annexation includes: land contiguous to and adjoining the existing corporate area of the City of Hyattsville, to wit, the area bounded on the west and south by Northwest Drive, on the west and north by Dean Drive, on the north by Northwestern High School, on the east by Belcrest Road, and on the south by the real property owned by condominium regimes abutting the northern side of Toledo Terrace, with the land to be annexed consisting of 10.5028 acres of land in the Chillum (17th) Assessment District, Prince George's County, Maryland. See attached map for the boundaries.

The subject property is located within the Prince George's Transit District Development Overlay Zone and is currently undeveloped. The owner of the subject parcel had an application accepted by the Maryland-National Capital Park & Planning Commission to develop the subject property with single-family attached residential dwelling units. The available land will include a public park facility to be dedicated to the City of Hyattsville. The City of Hyattsville will provide municipal services to the subject parcel, including sanitation services, as Prince George's County Use and Occupancy Permits are approved for residential dwelling units. The City will finance public services through its General Fund.

As of October 9, 2018, the single (1) property owner has signed an agreement consenting to annexation. The percentage of consenting property owners and the number of consenting registered voters exceed the State requirements for a municipality to introduce a resolution of annexation. There are no registered individuals people in the area have consented to annexation.

Annexation Timeline

The following is a proposed timeline for annexation, contingent upon the City Council's approval to schedule a public hearing for the resolution for annexation on October 15, 2018, the following is a timeline for the annexation:

Action	Date
Resolution Presented to City Council	October 15, 2018
First notice of public hearing published in Prince George's Sentinel	October 18, 2018
2 nd notice of public hearing published in Prince George's Sentinel	October 25, 2018
3 rd notice of public hearing published in The Prince George's Sentinel	November 1, 2018
4 th notice of public hearing published in	November 8, 2018

The Prince George's Sentinel	
Public hearing 7:30 PM, City of Hyattsville, 4310 Gallatin Street, Hyattsville, Maryland 20781	December 3, 2018
Introduction and Approval of Resolution at Regular City Council Meeting, 8:00 PM	December 3, 2018
Annexation Referendum Period	45-calendar days
Resolution and new boundary becomes effective. Notices are issued to County Clerk of Courts, Department of Legislative Services and M-NCPPC	January 18, 2018

DESCRIPTION OF 10.5028 ACRES
CHILLUM (17th) ASSESSMENT DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

BEING a parcel of land, hereinafter described as running in, through, over and across the land of Marvin Blumberg, et al, obtained with deeds recorded as Liber 4201 at folio 475, dated March 26, 1973, Liber 8759 at folio 945, dated April 30, 1993, and Liber 4019 at folio 399, dated July 17, 2017, all recorded among the land records of Prince George's County, Maryland; said described parcel of land being a part of Parcel A as shown on a plat of subdivision titled "PLAZA TOWERS", said plat recorded among the aforesaid land records in Plat Book WWW 44 at Plat No. 63; also said described parcel of land being a part of Land Unit 1, Land Unit 2, and Land Unit 4 as shown on a plat of condominium titled "PLAZA TOWERS LAND CONDOMINIUM", said plat recorded among the aforesaid land records in Plat Book REP 211 at Plat No. 80; and being more particularly described in MD State Plane NAD 83 datum as follows:

BEGINNING at the point of intersection of the South 32°09'38" East, 702.06 feet plat line as shown on the aforesaid plat of condominium titled Plaza Towers Land Condominium, and the eastern right of way line of Dean Drive, 60 feet wide, thence as now surveyed, departing said Dean Drive, and binding on said plat line, said plat line also the northeastern line of said Land Unit 1, for the following course, also binding on the southern lines of the land of the Board of Education of Prince George's County, obtained with deeds recorded among the aforesaid land records in Liber 1080 at folio 135 and Liber 2064 at folio 89 for the following three courses,

- 1) South 32°13'30" East, 701.28 feet; thence binding on the northern lines of the aforesaid Land Unit 2 for the following two courses,
- 2) North 86°55'57" East, 406.58 feet; thence,
- 3) North 75°15'26" East, 742.74 feet; thence binding on the common line of the aforesaid Land Unit 2 and the land of the Board of Education of Prince George's County, obtained with a deed recorded among the aforesaid land records in Liber 3083 at folio 472,
- 4) South 31°45'42" East, 248.40 feet to a point on the northwestern right of way line of Belcrest Road, 100 feet wide; thence binding on said northwestern right of way line,
- 5) 666.47 feet along the arc of a non-tangent curve deflecting to the left, having a radius of 860.00 feet, and a chord of South 32°18'46" West, 649.92 feet; thence departing said Belcrest Road and running so as to cross and include a part of the

aforesaid Land Unit 4, Land Unit 3, and Land Unit 1, respectively, for the following three courses,

- 6) North 53°36'49" West, 873.69 feet; thence,
- 7) South 75°14'48" West, 247.00 feet; thence,
- 8) North 35°28'08" West, 695.13 feet to a point on the aforesaid eastern line of Dean Drive; thence binding on said eastern right of way line,
- 9) 137.29 feet along the arc of a non-tangent curve deflecting to the left, having a radius of 1588.61 feet, and a chord of North 27°47'06" East, 137.25 feet to the **POINT OF BEGINNING**, containing 457,501 square feet or 10.5028 acres of land.

I hereby certify to the best of my professional knowledge, information and belief that: this metes and bounds description was prepared by me or under my direct supervision and that it is in compliance with the requirements set forth in COMAR Title 09, Subtitle 13, Chapter 06, Regulation 12 of the minimum practice for Land Surveyors.

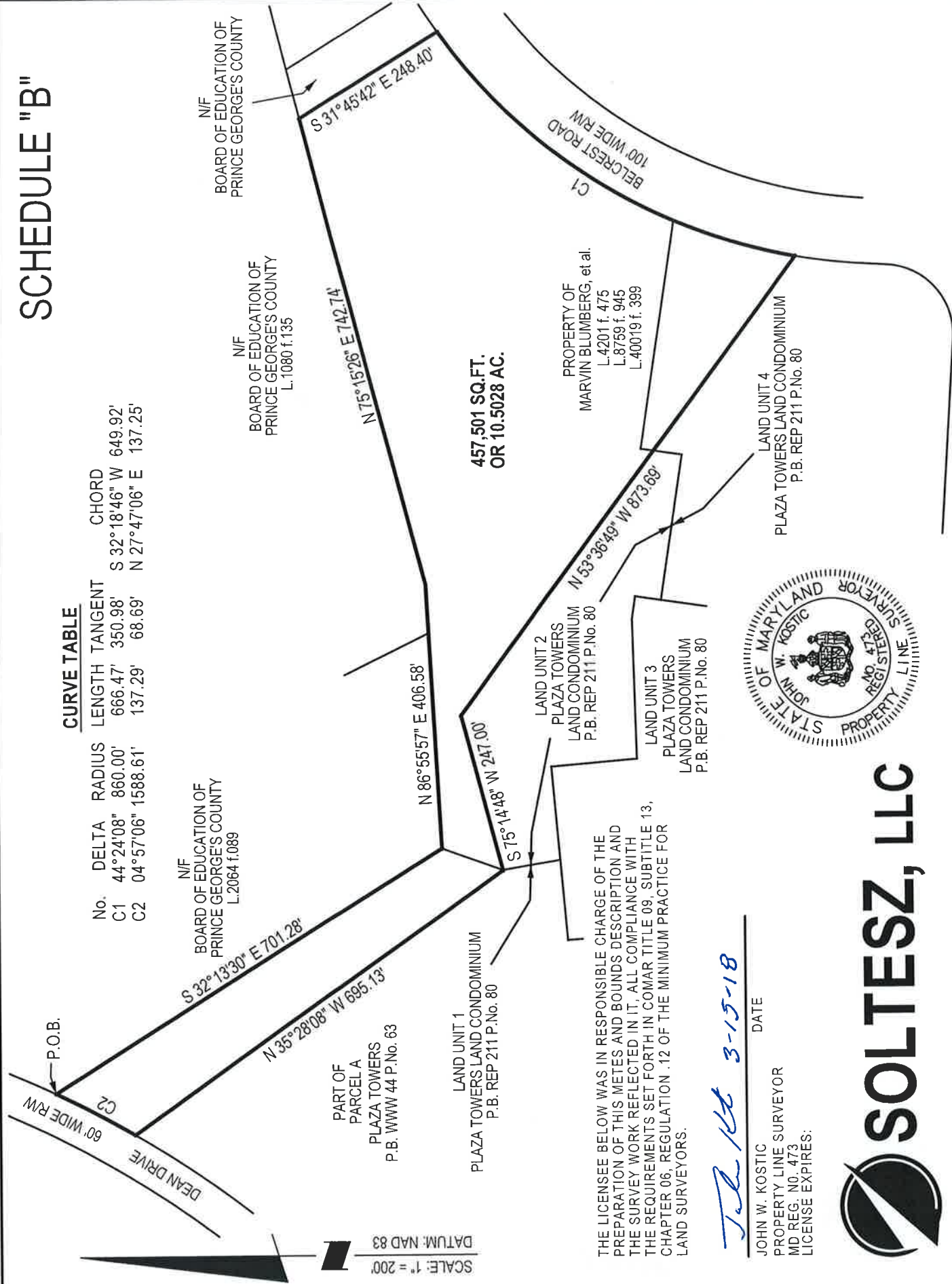
3-14-18
John W. Kostic Date
Property Line Surveyor
MD Reg. No. 473
License expiration date: January 6, 2019



SCHEDULE "B"

CURVE TABLE

No.	DELTA	RADIUS	LENGTH	TANGENT	CHORD
C1	44°24'08"	860.00'	666.47'	350.98'	S 32°18'46" W 649.92'
C2	04°57'06"	1588.61'	137.29'	68.69'	N 27°47'06" E 137.25'



THE LICENSEE BELOW WAS IN RESPONSIBLE CHARGE OF THE PREPARATION OF THIS METES AND BOUNDS DESCRIPTION AND THE SURVEY WORK REFLECTED IN IT, ALL COMPLIANCE WITH THE REQUIREMENTS SET FORTH IN COMAR TITLE 09, SUBTITLE 13, CHAPTER 06, REGULATION .12 OF THE MINIMUM PRACTICE FOR LAND SURVEYORS.

JL/Kt 3-15-18

JOHN W. KOSTIC DATE

PROPERTY LINE SURVEYOR

MD REG. NO. 473

LICENSE EXPIRES:



SOLTESZ, LLC

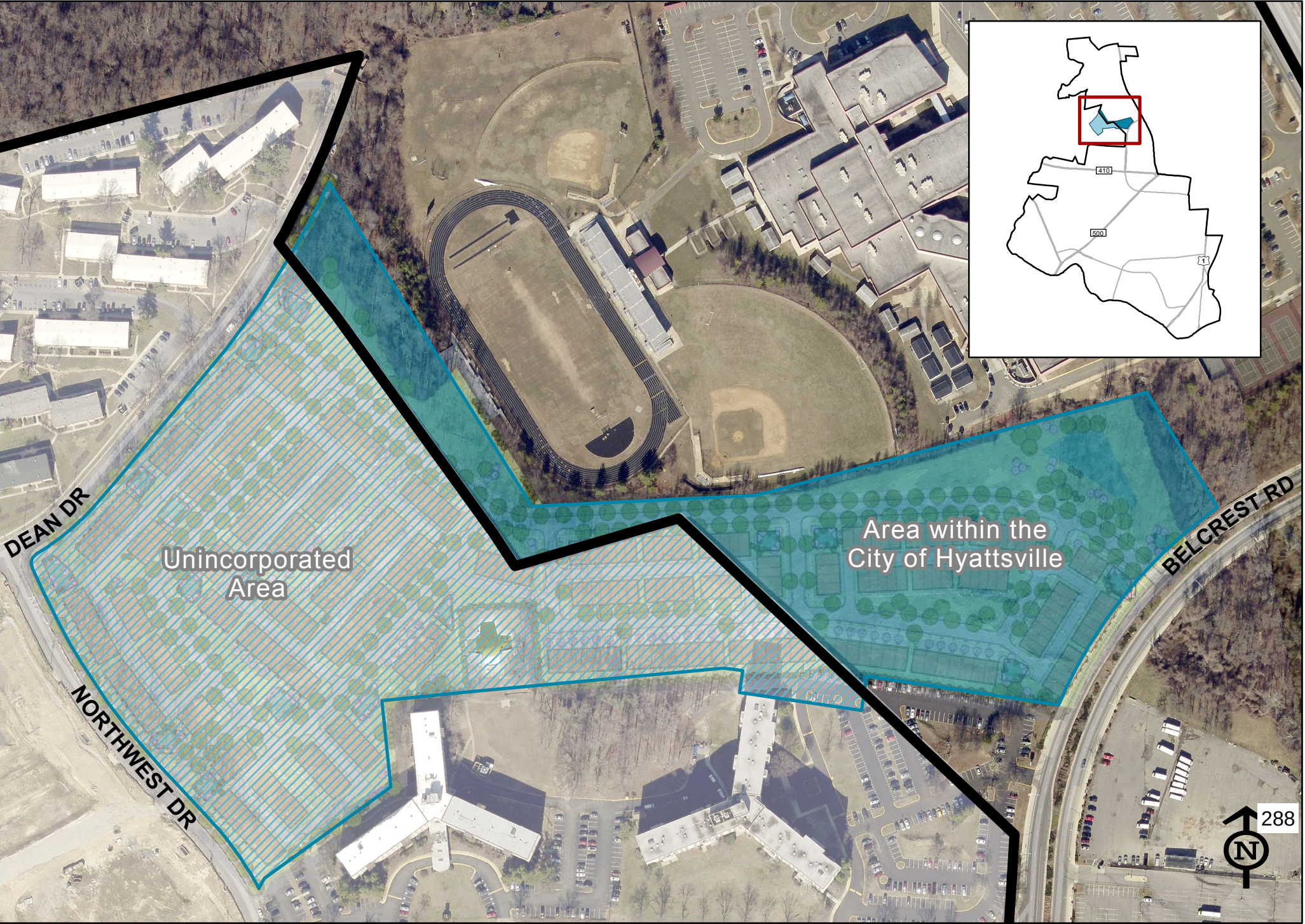
4300 Forbes Boulevard, Suite 230 Lanham, MD 20706 P.301.794.7555 F.301.794.7656

Planning // Surveying // Planning // Environmental Sciences

www.solteszco.com

Landy Development Project

City of Hyattsville





Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jake Rollow

Submitting Department: Community Services

Item Type: Grant

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

FY19 Budget Appropriation: MNCPPC Grant for Recreation Activities

HCC-94-FY19

Recommendation:

I move that the Mayor & Council amend the FY19 budget to accept and appropriate the grant award in the amount of \$19,000 from the Maryland National Capital Park and Planning Commission and authorize the City Administrator to sign the contract, upon the review and approval by the City Attorney for legal sufficiency.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City receives this grant annually from the Maryland-National Capital Park and Planning Commission in order to support recreation programming. Please note that this item is a budget amendment and requires 8 affirmative votes for approval.

Next Steps:

Follow up with MNCPPC and receive funds.

Fiscal Impact:

\$19,000 - Budget Amendment

City Administrator Comments:

Recommend Support

Community Engagement:

NA

Strategic Goals:

Goal 2 - Ensure the Long-Term Economic Viability of the City

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Lesley Riddle

Submitting Department: Public Works

Item Type: Purchase

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

Rock Salt Purchase

HCC-41-FY19

Recommendation:

I move that the Mayor and Council approve the purchase of rock salt from Eastern Salt Company utilizing Council of Governments (COG) contract rider with Montgomery County, not to exceed \$35,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Award Posting Sheet - Road Salt.pdf](#)

[Eastern Salt Bid IFB 1088536.pdf](#)

[Recommendation for Award memo IFB 1088536 Road Salt.pdf](#)

[Rider_Clause_Final_08262016_MAPT4.pdf](#)

Summary Background:

The purchase of rock salt for the 2018 – 2019 winter season ensures that the Department of Public Works (DPW) can keep our City streets safe and passable during winter storms.

DPW is requesting that the City Council accept the quote for road salt from Eastern Salt Company riding off the Council of Governments (COG) contract with Montgomery County at \$65 per ton for the 2018-2019 winter season. Using the COG contract rider can potentially save the City about \$10 per ton. The FY19 budget has \$35,000 in the operating budget for road salt; this would allow the city to purchase up to approximately 530 tons of road salt for snow events.

Next Steps:

With Council approval the purchase and delivery of rock salt will be scheduled.

Fiscal Impact:

Funds for this purchase are in the operating budget, purchase not to exceed \$35,000

City Administrator Comments:

Recommend Approval

Community Engagement:

None

Strategic Goals:

Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Office of Procurement PUBLIC LISTING

8/30/2018 2:02:01 PM

IFB/RFP/REOI #	BUYER	NAME OF PROPOSED AWARDEE(S)	POST DATE
RFP 1085877	Karakaya, Penny	Lighting Maintenance Inc.	8/7/2018
RFP 1084489	Norris, Bob	Innovative Emergency Management Inc Ascenttra Inc	8/7/2018
IFB 1080337	Norris, Bob	Rustler Construction Inc	8/9/2018
RFP 1083129	Harris, Eric	Network Engineering & Resources Development Specialists LLC	8/9/2018
IFB 1084719	Vasileva, Renata	Fort Myer Construction Corp. - Groups: Group II	8/13/2018
IFB 1084719	Vasileva, Renata	Manuel Luis Construction Co. Inc. - Groups: Group I	8/16/2018
IFB 1073256	Karakaya, Penny	Rescind Award: Morgan's Inc dba Jimmie Muscatello's Washington Uniform Center ` - Items: Part IV Percentage Discount Off Manufacturers Current Price List 1. California Heat 3. Gerbing Heated Wear 4. Gyde Part IV Accessories *Excludes products listed in previous Group: Part II Stock Uniforms 4. Cobra 5. Monadock 6. Gerbing Catalog	8/20/2018
IFB 1083948	Harris, Eric	EARN Contractors, Inc	8/23/2018
RFP 1084036	Flood, Samuel	Schreiber Translation, Inc. - Primary ACSI Translations - Secondary	8/28/2018
IFB 1086065	Norris, Bob	Vitavanti LLC - Group: Group II: Parking Garage Cleaning	8/30/2018

IFB 1088536

Fornatora, Sarah

Eastern Salt Company, Inc - Zones: Zone 1 and 4
Primary Awardee
Zone 2 Secondary Awardee

8/30/2018

Mid-Atlantic Salt, L.L.C. - Zones: Zone 2 and 3
Primary Awardee
Zone 4 Secondary Awardee

IFB # 1088536

MONTGOMERY COUNTY, MARYLAND
Cooperative Purchase of Road Deicing Salt
SOLICITATION, BID AND AWARD SHEET

RETURN BID TO:
 OFFICE OF PROCUREMENT
 255 ROCKVILLE PIKE, STE. 180
 ROCKVILLE, MD 20850-4166

PART I: SOLICITATION (Invitation for Bids ("IFB"))

SEALED BIDS IN ORIGINAL AND ONE (1) COPIES TO FURNISH THE SUPPLIES AND/OR SERVICES DESCRIBED ON THE ATTACHED QUOTATION SHEET(S) WILL BE RECEIVED UP TO **11:00 A.M.** LOCAL TIME ON **8/7/2018**. BIDS WILL BE PUBLICLY OPENED AT THE DATE AND TIME STATED. **BIDS RECEIVED AFTER THE DATE AND TIME SPECIFIED WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED TO THE BIDDER.** THE FOLLOWING DOCUMENTS ARE HEREBY INCORPORATED BY REFERENCE INTO AND MADE PART OF ANY CONTRACT AWARDED. In the event of any conflict among the provisions of the bid documents, or those documents comprising the resultant Contract, the conflict must be resolved by giving precedence to the below documents in the following order:

1. The "General Conditions of Contract between County and Contractor", and the "Special Terms and Conditions" shown in Sections B and C of this document.
2. The "Instructions, Conditions and Notices" shown in Section A of this IFB.
3. The specifications/scope of work shown in Section D of this document.
4. All solicitation amendments that change Section D will supersede in the event of a conflict.
5. All representations and certifications listed in this document.
6. This "Solicitation, Bid and Award Sheet" and the attached solicitation Quotation Sheet(s).

PART II-BID

The Bidder, by signing this solicitation, agrees that the County has 120 calendar days from the bid opening date in which to make an award of this solicitation. The Bidder agrees that its prices and/or discounts for all desired goods and/or services shall remain firm for the above time period prior to contract award. Also, the Bidder agrees that all instructions, terms, conditions, specifications, and amendments of this solicitation shall remain firm for the above time period prior to contract award. The County's Standard Payment Terms are Net Thirty (30) Days. This does not preclude an offeror from offering a prompt payment discount for payment of proper invoices in less than (30) days. An optional prompt payment term is not required, but may be offered conditioned on the following basis: Only a prompt payment discount, conditioned on a thirty-day or greater payment basis, will be utilized to recalculate prices for purposes of the Method of Award process for price/cost only. Prompt payment discounts may be offered on a shorter payment basis and adopted by the County at time of award, but will not be considered during the Method of Award process.

NAME AND SIGNATURE REQUIREMENTS FOR BIDS AND CONTRACTS: The correct and full legal business name of the bidder must be used in bids received and on all contracts issued as a result of this solicitation. A trade name (i.e., a shortened or different name under which the firm does business) must not be used when the full legal name is different. Corporations must have names that comply with State Law, which requires a suffix indicating the corporate status of the business (e.g. Inc., Incorporated, etc.). Trade names may be indicated by individuals or corporations with the individual or corporate name followed by "t/a" (trading as) or "d/b/a" (doing business as) respectively. The offeror's signature on the proposal, contract, amendment(s), or related correspondence, must conform to the following:

All signatures must be made by an authorized officer, partner, manager, member, or employee. The signing of an offer or a contract is a representation by the person signing that the person signing is authorized to do so on behalf of the offeror or contractor.

BIDDER'S CORRECT AND FULL LEGAL BUSINESS NAME: Eastern Salt Company, Inc.		TELEPHONE NO.: 978-251-8553
ADDRESS: 134 Middle St, Ste 210, Lowell, MA 01852		TOLL FREE NO.: 888-846-9177
REMITTANCE ADDRESS: (If Remittance Address is Different from Above Address)		FAX NO.: 978-251-8244
BIDDER'S E-MAIL ADDRESS: jarchambault@easternsalt.com		

ACKNOWLEDGEMENT OF AMENDMENTS
 The bidder acknowledges receipt of amendments to the solicitation for offers and related documents numbered and dated as follows:

Amendment No./Date	Amendment No./Date
#1 8/1/18	#2 8/2/18

Shelagh E. Mahoney, President

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (TYPE OR PRINT):

Shelagh E. Mahoney August 3, 2018
 SIGNATURE OF ABOVE PERSON: DATE:

PART III: AWARD (TO BE MADE BY THE COUNTY'S CONTRACTING OFFICER (OFFICE USE ONLY))

YOUR BID IS ACCEPTED AS TO THE FOLLOWING AND/OR AS ATTACHED TO THIS DOCUMENT:

YOUR CONTRACT NUMBER IS:

MONTGOMERY COUNTY, MARYLAND

BY	PRINTED NAME OF CONTRACTING OFFICER	SIGNATURE OF CONTRACTING OFFICER	AWARD DATE
----	-------------------------------------	----------------------------------	------------

THIS FORM HAS BEEN APPROVED AS TO FORM AND LEGALITY BY THE OFFICE OF THE COUNTY ATTORNEY

QUOTATION SHEET

Cooperative Purchase of Road Deicing Salt

Contract(s) will be awarded by zone. All items in any particular zone must be bid upon, or the bid for that zone, will be declared non-responsive. See page A, SECTION A, Provision 3 (E), Method of Award.

ZONE is defined as the following:

Zone 001 – Suburban Maryland, including the following jurisdictions:

- *Montgomery County, MD
- Montgomery County Public Schools, MD
- Prince George's County, MD
- Prince George's County Public Schools, MD
- City of Bowie, MD
- City of College Park, MD
- City of Frederick, MD
- City of Gaithersburg, MD
- City of Greenbelt
- City of Rockville, MD
- Anne Arundel County Public Schools, MD

Zone 002 – Suburban Virginia, including the following jurisdictions:

- Arlington County, VA
- Loudon County Government, VA
- Prince William County Public Schools, VA
- Prince William County Service Authority
- City of Alexandria, VA
- City of Fairfax, VA
- City of Falls Church, VA
- Town of Herndon, VA
- Town of Leesburg, VA
- Town of Vienna, VA

Zone 003 – Washington DC, including the following jurisdictions:

(DC DPW) District Department of Public Works
Washington Metropolitan Area Transit Authority

Zone 004 – Southern Maryland, including the following jurisdictions:

Charles County, MD

* The estimated road deicing salt annual quantities for Montgomery County, MD are inclusive of both Montgomery County, MD and Montgomery College in Montgomery County, MD.

IFB # 1088536
QUOTATION SHEET(Continued)

Contract(s) will be awarded **by ZONE** to the lowest and second lowest responsive bid(s) submitted by a responsible bidder(s) as determined by the Director, Office of Procurement. If there are any discrepancies in the arithmetic calculations, the unit price will prevail and the County reserves the right to recalculate the extended price and the total aggregate price.

Zone	Item	Description	Tons	X	Unit Price	=	Extended Price
001	A	Rock Salt – 10 Ton Min. Pick Up by Ordering Department or Agency Pick Up Location: Rukert Terminals 2021 S Clinton St, Baltimore, MD	1,000	X	\$ 57.90 /ton	=	\$ 57,900.00
001	B	Rock Salt – (FOB) Delivered to Locations as Specified on Page(s) 14-16	117,440	X	\$ 57.90 /ton	=	\$ 6,799,776.00
Total Aggregate Price (Extended Price A+B) For Zone 001							\$ 6,857,676.00

Zone	Item	Description	Tons	X	Unit Price	=	Extended Price
002	A	Rock Salt – 10 Ton Min. Pick Up by Ordering Department or Agency Pick Up Location: Rukert Terminals 2021 S Clinton St, Baltimore, MD	1,000	X	\$ 73.00 /ton	=	\$ 73,000.00
002	B	Rock Salt – (FOB) Delivered to Locations as Specified on Page(s) 17-19	28,550	X	\$ 73.00 /ton	=	\$ 2,084,150.00
Total Aggregate Price (Extended Price A+B) For Zone 002							\$ 2,157,150.00

Zone	Item	Description	Tons	X	Unit Price	=	Extended Price
003	A	Rock Salt – 10 Ton Min. Pick Up by Ordering Department or Agency Pick Up Location:	1,000	X	\$ No Bid /ton	=	\$ No Bid
003	B	Rock Salt – (FOB) Delivered to Locations as Specified on Page(s) 20	49,900	X	\$ No Bid /ton	=	\$ No Bid
Total Aggregate Price (Extended Price A+B) For Zone 003							\$ No Bid

Zone	Item	Description	Tons	X	Unit Price	=	Extended Price
004	A	Rock Salt – 10 Ton Min. Pick Up by Ordering Department or Agency Pick Up Location: Rukert Terminals 2010 S Clinton St, Baltimore, MD	1,000	X	\$ 63.50 /ton	=	\$ 63,500.00
004	B	Rock Salt – (FOB) Delivered to Locations as Specified on Page(s) 21	11,000	X	\$ 63.50 /ton	=	\$ 698,500.00
Total Aggregate Price (Extended Price A+B) For Zone 004							\$ 762,000.00

IFB #1088536
QUOTATION SHEET(Continued)

NOTICE TO BIDDERS

All items and quantities in this Solicitation and specified by these Special Provisions are provided for use when and as directed by the Contract Administrator or Designee. The estimated quantities for these items are established for the sole purpose of obtaining a bid price. The "Quotation Sheet" quantities are estimated quantities for an average winter. The quantities for the items may be increased or decreased without any adjustments to the Contract Unit Price or the item(s) may be deleted entirely from the Contract by the Contract Administrator or Designee without negotiation. The Contractor will not be allowed to submit a claim against the County or any jurisdiction listed in this solicitation for any adjustment to the Contract Unit Price should the quantity for the item(s) be increased, decreased or the item(s) be eliminated in its/their entirety. As stated, this is a "Requirements" type Contract and the issuance of orders (the use of any amount of quantities) is contingent upon the annual approval of funding.

Contact person for questions concerning your Bid:

NAME: Jason Archambault PHONE #: 978-251-8553
EMAIL: jarchambault@easternsalt.com FAX # 978-251-8244

Contact person to handle any problems with delivery, etc.:

NAME: Karen Chase PHONE #: 855-676-9388
Email ADDRESS: kchase@easternsalt.com FAX#: 617-466-2956

If you will be using a subcontractor to perform any of the work listed herein, please list below the firm's name and the portion of the work that will be provided by the subcontractor:

PORION OF WORK: Hauling Services

NAME: Various trucking companies

ADDRESS: _____

IFB #1088536
QUOTATION SHEET(Continued)

DESIRED AND REQUIRED DELIVERY SCHEDULE

The County requires delivery of the goods or services to be made according to the schedule below. A Bidder may offer a delivery schedule that falls between the "Desired" delivery schedule and the "Required" delivery schedule without prejudicing evaluation of the bid. However, bids that indicate a delivery schedule exceeding the "Required" delivery time period specified will be declared nonresponsive and rejected. The County may elect to award under the Bidder's proposed delivery schedule if it offers delivery in less time than the desired or required delivery schedule. If the Bidder does not indicate its own delivery schedule, then the Bidder shall accept the desired delivery schedule and it will apply to the award.

DELIVERY SCHEDULE

Number of calendar days after County's signature date of a "Notice to Proceed" or a purchase order.

ITEM NO.	QTY	DEL. DESIRED BY COUNTY	DEL. REQUIRED BY COUNTY	BIDDER'S PROPOSED DEL.
Furnish & Load (Pick up by County) Item Numbers 001A, 002A, 003A, 004A	AS REQUESTED BY COUNTY	1 (one) Calendar Day	1 (one) Calendar Day	<u>1</u> Calendar Days

ITEM NO.	QTY	DEL. DESIRED BY COUNTY	DEL. REQUIRED BY COUNTY	BIDDER'S PROPOSED DEL.
Delivery Item Numbers 001B, 002B, 003B, 004B	AS REQUESTED BY COUNTY	3 (three) Calendar Days	5 (five) Calendar Days	<u>3-5</u> Calendar Days

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DEPARTMENT OF TRANSPORTATION

Isiah Leggett
County Executive

Al R. Roshdiel
Director

MEMORANDUM

August 24, 2018

TO: Cherri Branson, Director
Office of Procurement
(Attention: Sarah Fornatora)

VIA: Richard C. Dorsey, Jr., Chief *PCJ*
Division of Highway Services

FROM: Melissa Garner, Chief *MB FOR MS*
Support Services Section
Division of Highway Services

SUBJECT: Recommendation to Award for IFB 1088536
Cooperative Purchase of Road Deicing Salt
Zones 1, 2, 3 and 4

The Division of Highway Services completed its review of the bid submissions for cooperative IFB 1088536 wherein the County is seeking contracts with multiple vendors to provide road deicing salt to Montgomery County and members of the Metropolitan Washington Council of Governments who elected to participate in this cooperative solicitation. The solicitation includes four zones, bid separately, with up to three vendors being awarded a contract for that zone: primary, secondary, and tertiary. This recommendation to award is for all Zones 1, 2, 3 and 4.

Zone 1:

The County received three (3) bids for Zone 1 from the following vendors: Eastern Salt Company, Inc., Morton Salt, Inc., and Government MLO Supplies USA, Inc. Eastern Salt Company, Inc. submitted the lowest bid and is considered responsible and responsive to the solicitation. The Department utilized market pricing and previously bid contracts as the basis for its price analysis and in accordance with Procurement Regulation 10.1.1., the Department finds the rates quoted by Eastern Salt Company, Inc. to both be fair and reasonable. Morton Salt, Inc. submitted the second lowest bid, however failed to submit mandatory pages E-3 and E-4 of the quotation sheet. Due to the incomplete bid submission, the Department is requesting Morton Salt, Inc. be deemed non-responsive. Government MLO Supplies USA, Inc. submitted the third lowest bid, however, included additional conditions to the solicitation. Due to the addition of conditions within the bid submission, the Department is requesting Government MLO Supplies USA, Inc. be deemed non-responsive. **Therefore, the Department recommends award of the Zone 1 primary contract to Eastern Salt Company, Inc., with no secondary or tertiary vendor awards.**

Division of Highway Services

100 Edison Park Drive, 4th Floor • Gaithersburg, Maryland 20878 • 240-777-7623 • 240-777-7670 FAX
www.montgomerycountymd.gov

299

Zone 2:

The County received five (5) bids for Zone 2 from the following vendors: Eastern Salt Company, Inc., Mid-Atlantic Salt, LLC, Morton Salt, Inc., Cargill, Inc. and Government MLO Supplies USA, Inc. Mid-Atlantic Salt, LLC submitted the lowest bid and is considered responsible and responsive to the solicitation. The Department utilized market pricing and previously bid contracts as the basis for its price analysis and in accordance with Procurement Regulation 10.1.1., the Department finds the rates quoted by Mid-Atlantic Salt, LLC to both be fair and reasonable. Morton Salt, Inc. submitted the second lowest bid, however failed to submit mandatory pages E-3 and E-4 of the quotation sheet. Due to the incomplete bid submission, the Department is requesting Morton Salt, Inc. be deemed non-responsive. Cargill, Inc. submitted the third lowest bid, however, included additional conditions to the solicitation. Due to the addition of conditions within the bid submission, the Department is requesting Cargill, Inc. be deemed non-responsive. Eastern Salt Company, Inc. submitted the fourth lowest bid and is considered responsible and responsive to the solicitation. The Department utilized market pricing and previously bid contracts as the basis for its price analysis and in accordance with Procurement Regulation 10.1.1., the Department finds the rates quoted by Eastern Salt Company, Inc. to both be fair and reasonable. Government MLO Supplies USA, Inc. submitted the fifth lowest bid, however, included additional conditions to the solicitation. Due to the addition of conditions within the bid submission, the Department is requesting Government MLO Supplies USA, Inc. be deemed non-responsive. **Therefore, the Department recommends award of the Zone 2 primary contract to Mid-Atlantic Salt, LLC, and the Zone 2 secondary contract to Eastern Salt Company, Inc., with no award of a tertiary vendor.**

Zone 3:

The County received three bids for Zone 3 from the following vendors: Mid-Atlantic Salt, LLC, Morton Salt, Inc. and Government MLO Supplies USA, Inc. Mid-Atlantic Salt, LLC submitted the lowest bid and is considered responsible and responsive to the solicitation. The Department utilized market pricing and previously bid contracts as the basis for its price analysis and in accordance with Procurement Regulation 10.1.1., the Department finds the rates quoted by Mid-Atlantic Salt, LLC to both be fair and reasonable. Morton Salt, Inc. submitted the second lowest bid, however failed to submit mandatory pages E-3 and E-4 of the quotation sheet. Due to the incomplete bid submission, the Department is requesting Morton Salt, Inc. be deemed non-responsive. Government MLO Supplies USA, Inc. submitted the third lowest bid, however included additional conditions to the solicitation. Due to the addition of conditions within the bid submission, the department is requesting Government MLO Supplies USA, Inc. be deemed non-responsive. **Therefore, the Department recommends award of the Zone 3 primary contract to Mid-Atlantic Salt, LLC, with no secondary or tertiary vendor awards.**

Zone 4:

The County received four bids for Zone 4 from the following vendors: Eastern Salt Company, Inc., Mid-Atlantic Salt, LLC, Morton Salt, Inc. and Government MLO Supplies USA, Inc. Eastern Salt Company, Inc. submitted the lowest bid and is considered responsible and responsive to the solicitation. The Department utilized market pricing and previously bid contracts as the basis for its price analysis and in accordance with Procurement Regulation 10.1.1., the Department finds the rates quoted by Eastern Salt Company, Inc. to both be fair and reasonable. Mid-Atlantic Salt, LLC submitted the second lowest bid and is considered responsible and responsive to the solicitation. The Department utilized market pricing and previously bid contracts as the basis for its price analysis and in accordance with Procurement Regulation 10.1.1., the Department finds the rates quoted by Mid-Atlantic Salt, LLC to both be fair and reasonable. Morton Salt, Inc. submitted the third lowest bid, however failed to submit mandatory pages E-3 and E-4 of the quotation sheet. Due to the incomplete

Recommendation to Award
IFB 1088536
August 24, 2018

bid submission, the Department is requesting Morton Salt, Inc. be deemed non-responsive. Cargill, Inc. submitted the third lowest bid, however included additional conditions to the solicitation. Due to the addition of conditions within the bid submission, the Department is requesting Cargill, Inc. be deemed non-responsive. Government MLO Supplies USA, Inc. submitted the fourth lowest bid, however included additional conditions to the solicitation. Due to the addition of conditions within the bid submission, the Department is requesting Government MLO Supplies USA, Inc. be deemed non-responsive. **Therefore, the Department recommends award of the Zone 4 primary contract to Eastern Salt Company, Inc., and secondary contract to Mid-Atlantic Salt, LLC, with tertiary vendor award.**

In Sum the Departments recommendations are as follows:

	Primary	Secondary
Zone 1	Eastern Salt Company, Inc.	
Zone 2	Mid-Atlantic Salt, L.L.C.	Eastern Salt Company, Inc.
Zone 3	Mid-Atlantic Salt, L.L.C.	
Zone 4	Eastern Salt Company, Inc.	Mid-Atlantic Salt, L.L.C.

The above recommendations are in accordance with the Montgomery County Procurement Regulations and 'Section A' of the solicitation entitled 'Method of Award'. This is a multi-award for two (2) Contractors, therefore the requisition/purchase order number created for the IFB can be applied as one contract number and a separate requisition will be created for the second contract. Upon the Office of Procurement receipt and approval of the award submissions specified in 'Section B' of the solicitation entitled 'Award Submissions', please execute the subject contracts at your earliest convenience. Please feel free to contact me at 240-777-7695 should you require any additional information.



Cooperative Rider Clause

The Mid-Atlantic Purchasing Team (MAPT) is the agreement between the Metropolitan Washington Council of Governments ("MWCOCG") and the Baltimore Metropolitan Council ("BMC") to aggregate the public entity and non-profit purchasing volumes in the Maryland, Virginia and Washington, D.C. region ("region").

Format

A lead agency format is used to accomplish this work. The Lead Agency in this procurement and has included this MAPT Cooperative Rider Clause in this solicitation indicating its willingness to allow other public entities to participate pursuant to the following Terms and Conditions:

1. Terms

- 1.1 Participating entities, through their use of the Cooperative Rider Clause, agree to the terms and conditions of the resulting contract to the extent that they can be reasonably applied to the participating entity.
- 1.2 Participating entities may also negotiate additional terms and conditions specific to their local requirements upon mutual agreement between the parties.

2. Other Conditions - Contract and Reporting

- 2.1 The contract resulting from this solicitation shall be governed by and "construed in accordance with the laws of the State/jurisdiction in which the participating entity officially is located;
- 2.2 To provide to MWCOCG and/or BMC contract usage reporting information, including but not limited to quantity, unit pricing and total volume of sales by entity, as well reporting other participating entities added on the contract, on demand and without further approval of contract participants;
- 2.3 Contract obligations rest solely with the participating entities only;
- 2.4 Significant changes in total contract value may result in further negotiations of contract pricing with the lead agency and participating entities.

In pricing and other conditions, vendors are urged to consider the broad reach and appeal of MAPT with public and non-profit entities in this region.

A list of the participating members of the Mid-Atlantic Purchasing Team can be found at the following web links www.mwcog.org/purchasing-and-bids/cooperative-purchasing/member-links/ and <http://www.baltometro.org/our-work/cooperative-purchasing/brcpc-representatives>



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jim Chandler

Submitting Department: Administration

Item Type: Appointment

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

Renaissance Square Condominium Board Appointments

HCC-96-FY19

Recommendation:

I move the City Council appoint Mayor Candace B. Hollingsworth and Community & Economic Development Director Jim Chandler to serve as the City's representatives on the Renaissance Square Condominium Board for a period not to exceed twelve (12) calendar months.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Memo - Renaissance Square Condo Board Appointment.docx](#)

Summary Background:

The attached memorandum provides details regarding the purpose of the appointment to the Board.

Next Steps:

The Renaissance Square Condominium Board is tentatively scheduled to convene in November 2018.

Fiscal Impact:

NA

City Administrator Comments:

Recommend Approval

Community Engagement:

On February 7, 2007, the City of Hyattsville approved a Declaration of Renaissance Square Condominium, for the purposes of creating a managing board and adopting by-laws for the development of the Renaissance Square Artist Housing project.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Complete



Memo

To: Mayor and City Council
CC: Tracey Nicholson, City Administrator
From: Jim Chandler, Assistant City Administrator
Date: October 4, 2018
Re: Renaissance Square Condominium Board Appointments

Summary

In a review of the City land records related to Urban Investment Partners proposal for redevelopment along Baltimore Avenue, the City Attorney located a condominium declaration and by laws for the Renaissance Square Condominium Regime, a land-use and joint development partnership between the City of Hyattsville and Housing Initiative Partnership (HIP).

On February 7, 2007, the City of Hyattsville approved a Declaration of Renaissance Square Condominium, for the purposes of creating a managing board and adopting by-laws for the development of the Renaissance Square Artist Housing project and the anticipated adjacent YMCA site. The YMCA was never developed and currently functions as a surface public parking lot.

The authorizing documents appointed then City Administrator Elaine Murphy, Mayor William Gardiner and Housing Initiative Partnership (HIP) Executive Director Mosi Harrington as board members.

Staff and attorney's for both the City and HIP have reviewed the declaration and by-law documents and have concluded that the permanent Board was not formed, nor has it convened a meeting. Furthermore, it is our conclusion that the Board and related obligations are no longer necessary.

The City Attorney has recommended the appointment of temporary members, consistent with the intent of the declaration and by-laws, for the purpose of meeting all legal obligations. Staff is recommending the following individuals be appointed to the Interim Board:

- Honorable Candace B. Hollingsworth, Mayor, City of Hyattsville
- Mary Ann Dillon, Executive Director, Housing Initiative Partnership
- Jim Chandler, Asst. City Administrator, City of Hyattsville

It is our intent that the Board would convene in November 2018 for the purpose of affirming any outstanding obligations have been met and take action to dissolve the condo regime board. Meeting minutes will be provided to the City of Hyattsville and Housing Initiative Partnership.



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Appointment

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

Appointment to the Health, Wellness, and Recreation Advisory Committee

HCC-101-FY19

Recommendation:

I move that the Mayor and Council appoint Samuel Denes (Ward 1) to the Health, Wellness, and Recreation Advisory Committee for a term of 2 years to expire on October 15, 2020.

Sponsor(s):

Perry

Co-Sponsor(s):

N/A

ATTACHMENTS

[Committee Application_HWRAC_Denes W1.pdf](#)

Summary Background:

Please see attached application.

Next Steps:

Staff liaisons for HWRAC Committee will reach out to the new appointee to invite them to attend the next meeting.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval

Community Engagement:

Agendas for the HWRAC Meetings are posted on the City's website. Meetings are open to the public and all are encouraged to attend.

Strategic Goals:

Goal 1 - Ensure Transparent & Accessible Governance

Action 1.1 - Provide information and opportunities for resident participation in civic endeavors.

Legal Review Required?

N/A

Board, Committee and Commission Application

Profile

Samuel

First Name

Denes

Last Name

Email Address

Street Address

City

Suite or Apt

State

Postal Code

To find your City Ward, click on this link! <http://www.hyattsville.org/538/Residency-Verification-Page>

*

☒ Ward 1

Primary Phone

Alternate Phone

Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted

Referred By:

Biographical Statement

As an active person I am generally pleased with the events and infrastructure that the city of Hyattsville provides. However, I believe that there is always room for improvement. Since moving to the community 13 months ago, I have been actively participating in the WABA's Prince George's County Action Committee. I feel that I would like to pursue more opportunities to contribute to my community and improve the availability of events and infrastructure related to health, wellness, and recreation.



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Audit

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

FY17 Audit Cost

HCC-103-FY19

Recommendation:

I move that the Mayor and Council approve cost not to exceed \$49,500 for services provided by CohnReznick to complete the FY17 audit and financial statements.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

The City previously approved CohnReznick as the auditor of record to complete the FY15 and FY16 audits and we are seeking approval to pay the cost to complete the FY17 audit and financial statements. The administration will be seeking Request for Proposals (RFP) for an auditor of record to complete the FY18 thru FY20 audits.

Next Steps:

Complete the FY17 audit.

Fiscal Impact:

Funds are available in Treasurer's FY19 budgeted for Professional Services.

City Administrator Comments:

See summary.

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Hal Metzler

Submitting Department: Public Works

Item Type: Grant

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

FY19 Budget Appropriation - LGIT Training Grant

HCC-105-FY19

Recommendation:

I move that the Mayor and Council accept and appropriate into the FY19 budget the Grant Award from the Local Government Insurance Trust (LGIT) in the amount of \$10,050 for the Department of Public Works Safety Awareness program.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Scanned from a Xerox Multifunction Printer \(2\).pdf](#)

Summary Background:

The Department of Public Works continuously works to ensure the proper use of vehicles and equipment and improve the safety of staff. One of the best safety measures is ensuring that staff is properly trained and certified on the equipment they may use. Working with Prince Georges's Community College, and with assistance from LGIT through their grant program, staff from Hyattsville, as well as neighboring Public Works departments will be trained and certified on the safe operation of skid steers and backhoes over the course of the 2018-19 academic year.

Next Steps:

Formal Presentation by LGIT, Acceptance of grant and scheduling of training.

Fiscal Impact:

\$10,050

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A



September 20, 2018

Mr. Julius Wiggins
Contracts, Grants and Procurement Coord.
City of Hyattsville
4310 Gallatin Street
Hyattsville, MD 20781

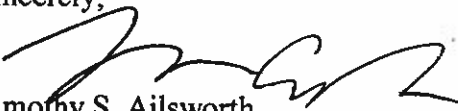
Dear Mr. Wiggins,

Congratulations! We are pleased to advise you that your LGIT Training Grant application has been approved for "Department of Public Works Safety Awareness" in the amount of \$10,050. We commend the steps that you have taken to pro-actively address the training needs within your local government. This is an example of the Trust and local government working together to address risk management concerns.

Please complete and return the enclosed questionnaire once you have implemented this educational grant program into your operations so that we may monitor the effectiveness of the grant award. Failure to return the completed questionnaire within 90 days of the training's implementation may result in a forfeiture of the grant funds and possible ineligibility for future grant awards for up to two years.

If you have any questions or concerns, please do not hesitate to contact me at the number listed above.

Sincerely,



Timothy S. Ailsworth
Executive Director

TSA/mdy

Cc: Mayor Candace Hollingsworth, City of Hyattsville
Ms. Mary Ellen Harding, Accountant



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Ron Brooks

Submitting Department: Police Department

Item Type: Budget

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

FY19 Speed Camera Budget Amendment

HCC-106-FY19

Recommendation:

I move that the Mayor and Council amend the FY19 Speed Camera Budget by adjusting current line item appropriations to cover \$39,000 in capital cost and to increase the Other Contracted Services line by \$65,000 to cover the revised cost of the Conduent State & Local Solutions contract.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

FY19 Speed Camera Revenues are projected to exceed the current estimate of \$595,000 by 10% or \$59,500. Due to the expected increase in revenues the Police Department is seeking to amend the FY19 Speed Camera budget to cover the capital costs of refurbishing the donated command vehicle and to cover the projected increase costs to Conduent State and Local Solutions contract. The current contract is a percentage-based payment per citation contract, when fee revenues increase the cost to service the contract increases. The fees will continue to fully cover the cost of enforcement services and may result in a cost savings to the City. The monthly fixed fee per camera is \$6,000 or \$18,000 per month as the City is operating three speed cameras. The locations are: • 7000 block of Adelphi Road (Southbound) • 7500 block of Adelphi Road (Northbound) • 5800 block of Baltimore Avenue (Southbound).

Next Steps:

Adjusting various line item appropriations and refurbishing the donated command vehicle.

Fiscal Impact:

This is an \$65,000 increase to the FY19 Speed Camera Budget.

City Administrator Comments:

Recommend Approval

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Pending



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Ron Brooks

Submitting Department: Police Department

Item Type: Purchase

Agenda Section: Consent Items (9:15 p.m. - 9:20 p.m.)

SUBJECT

Wrap and Equipping Mobile Communications and Command Truck

HCC-107-FY19

Recommendation:

I move that the Mayor and Council authorize payment to Boulevard Collision to wrap and install new equipment in the Mobile Command Truck at a cost not to exceed \$39,000.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Grahics_Design_for_Mobile_Command_Vehicle.pdf](#)

[Upfit_Command_Bus_Memo.pdf](#)

Summary Background:

In April of 2018 the City Council accepted from Prince George's County the transfer ownership of a 1993 International/LDV Custom-built Mobile Communications Unit to be used by the Hyattsville Police Department specifically for police dispatching in the field, as well as acting as a temporary command post at large events and to support public safety. To prepare the command truck for total service, we are seeking to place new body wrap on the truck and install new equipment to make it totally functional. Since 2014, Boulevard Collision has been used by the City for body wrapping and some equipping of police department vehicles. They qualify as the sole source vendor. As such, we are seeking authorization to pay Boulevard Collision to wrap and install new equipment in the Mobile Command Truck at a cost not to exceed \$39,000.

Next Steps:

Once approved, Boulevard Collision will wrap and install new equipment in the command truck.

Fiscal Impact:

Increase of \$39,000 in the Capital Equipment line for the FY19 Speed Camera Budget.

City Administrator Comments:

Recommend Support

Community Engagement:

N/A

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



AMAL E. AWAD, INTERIM CHIEF OF POLICE
CITY OF HYATTSVILLE POLICE DEPARTMENT



CITY OF HYATTSVILLE POLICE DEPARTMENT
4310 Gallatin Street, 2nd Floor, Hyattsville, MD 20781

Candace B. Hollingsworth
Mayor

Tracey Nicholson-Douglas
City Administrator

Date: September 21, 2018

To: Amal Awad,
Interim Chief of Police

From: Capt. Frank DonBullian,
Operations Commander

FD

Ref: Speed Camera money

I recommend using speed camera money to up fit the mobile command truck as follows:

The quote from Boulevard Collision is **\$18,000** to wrap the vehicle.

The estimated cost for the equipment is **\$20,315**

Total cost is **\$38,315**.

According to Sgt. Hartnett, he recommends the following equipment for inside vehicle:

Three (3) Motorola APX-7000 Mobile Radios @\$4900 ea. = \$14,700

Three (3) Motorola RMN5070 Desk Microphones @\$150 ea. = \$450

One (1) Motorola CDM-1250 VHF Mobile Radio @\$700 ea. = \$700

Three (3) Mobile Radio Antenna Kits @\$95 ea = \$285

Two (2) Dell OptiPlex 3050 Desktop Computers (32GB RAM) = \$995 ea. = \$1990 (CAD)

Two (2) Dell OptiPlex 3050 Desktop Computers (16GB RAM) = \$795 ea. = \$1590 (NCIC)

Two (2) LG Ultra-Wide Computer Monitors for CAD @\$300 ea. = \$600





Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Ordinance

Agenda Section: Action Items (9:20 p.m. - 9:35 p.m.)

SUBJECT

Hyattsville Ordinance 2018-05, Amendment to Chapter 114, Article IV: Residential Parking Zones (5 minutes)

HCC-87-FY19

Recommendation:

I move that the Mayor and Council adopt Hyattsville Ordinance 2018-05, an Ordinance whereby the City of Hyattsville amends Chapter 114 to refine the City's residential parking permit system (SECOND READING/ADOPTION).

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Ordinance 2018-05 Residential Parking \(Ch. 114\) FINAL.docx](#)

[MM Re Ordinance 2018 Residential Parking \(Ch. 114\) 5-7-2018 Comments.pdf](#)

Summary Background:

In accordance with Motion HCC-99-FY18, the City Attorney has drafted, in consultation with City staff, an ordinance amending Article IV, Residential Permit Parking Zones in the City of Hyattsville Charter and Code.

The Council discussed the ordinance on May 14 and June 4. A Public Hearing was held on July 16. The City Attorney has updated the Ordinance per the Council's recommendations.

Next Steps:

The Council adopted the First Reading of the ordinance on October 1, 2018. A Second Reading and Adoption on October 15, 2018. The ordinance will be effective 180 days after adoption, in April 2019 and be phased in over a 3-month period.

Fiscal Impact:

N/A

City Administrator Comments:

The new program will be thoroughly communicated throughout Fall/Winter 2018.

Community Engagement:

The City's Ad Hoc Residential Parking Zone Committee previously provided its comments to the City Council for consideration and incorporation into the revised ordinance.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

Complete

**CITY OF HYATTSVILLE
ORDINANCE 2018-05**

**An Ordinance whereby the City of Hyattsville amends Chapter
114 to refine the City's residential parking permit system.**

WHEREAS, Local Government Article § 5-202(1), (2) & (5) of the Maryland Code grants to municipalities the power to adopt ordinances to assure the good government of the municipality, to protect and preserve the municipality's rights, property and privileges, and to protect the health, comfort, and convenience of the residents of the municipality; and

WHEREAS, it is the sense of the Mayor and Council that the demand and availability of parking in certain City residential neighborhoods remains a perpetual problem; and

WHEREAS, it is the sense of the Mayor and Council that the City's existing residential parking permit system needs to be revised to better serve the parking needs in neighborhoods throughout the City; and

WHEREAS, on January 19, 2016, the Mayor and Council established a Residential Parking Zone Ad Hoc Committee to review the City's current program by exploring gaps in service, needs, and best practices; and to develop recommendations for modifying the program in order to better serve parking needs in neighborhoods throughout the City; and

WHEREAS, on September 29, 2016, the Residential Parking Zone Ad Hoc Committee issued recommendations to the City Council; and

WHEREAS, the Mayor and Council deem it in the best interest of the City and its residential communities and beneficial to the community's health, comfort, convenience, welfare and happiness to implement some of the changes to the City's residential parking system.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 114 is hereby amended as follows:

Stopping, Standing and Parking

No automobile or vehicle of any description shall be left unattended upon any street or public space in the city for a continuous period longer than forty-eight (48) hours unless otherwise permitted by the City grants an exemption pursuant to § 114-32-H of this Chapter.

Residential Permit Parking Zones

~~A. The City Council of the City of Hyattsville is enacting this Article IV in order to:~~

- (1) Reduce hazardous traffic conditions resulting from nonresidents and residents competing with residents to park their vehicles in certain residential districts;
- (2) Protect the residents of those residential districts from unreasonable burdens in gaining access to their residences;
- (3) Preserve the character of those districts as residential districts;
- (4) Encourage the use of public transportation;
- (5) Promote efficiency in maintaining streets in those residential districts in a clean and safe condition;
- (6) Preserve the value of the property in those residential districts;
- (7) Promote traffic safety and the safety of children and other pedestrians in those residential districts;

1 ~~(8) Prevent dangers arising from the blocking of fire lanes, hydrants and other facilities~~
2 ~~that emergency vehicles require, both in reaching victims and in transporting them to~~
3 ~~hospitals;~~

4 ~~(9) Facilitate the movement of traffic in the event of accidents and other disasters; and~~

5 ~~(10) To promote the peace, comfort, convenience, and welfare of all inhabitants of the City.~~

6 ~~B. General Findings. The City Council finds that the continued vitality of the City depends on~~
7 ~~the preservation of safe, healthy, and attractive neighborhoods and other residential areas. The~~
8 ~~Council further finds that one factor that threatens the safety, health and attractiveness of the~~
9 ~~City's neighborhoods is the availability of parking in certain neighborhoods. The number of~~
10 ~~motor vehicles attempting to park in those areas often exceeds the number of available parking~~
11 ~~spaces. A preferential parking system for residents in designated neighborhoods will help to~~
12 ~~reduce the burden of those neighborhoods and, thus, promote the general welfare of the City.~~

13 ~~C. Specific Findings. The Council makes the following specific legislative findings in support~~
14 ~~of preferential residential parking to illustrate the compelling need for the enactment of this~~
15 ~~Article IV. The Council intends the findings as illustrations only and not the only available~~
16 ~~factual examples supporting adoption of the Article IV:~~

17 ~~(1) The maintenance of the attractiveness and livability of the City's neighborhoods and~~
18 ~~other residential areas will enhance the safety, health and welfare of the City's residents;~~

19 ~~(2) On a daily basis a large number of City residents who own motor vehicles must park~~
20 ~~those vehicles in or near their residences;~~

21 ~~(3) Certain neighborhoods and other areas of the City do not have sufficient on or off street~~
22 ~~parking to accommodate the convenient parking of residents' motor vehicles;~~

1 ~~(4) The influx of motor vehicles from nonresidents that compete for the limited available~~
2 ~~parking in those areas further burdens the residents of those areas;~~

3 ~~(5) The City has certain parking “attractors,” including parks, etc. that further aggravate~~
4 ~~the residents’ parking problems;~~

5 ~~(6) Unnecessary vehicle miles, air and noise pollution, and the inconvenience of not finding~~
6 ~~parking caused by the conditions above create unacceptable hardships for the~~
7 ~~neighborhoods’ residents;~~

8 ~~(7) If the City allows those adverse conditions to continue unchecked, those adverse~~
9 ~~conditions will contribute to the decline of the living conditions in the neighborhoods and~~
10 ~~the attractiveness of residing within the City, resulting in injury to the general public~~
11 ~~welfare; and~~

12 ~~(8) A system of preferential residential parking as enacted by this Article IV will serve to~~
13 ~~promote the health, safety, and welfare of all of the City’s residents by reducing~~
14 ~~unnecessary motor vehicle travel and air and noise pollution, improving the attractiveness~~
15 ~~of living in the City’s neighborhoods, and encouraging the use of public mass transit~~
16 ~~facilities available now and in the future. The Article IV also will serve the public welfare~~
17 ~~by ensuring a more stable and valuable property tax base, in order to generate the revenues~~
18 ~~necessary to provide essential public services.~~

19 **§ 114-287. Definitions. [Amended on 3-27-11 by HO-2011-01]**

20 For the purposes of this Article IV, the following words shall have the meanings respectively
21 ascribed to them in this Section, except where the context clearly indicates a different meaning:

22 A. **City Administrator** means the City Administrator or ~~his/her~~their designee.

1 ~~B. **Commuter Vehicle** means a motor vehicle, other than a resident vehicle as defined below,~~
2 ~~parked in a residential area in which it is not registered.~~

3 ~~CB. **Curbside Parking Space** means twenty (20) linear feet of curb, exclusive of those~~
4 ~~portions of the curb where parking, apart from the provisions of this Article IV, is not presently~~
5 ~~permitted.~~ means any portion of a public street adjacent to a minimum of twenty (20) linear
6 feet of curb where a vehicle could park or remain standing without significantly obstructing
7 the flow of traffic, except where parking or standing would be prohibited by State law or this
8 Code, other than this Article IV.

9 C. **Guest Permit** means a single-use permit issued by the City to a resident which authorizes
10 a guest of the resident of a specific residential parking permit area to park a vehicle in that
11 residential parking permit area for a limited time during a parking permit term without
12 violating this Article IV.

13 **D. Motor Vehicle** means an automobile, truck, recreation vehicle, motorcycle, or other motor-
14 driven or self-propelled form of transportation, except for vehicles exceeding a certain size,
15 weight, and/or carrying capacity that may be prohibited from parking on any public street.

16 E. **Parking Permit Term** means the period of time, defined in §114-28 of this Article, during
17 which parking permits issued pursuant to this Article IV for a particular residential parking
18 permit area for that period may be valid.

19 ~~EF. **Resident** means an adult individual who lives or resides in a structure approved for~~
20 ~~residential occupancy, and can demonstrate exclusive right to occupancy of this residence, and~~
21 ~~uses this residence as their primary dwelling.~~

22 ~~F. **Resident Vehicle** means a motor vehicle parked in a residential area in which it is registered~~
23 ~~and is validly registered with the State of Maryland Department of Motor Vehicles.~~

1 **G. Residential District** means a contiguous or nearly contiguous area open to the public
2 containing streets and highways and parking spaces for the public, all primarily abutted by
3 residential property or residential and non-commercial property (such as schools, parks,
4 churches, hospitals and nursing homes).

5 **H. Residence** means a dwelling unit.

6 **I. Residential Parking Permit** means a permit issued by the City to a resident for a particular
7 vehicle which authorizes the vehicle to be parked in a specific residential parking permit area
8 during a parking permit term without violating this Article IV.

9 **IJ. Residential Parking Permit Area** means a residential district where curbside parking on
10 public streets and highways is limited to not more than ~~two (2)~~thirty (30) consecutive
11 ~~hours~~minutes per day, unless the vehicle properly displays a parking permit authorized by this
12 Article IV.

13 **K. Residential Parking Permit Holder** means a resident/applicant to whom the City has
14 issued a residential parking permit to be used on a vehicle that the resident/applicant owns or
15 principally operates.

16 **L. Special Parking Permit** means a parking permit issued to a caregiver or other person who
17 cannot satisfy the requirements for a residential parking permit but can demonstrate reasonable
18 necessity or hardship justifying the issuance of multi-use permit.

19 **M. Vehicle** means any mobile unit whether or not it is self-propelled and designed to travel
20 on the public roads.

§ 114-298. Designation/Withdrawal of Designation of Residential Parking Permit Areas.

[Amended 4-21-14 by HO 2014-04]

A. Minimum size.

(1) A residential parking permit area shall be, at minimum:

a. one or both sides of the entire length of a street;

b. one or both sides of a street between two intersections or between an intersection and the dead-end termination of the street;

c. one or both sides of less than an entire residential street, but at least 100 contiguous feet; or

d. the entirety of a cul-de-sac.

(2) The City retains all authority and discretion to create, extend, reduce, reconfigure, consolidate or terminate any residential parking permit areas.

B. Notice & Hearing.

(1) In order for the City Council to determine whether a residential district, or any portion thereof as described in subsection A, shall be designated, or shall continue to be designated, as a residential parking permit area, the City Administrator shall conduct, upon the City Administrator's initiative or upon a petition signed by a majority of the residents in the district, or the portion thereof, a public hearing prior to such designation and prior to the withdrawal of such designation.

(2) A notification shall be prominently posted and/or ~~shall be~~ mailed to every residence in the proposed or existing residential parking permit area.

(3) ~~During such a~~ public hearing held pursuant to this Section, any interested person shall be entitled to appear, to be heard, and to submit a written statement for the record.

1 ~~BC.~~ Survey.

2 To enable the City Council to determine whether a residential district, or portion thereof, shall
3 be designated, or shall continue to be designated, as a residential parking permit area, the City
4 Administrator shall conduct a block-by-block parking survey of the proposed, or existing,
5 residential parking permit area.

6 ~~ED.~~ Criteria.

7 In determining whether an area may be a residential parking permit area, and whether
8 conditions are to be imposed, the City Administrator shall consider factors including but not
9 limited to the following:

10 (1) The extent that legal on-street parking spaces are occupied by vehicles during the period
11 proposed for parking restrictions;

12 (2) The extent that vehicles parking in the area during the period proposed for parking
13 restrictions are commuter vehicles;

14 (3) The extent that residents cannot obtain adequate curbside parking adjacent to or near
15 their residences because of widespread use of available curbside parking spaces by others;

16 ~~(4) The effect on the safety of the residents from intensive vehicle parking~~The number of
17 off-street parking spaces available to residences in the area;

18 ~~(5) The extent of air and noise pollution, hazardous conditions, and deterioration of the~~
19 ~~residential environment as a result of traffic congestion and insufficient parking in the area;~~

20 ~~(6)~~ The extent that the designation of a residential parking permit area would be likely to
21 reduce traffic congestion and any other problems referred to above;

22 ~~(7)~~ The extent and need for parking by the general public in the residential district; and

1 ~~(8) The desire of the residents in the proposed, or existing, residential parking permit area~~
2 ~~for the institution of a residential parking permit system and the willingness of those~~
3 ~~residents to bear the costs incidental to the issuance of parking permits authorized by this~~
4 ~~Article IV; and~~

5 (97) The extent that no reasonable alternative is feasible or practicable that would reduce
6 parking problems and any other problems referred to above without unduly impacting
7 surrounding residential areas.

8 ~~D~~E. Designation/Withdrawal Process.

9 (1) Within ~~fifteen (15)~~thirty (30) calendar days following the close of the public hearing,
10 the City Administrator shall recommend by written report to the City Council, based on
11 the record of the public hearing and the results of the survey, whether to designate the
12 residential district or portion thereof under consideration as a residential parking permit
13 area or whether to withdraw the designation of an existing residential parking permit area.
14 The report also shall demonstrate that the City Administrator, in making the
15 recommendation, has taken into account the criteria enumerated above. The report shall
16 recommend the number of permits to be issued to each residential parking permit area as a
17 whole and the number of permits to be issued to each address in the district~~residential~~
18 parking permit area.

19 (2) Within thirty (30) calendar days following its receipt of the report, unless the City
20 Council shall vote otherwise, the City Administrator's recommendations shall be effective
21 as to the residential parking permit area.

22 (3) Nothing in this section shall limit the authority of the City Council over residential
23 parking permit areas.

1 (4) The City Council or the City Administrator may limit the number of permits issued to
2 all the addresses in a particular residential parking permit area to accomplish the purpose
3 and intent of this Article.

4 ~~EF.~~ Number of Permits Per Residence.

5 (1) The City Administrator or their designee shall determine the total number of residential
6 parking permits that may be issued per residence within a residential parking permit area,
7 taking into consideration the total number of residences and parking spaces, both on-street
8 and off-street, within the particular area.

9 (2) In making their determination, the City Administrator or their designee ~~shall~~ may
10 reduce the total number of permits that may be issued in an area by approximately 10% to
11 accommodate guest parking.

12 (3) The number of residential parking permits per residence in a residential parking permit
13 area shall be no less than one (1) or no more than four (4), except in specific cases where
14 the number of permits available to a particular residence may be adjusted pursuant to
15 paragraphs (4) and/or (5) of this Subsection.

16 (4) If the demand for permits in a residential parking permit area is likely to exceed the
17 total number of off-street parking spaces, the City Administrator or their designee may
18 reduce the number of residential parking permits available to residences with off-street
19 parking by an amount no greater than the total number of off-street parking spaces at each
20 particular residence.

21 (5) Upon a showing of reasonable necessity or hardship, the total number of residential
22 parking permits that may be issued to a particular residence may be increased at the
23 discretion of the City Administrator or their designee who shall take into consideration the

1 nature of the ~~person's~~ applicant's particular circumstances and the potential impact on the
2 affected residential parking permit area.

3 (6) Any exception granted under this Subsection shall expire with the permit issued unless
4 the ~~person~~ applicant for which the exception was granted demonstrates that a reasonable
5 necessity or hardship continues to exist.

6 G. Duration of Parking Permits.

7 (1) All residential parking permit areas shall operate on two (2) year terms, during which
8 permits issued pursuant to this Article IV for the particular term remain valid.

9 (2) Upon the expiration of a two-year term for a particular residential parking permit area,
10 all permits issued pursuant to this Article IV for that term and area also expire and become
11 immediately invalid, and the next two (2) year term begins.

12 (3) The City Administrator or their designee shall establish a month and year for each
13 residential parking permit area upon which the first term for that area shall commence, and
14 the beginning of that term, and every subsequent term for that area, shall be on the first day
15 of that month.

16 (4) Upon the commencement of the first term as set forth in paragraph (3) of this
17 Subsection, all permits issued for the particular area pursuant to this Article IV prior to that
18 date, other than those issued and designated for the first term, shall immediately become
19 void and invalid.

20 (5) Until the first term of a residential parking permit area commences as set forth in
21 paragraph (3), the existing provisions of this Article IV governing that residential parking
22 permit area prior to the effective date of this ordinance shall remain in effect.

(6) Parking permits issued for the term immediately following the current term may be issued prior to the expiration of the current term, and such permits shall become valid and may be used up to 30 calendar days prior to the expiration of the current term.

H. Posting of Residential Parking Permit Area.

(1) ~~Immediately~~Within 60 calendar days following the effective date of the City's designation or withdrawal of designations, but before any parking restrictions go into effect and/or any enforcement takes place, appropriate parking signs shall be erected or moved in the designated area.

(2) ~~The~~Residential parking permit area signs shall ~~indicate~~ prominently display the following information:

(a) the number of the residential parking area;

(b) the enabling ordinance;

(c) the days and/or hours of enforcement; and

(d) that curbside parking on public streets in the designated area is prohibited unless the vehicle properly displays a parking permit authorized by this Article IV.

FI. Notice to Residents of Designation of Residential Parking Permit Area.

Following the effective date of the designation, the City Administrator shall provide to every residence within the designated residential parking permit area a Notice of Designation that shall inform the residents in the designated area of:

(1) The existence, exact location, and numerical designation of the residential parking permit area;

(2) The parking restrictions applicable to all vehicles in curbside parking spaces along public streets and highways in the designated area that do not properly display a parking permit authorized by this Article IV; and

(3) The procedures to obtain a residential or temporary guest parking permits.

GJ. Withdrawal of Designation.

(1) Following City action to withdraw the designation of an existing residential parking permit area, the City Administrator shall provide to every residence within the existing residential parking permit area a notice of the Council's withdrawal of the designation. Said notice shall specify the effective date of the withdrawal of the designation.

(2) The effective date of the withdrawal of the designation of an existing residential parking permit area shall ordinarily be thirty (30) days following the date of the City's action to withdraw the designation.

~~H. Temporary Designation/Withdrawal of Designation.~~

~~Notwithstanding any other provision of this Article IV, the City Administrator may either establish or temporarily withdraw the designation of all or part of a residential parking permit area or areas on a trial basis for a period not to exceed one hundred twenty (120) days.~~

§ 114-3029. Issuance & Transfer of Residential Parking Permits.

A. Issuance Application.

~~(1) An Application for Residential Parking Permit.~~ The applicant is to provide at a minimum the following information for each motor vehicle to receive a residential parking permit:

(a) The name and residential address of the owner of the vehicle;

(b) The name, residential address, and driver's license number of the principal operator of the vehicle;

(c) The make, model, license plate number and vehicle identification number of the vehicle;

(d) The number of off-street parking spaces at the applicant's residence; and

~~(de) The name, address and~~ signature of the applicant for the residential parking permit.

(2) The applicant shall demonstrate proof of residency in the particular ~~zone~~area, which may include but is not limited to utility bills, lease, driver's license, title, etc., and verification of the resident being the principal driver of the vehicle in a manner determined by the City Administrator, ~~which may include but is not limited to utility bills, lease, driver's license, title, etc.~~

(3) The applicant for, and holder of, the residential parking permit shall be the owner or principal operator of the vehicle receiving the parking permit.

~~(4)~~ Subject to the limitations outlined in this Article IV, upon the applicant's ~~payment of a ten dollar (\$10.00) residential parking permit fee,~~ submission of a completed and validated residential parking permit application, and fulfillment of all applicable provisions of this Article IV controlling issuance, or transfer of residential parking permits, the applicant may receive one or more ~~(1)~~-residential parking permits as set forth in § 114-28 for the motor vehicle(s) described in the application. ~~The residential parking permit shall be securely affixed to the inside of the vehicle at a location directed by the City Administrator and shall display the permit number and numerical designation of the residential parking permit area.~~

1 B. ~~Other~~ Requirements.

2 ~~(1)~~ No residential parking permit shall be issued ~~to~~for a vehicle unless:

3 ~~(1)~~ whoseits principal operator ~~does not~~ resides on a residential street within the
4 designated residential parking permit area;

5 (2) it displays valid license plates; and

6 (3) it is registered in the State of Maryland.

7 ~~(2)~~ The applicant for, and holder of, the residential parking permit shall be the owner or
8 principal operator of the vehicle receiving the parking permit.

9 ~~(3)~~ A motor vehicle shall be issued a residential parking permit only if it displays valid
10 license plates that are allowed to those residing in Maryland under Maryland law.

11 ~~(4)~~ No residential parking permit shall be issued for any motor vehicle for which a citation
12 issued by the City remains unpaid. Upon notice to the resident of an unpaid citation that is
13 legally due, the City may revoke the permit.

14 C. Exceptions for Active Military and Students.

15 (1) The Supervisor of the Office of Code and Parking Compliance shall waive the
16 requirement of Subsection B(3) of this Section for active duty military personnel and
17 current students.

18 (2) An applicant may appeal the denial of a request for a waiver under this Subsection, in
19 writing, to the City Administrator or their designee.

20 D. Issuance of Permits for Vehicles with Unpaid Citations Prohibited.

21 Notwithstanding any other provision in this Article IV, no residential parking permit shall be
22 issued for any vehicle for which a fully-adjudicated citation issued by the City remains unpaid

1 or to any person while a citation for any fully-adjudicated violation of this Article IV remains
2 unpaid.

3 ~~C. Transfer.~~

4 ~~Upon the holder's payment of a ten dollar (\$10.00) residential parking permit transfer fee,~~
5 ~~submission of complete and validated residential parking permit application, fulfillment of all~~
6 ~~applicable provisions of this Article IV controlling issuance, renewal, or transfer of residential~~
7 ~~parking permits, and surrender of the existing residential parking permit, the holder shall~~
8 ~~receive a new residential parking permit to be transferred to another qualifying vehicle.~~

9 ~~D. Replacement.~~

10 ~~Upon the holder's payment of a ten dollar (\$10.00) residential parking permit replacement fee,~~
11 ~~verification of the holder's prior submission of a completed and validated residential parking~~
12 ~~permit application, fulfillment of all applicable provisions of this Article IV controlling~~
13 ~~issuance, renewal, or transfer of residential parking permits, and affirmation that the holder's~~
14 ~~permit was lost, stolen, or destroyed, the holder shall receive a new residential parking permit.~~

15 ~~The lost, stolen or destroyed permit shall be considered void, and any use of a voided permit~~
16 ~~is prohibited.~~

17 **§ 114-340. Temporary Guest Permits. [Amended on 3-27-11 by HO-2011-01]**

18 A. Issuance of Guest Permits.

19 (1) A resident or owner of rental property on a residential street within a residential parking
20 permit area may apply for, and receive, guest parking permit booklets containing fifty (50)
21 1-day guest permits and one (1) 5-day guest permit.

1 (2) Each residence within a residential parking permit area is limited to two booklets of
2 guest permits for every two (2) year term set forth in § 114-28, one booklet issued during
3 the first half of the term and one booklet issued during the second half of the term.

4 (3) Notwithstanding any other provision in this subsection, residents may apply for:

5 (a) one additional booklet of guest permits; and/or

6 (b) an additional five (5) 1-day guest permits for special events, which shall be
7 pre-dated for the day on which the event is to occur.

8 B. Application

9 (1) A person may, but is not required to, apply for guest permits in the same application
10 for a residential parking permit.

11 (2) A person need not apply for or possess a residential parking permit to apply for guest
12 parking permits; however, each applicant for guest permits must provide, at minimum, the
13 following:

14 (a) name and residential address of the applicant;

15 (b) proof of residency in the particular residential parking permit area, which may
16 include but is not limited to utility bills, lease, driver's license;

17 (c) the number of off-street parking spaces at the applicant's residence;

18 (d) the permit numbers of any residential parking permits that have been issued to
19 persons living or residing in that residence for the current or next parking permit
20 term for that parking permit area; and

21 (e) the signature of the applicant.

1 C. Use of Guest Permits.

2 (1) Each guest permit can only be used once, and before any guest permit may be used, the
3 date and time that the permit will become effective must be recorded in the appropriate
4 place on the permit.

5 (2) 1-day guest permits, when used, remain valid for twenty-four (24) hours; 5-day guest
6 permits, when used, remain valid for one hundred twenty (120) hours.

7 (3) Guest permits, regardless of the denomination, may not be used more than three
8 consecutive times on a single vehicle.

9 (4) No person shall:

10 (a) sell guest permits or otherwise receive compensation for their use; or

11 (b) use or give away guest permits for commercial parking unless they were issued or
12 authorized by the City for commercial property use pursuant to § 114-33 of this
13 Article IV.

14 A. Issuance of Temporary Permits.

15 ~~Upon application of any resident of a residential parking permit area and upon good cause~~
16 ~~being shown, the City Administrator may issue a temporary parking permit to the resident for~~
17 ~~a vehicle which otherwise may legally park on the applicable street, with such temporary~~
18 ~~parking permit limited to that particular parking permit area and subject to conditions and~~
19 ~~limits reasonably imposed by the City Administrator for a fee of one dollar (\$1.00) per permit.~~

20 ~~Upon application and showing of good cause, the City Administrator may also issue to a~~
21 ~~resident an unlimited number of temporary permits for a period of no more than twenty four~~
22 ~~(24) hours for a fee of one dollar (\$1.00) per permit. Such unlimited twenty four (24) hour~~
23 ~~permits may be issued no more than once in any six (6) month period for any address. For the~~

1 ~~purposes of this Article IV, the resident shall be the holder of and responsible for the use and~~
2 ~~misuse of temporary parking permits issued to the resident.~~

3 ~~B. Display of Visitor Parking Permits.~~

4 ~~(1) All temporary parking permits shall be displayed on or about the front windshield of~~
5 ~~the vehicle so as to be easily visible from outside the vehicle. Such parking permits shall~~
6 ~~contain display the permit number and the numerical designation of the residential parking~~
7 ~~permit area.~~

8 **§ 114-31. Special Permits.**

9 A. Issuance of Special Permits.

10 (1) The Supervisor of the Office of Code and Parking Compliance may issue a special
11 permit to:

12 (a) an onsite caregiver;

13 (b) a person who regularly or frequently provides childcare;

14 (c) an owner of a rental residential property or landlord;

15 (d) registered members of a homeowner's association, neighborhood watch
16 organization, or other similar community organization that regularly meets in a
17 residential parking permit area;

18 (e) any other person upon a showing of reasonable necessity or hardship.

19 (2) The Supervisor of the Office of Code and Parking Compliance and/or the City
20 Administrator or the City Administrator's designee may establish reasonable restrictions
21 and limitations on the use of special permits, including, but not limited to, the days and
22 times during which they may be used and the purposes for which they may be used.

1 B. Application. Each applicant for a special permit must provide, at minimum, the following:

2 (1) name and residential address of the applicant;

3 (2) name and address of the business that employs the applicant, if any;

4 (3) the address of the residence where the special permit is to be used and the name of the
5 resident or owner of that residence;

6 (4) supporting documentation demonstrating the need for a special permit, which may
7 include, but is not limited to:

8 (a) a signed letter from the resident, or legal guardian of the resident, for whom the
9 caretaker or other similar services are to be rendered;

10 (b) a contract for caretaker or similar services;

11 (c) a lease demonstrating landlord status;

12 (d) a signed statement from an officer of an organization describing the active
13 membership for which the permits are to be used and generally describing the purpose
14 of the gathering for which the permits are requested; or

15 (e) a signed statement from the applicant otherwise explaining why a special permit is
16 needed if other documentation cannot be obtained;

17 (5) a description of when the permits are to be used; and

18 (6) the signature of the applicant.

19 C. Appeal. An applicant may appeal the denial of an application for a special permit or any
20 restrictions or limitations that are placed on a special permit, in writing, to the City
21 Administrator or their designee.

1 D. Use.

2 (1) Special permits shall not be used for any purpose other than the purpose for which they
3 were issued.

4 (2) The applicant to whom the parking permits were issued shall collect, keep, and maintain
5 all special parking permits when they are not in use.

6 **§ 114-32. Use of Parking Permits & Exemptions. [Amended on 3-27-11 by HO-2011-01]**

7 A. Parking permits may only be used in the residential parking permit area for which it was
8 issued.

9 B. Proper display of parking permits.

10 (1) All parking permits shall be securely affixed and/or located inside of the vehicle as
11 directed by the Supervisor of the Office of Code and Parking Compliance and shall
12 properly display the permit number and numerical designation of the residential parking
13 permit area, and dates and times, if any.

14 (2) Permits that are improperly placed, partially or fully obstructed or obscured, or bear
15 writing or other markings that make the date, time, or location in which the permit is valid
16 illegible or ambiguous may be deemed invalid.

17 A.C. A parking permit shall not guarantee or reserve a parking space within a designated
18 residential parking permit area. A parking permit shall not authorize the standing or parking of
19 any vehicle in such places and during such times when the stopping, standing or parking of
20 vehicles is prohibited or set aside for specified types of vehicles, and shall not excuse the
21 observance of any traffic regulation.

22 ~~B. Whenever the holder of a parking permit, or the vehicle for which the parking permit was~~
23 ~~issued, no longer fulfills one or more of the applicable provisions of this Article IV controlling~~

1 ~~issuance, renewal or transfer of parking permits, the permit shall be deemed to have expired~~
2 ~~and the holder shall notify the City Administrator, who may then direct the holder to surrender~~
3 ~~the parking permit.~~

4 ~~C. Until its expiration, surrender or revocation, a parking permit shall remain valid for such~~
5 ~~time as the holder continues to reside within the designated residential parking permit area.~~

6 ~~D. A parking permit shall be valid only in the residential parking permit area for which it is~~
7 ~~issued.~~

8 ~~E. It shall be a violation of this Article IV for the holder of a parking permit to fail to surrender~~
9 ~~the permit when directed to do so.~~

10 ~~F. It shall be a violation of this Article IV for any person to represent in any fashion that a~~
11 ~~vehicle is entitled to a parking permit authorized by this Article IV when it is not so entitled.~~
12 ~~The display of a parking permit on a vehicle not entitled to such a parking permit shall~~
13 ~~constitute such a representation.~~

14 ~~G. It shall be a violation of this Article IV for any person to duplicate, or attempt to duplicate,~~
15 ~~by any means, a parking permit authorized by this Article IV. It also shall be a violation of this~~
16 ~~Article IV for any person to display on any vehicle such a duplicate parking permit.~~

17 ~~H~~D. Exemptions.

18 (1) It is not a violation of this Article IV for any person to park or leave standing a vehicle
19 in any residential permit parking area for up to 30 minutes without a permit.

20 (2) A permit is not required to park in any residential parking permit area during any posted
21 days and times when residential parking restrictions are not in effect, or during any
22 temporary period that may be established by the City during which parking restrictions
23 may be suspended, which shall in no case be longer than 72 hours.

1 (3) Whenever metered parking is in effect in any portion of a residential parking permit
2 area, the parking spaces controlled by meters shall be excepted from the provisions of this
3 Article IV so long as the control by meters continues.

4 (24) The provision of this Article IV shall not supersede the provisions of the City Code
5 and state laws relating to parking by persons with disabilities.

6 (35) The following vehicles are specifically exempted from the parking restrictions
7 imposed by this Article IV:

8 (a) A motor vehicle owned by or operated under contract to a utility when used in the
9 construction, operation, removal or repair of utility property or facilities or engaged in
10 authorized work in the designated residential parking permit area.

11 (b) A motor vehicle identified as owned by or operated under contract to a federal,
12 state, or local governmental agency and being used in the course of official government
13 business.

14 (c) An authorized emergency vehicle as defined by state law.

15 (46) The City Administrator may grant an exemption to the requirements of this Article IV
16 and to Section 114-18 of Article III to any person for a vehicle which may legally park in
17 the applicable area upon demonstration of unusual hardship or exigent circumstances
18 provided that the exemption will expire at the end of each calendar year unless the person
19 demonstrates that the unusual hardship or unusual or exigent circumstances continue.

20 **§ 114-33. Rental Properties.**

21 A. Within fourteen days (14) after the termination of a lease and tenancy, owners of rental
22 properties are required to:

1 (1) collect all residential parking permits from the former tenants and return them to the
2 Office of Code and Parking Compliance; or

3 (2) notify the Supervisor of the Office of Code and Parking Compliance, in writing, of the
4 termination and permit numbers of the former tenants, and also notify the former tenants
5 that their parking permits are no longer valid.

6 B. Failure to comply with Subsection A of this Section may result in the non-issuance of new
7 permits for that residence until the existing permits expire at the end of the current term.

8 C. Owners of rental properties are also expected to collect all unused guest parking permits
9 upon the termination of a lease and/or tenancy because, consistent with § 114-30, no additional
10 or replacement guest permits may be issued for any residence during a single term.

11 **§ 114-34. Commercial Properties.**

12 A. No person or entity shall receive or use any permits issued pursuant to this Article IV for
13 any for commercially zoned properties in any residential parking permit area.

14 B. Notwithstanding any other provision in this Article IV, residential parking permits and/or
15 guest parking permits may be issued in reasonable quantities, as determined by the Supervisor
16 of the Office of Code and Parking Compliance, for commercially zoned properties within a
17 residential parking permit area if the Supervisor determines that issuance of such permits
18 would not result in a significant adverse impact on the residents and other commercial
19 establishments in the area.

20 **§ 114-335. Regulations & Enforcement.**

21 The City Administrator is authorized to establish all written regulations and procedure necessary
22 to implement and enforce the provisions of this Article IV and collect all fees and fines. The

~~regulations shall include a reasonable period prior to enforcement of the parking restrictions to allow for short visits or stops in such residential zones.~~

§ 114-346. Restriction & Penalty. [amended 4-21-14 by HO 2014-04]

A. Parking Violations.

(1) ~~Except as set forth in § 114-32(D), it shall be unlawful for any person to park or leave standing any motor vehicle for any length of time designated on the posted signs in a designated residential permit parking zone, area without a valid permit for such zone. Unless otherwise provided, the penalty for each parking violation of this Article IV shall be a fine of up to one hundred fifty dollars (\$150.00).~~

(2) Unless otherwise provided, the penalty for a violation of this Subsection shall constitute a parking violation punishable by a fine of up to fifty dollars (\$50.00).

B. Falsification and Misuse.

(1) It shall be unlawful to:

(a) knowingly provide any false information on an application for any permit under this Article IV;

(b) use or misuse any permit issued under this Article IV for an improper or unauthorized purpose;

(c) give any permit to another person for an improper or unauthorized purpose; or

(d) duplicate, or attempt to duplicate, by any means, a parking permit issued pursuant to this Article IV or use, or attempt to use, any such counterfeit parking permit.

(2) Unless otherwise provided, the penalty for a violation of this Subsection shall constitute a municipal infraction punishable by a fine of up to one hundred fifty dollars (\$150.00).

1 C. Failure to Surrender Revoked Permit and Other Violations.

2 (1) Failure to surrender a revoked residential parking permit when ordered to do so shall
3 constitute a separate municipal infraction punishable by a fine of up to one hundred dollars
4 (\$100.00).

5 (2) A violation of any other part of this Article IV that is not explicitly addressed in this
6 Section shall constitute a municipal infraction punishable by a fine of up to one hundred
7 dollars (\$100.00).

8 ~~B. It shall be a municipal infraction for any person to violate any provisions of this Article IV~~
9 ~~other than the parking provisions as outlined immediately above. The penalty shall be one~~
10 ~~hundred dollars (\$100.00). The penalty for any repeat violation within one (1) year shall be up~~
11 ~~to two hundred dollars (\$200.00).~~

12 ~~C. The falsification of any application for a permit, guest permit or temporary permit, the use~~
13 ~~of any permit, guest permit or the allowance of such unauthorized use by a permittee shall all~~
14 ~~constitute violations of this Article IV, punishable as a municipal infraction.~~

15 ~~D. The misuse of any permit, guest permit or temporary permit shall result in a parking citation~~
16 ~~of up to one hundred dollars (\$100.00). Misuse shall include the failure of the permittees to~~
17 ~~properly fill out or date any such permit, guest permit or temporary permit.~~

18 **§ 114-357. Revocation of Permit, Changes in Circumstances, Severability.**

19 A. In addition to the penalties provided above for violation of this Article IV the City
20 Administrator may revoke the residential parking permit of any person found to be in violation
21 of this Article IV or when an unpaid parking or motor vehicle citation issued by the City is
22 fully adjudicated and legally due, and, upon written notification thereof, the person shall
23 promptly surrender such permit to the Supervisor of the Office of Code and Parking

~~Compliance or the City Administrator. Failure to surrender a revoked residential parking permit when requested to do so shall constitute a separate municipal infraction.~~

B. Changes in Circumstances Causing Ineligibility.

If, at any time, the holder of a residential or special parking permit or the vehicle for which a residential or special parking permit was issued no longer satisfies one or more of the applicable requirements of this Article IV controlling issuance of parking permits, including any special circumstances, such as status as active military, current student, or caregiver:

(1) the parking permit issued immediately becomes invalid;

(2) the holder of the permit shall inform the Supervisor of the Office of Code and Parking Compliance, in writing, of the change in circumstances; and

(3) the holder shall promptly surrender the permit to the Supervisor of the Office of Code and Parking Compliance if requested to do so.

~~BC.~~ Nothing in this Article IV shall be construed as authorizing a permittee to violate any traffic regulation, emergency or otherwise, duly promulgated by the City.

~~CD.~~ Severability.

Severability is intended throughout and within the provisions of the Article IV. If any section, subsection, sentence, clause, phrase or portion of this Article IV is held to be invalid, or unconstitutional by a court of competent jurisdiction, then that decision shall not affect the validity of the remaining portions of this Article IV.

~~DE.~~ The parking districts in existence on September 20, 2004 shall remain in effect until they are modified or withdrawn pursuant to this Article.

ARTICLE V

Trucks and Commercial Vehicles

§ 114-368. Operation of heavy vehicles upon certain streets restricted.

* * *

~~§ 114-37. Reserved.~~

§ 114-389. Definitions.

* * *

~~§ 114-39~~40. Parking restrictions for vehicles on public rights-of-way.

* * *

§ 114-401. Parking restrictions for commercial vehicles on private property.

* * *

~~§ 114-41. Reserved.~~

§ 114-42. Petitions and Permits.

* * *

B. The City Administrator may grant either a temporary permit for a vehicle not meeting the requirements of this Article or one renewable permit, for vehicles prohibited by §114-401, but only after the City Administrator determines that the following criteria are met:

* * *

§ 114-43. Penalties.

* * *

B. A violation of §114-401 shall be a municipal infraction enforceable by Code compliance or the police, with the penalty being one hundred dollars (\$100.00) for a first offense and two

hundred dollars (\$200.00) for each subsequent offense. Each day that a violation continues shall be a separate offense.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect one hundred eighty (180) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on October 1, 2018.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on October 15, 2018.

Adopted: _____

Attest:

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

[] indicate deletions

Underline indicates additions

Asterisks * * * Indicate matter retained in existing law but omitted herein

1 Effective Date: April 13, 2019

2

From: City Attorney

To: Director Economic and Community Development
Manager, Code Compliance

Date: May 9, 2018

Subj: 324-163 Chapter 114 Parking Revisions

MEMO

In order to assist the reader with understanding the revisions made to Chapter 114, I offer this informal memo. Please let me know if you have any questions.

ARTICLE III

Stopping, Standing and Parking

* * *

§ 114-18. Time limit for leaving vehicles unattended.

This section was edited to reflect changes in Article IV.

ARTICLE IV

Residential Permit Parking Zones

~~§ 114-27. Purpose and Legislative Findings.~~

Omitted this section because it was unnecessary and somewhat inapplicable now that the ordinance is being rewritten.

~~§ 114-28. Definitions.~~

* * *

~~B. Commuter Vehicle~~

I recommend striking this definition because it is only referenced once in the Article. Moreover, it is not necessary to distinguish between various uses of vehicles because § 114-35 operates to prohibit ALL vehicles that do not have a valid parking permit for that specific area, except under the circumstances provided in § 114-31(C).

EB. Curbside Parking Space

Proposed language to clarify this definition.

C. Guest Permit

Added this language to define the new type of permit.

* * *

E. Parking Permit Term

Added this language to explain the new parking permit “terms” (i.e., the cycles during which current permits are valid and old permits expire).

EF. Resident

I added the “primary dwelling” language to prevent the periodic overnight guest from attempting to claim residency to obtain a permit.

F. Resident Vehicle

Recommend striking this language for the same reason as “Commuter vehicle.”

* * *

I. Residential Parking Permit

Added this language to define the new type of permit.

IJ. Residential Parking Permit Area

Reduced “grace period” to 30 minutes.

K. Residential Parking Permit Holder

Added this language to describe who is a “holder.”

L. Special Parking Permit

Added this language to define the new type of permit.

* * *

§ 114-298. Designation/Withdrawal of Designation of Residential Parking Permit Areas.

A. Minimum size.

I added section (A) and its subparagraphs to help clarify what “portion thereof” of a residential district means. It may be overkill, but it makes it explicitly clear what a “portion thereof” means.

D. Criteria.

* * *

~~(8)~~

Omitted this language because new parking system does not have fee structure.

* * *

F. Number of Permits Per Residence.

This whole subsection is new and establishes the number of parking permits per residence.

G. Duration of Parking Permits.

This whole subsection is new. Paragraph (1) establishes the two-year terms (or cycles) for parking permits. Paragraph (2) expires and invalidates old permits when a new term begins. Paragraphs (3) and (4) are sort of the “genesis” provisions which establish when terms/cycles begin and end, and they invalidate all parking permits from the previous system upon the commencement of this new system in a new parking permit area. Paragraph (5) was added as a clarification that

make it explicitly clear that all aspects of the “old system” remain in effect until the first day of the first term of a new RPZ term. Paragraph (6) is a provision that permits the City to begin handing out permits for the *next* term *before* the next term begins and makes them valid 30 days prior to the beginning of the upcoming term so that residents have a bit of overlap of the cycles to install their new sticker at their leisure without having to stand next to their cars and replace their stickers at the precise stroke of midnight or else risk getting a ticket for displaying the wrong permit (e.g., it would be permissible for the City to issue January 2020/2021 stickers in, for example, August 2019, and it would be permissible for a resident to remove from their vehicle their January 2018-2019 sticker and affix a January 2020-2021 sticker on December 10, 2019).

H. Posting of Residential Parking Permit Area.

I added language to paragraph (1) to ensure that, at the very least, no parking restrictions will be enforced until the proper signage is in place

* * *

§ 114-3029. Issuance & Transfer of Residential Parking Permits.

A. Issuance Application.

* * *

(4)

I moved language from this paragraph regarding where and how to affix a permit to the “Use” section, which I think makes more sense.

* * *

D. Issuance of Permits for Vehicles with Unpaid Citations Prohibited.

I added the “adjudicated” language to this section so that people who are challenging a citation can still get a permit. I also expanded the section to cover not just vehicle citations, but

also any citation issued to a person for violating this Article. Thus, if a person provides false information on their application, or is directed to return a permit but refuses, or misuses guest permits, and is then fined for the violation, it seems sensible that they would also be precluded from receiving new permits.

* * *

§ 114-310. ~~Temporary~~ Guest Permits. [Amended on 3-27-11 by HO-2011-01]

I intentionally placed the guest permits provisions in its own section, complete with an “issuance”, “use”, and “application”, subsections to complement the previous section, which addresses strictly residential permits. The purpose of this was to permit residents who do not personally own vehicles (who walk, or use public transit, or are disabled, etc.), but still would like to receive guest permits for visitors to obtain guest permits.

I envision a single application form that has four checkboxes:

I am applying for (check one):

☐ Residential parking permit only

☐ Residential parking permit and guest permits

☐ Guest permits only

☐ Special permit only

The applicant will then check the box that is applicable. If they check box 1 or 2, they fill out the whole form (i.e., Make/model of vehicle etc.). If they check box 3 for guest permits only, they just have to fill out part of the form (i.e., name, address, and proof of residency or ownership, etc.).

Thus, residents can automatically get guest permits at the same time as their residential parking permits. This just adds another option for those who do not own a car. For the purposes of tracking people with guest permits only, it is possible to just track them via street address, which

is likely how the quantity of residential parking permits issued to each residence will have be tracked anyway. Another potential way to track these folks is to simply issue a person who requests only guest permits a Residential Parking Permit number without an actual permit, i.e., do everything exactly the same as you would with a residential parking permit, but simply withhold the resident sticker/hangtag/etc. and just give them the guest booklets and a copy of their number.

A. Issuance of Guest Permits.

* * *

(3)

I adjusted this section to allow residents to get more guest permits. Subsection A(3) was written intentionally vague to permit discretion regarding the issuance of a third booklet.

B. Application

I added this subsection to help clarify the operation of the ordinance and to complement the prior section regarding the application requirements for a residential parking permit.

* * *

~~B. Display of Visitor Parking Permits~~

I omitted the old language and consolidated this provision into a single rule in the “Use of parking permits” section, § 114-32(B), which makes the Article uniform and more accessible.

§ 114-31. Special Permits.

I added this third category of permits to address all the “special” circumstances where people are not “residents” as defined by this Article but may nevertheless need the equivalent of a residential parking permit. I envision that these permits might be cardboard/cardstock or something similar to a guest permit.

For example, the president of a HOA might apply for 4 permits so that the secretary, treasurer, and two board members can park at the president's residence for a HOA meeting that occurs on the first Tuesday of every month. The president would hand out the permits on the day of the meeting and, like guest permits, the HOA members could put them on their dashboard when they arrive. The permits might be limited to the first Tuesday of every month, which would coincide with the stated purpose.

Landlords, for example, might be issued a special permit that is valid for the applicant's choice of a limited number of days of the week. So, the landlord might choose Fridays and Sundays, and the permit would be valid on only those days. Or they could be unlimited.

Caregivers might be granted a permit that is valid all day during weekdays. Part of the special permit application for a caregiver might include a statement from the parent stating that they work from 6:00 a.m. to 2:00 p.m. Monday through Thursday, and therefore, they need a permit for the grandmother's car for those days from 5:00 a.m. to 3:00 p.m.

A. Issuance of Special Permits.

(1)

These are the categories that were discussed. This list, of course, can be adjusted, and it also includes paragraph (e) which is a catchall for unusual cases.

* * *

B. Application.

Again, as with residential parking permits and guest permits, this section also has a complementary "application" section.

* * *

D. Use.

* * *

(2)

This provision is targeted at groups, particularly HOAs and such. The caregiver is likely to be the applicant, and therefore, the caregiver will just keep the special permit until it expires or “changes in circumstances” require the caregiver to surrender it. However, for groups that might have multiple special permits and have changing membership, like an HOA or a community watch organization, the City probably does not want to have to deal with special permits scattered around, getting lost, and disappearing. Therefore, whomever applies for the permits, like the HOA president, will be responsible for them and will be required to keep and maintain the permits. Thus, after the HOA meeting is over, the board members will have to return them to the president. Hopefully this will reduce temptation to abuse special permits and fewer issues with lost permits or former members refusing to return them, etc.

§ 114-32. Use of Parking Permits & Exemptions. [Amended on 3-27-11 by HO-2011-01]

* * *

B. Proper display of parking permits.

This new language is a consolidation of old rules. It applies to all classes of permit. It basically requires users to place or affix whatever permit they have in the appropriate location as directed by the City. The new language further makes it a violation to attempt manipulate a permit, like blocking the zone number or writing two dates on a guest permit

* * *

H.D. Exemptions.

(1)

I moved this section from the “penalty” section and placed it within this “exemptions” section to neatly consolidate all of the exemptions into one section. The “parking violation” offense in the “penalty” section just points to this entire category of exemptions as all of the exceptions to the rule that a valid parking permit is needed.

(2)

I added this paragraph for two reasons: First § 114-28(G)(2)(c) indicates that RPZ signs will indicate “the days and/or hours of enforcement.” Accordingly, this provision complements the implication that there may be days and times (such as certain holidays or between the hours of 9:00 a.m. and 2:00 p.m. Monday through Friday) during which parking may be unrestricted.

Second, there was mention of certain special occasions (i.e., funerals) during which the City may want to suspend enforcement. This provision permits suspension of the rules for such special events.

* * *

§ 114-33. Rental Properties.

This section places the responsibility of rental property owners to collect permits from former tenants.

§ 114-34. Commercial Properties.

A.

This subsection prohibits the use of residential parking permits at commercial properties within a parking permit area.

B.

This subsection permits the Parking Compliance Supervisor to determine whether a limited quantity of permits may be issued to businesses in certain areas where it would not significantly impact the residential area.

* * *

§ 114-346. Restriction & Penalty. [amended 4-21-14 by HO 2014-04]

A. Parking Violations.

This subsection sets forth the prohibition and penalty for committing a parking violation (e.g., parking with an invalid permit). The initial clause of paragraph (1), “Except as set forth in § 114-32(D),” refers to ALL of the “exceptions” set forth in that section, and this language was added in large part to clarify that it is not a violation to park in a RPZ when the signs in the area indicate parking restrictions are not in effect, when parking meters are in effect, etc.

* * *

B. Falsification and Misuse.

Most (if not all) of the non-parking related offenses, misusing permits and lying on an application, things of that nature, are combined in this section.

C. Failure to Surrender Revoked Permit and Other Violations.

This is sort of a catchall offense section.

* * *

§ 114-357. Revocation of Permit, Changes in Circumstances, Severability.

* * *

B. Changes in Circumstances Causing Ineligibility.

This section invalidates permits that are contingent of special factors, such as being a student, if the condition no longer applies (e.g., the college student graduates), and it requires the permit to be returned.

* * *

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect one hundred eighty (180) days from the date of its adoption;

[NOTE: Effective date was increased to 180 days, however, this may not be necessary because § 114-28 already includes language that should allow the new system to begin in a rolling manner, one residential parking permit area at a time.]

* * *



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Katie Gerbes

Submitting Department: Community & Economic Development

Item Type: Resolution

Agenda Section: Action Items (9:20 p.m. - 9:35 p.m.)

SUBJECT

Resolution 2018-04: Planning Assistance to Municipalities and Communities Application (5 minutes)

HCC-90-FY19

Recommendation:

I move that the Mayor and Council adopt Hyattsville Resolution 2018-04, a resolution supporting the City of Hyattsville FY2019 Planning Assistance to Municipalities and Communities Application.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Hyattsville_Resolution_-_2018-04_Planning Assistance.doc](#)

[PAMC Project Information.docx](#)

Summary Background:

Maryland-National Capital Park and Planning Commission provides a grant program, Planning Assistance to Municipalities and Communities, which provides funding for municipalities within Prince George's County to apply for technical or funding assistance to carry out planning related goals and projects. Staff is preparing an application to the program to fund a Crime Prevention through Environmental Design training for planners, code officials, public works employees and police officers in Hyattsville and our nearby municipalities.

The concept behind CPTED is that crime can be prevented by changing the built environment. By reconsidering ideas about lighting, window, fencing and landscaping placement, spaces can be designed in a way that reduce opportunities for crime and provide natural surveillance in public places. CPTED challenges conventional design by being more thoughtful in the design of communities, they can become safer spaces for all.

Next Steps:

The PAMC application is due on October 29, 2018.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Approval.

Community Engagement:

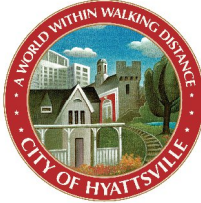
This training was identified by the community during the Speak Up Community Sustainability Plan process. It was adopted by the City Council as action item 6D in the 2017-2021 Community Sustainability Plan.

Strategic Goals:

Goal 3 – Promote a Safe and Vibrant Community

Legal Review Required?

N/A



Hyattsville Resolution 2018 - 04

Resolution Supporting the City of Hyattsville FY2019 Planning Assistance to Municipalities and Communities Application

Resolution of the Mayor and Council of the City of Hyattsville has approved/is approving the application to the Planning Assistance to Municipalities and Communities (the "Project") seeking funding to provide a Crime Prevention through Environmental Design (CPTED) technical assistance training to staff of the City of Hyattsville and select members of staff from Hyattsville's neighboring municipalities.

WHEREAS, the Mayor and Council of the City of Hyattsville recognizes that there is an opportunity for the professional development of staff to be trained on how design of the build environment may help deter criminal behavior in the City of Hyattsville; and

WHEREAS, Maryland-National Capital Park and Planning Commission may provide some or all of the funding for the Project (the "Project Funding") in order to provide this training opportunity; and

WHEREAS, the application process for the Project requires approval of the Project application by the Mayor and Council; and, where appropriate, by the Administrator of the local subdivision;

NOW, THEREFORE BE IT RESOLVED THAT, the Mayor and Council hereby endorses the Project; and

BE IT FURTHER RESOLVED THAT, the Administrator be, and is hereby requested to endorse this Resolution, thereby indicating her approval thereof; and

BE IT FURTHER RESOLVED THAT, City Administrator Tracey E. Douglas is hereby authorized to execute documents and take any action necessary to carry out the intent of these resolutions; and,

BE IT FURTHER RESOLVED THAT, copies of this Resolution are sent to the administrator of the Planning Assistance to Municipalities and Communities program at the Maryland-National Capital Park and Planning Commission.

READ AND PASSED THIS 15th day of October 2018.

BY ORDER: Laura Reams, City Clerk, I hereby certify that Resolution Number 2018-04 is true and correct and duly adopted by the Mayor and Council of the City of Hyattsville.

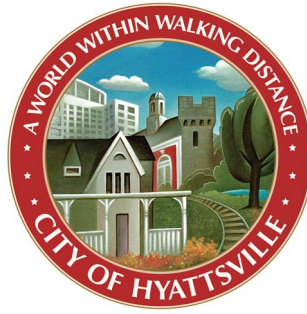
ATTEST/WITNESS:

Mayor and Council of the City of Hyattsville

Laura Reams, City Clerk

By: _____
Name: Candace B. Hollingsworth
Title: Mayor, City of Hyattsville
Date: October 15, 2018

Candace B. Hollingsworth
Mayor



Tracey E. Douglas
City Administrator

Planning Assistance to Municipalities and Communities Application

Project Title: Crime Prevention Through Environmental Design Training

Applicant: City of Hyattsville

Project Information:

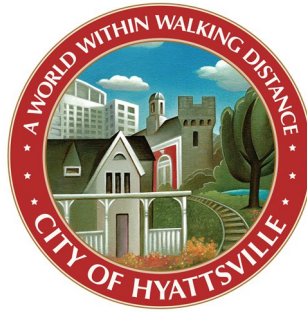
Part A: Provide a detailed description of the requested project. If financial assistance is sought, provide a scope of services, including a list of deliverables.

The goal of this project is to provide Crime Prevention through Environmental Design (CPTED) training to planners, municipal leaders, code officials, public works employees and police officers within Prince George ' s County.

In May 2017, the City of Hyattsville adopted *Speak Up HVL: The 2017 – 2021 Community Sustainability Plan*. This policy document serves as the comprehensive plan for Hyattsville, prioritizing the programs, projects and initiatives the City plans to accomplish on in the next five years. Through conversations with residents and members of the development community, it became obvious that there was a desire to better plan our public spaces so that they are defensible space and reduce the perceived or real risk of criminal behavior in these places. Public spaces that were of concern to participants in the planning process included bicycle trails, public parks and plazas, as well as parking lots and garages. As a result, the City of Hyattsville incorporated the goal of training several members of staff on CPTED best practices as one of the 67 action items detailed within the sustainability plan.

The concept behind CPTED is simple – it is the idea that crime can be prevented by changing the built environment. By reconsidering ideas about lighting, window, fencing

Candace B. Hollingsworth
Mayor



Tracey E. Douglas
City Administrator

and landscaping placement, spaces can be designed in a way that reduce opportunities for crime and provide natural surveillance in public places. CPTED challenges conventional design by being more thoughtful in the design of communities, they can become safer spaces for all.

With funding through the PAMC program, Hyattsville intends to retain the services of a trained CPTED specialist to lead a training here in Prince George ' s County. There is significant cost associated with CPTED trainings, making it cost prohibitive for many municipalities. Aside from the registration costs for the training, municipalities must cover the costs associated with travel, hotel and meal accommodations. The City of Hyattsville is hoping to eliminate much of that financial burden on individual municipalities by bringing the trainers to us. Our intention is to make the training available to staff of Prince George ' s County ' s municipalities, as well as Maryland-National Capital Park and Planning Commission staff.

As a result of this project, the County will find itself in a position where many of the active participants in the development review process are trained in these best practices and can incorporate them into new development throughout the County, making it a safer, more welcoming place for all.

Part B: How will the project implement policies or recommendation in the County ' s approved plans? (Be specific when citing official plans, e.g. page numbers).

Crime Prevention Through Environmental Design (CPTED) is specifically mentioned in three relevant approved plans: *Plan Prince George ' s 2035* (2014), the *Gateway Arts District Approved Sector Plan and Sectional Map Amendment* (2004), and the *Prince George ' s Plaza Transit District Development Plan and Transit District Overlay Zoning Map Amendment* (2016).

In *Plan Prince Georges 2035*, Policy 10 under the Urban Design section (page 215) reads, “ encourage crime prevention through environmental design (CPTED) principles in all developments. ” It further elaborates on the policy by section HD10.2, which calls for the training of staff on CPTED principles.

More specific to Hyattsville itself, there are references to the CPTED practices in both the Gateway Arts District and Prince George ' s Plaza plans. The *Gateway Arts District Sector Plan* the goal of the Arts Production and Entertainment Character Areas is to, amongst others, “ enhance the safety of the area through design that increases natural surveillance and reduces the potential of crime ” (page 21). Furthermore, the Multifamily Residential Community Character Area seeks to, “ encourage crime prevention through environmental design and green building standards ” (page 26). Within the Urban Design section of the plan, pages 73 and 74 are dedicated to the principles of Crime Prevention through Environmental Design and speak to the necessity of implementing these principles within the Gateway Arts District.

Finally, within the *Prince George ' s Plaza TDDP* three strategies listed in the plan incorporate CPTED principles. Economic Prosperity Strategy EP2.3 (page 77) states, “ work with property managers and owners to improve the accessibility, appearance and safety

of the Mall at Prince George ’ s, including the installation of Crime Prevention through Environmental Design features such as enhanced landscaping, pedestrian-scaled lighting, public art, seating, wayfinding and pedestrian walkways. ” Transportation and Mobility Policy TM11 (page 93) states, “ increase lighting, surveillance opportunities, wayfinding and other Crime Prevention through Environmental Design features along both sides of Belcrest Center Drive. ” Healthy Communities Strategy HC2.4 (page 111) also speaks to CPTED, saying that the plan should, “ create a mix of uses, maximize programming activities within parks to ensure activity throughout operating hours and help reduce the potential for crime in unattended spaces. ”

Funding this project, and therefore, funding a CPTED training in the County would help work towards goals and strategies listed in multiple places within these plans. The prevalence of CPTED principles in not just Hyattsville specific documents, but in *Plan Prince Georges 2035* further emphasizes the need for such a skillset within Prince George ’ s County.

Part C: How will the completed project benefit the community in the immediate and/or long term?

The completion of this project will benefit many municipal and county level planners throughout Prince George ’ s County. By providing this training as a professional development opportunity, local planners will begin to learn elements of strong design that can help deter crime. Once planners have learned about those design philosophies and seen them in practice, they can work towards ensuring that these principles are taken into consideration when designing new developments or redesigning existing public spaces. In addition, by having practitioners trained at both the municipal and county levels, we are ensuring that throughout the development review process there is review and input from these professionals who can apply CPTED best practices in their review of development applications.

Part D: Provide a map of the project boundaries. (If a municipality, the municipal boundaries or the location of the project within the municipality).

As Hyattsville is hoping this training will be open to other members of the Prince George ' s County community, there are no firm project boundaries. The intent of the project is to improve the knowledge and skillset for planners across Prince George ' s County.

Part E: Upon completion, what next steps will be used to implement the project? If a community organization, identify any partners that will assist in implementation?

As this proposal is a one-time, short-term project, there is limited implementation necessary to complete it. If awarded a grant, the City of Hyattsville would work with M-NCPPC to identify and select an appropriate group to conduct the training. After the training and certification process is complete, we anticipate using this training model to maintain a network of CPTED trained individuals within Prince George ' s County who can call upon one another for guidance and assistance in implementing CPTED strategies in their communities, as well as share relevant information and best practices to colleagues in the field who may not have had the opportunity to participate in the training, but are interested in learning more about crime prevention through environmental design.



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Ron Brooks

Submitting Department: Finance

Item Type: Personnel

Agenda Section: Action Items (9:20 p.m. - 9:35 p.m.)

SUBJECT

Health Care, Prescription Drug and Dental Care Rates for CY19 (5 minutes)

HCC-104-FY19

Recommendation:

I move that the Mayor and Council approve the 2019 calendar year health insurance premium costs that maintains the current City and employee's contributions in all plans, except the Kaiser EPO Plan that will have slight increase in the employee contribution per pay of \$10 for single, \$20 for individual plus one and \$25 for family; makes no changes to the employee contributions for Prescription Drugs, no increase in the Dental PPO Plan and the employee increase in the Dental HMO Plan per pay, is less than \$1.14.

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

Summary Background:

On October 3, 2018, the City received the new State of Maryland calendar year (CY) 2019 Health Care Program guidance. There were no changes to Blue Cross Carefirst or United Health Care plans. There was a slight increase in the Kaiser EPO plan. The Kaiser EPO plan increased for single employees from \$12.22 to \$21.76 (\$9.54); for employee plus one from \$94.31 to \$114.34 (\$20.03), and for the family plan from \$97.95 to \$122.76 (\$24.80). Open Enrollment period will begin on October 15, 2018 and run through November 14, 2018. During this period, employees will be given the opportunity to add, drop or change coverage plans to best meet their individual or family needs. These new rates will become effective January through December 2019.

Next Steps:

Upon approval, the administration will meet with City employees to provide an overview of the 2019 Health Care Plans and rates.

Fiscal Impact:

Overall no increase to the City's share of contributions to employee's health care plans.

City Administrator Comments:

Recommend Approval.

Community Engagement:

N/A

Strategic Goals:

Goal 4 – Foster Excellence in all City Operations

Legal Review Required?

N/A



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Jim Chandler

Submitting Department: Community & Economic Development

Item Type: Planning & Development

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

SUBJECT

Landy Annexation Discussion (15 minutes)

HCC-93-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Memo_-_Landy_Property_Annexation_-_October_9__2018.docx](#)

[Annexation Plan - Landy Annexation - October 12, 2018.doc](#)

[Landy Annexation Resolution 2018-05.docx](#)

[Landy Annexation Description Exhibit A.pdf](#)

[HyattsvilleAnnexation-ScheduleB.pdf](#)

[MunicipalAnnexationHandbook.pdf](#)

[MunicipalAnnexation Flowchart.pdf](#)

Summary Background:

The Landy property is 33-acres of undeveloped land located along Toledo Terrace, Belcrest Road, Northwest Drive and Dean Drive. The subject site is owned by the Blumberg Landy Family Trust and is located north of Toledo Terrace and immediately south of Northwestern High School, within the Prince George's Plaza Transit District Overlay Zone. A complete property description is included in the attached resolution and Exhibit A and Exhibit B.

The majority of the undeveloped subject property exists outside of the incorporated limits of the City of Hyattsville. The owner has a pending application for Preliminary Plan of Subdivision with M-NCPPC for the purpose of constructing 343 fee simple townhouse units on the subject property.

The Blumberg Landy Family Trust, the sole owner of the subject property, has signed an agreement consenting to annexation by the City of Hyattsville.

The attachment included as Landy - Annexation Plan, serves as the 'Annexation Plan', a document necessary to satisfy Maryland State annexation law.

Next Steps:

Maryland State annexation law requires the City to publish a hearing notice a minimum of 15-days prior to the public hearing. At the conclusion of the public hearing, the City Council may consider adoption of the resolution.

Fiscal Impact:

N/A

City Administrator Comments:

For discussion.

Community Engagement:

A public hearing is scheduled for 7:30 PM on Monday, December 3, 2018 at the City Administration Building.

Strategic Goals:

Goal 2 – Ensure the Long-Term Economic Viability of the City

Legal Review Required?

Complete



Memo

To: Mayor and City Council

From: Jim Chandler, Asst. City Administrator; Director, Community and Economic Development
Katie Gerbes, City Planner

Date: October 10, 2018

Re: Landy Property – Consent to Annexation

Attachments: Annexation Draft Resolution #2018-05
Proposed Annexation Area
State of Maryland Annexation Procedures
MML Municipal Annexation Handbook

The purpose of this memorandum is to provide the City Council with information regarding proposed annexation of the Landy Property.

Project Details

The Landy property is 33-acres of undeveloped land located along Toledo Terrace, Belcrest Road, Northwest Drive and Dean Drive. The subject site is owned by the Blumberg Landy Family Trust and is located north of Toledo Terrace and immediately south of Northwestern High School, within the Prince George's Plaza Transit District Overlay Zone.

The majority of the undeveloped subject property lies outside of the incorporated limits of the City of Hyattsville. The owner the entitlement approval process for the purpose of constructing 343 fee simple townhouse units on the subject property.

The Blumberg Landy Family Trust, the sole owner of the subject property, has signed an agreement consenting to annexation by the City of Hyattsville.

The City is prepared to move forward with annexation consistent with State of Maryland law, which permits the annexation to proceed:

“If consent of at least 25% of qualified voters and 25% of owners of assessed property” OR “If petition by at least 25% of qualified owners and 25% of owners of assessed property”

The City Attorney has prepared the attached Resolution to present to the City Council for this discussion item. It is recommended that a public hearing is scheduled for 7:30 PM on Monday, December 3, 2018. The City will publish a public hearing notice for four consecutive weeks and a will take place 15-calendar after the publishing of fourth notice of proposed annexation.

A resolution for annexation will be considered by the City Council at the Regular Council Meeting at 8:00 PM on Monday, December 3, 2018. If approved, the resolution becomes effective 45-days after the passage of the resolution. The land records are then updated with Prince George's County and State of Maryland Legislative Services to reflect the modified municipal limits.

City of Hyattsville, Maryland

Landy Annexation Plan

Summary of Annexation

The area under consideration for annexation includes: land contiguous to and adjoining the existing corporate area of the City of Hyattsville, to wit, the area bounded on the west and south by Northwest Drive, on the west and north by Dean Drive, on the north by Northwestern High School, on the east by Belcrest Road, and on the south by the real property owned by condominium regimes abutting the northern side of Toledo Terrace, with the land to be annexed consisting of 10.5028 acres of land in the Chillum (17th) Assessment District, Prince George's County, Maryland. See attached map for the boundaries.

The subject property is located within the Prince George's Transit District Development Overlay Zone and is currently undeveloped. The owner of the subject parcel had an application accepted by the Maryland-National Capital Park & Planning Commission to develop the subject property with single-family attached residential dwelling units. The available land will include a public park facility to be dedicated to the City of Hyattsville. The City of Hyattsville will provide municipal services to the subject parcel, including sanitation services, as Prince George's County Use and Occupancy Permits are approved for residential dwelling units. The City will finance public services through its General Fund.

As of October 9, 2018, the single (1) property owner has signed an agreement consenting to annexation. The percentage of consenting property owners and the number of consenting registered voters exceed the State requirements for a municipality to introduce a resolution of annexation. There are no registered individuals people in the area have consented to annexation.

Annexation Timeline

The following is a proposed timeline for annexation, contingent upon the City Council's approval to schedule a public hearing for the resolution for annexation on October 15, 2018, the following is a timeline for the annexation:

Action	Date
Resolution Presented to City Council	October 15, 2018
First notice of public hearing published in Prince George's Sentinel	October 18, 2018
2 nd notice of public hearing published in Prince George's Sentinel	October 25, 2018
3 rd notice of public hearing published in The Prince George's Sentinel	November 1, 2018
4 th notice of public hearing published in	November 8, 2018

The Prince George's Sentinel	
Public hearing 7:30 PM, City of Hyattsville, 4310 Gallatin Street, Hyattsville, Maryland 20781	December 3, 2018
Introduction and Approval of Resolution at Regular City Council Meeting, 8:00 PM	December 3, 2018
Annexation Referendum Period	45-calendar days
Resolution and new boundary becomes effective. Notices are issued to County Clerk of Courts, Department of Legislative Services and M-NCPPC	January 18, 2018

**CITY OF HYATTSVILLE
ANNEXATION RESOLUTION 2018-05**

A Resolution of the City Council of Hyattsville, Maryland enlarging the corporate boundaries of the City of Hyattsville by annexing land contiguous to and adjoining the existing corporate area of the City of Hyattsville, to wit, the area bounded on the west by Dean Drive, on the north and east by Northwestern High School, on the east and south by Belcrest Road, and on the south and west by the real property owned by condominium regimes abutting the northern side of Toledo Terrace, with the land to be annexed consisting of 10.5028 acres of land in the Chillum (17th) Assessment District, Prince George's County, Maryland.

WHEREAS, the City of Hyattsville has the consent of more than 25% of the persons who reside in the area proposed to be annexed and who are registered to vote in county elections as well as the consent of owners of more than 25% of the assessed valuation of the real property in the area proposed to be annexed; and

WHEREAS, the City Council has determined to initiate a Resolution to enlarge and extend the limits of the City to include the hereafter described area and to make applicable to that area all laws which are now in force or may be hereinafter enacted, except as provided elsewhere herein; and

WHEREAS, the City has entered into an agreement (hereinafter the "Annexation Agreement") that governs the conditions and circumstances that apply to the phasing in of City real property taxes and City services consistent with the proposed development of the undeveloped real property to be annexed; and

WHEREAS, the City Administrator of the City of Hyattsville, Maryland has caused a public notice to be published no fewer than four (4) times, at not less than weekly intervals in a newspaper having a general circulation and the area to be annexed, briefly and accurately describing the proposed change and the conditions and circumstances applicable thereto. The public notice specifies that a public hearing will be held on this Resolution by the City Council of

Hyattsville, Maryland on the 3rd day of December, 2018, at the Hyattsville Municipal Building;
and

WHEREAS, such hearing was held as scheduled; and

WHEREAS, the City Council deem it appropriate to annex said contiguous property into the City.

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

SECTION 1. That there is hereby annexed to the territory of the City of Hyattsville, a municipal corporation, all of the land contiguous and adjoining to the existing City of Hyattsville in Prince George's County, Maryland, as described in the metes and bounds description dated March 14, 2018, which is entitled Description of 10.5028 Acres, a copy of which is attached hereto and incorporated herein as Exhibit A, and the same being depicted in the survey plat dated March 15, 2018, a copy of which attached hereto and incorporated herein as Exhibit B, with both the metes and bounds description and the survey plat being prepared by John W. Kostic, a licensed surveyor.

SECTION 2. And Be it Further Resolved that the real property taxes as assessed in the City of Hyattsville against the property owners shall commence in accordance with Annexation Agreement, which is incorporated by reference.

SECTION 3. And Be it Further Resolved that municipal services and facilities be provided in accordance with the Annexation Agreement, which is incorporated by reference.

SECTION 4. And Be it Further Resolved that all the provisions of the Constitution of Maryland, all the laws of the State of Maryland applicable to the City of Hyattsville and all laws of the City of Hyattsville shall be and the same are hereby extended and made applicable to such

portion of Prince George's County as is, under the provisions of this Resolution, annexed to and made a part of the City of Hyattsville, Maryland, except as provided elsewhere herein. Nothing herein or elsewhere in the Resolution shall affect the power of the Mayor and City Council of Hyattsville to amend or to repeal any charter revision or ordinance existing at the date of passage of this Resolution, or to enact and ordain any ordinance which, at the date of passage of this Resolution, or hereinafter, it may be authorized to enact or ordain.

SECTION 5. And Be it Further Resolved that all the inhabitants of the territory annexed to the City of Hyattsville by this Resolution and the property of said inhabitants shall, in all respects and to all intents and purposes, be subject to the powers, jurisdictions and authority vested, or to be vested by law, in the Mayor and City Council of the City of Hyattsville, or which may hereinafter be enacted or ordained by it, so far as the same may be consistent with the provisions of this Resolution and the territory so annexed shall, in all respects, be taken and considered as part of the municipal corporation of the City of Hyattsville.

SECTION 6. And Be it Further Resolved that this Resolution shall become effective forty-five (45) days from December 3, 2018, provided it is enacted by the City Council of Hyattsville on that date and unless within the forty-five (45) days the City Council of Hyattsville receive a petition for referendum in accordance with the provisions of Maryland Code, § 4-401 et seq. of the Local Government Article.

SECTION 7. And Be it Further Resolved that upon this resolution becoming effective the City Administrator is hereby directed to send this resolution and the new boundaries of the City to the Clerk of the Circuit Court for Prince George's County, the Department of Legislative Services, and the Maryland-National Capital Park and Planning Commission.

October 9, 2018

INTRODUCED by the Mayor and City Council of the City of Hyattsville at a Regular Meeting on October 15, 2018, at which meeting copies were available to the public for inspection, and

PASSED by the Mayor and City Council of the City of Hyattsville, Maryland, at a Regular Meeting on December 3, 2018, at which meeting copies were available to the public for inspection.

ATTEST:

Laura Reams, Clerk

Candace B. Hollingsworth, Mayor

DRAFT

DRAFT

DESCRIPTION OF 10.5028 ACRES
CHILLUM (17th) ASSESSMENT DISTRICT
PRINCE GEORGE'S COUNTY, MARYLAND

BEING a parcel of land, hereinafter described as running in, through, over and across the land of Marvin Blumberg, et al, obtained with deeds recorded as Liber 4201 at folio 475, dated March 26, 1973, Liber 8759 at folio 945, dated April 30, 1993, and Liber 4019 at folio 399, dated July 17, 2017, all recorded among the land records of Prince George's County, Maryland; said described parcel of land being a part of Parcel A as shown on a plat of subdivision titled "PLAZA TOWERS", said plat recorded among the aforesaid land records in Plat Book WWW 44 at Plat No. 63; also said described parcel of land being a part of Land Unit 1, Land Unit 2, and Land Unit 4 as shown on a plat of condominium titled "PLAZA TOWERS LAND CONDOMINIUM", said plat recorded among the aforesaid land records in Plat Book REP 211 at Plat No. 80; and being more particularly described in MD State Plane NAD 83 datum as follows:

BEGINNING at the point of intersection of the South 32°09'38" East, 702.06 feet plat line as shown on the aforesaid plat of condominium titled Plaza Towers Land Condominium, and the eastern right of way line of Dean Drive, 60 feet wide, thence as now surveyed, departing said Dean Drive, and binding on said plat line, said plat line also the northeastern line of said Land Unit 1, for the following course, also binding on the southern lines of the land of the Board of Education of Prince George's County, obtained with deeds recorded among the aforesaid land records in Liber 1080 at folio 135 and Liber 2064 at folio 89 for the following three courses,

- 1) South 32°13'30" East, 701.28 feet; thence binding on the northern lines of the aforesaid Land Unit 2 for the following two courses,
- 2) North 86°55'57" East, 406.58 feet; thence,
- 3) North 75°15'26" East, 742.74 feet; thence binding on the common line of the aforesaid Land Unit 2 and the land of the Board of Education of Prince George's County, obtained with a deed recorded among the aforesaid land records in Liber 3083 at folio 472,
- 4) South 31°45'42" East, 248.40 feet to a point on the northwestern right of way line of Belcrest Road, 100 feet wide; thence binding on said northwestern right of way line,
- 5) 666.47 feet along the arc of a non-tangent curve deflecting to the left, having a radius of 860.00 feet, and a chord of South 32°18'46" West, 649.92 feet; thence departing said Belcrest Road and running so as to cross and include a part of the

aforesaid Land Unit 4, Land Unit 3, and Land Unit 1, respectively, for the following three courses,

- 6) North 53°36'49" West, 873.69 feet; thence,
- 7) South 75°14'48" West, 247.00 feet; thence,
- 8) North 35°28'08" West, 695.13 feet to a point on the aforesaid eastern line of Dean Drive; thence binding on said eastern right of way line,
- 9) 137.29 feet along the arc of a non-tangent curve deflecting to the left, having a radius of 1588.61 feet, and a chord of North 27°47'06" East, 137.25 feet to the **POINT OF BEGINNING**, containing 457,501 square feet or 10.5028 acres of land.

I hereby certify to the best of my professional knowledge, information and belief that: this metes and bounds description was prepared by me or under my direct supervision and that it is in compliance with the requirements set forth in COMAR Title 09, Subtitle 13, Chapter 06, Regulation 12 of the minimum practice for Land Surveyors.


John W. Kostic
Property Line Surveyor
MD Reg. No. 473
License expiration date: January 6, 2019

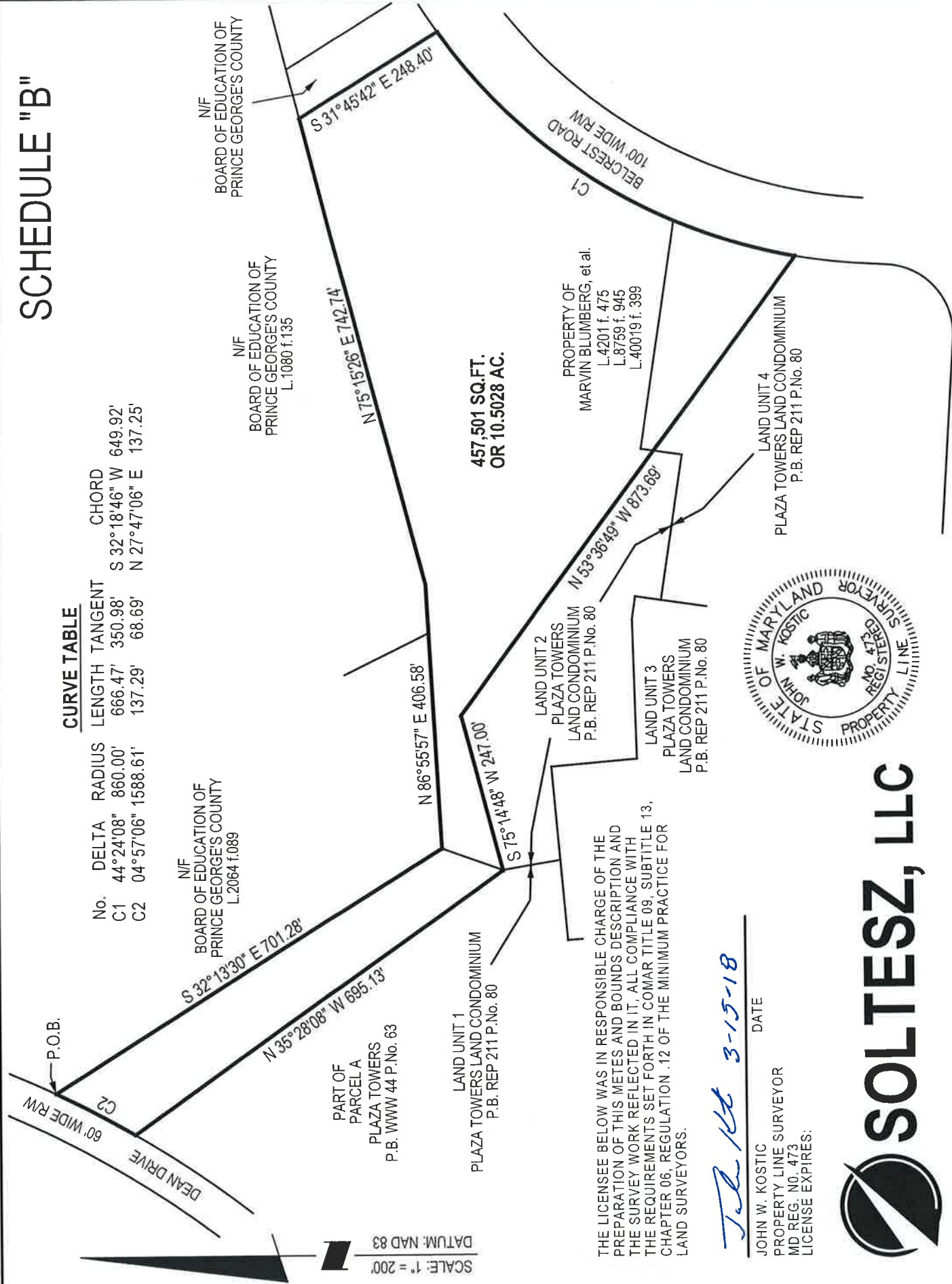
3-14-18
Date



SCHEDULE "B"

CURVE TABLE

No.	DELTA	RADIUS	LENGTH	TANGENT	CHORD
C1	44°24'08"	860.00'	666.47'	350.98'	S 32°18'46" W 649.92'
C2	04°57'06"	1588.61'	137.29'	68.69'	N 27°47'06" E 137.25'



JOHN W. KOSTIC
PROPERTY LINE SURVEYOR
MD REG. NO. 473
LICENSE EXPIRES: 3-15-18

DATE

4300 Forbes Boulevard, Suite 230 Lanham, MD 20706 P.301.794.7555 F.301.794.7656

Planning // Surveying // Planning // Environmental Sciences

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The Maryland Municipal League

The Maryland Municipal League, founded in 1936, represents 157 municipal governments and two special taxing districts throughout the State. A voluntary, nonprofit, nonpartisan association controlled and maintained by city and town governments, the League works to strengthen the role and capacity of municipal government through research, legislation, technical assistance, training, and the dissemination of information for its members. Through its membership in the National League of Cities, the League offers legislative representation in Washington, urban research programs, and a national municipal government information exchange.



MARYLAND MUNICIPAL LEAGUE

an association of cities and towns

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MUNICIPAL ANNEXATION HANDBOOK



THE MARYLAND MUNICIPAL LEAGUE

Annexation Checklist

In the event of receipt of a petition for referendum within 45 days of passage of the annexation resolution:

- 10. _____ Verify that the petition for referendum reflects the signatures of 20% of the qualified voters of the municipality or of the area to be annexed or a vote of two-thirds of the members of the county governing board.
- 11. _____ Issue proclamation suspending the effectiveness of the annexation resolution, contingent upon the results of the referendum.
- 12. _____ Set date for referendum not less than 15 nor more than 90 days after publication of notice of referendum.
- 13. _____ Publish notice of referendum twice at no less than a weekly interval.
- 14. _____ Conduct referendum.
- 15. _____ If the referendum vote is favorable, send the resolution and new boundaries to (1) the county clerk of courts, (2) the Department of Legislative Services, and (3) where applicable the Maryland-National Capital Park and Planning Commission.

Annexation Checklist

- 1. _____ Receive written consent of (if initiated by municipal governing body) or petition from at least 25% of qualified voters and the owners of 25% of assessed property in area to be annexed.
- 2. _____ Present resolution to municipal governing body.
- 3. _____ Provide annexation plan to (1) the county governing body, (2) regional and state planning agencies at least 30 days prior to the public hearing, and (3) the Maryland Department of Planning.
- 4. _____ Publish notice of proposed annexation hearing as required.
- 5. _____ Provide immediately to the county governing body, to the regional planning agency where applicable and the Maryland Department of Planning a copy of the first hearing notice.
- 6. _____ Conduct public hearing at least 15 days after the final hearing notice is published.
- 7. _____ Pass the resolution.
- 8. _____ Wait 45 days to allow time for petition to annexation referendum.
- 9. _____ If no petition is received, promptly send the resolution and new boundaries to (1) the county clerk of courts, (2) the Department of Legislative Services, and (3) where applicable the Maryland-National Capital Park and Planning Commission.

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Introduction

Municipal annexation is the process of legally including within the corporate limits of a city or town an unincorporated area that is outside the municipality. For many cities and towns in Maryland, annexation of surrounding areas plays an important role in influencing the economic growth, environmental protection, quality of life, and municipal fiscal well-being of their communities.

The Maryland Municipal League prepared this handbook to provide basic guidance to municipal government officials on procedures and considerations associated with municipal annexation in Maryland. This publication is not intended to provide in-depth analyses of annexation issues but rather to provide a brief overview of annexation procedures and considerations. Included for your information is the full text of Article 23A, Section 19 of the *Annotated Code of Maryland* which makes up the primary source of Maryland law concerning annexation. Also included are portions of Article 23A, Section 9 of the *Annotated Code* that address changes in zoning classifications of newly annexed land and sections of Article 66B that enumerate issues that will need to be considered in required annexation plans for municipalities that exercise planning and zoning authority under Article 66B.

League staff members are available to answer any questions you may have relating to annexation.

(x) **Municipal Growth Plan Element** — For a municipal corporation that exercises zoning authority, [the comprehensive plan shall contain] a growth element, developed in accordance with Subsection (e) of this section, which shall include consideration of:

1. Anticipated future municipal growth areas outside the existing corporate limits of the municipal corporation;
2. Past growth patterns of the municipal corporation;
3. The capacity of land areas available for development within the municipal corporation, including in-fill and redevelopment;
4. The land area needed to satisfy demand for development at densities consistent with the long-term development policy;
5. Public services and infrastructure needed to accommodate growth within the proposed municipal growth areas, including those necessary for:
 - A. Public schools, sufficient to accommodate student population consistent with state rated capacity standards established by the interagency committee on school construction;
 - B. Libraries;
 - C. Public safety, including emergency medical response;
 - D. Water and sewerage facilities;
 - E. Stormwater management systems, sufficient to assure water quality both inside and outside the proposed municipal growth area; and
 - F. Recreation;
6. Anticipated financing mechanisms to support necessary public services and infrastructure;
7. Rural buffers and transition areas;
8. Any burden on services and infrastructure for which the municipal corporation would be responsible for development in areas proximate to and outside the proposed municipal growth area;
9. Protection of sensitive areas, as defined in Article 66B, § 1(j) of the code, that could be impacted by development planned within the proposed municipal growth area;
10. The relationship of the long-term development policy to a vision of the municipal corporation’s future character.

(c) **Limitations on charter amendments; effect of annexation.—**

- (1) A municipal corporation which is subject to the provisions of Article XI-E of the Maryland Constitution may not amend its charter or exercise its powers of annexation, incorporation or repeal of charter as to affect or impair in any respect the powers relating to sanitation, including sewer, water and similar facilities, and zoning, of the Washington Suburban Sanitary Commission or of the Maryland-National Capital Park and Planning Commission. Except that where any area is annexed to a municipality authorized to have and having then a planning and zoning authority, the municipality shall have exclusive jurisdiction over planning and zoning and subdivision control within the area annexed; provided nothing in this exception shall be construed or interpreted to grant planning and zoning authority or subdivision control to a municipality not authorized to exercise that authority at the time of such annexation; and further provided, that no municipality annexing land may for a period of five years following an annexation, permit development of the annexed land for land uses substantially different than the use authorized, or at a substantially higher, not to exceed 50%, density than could be granted for the proposed development, in accordance with the zoning classification or the county at the time of the annexation without the express approval of the board of county commissioners or county council of the county in which the municipality is located.
- (2) If the county expressly approves, the municipality, without regard to the provisions of Article 66B, § 4.05 (a) of the Code, may place the annexed land in a zoning classification that permits a land use or density different from the use or density specified in the current zoning classification of the county or agency having planning and zoning jurisdiction over the land prior to its annexation applicable at the time of the annexation.

Procedures

1. **Minimum Prerequisites**

In order to be annexed to an existing municipality, an area must be contiguous and adjoining to the existing municipal corporate area and may not be located within another incorporated municipality. Also, annexation of the area may not create an enclave of unincorporated area that would be completely surrounded on all sides by land within the municipality upon completion of the annexation.

2. **Annexation Petition/Consent**

An annexation petition signed by at least 25% of the qualified voters along with the owners of 25% of total assessed property in the area to be annexed may be filed with the municipal legislative body. Alternatively, the legislative body may initiate an annexation by obtaining the consent of a like percentage of qualified voters and property owners.

3. **Annexation Resolution**

Upon verification that the annexation petition signatures meet the requirements of law and that all other prerequisites of the law have been met, the elected body should promptly introduce a resolution proposing the annexation. Similarly the elected body may initiate the resolution upon receipt of the consent of the required percentage of voters and property owners. The resolution should describe the area to be annexed together with any conditions or circumstances applicable to the proposed annexation.

4. **Annexation Plan**

A municipal governing body must prepare, adopt and make available to the public a plan detailing (1) the proposed land use or uses in the area to be annexed, (2) available land that could be used for anticipated public facilities that may be needed, (3) a schedule for extending municipal services to the area to be annexed, and (4) anticipated means of financing the extension of services. The plan must be provided at least 30 days prior to holding the public hearing required by law for an annexation to the county in which the municipality is located as well as to the Maryland Department of Planning and any regional and state planning agencies having jurisdiction within the county.

Legislation passed in 2006 (House Bill 1141) by the Maryland General Assembly may significantly affect the required level of detail of an annexation plan for most cities and towns. For a municipality that exercise planning and zoning authority under Article 66B of the *Annotated Code of Maryland*, by October 1, 2009 it must amend its comprehensive plan to include a growth element that serves as a basis for any annexation plan it prepares. Upon a showing of good cause, the Maryland Department of Planning may authorize extensions through October 1, 2010 for preparation of a municipal growth element. Once a comprehensive plan growth element is in place for a municipality, a municipal annexation plan must be consistent with growth element of the municipality. At that point, the required level of detail in an annexation plan could be much greater for municipalities that exercise planning and zoning authority than was required prior to the passage of House Bill 1141. The exhibit on page 20 of this handbook shows the subparagraph of Article 66B that enumerates the factors that must be considered in a municipal comprehensive plan growth element.

5. Proposed Annexation Publication, Hearing and Resolution Passage

After introduction of the resolution, a municipality must publish at least four times at a minimum of weekly intervals in one or more newspapers of general circulation a notice of the proposed annexation; notice of the time and place of a hearing on the resolution must also appear in the newspaper advertisements. For annexations where the area to be annexed is 25 acres or less, the required publication need only be done twice at weekly intervals. A copy of the public notice must be provided to the county governing board and regional and state planning agencies as soon as it is initially published. At the hearing itself, the county and planning agencies must be afforded first right to be heard, after which the general public may make comment. After conducting the required hearing, the municipal elected body may pass (or reject) the resolution which becomes effective 45 days after its passage unless it is petitioned to referendum.

(p) **Registration of boundaries.**—The chief executive and administrative officer of a municipal corporation which has enlarged its corporate boundaries under the provisions of this section shall promptly register both the original boundaries and the new boundaries with the clerk or similar official thereof, with the clerk of the court in the county or counties in which the municipal corporation is located, with the Department of Legislative Reference as provided in § 9A of this article, and for those municipalities lying within the regional district, with the Maryland-National Capital Park and Planning Commission. Each such official shall hold the registration of boundaries on record and shall make it available for public inspection during all normal business hours.

(q) **Special provision as to Washington County.**—Repealed by Acts 1994, ch. 661, § 2, effective October 1, 1994.

(r) **Conduct of election; tabulation of results; expenses.**—The mayor and council, by whatever name known, of every municipal corporation is hereby authorized and empowered, by ordinance, resolution or regulation, to make proper provision for conducting, and for tabulating the results of any referendum to be held under the provisions of this section. The mayor and council of the municipal corporation shall pay in full for the expenses of any such referendum.

(s) **Exercise of planning and zoning jurisdiction in certain areas not authorized.**—The powers granted to municipal corporations by Article XI-E of the Constitution, by this article, and by Article 66B (of the Code), shall not be deemed to authorize any municipal corporation, either through procedures under this subheading or other changes in its charter, to exercise planning (including subdivision control) and zoning jurisdiction or power within any political subdivision in which such planning and zoning jurisdiction or power, or either, is exercised by any State, regional or county agency or authority. Except that where any area is annexed to a municipality authorized to have and having then a planning and zoning authority, the said municipality shall have exclusive jurisdiction over planning and zoning and subdivision control within the area annexed; provided that nothing in this exception shall be construed or interpreted to grant planning and zoning authority to a municipality not authorized to exercise such authority at the time of such annexation.

(ii) Except as provided in paragraph (4) of this subsection, for annexations that begin before October 1, 2009, the annexation plan shall contain a description of the land use pattern proposed for the area to be annexed, which may include any county master plan already in effect for the area. It shall be presented so as to demonstrate the available land for public facilities which may be considered reasonably to be necessitated by the proposed use, such as school sites, water or sewerage treatment facilities, libraries, recreation, fire or police. It shall contain also a statement describing the schedule for extending to the area to be annexed each municipal service performed within the municipality at the time of annexation and a statement as to the general methods by which the municipality anticipates to finance the extension of municipal services into the area to be annexed.

(iii) Except as provided in paragraph (4) of this subsection, for annexations that begin on or after October 1, 2009, the annexation plan shall be consistent with the municipal growth element of the comprehensive plan of the municipal corporation (see page 20).

(iv) For the purposes of paragraphs (ii) and (iii) of this paragraph, an annexation begins if:

1. A proposal for change is initiated by resolution in accordance with subsection (b) of this section; or

2. A proposal for change is initiated by written petition in accordance with subsection (c) of this section.

(4)(i) A municipal corporation may submit an annexation plan in accordance with paragraph (3)(ii) of this subsection, if on or after October 1, 2009, a municipal corporation is granted an extension for the inclusion of a municipal growth element in accordance with Article 66B, § 3.05(f) of the Code.

(ii) After expiration of a final extension granted under Article 66B, § 3.05(f) of the Code for the inclusion of a municipal growth element, an annexation plan shall be submitted in accordance with paragraph (3)(iii) of this subsection.

6. Petitions to Referendum

Within the 45 days prior to the effective date of the resolution, any of three groups may petition the annexation resolution to referendum. At least 20% of the registered voters in the existing municipality or in the area to be annexed may petition the resolution to referendum; alternatively, a minimum of two-thirds of the county governing board may petition to call for a referendum on the annexation question. After verification of petition signatures or county governing board compliance with the law's requirements (whichever is applicable), the effectiveness of the resolution is suspended pending results of the referendum.

7. Annexation Referendum

The annexation referendum may be held from 15 to 90 days following newspaper publication of notice of the referendum. The notice must occur a minimum of two times at a minimum of weekly intervals. Should the referendum pass, the annexation will become effective on the fourteenth day following the referendum. Which voters participate in a referendum is dependent upon where the referendum petition emanated. If the petition was submitted by the county governing body or the residents in the area to be annexed, the voters in the area to be annexed may participate in the referendum. If the petition was submitted by residents of the municipality, the voters in the municipality participate. If both circumstances exist, separate elections are held for both the existing municipal voters and for voters in the area to be annexed. In the case of two elections, both sets of voters must approve the referendum in order for the annexation to proceed.

8. Registration of Resolution and Boundaries

Regardless of whether or not the annexation is brought to referendum, the annexation resolution and the new municipal boundaries of the municipality must be promptly sent to (1) the county clerk of courts in the county in which the annexation occurred, (2) the Department of Legislative Services, and (3) where applicable the Maryland-National Capital Park and Planning Commission.

Annexation Considerations

Why annex? What are the advantages of annexation?

- To extend municipal services to communities that are adjacent to existing city/town corporate limits and that may not have such services.
- To expand the size, population base, property tax assessable base, and—in some cases—the political influence of a city or town.
- To ensure local input into and control over future development around the periphery of existing municipal corporate boundaries and to facilitate implementation of the Maryland Growth Management Act which focuses future growth in and around existing urban centers.
- Through legal agreements with developers, to exact concessions that will meet adequate public facility requirements and provide added amenities (for example: roads, parks, affordable housing) that are beneficial to the community.
- To support economic and community development goals by negotiating annexation agreements to attract business, industry and housing development.
- To unify currently incorporated and fringe unincorporated areas that share common sociological, economic, cultural, and geographic characteristics.
- To provide residents of areas adjacent to cities and towns a direct role in local community affairs through access to municipal election voting rights and the opportunity to serve in municipal elected and appointed offices.
- To achieve logical city/town growth and boundaries.

(m) **Annexation of land in another municipality not authorized.**—The provisions of this section shall authorize an increase in the area within any municipal corporation only as to land which is not then within the corporate limits of any other municipal corporation.

(n) **What resolution shall provide.**—The resolution to add to the corporate boundaries of a municipal corporation shall provide generally that the persons residing in the area to be annexed, and their property, shall be added to the corporate boundaries, generally subject or not subject, as the case may be, to the provisions of the charter of the municipal corporation; except that for stated periods and under specific conditions provision may be made for special treatment of the residents and property in the area to be annexed, as to rates of municipal taxation and as to municipal services and facilities. No change shall be made in these provisions for special treatment for stated periods and under specific conditions, except by resolution enacted in accordance with the provisions and requirements of this section.

(o) **Annexation plans.** —(1) In addition to, but not as a part of the resolution, the legislative body of the municipal corporation shall adopt an annexation plan for the area proposed to be annexed.

(2) The annexation plan shall be open to public review and discussion at the public hearing, but amendments to the annexation plan may not be construed in any way as an amendment to the resolution, nor may they serve in any manner to cause a reinitiation of the annexation procedure then in process.

(3)(i) A copy of the annexation plan shall be provided to the governing body of the county or counties in which the municipal corporation is located, the Department of Planning and any regional and State planning agencies having jurisdictions within the county at least 30 days prior to the holding of the public hearing required by this section.

(j) **Submission of resolution to voters; ballots.**—On the date and at the places specified, the resolution proposing a change in the corporate boundaries of the municipal corporation shall be submitted to a referendum election of the qualified voters of the municipal corporation or of the persons who reside in the area to be annexed and who are registered as voters in county elections in the precinct or precincts in which the territory to be annexed is located, or both, depending upon whether a petition for referendum has been presented by the residents of the municipal corporation, or by the residents of the area proposed to be annexed or by both such sets of residents. The petition for referendum presented by the governing body of the county shall be acted upon in the same manner as a petition for referendum presented by the residents of the area proposed to be annexed. The ballots or the voting machines, as the case may be, shall contain a summary of the resolution, with suitable provision for the voter to indicate a choice for or against it.

(k) **When any property owner may sign petition and participate in election.**—For the purposes of this section, in any instance in which there are fewer than twenty persons living in any area proposed to be annexed who are eligible to sign a petition and to participate in a referendum election under the provisions of this section, any person owning real property in the area proposed to be annexed (the word "person" here including an association, the two or more joint owners of jointly-owned property, a firm or corporation) shall have a right equal to that of a natural person to sign a petition or to participate in a referendum election.

(1) **Result of election.**—If only one petition for a referendum is filed and if a majority of the persons voting on the question in that referendum shall vote in favor of the proposal for change, the change shall become effective as proposed on the fourteenth day following the referendum. If two petitions for referendum are filed, the votes cast for the two referenda shall be tabulated separately, so as to show individually the tabulation of votes cast in the municipal corporation and in the area to be annexed. If in both tabulations, each being reckoned separately, a majority of the persons voting on the question shall vote in favor of the proposal for change, the change shall become effective as proposed on the fourteenth day following the referendum. In the event there are two referenda, unless there is such a favorable majority in both tabulations, reckoned separately, the proposal for change shall be void and of no further effect whatsoever.

Why not annex? What are the possible drawbacks to annexation?

- The city or town may lack adequate financial, personnel or infrastructure resources to extend public services to the area to be annexed.
- Annexation of an area may prove to be a fiscal drain on the city or town where potential revenues to be raised from the area to be annexed do not meet the costs of providing municipal services to the area.
- Residents in a potential area to be annexed may wish to maintain a separate community identity rather than having their identity subsumed within that of the existing city or town.
- Residents in an area to be annexed may consider municipal government to be unneeded, undesirable, or duplicative and may not wish to pay added taxes or fees to pay for the costs of municipal public services.
- There are difficulties set forth in law in achieving a successful annexation, including the ability of the county to veto for five years significant changes in zoning classifications in an area to be annexed and the ability of various parties to petition an annexation to referendum where it can potentially be voted down.

Annexation Zoning—The Five-Year Rule

Cities and towns authorized to exercise and exercising planning and zoning powers under Article 66B of the Annotated Code of Maryland have exclusive authority over planning and zoning in newly annexed areas. However, Article 23A, Section 9 of the Annotated Code (see page 19) provides that no city or town may for five years following an annexation allow development of property within an annexed area if the development would be substantially different than the use authorized under county zoning at the time of the annexation. Also, for five years following an annexation, development density of newly annexed property may not be greater than 50% higher than would have been permitted under county zoning at the time of annexation. A county governing body may waive this requirement if its members so desire.

As a practical matter, the impact of this provision of law is to give county governments a major role in municipal annexations where substantial changes in land use are anticipated. Development projects dependent upon annexation and annexations themselves can be not just delayed, but derailed by action (or inaction) of the county to withhold approval of land use changes in some circumstances. It is recommended therefore that county planners and elected officials be contacted early in the annexation process to negotiate these issues when the possibility of such changes is under consideration.

Annexation Agreements

An annexation agreement is a contract typically made between a city or town and the owner or owners of land or private developers of land in an area to be annexed. An agreement is used to overcome obstacles to potential annexations by exacting concessions from one or more of the parties involved prior to consenting to annexation. It normally sets out the terms and conditions under which an annexation is to occur as well as any special obligations of the parties relating to a proposed annexation.

Provisions included in annexation agreements frequently address the following:

- The intent of the parties to enter into a contract.
- On-site and off-site public improvements to be provided by the developer of land in the area to be annexed.
- Financial terms such as temporary or phased municipal property tax abatements or service fee reductions.
- Timetables for the extension and provision of public utilities and other services.
- Land use stipulations. (Note however that "contract zoning" or offering to guarantee a specified zoning classification as a precondition for annexation is prohibited in Maryland.)
- Construction and environmental protection requirements.
- Agreement enforcement provisions.
- Conditions for terminating the agreement under specified circumstances.

Given the legal complexities involved, it is strongly recommended that professional legal counsel be employed throughout the process of negotiating, drafting, and carrying out the provisions of any annexation agreement.

(g) **Petition for referendum by residents of municipality.**—At any time within the forty-five (45) day period following the final enactment of the resolution, a number of persons equal to not less than twenty per centum (20%) of the qualified voters of the municipal corporation may, in writing, petition the chief executive and administrative officer of the municipal corporation for a referendum on the resolution. Upon the presentation of a petition to the officer, he shall cause to be made a verification of the signatures thereon and shall ascertain that the persons signing the petition represent at least twenty per centum (20%) of the qualified voters of the municipal corporation. Upon verifying that the requirements of this subsection have been complied with, the officer shall by proclamation suspend the effectiveness of the resolution, contingent upon the results of the referendum.

(h) **Petition for referendum by county governing body.**—At any time within the 45-day period following the final enactment of the resolution, the governing body of the county or counties in which the municipality is located, by at least a two-thirds majority vote, may petition in writing the chief executive and administrative officer of the municipal corporation for a referendum on the resolution. Upon verifying that there has been compliance with the requirements of this subsection, the officer by proclamation shall suspend the effectiveness of the resolution, contingent upon the results of the referendum.

(i) **Time of referendum; notice.**—The chief executive and administrative officer of the city, town or village shall set a date for the referendum on the ordinance or resolution, which shall be not less than fifteen (15) days and not more than ninety (90) days from the publication of notices therefore. Such notices shall be published twice at not less than weekly intervals in a newspaper or newspapers of general circulation in the municipal corporation and the area to be annexed. The notices shall specify the time and place or places at which the referendum will be held; the place or places shall be within the limits of the area to be annexed for the referendum within that area, and shall be within the limits of the municipal corporation for the referendum in this latter place.

Annotated Code of Maryland

Art. 23A, § 19

Annexation

§ 19. Annexation.

(a) **Legislative body authorized to enlarge corporate boundaries.**—The legislative body, by whatever name known, of every municipal corporation in this State may enlarge its corporate boundaries as provided in this subheading; but this power shall apply only to land:

- (1) Which is contiguous and adjoining to the existing corporate area; and
- (2) Which does not create any unincorporated area which is bounded on all sides by real property presently within the corporate limits of the municipality, real property proposed to be within the corporate limits of the municipality as a result of the proposed annexation, or any combination of such properties.

(b) **Initiation by legislative body.**—(1) The proposal for change may be initiated by resolution regularly introduced into the legislative body of the municipal corporation, in accordance with the usual requirements and practices applicable to its legislative enactments, and also in conformity with the several requirements contained in subsections (b) and (c) of § 13 of this subtitle, but only after the legislative body has obtained the consent for the proposal from not less than 25 percent of the persons who reside in the area to be annexed and who are registered as voters in county elections and from the owners of not less than 25 percent of the assessed valuation of the real property located in the area to be annexed. The resolution shall describe by a survey of courses and distances, and may also describe by landmarks and other well-known terms, the exact area proposed to be included in the change, and shall contain complete and detailed provisions as to the conditions and circumstances applicable to the change in boundaries and to the residents and property within the area to be annexed.

- (2) (i) The requirements of paragraph (1) for consent of resident voters and property owners do not apply if on or before January 1, 1983 the property to be annexed is:
- 1. Bounded on all sides by real property presently within the corporate limits of the municipality, and the entire area is to be included in the same annexation;

2. The size of the area does not exceed 1.5 percent of the present area of the municipal corporation; and
3. The number of residents in the area does not exceed 1 percent of the population of the municipal corporation.

(ii) A resolution of annexation under this paragraph is not subject to the referendum provisions of subsection (f) of this section.

(iii) The provisions of this paragraph shall be of no effect and may not be exercised after June 30, 1984.

(c) **Initiation by petition.**—The proposal for change also may be initiated by a written petition signed by not less than twenty-five per centum (25%) of the persons who reside in the area to be annexed and who are registered as voters in county elections in the precinct or precincts in which the territory to be annexed is located, and by the owners of not less than twenty-five per centum (25%) of the assessed valuation of the real property located in the area to be annexed. Upon the presentation of a petition to the legislative body of the municipal corporation, the presiding officer thereof shall cause to be made a verification of the signatures thereon and shall ascertain that the persons signing the petition represent at least twenty-five per centum (25%) of the persons who reside in the area to be annexed and who are registered as voters in county elections in the precinct or precincts in which the territory to be annexed is located, and the owners of twenty-five per centum (25%) of the assessed valuation of the real property located in the area to be annexed. Upon verifying that the requirements of this subsection have been complied with, the presiding officer of the legislative body shall promptly cause to be introduced therein a resolution proposing the change of boundaries as requested by the petition. The resolution in form and content shall conform to the requirements of this section.

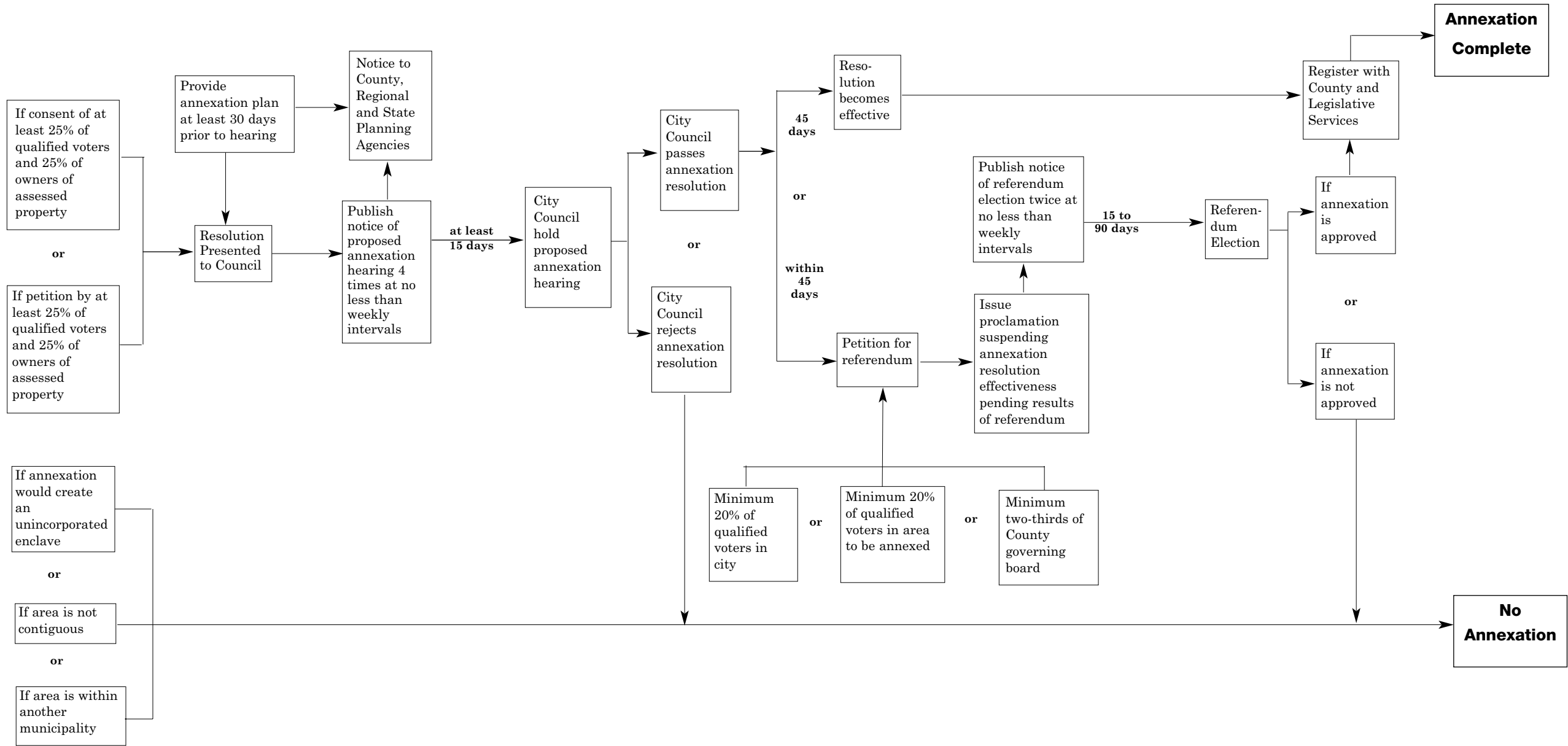
(d) **Notice and hearing.**—After the introduction of the resolution into the legislative body of the municipal corporation, the chief executive and administrative officer of the municipal corporation shall cause a public notice thereof to be published not fewer than four times or, if the total area to the proposed annexation is for 25 acres of land or less, not fewer than two times at not less than weekly intervals in a newspaper or newspapers of general circulation in the municipal corporation and the area to be annexed, briefly and accurately describing the proposed change and the conditions and circumstances applicable. The public notices shall specify a time and place at which a public hearing will be held by the legislative body on the resolution; the hearing shall be set for not less than 15 days after the fourth publication of the notices or, if the

total area of the proposed annexation is for 25 acres of land or less, not less than 15 days after the second publication of the notices, and shall be held either within the boundaries of the municipal corporation or within the area to be annexed. The public hearing may be continued or rescheduled for a subsequent time not to exceed 30 days from the day for which the meeting was originally scheduled, or the day on which the hearing commenced but was not completed. In the event of a continuation or rescheduling, a single public notice shall be given at least seven days prior to the continued or rescheduled date in a newspaper of general circulation in the municipal corporation and in the area whose annexation is to be discussed, briefly and accurately describing the property whose annexation is to be discussed, and specifying the day, time, and place of the public hearing. Immediately upon the first publication of the public notice, a copy of the public notice shall be provided to the governing body of the county and any regional and State planning agencies having jurisdiction within the county. Each of these agencies and jurisdictions shall have the first right to be heard at the scheduled public hearing, after which the hearing shall be open to the general public.

(e) **Enactment and effective date of resolution.**—Following the public hearing, the legislative body may proceed to enact the resolution, in accordance with the usual requirements and practices applicable to its legislative enactments. The resolution shall not become effective until at least forty-five (45) days following its final enactment.

(f) **Petition for referendum by residents of area to be annexed.**—At any time within the 45 day period following the final enactment of the resolution, a number of persons equal to not less than 20 percent of the persons who reside in the area to be annexed and who are registered as voters in county elections in the precinct or precincts in which the territory to be annexed is located may, in writing, petition the chief executive and administrative officer of the municipal corporation for a referendum on the resolution. Upon the presentation of a petition to the officer, he shall cause to be made a verification of the signatures thereon and shall ascertain that the persons signing the petition represent at least 20 percent of the persons who reside in the area to be annexed and who are registered as voters in county elections in the precinct or precincts in which the territory to be annexed is located. Upon verifying that the requirements of this subsection have been complied with, the officer shall by proclamation suspend the effectiveness of the resolution, contingent upon the results of the referendum.

Maryland Municipal Annexation Procedures





Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Laura Reams

Submitting Department: City Clerk

Item Type: Legislative

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

SUBJECT

Proposed Changes to City Election Policies (45 minutes)

HCC-97-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

N/A

ATTACHMENTS

[Ch. 8 Election Code Revisions Presentation_FINAL \(1\).pptx](#)

[Chapter 8 Revisions 10.11.18](#)

[Ethics Ordinance Amendment Re. Chapter 8 Changes 10.11.18\[67917\].docx](#)

[BOE Rules and Regulations 10.04.18 Clean.pdf](#)

Summary Background:

A joint meeting of the Election Board and Ethics Commission was held after the 2017 election to review the City Code. At this meeting, the stakeholders discussed lessons learned from the 2017 election and recommendations for improvements. The drafted legislation was reviewed and revised several times by both bodies and staff before coming forward to Council.

The proposed revisions to the City Election, Ethics Code, and the Board of Supervisors of Elections Rules and Regulations make each document easier to understand, aligns all documents to ensure cohesive policies, and includes recommended changes to improve voter and candidate experiences and facilitates fair and efficient City elections.

Next Steps:

Staff recommends that the City Council repeal and replace the existing Election Code with the proposed legislation, adopt a change to the Ethics Code, and adopt the Board of Supervisors of Elections Rules and Regulations.

A follow up discussion on all items is tentatively scheduled for November 5. Adoption of all documents is planned for later this Fall/Winter. A proposed adoption schedule can be found in the presentation.

Fiscal Impact:

N/A

City Administrator Comments:

Recommend Support

Community Engagement:

The presentation will be posted on the City's Speak Up site for feedback. Additionally, comments on the proposed legislation can be emailed to cityclerk@hyattsville.org.

The Clerk's Office will publish Candidate Packets and Election Guides for the 2019 Election.

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

Complete



CITY OF HYATTSVILLE

Elections and Ethics Code

Board of Supervisors of Elections Rules and Regulations

2018 Revisions

AGENDA

- Background
- Lessons Learned
- Goals
- Revision Highlights
- Election 2019 Sneak Peek
- Next Steps
- Open for Council Discussion



BACKGROUND

Election Code (Amended 2017)

- City-only Voter Registry
- Same Day Registration (SDR) (2019)
- Campaign Finance

Board of Supervisors of Elections (BOSE) Rules and Regulations (2012)

- Updates Required for City-only Registry, SDR, Complaint Process

Post Election 2017 Stakeholder Review (August 2017-2018)

- BOSE, Ethics Commission, Staff, and City Attorney



LESSONS LEARNED

- Generally, the Code Lacked Clarity and was Difficult to Follow
- Some Code Sections Belonged in the Rules and Regulations
- Some Penalties were Unenforceable
- Campaign Finance
 - Lacked Key Details and was Overly Complicated in Parts
 - Administrative Burden was High
- Ethics Code Inconsistent on Candidate Withdrawal Date



LESSONS LEARNED

- Enhancements Could be Made to Make Voting and Running for Elected Office Easier



GOALS

1. Facilitate Fair and Efficient Elections
2. Encourage Voter and Candidate Participation by Improving the Experience
3. Ensure Candidates Understand their Rights, Responsibilities, and Obligations in City Elections
4. Update Policies and Procedures in Accordance with City Code
5. Draft and Reorganize the Code for Easier Reading and Clarity



RECOMMENDED LEGISLATIVE ACTIONS

1. Repeal and Replace Election Code
2. Adopt Updated Board of Elections Rules and Regulations
3. Adopt Updated Ethics Code



REVISION HIGHLIGHTS

- Defining Roles and Terms
- Voter Experience Improvements
- Candidate Experience Improvements
- Campaign Finance
- Penalties



DEFINING ROLES & TERMS

- Revised Key Definitions for Clarity
 - Contributions and In-Kind Contributions
- Defining Roles:
 - Board of Supervisors of Elections
 - Ethics Commission
 - Review of Financial Disclosure Forms
 - Financial Advisor to the Board for the Review of Campaign Finance Reports



DEFINING ROLES & TERMS

- Campaign Treasurer
 - Detailed Duties and Authority
- City Clerk's Office
 - Administration and Record Keeping



VOTER EXPERIENCE IMPROVEMENTS

- Same Day Voter Registration
 - Authorized by Council in 2017 for Implementation in 2019
 - Added SDR Procedures to Rules and Regulations
- Permanent Vote-by-Mail (VBM)
 - Opt In Process
 - Voter may Revoke their Status at their Discretion
 - Procedures for Removal from Permanent VBM List



VOTER EXPERIENCE IMPROVEMENTS

- Updated Timeline for Delivery of Vote-by-Mail Ballots
- Removed Requirement to Cite Section of Code when Filing a Complaint



CANDIDATE EXPERIENCE IMPROVEMENTS

- Aligned Threshold Amounts in Election Code - \$1,000
 - Appointment of Campaign Treasurer
 - Requirement to Open a Campaign Bank Account
 - Requirement to File Finance Reports
- Affidavit of Limited Contributions and Expenditures
 - Candidates who will not Raise/Spend over \$1,000 can File an Affidavit for Exemption from the Above Listed Items.



CANDIDATE EXPERIENCE IMPROVEMENTS

- Percentage of Candidates with Contributions/Expenditures < \$1K
 - 2013: 70% (7 out of 10 Candidates)
 - 2015: 53% (8 out of 15 Candidates)
 - 2017: 42% (5 out of 12 Candidates)
- Streamlined Finance Reporting Schedule
- Clearly Defined Expectations for Finance Reports



CANDIDATE EXPERIENCE IMPROVEMENTS

- Added Candidate Withdrawal Deadline
 - Short Timeline to Account for VBM Ballots Printing
 - Update to Ethics Code Referencing Withdrawal Date



CAMPAIGN FINANCE

- Timeline for Submission and Correction of Reports
 - Eliminated Third Report
 - Adjusted Deadline for Annual Report
- Changed Report Terminology
 - “Final Report” to “Annual Report”
- Disposition of Surplus Campaign Funds
 - Affidavit and Report Required within 30 days, or by 1st Tues in Sept



CAMPAIGN FINANCE

- Documentation Requirement for Campaign Loans
 - Affidavit of Payment in Full Required within 30 Days
- Removed Requirement for Political Committees to File Reports
- Clarified Restrictions for Personal Use



PENALTIES

- Corrected Discrepancy in Penalties Section
- Revised Penalties
 - Failure to Appoint Campaign Treasurer: \$500
 - Failure to File Reports (Initial or Corrected) \$500
 - Failure to Open a Campaign Account: \$500
 - Failure to Appear at a Board Hearing: \$200
 - Willfully Violate a Provision of 8-36 (B) : \$1,000



PENALTIES

- Authority to Impose Fines for Each Day a Violation Continues
- Mitigating Circumstances Considered for Application of Penalties
- The Board may Refuse to Certify any Candidate who has Failed to File Required Reports, or has Consistently Failed to Observe Required Election Procedures



PENALTIES

- An Elected Candidate shall not be Seated, Sworn In, or Receive a Salary until all Reports Required by the Election and Ethics Code are Filed in Compliance with these Chapters



ELECTION 2019 – SNEAK PEEK

- Same Day Voter Registration
 - Implemented Early Voting and Election Day
 - Election Day SDR Planned for One Location with Voting for All Wards
- Candidate Engagement
 - Continuation of Candidate Information Sessions
 - Updated Candidate Guide



ELECTION 2019 – SNEAK PEEK

- Voter Engagement
 - Continue Successful VoteHVL Initiative
 - Registration Drives at City/Community Events, Local Schools, and Businesses
- Two Days of Early Voting
 - Continued Partnership with City Carnival
 - Pop Up Polls/VBM Locations



NEXT STEPS

- Schedule Leading to Adoption of Election/Ethics Code
 - Initial Presentation/Discussion: October 15
 - Follow Up Discussion: November 5
 - First Reading: November 19
 - Second Reading/Adoption: December 3
 - Effective Date: December 23



NEXT STEPS

- Schedule Leading to Adoption of Rules and Regulations
 - Initial Presentation/Discussion: October 15
 - Follow Up Discussion: November 5
 - Adoption: November 19
- Election Vendor Selection
 - Discussion: December 17
 - Action: January 7, 2019



NEXT STEPS

- Election 2019 Kickoff
 - Candidate Mailing: January 2019
 - Candidate Information Sessions: March 2019
 - Candidate Registration: February 25 – March 29
 - Early Voting: April 27 and May 4
 - Election Day: May 7
 - Seating of New Council: May 20



COUNCIL DISCUSSION



CITY OF HYATTSVILLE

ORDINANCE 2018-00

An ordinance whereby the City Council repeals and replaces, in its entirety, Chapter 8 of the Hyattsville Code to update, reorganize, and refine Chapter 8 to improve its overall clarity and better define the City's election policies and procedures.

WHEREAS, Maryland Annotated Code, The Local Government Article, Section 5-202 grants to municipal corporations of the State of Maryland, including the City of Hyattsville, the power to protect the health, comfort, and convenience of their citizens; and

WHEREAS, after the 2017 City election, the Mayor and City Council recognized that the City's election laws needed updating; and

WHEREAS, the Mayor and City Council deem it in the best interest of its citizens to update and clarify the elections Chapter to ensure that residents, City officials, and election participants alike can understand their rights, responsibilities, and obligations in City elections rules, to facilitate efficient and fair elections.

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Hyattsville in regular session assembled that Chapter 8 of the Hyattsville Code is hereby REPEALED in its entirety, and it is hereby REPLACED as follows:

Chapter 8

ELECTIONS

ARTICLE I

General Provisions

§ 8-1 Definitions.

§ 8-2 Powers and Duties of the Board of Supervisors of Elections.

ARTICLE II

General Election Procedures

§ 8-3 Election Day.

§ 8-4 Early Voting.

§ 8-5. Special Elections.

§ 8-6. Applications for Candidacy; Certification of Candidates; Withdrawal.

§ 8-7. Qualifications for Election Judges; Oath of Office.

1 **ARTICLE III**

2 **City Supplemental Voter Registry**

- 3 § 8-8. Supplemental Voter Registry.
4 § 8-9 Application and Procedure.
5

6 **ARTICLE IV**

7 **Provisional Ballots**

- 8 § 8-10. Eligibility for a Provisional Ballot
9 § 8-11. Application.
10 § 8-12. Locations and Procedure.
11 § 8-13. Canvass of Provisional Ballots.
12

13 **ARTICLE V**

14 **Vote-by-Mail Ballots**

- 15 § 8-14. General Provisions.
16 § 8-15. Applications for Vote-by-Mail Ballots.
17 § 8-16. Rejection or Approval of Applications for Vote-by-Mail Ballots.
18 § 8-17. Form and Contents of Vote-by-Mail Ballots and Related Materials.
19 § 8-18. Assistance in Marking Vote-by-Mail Ballots.
20 § 8-19. Delivery of Completed Vote-by-Mail Ballots.
21 § 8-20. Procedure for Canvassing Vote-by-Mail Ballots.
22 § 8-21. Records and Retention of Ballots and Related Materials.
23

24 **ARTICLE VI**

25 **Campaign Material and Other Persuasive Election Material**

- 26 § 8-22. Authority Lines.
27 § 8-23. Posting Campaign Materials.
28

29 **ARTICLE VII**

30 **Campaign Finance**

- 31 § 8-24. Appointment of a Treasurer.
32 § 8-25. Duties and Authority of a Campaign Treasurer.
33 § 8-26. Reports Required.
34 § 8-27. Filing Reports.
35 § 8-28. Form and Contents of Reports.
36 § 8-29. Review of Reports; Financial Advisors.
37 § 8-30. Campaign Accounts.

- 1 § 8-31. Restrictions on Campaign Contributions.
2 § 8-32. Restrictions on the Use of Campaign Funds.
3 § 8-33. Investigation of Campaign Finance Violations.
4

5 **ARTICLE VIII**

6 **Complaints**

- 7 § 8-34. Scope of Duty and Authority.
8

9 **ARTICLE IX**

10 **Enforcement, Prohibited Conduct, Penalties, and Appeals**

- 11 § 8-35. Enforcement.
12 § 8-36. Prohibited Conduct.
13 § 8-37. Penalties.
14 § 8-38. Appeals.
15

16 [HISTORY: Adopted by the Mayor and Council of the City of Hyattsville 12-1-69. Section 8-7C amended at time of adoption of Code;
17 see Ch. 1, amended 02-20-07 by HO-2007-03 General Provisions, Art. I. Other amendments noted where applicable.]

18 **GENERAL REFERENCES**

19 Registration, nominations and elections - See Charter, Art. IV.
20 Administration of government - See Ch. 4.
21 Code of Ethics - See Ch. 10.
22 Peace and good order - See Ch. 87.

23 **ARTICLE I**

24 **General Provisions**

25 **§ 8-1. Definitions.**

26 As used in this chapter, the following terms have the meanings indicated:

27 Board: Board of Supervisors of Elections for the City.

28 Campaign funds: Money that is contributed or loaned to a candidate.

29 Campaign material: Any material that: (1) contains text, graphics, or other images; (2) relates
30 to a candidate, a prospective candidate, or the approval or rejection of a question; and (3) is
31 published or distributed to anyone by, at the request of, or under the authority of, a candidate.

32 Candidate: Individual who seeks nomination for election, or seeks election, to City office.

33 Contribution: A donation, grant, or gift, or a promise to make a donation, grant, or gift, whether
34 money or in-kind, to any candidate or representative, with exception to certain loans as set
35 forth in this Chapter.

1 Contributor: Any person who makes a contribution.

2 Corporation: Any organization or entity that is formed or organized under the laws of
3 Maryland, the United States, or any other state or foreign government.

4 Domestic Partner: Means an individual who is in a “domestic partnership” with another person
5 that meets the requirements set forth in Maryland Code, § 6-101 of the Health--General Article,
6 which may be amended from time to time.

7 Early voting day: A day close to, but in advance of, Election Day on which the City Council
8 has authorized the polls to be open to qualified voters (referred to in the Charter, § C4-9 as
9 “advance voting day”).

10 Election: General or special elections, referenda, or other questions at any election held by the
11 City.

12 Election Day: The day on which voting for the offices of Mayor and Council and any other
13 included referenda is regularly scheduled to occur as set forth by the City Charter and § 8-3 of
14 this Chapter, which does not include special elections or early voting days.

15 Expenditure: Any transfer, disbursement, or promise of money or valuable thing, to include
16 in-kind expenditures, by a candidate, treasurer, or other agent of a candidate to promote or
17 assist in the promotion of the success or defeat of a candidate or proposition submitted to a
18 vote at any election.

19 Financial institution: Any bank licensed to receive deposits and make loans which is insured
20 by the Federal Deposit Insurance Corporation or a credit union insured by the National Credit
21 Union Insurance Fund.

22 In-kind contribution: The fair market value, which shall be the usual and normal charge of
23 anything of value other than direct contributions of money including goods, services for which
24 the contributor normally charges, and payments made on behalf of a candidate, except that
25 volunteering the contributor’s own time or use of a personal vehicle to a campaign shall not
26 constitute an in-kind contribution.

27 Political committee: Any combination of two (2) or more persons formed in any manner, which
28 independently collects or expends a cumulative amount of one hundred dollars (\$100.00) or
29 more to assist in the promotion of the success or defeat of any candidate or slate of candidates
30 for City elective office or any cause to be submitted to the voters.

31 Report: A report of expenditures, loans, and contributions received by any candidate.

32 Surplus campaign funds: Unexpended funds contributed to a candidate that remain after the
33 election is certified and all campaign debts, including all loans, have been paid.

34 Treasurer: Any person appointed by a candidate to receive or disburse money or other items
35 of value to promote or assist in the promotion of any candidate or proposition.

1 Vote-by-Mail: The process whereby voters make application for and submit completed ballots
2 by either mail or in-person drop-off at a location authorized by the Board.

3 **§ 8-2. Powers and Duties of the Board of Supervisors of Elections.**

4 A. Assistance from City Staff. In addition to any power, duty, or responsibility provided in
5 the City Charter, the Board may obtain the assistance and support of City staff, with the
6 approval of the City Administrator, to aid the Board in its official duties.

7 B. Administration and record-keeping. In addition to any power, duty, or responsibility
8 provided in the City Charter, the Board shall have the authority to direct the City Clerk in:

9 (1) Issuing and maintaining all election records in a separate filing system provided by the
10 City; and

11 (2) Keeping, maintaining, administering, and updating the City Supplemental Voter
12 Registry and accepting, examining, and, as appropriate, approving registration applications
13 for the Supplemental Voter Registry.

14 C. Campaign finance. The Board shall have authority to provide, receive, review, campaign
15 reports and certify that campaign reports are timely and complete as outlined in this Chapter,
16 and the Board may delegate some or all of these responsibilities.

17 D. Election duties. In addition to any power, duty, or responsibility provided in the City
18 Charter, the Board shall:

19 (1) Provide for the nominations for elected City officers;

20 (2) Verify the eligibility of election candidates and certify eligible candidates;

21 (3) Select and train election judges to assist in the operation of the polling places for City
22 elections;

23 (4) Issue the official election ballot;

24 (5) Provide a form for the certificate of polling place challengers and watchers;

25 (6) Provide for voting by Vote-by-Mail ballot and provisional ballot;

26 (7) Prescribe and print or obtain all necessary election forms and related materials in
27 sufficient time for their respective use, including applications for candidacy, Vote-by-Mail
28 applications, Vote-by-Mail ballots, voter instructions, ballot envelopes, and related
29 affidavits and statements as the Board deems necessary;

30 (8) Oversee the operations of the polling places;

31 (9) Validate the authenticity of returned Vote-by-Mail ballots and completed provisional
32 ballots;

1 (10) Certify all election results; and

2 (11) Provide for recount of ballots.

3 E. Enforcement and review. In addition to any power, duty, or responsibility provided in the
4 City Charter, the Board shall:

5 (1) Administer and enforce all election laws;

6 (2) Conduct administrative review of complaints as set forth in Article VIII of this Chapter;
7 and

8 (3) Delegate the investigation and review of violations of Article VII to the City Ethics
9 Commission per Chapter 10, § 10-1 of the City Code.

10 **ARTICLE II**

11 **General Election Procedures**

12 **§ 8-3. Election Day.**

13 Elections, other than special elections, shall be held on the first Tuesday in May of each year
14 an election for Mayor and/or Council regularly occurs. Polls shall be open to qualified voters
15 and public notice provided in accordance with C4-9 of the City Charter.

16 **§ 8-4. Early Voting.**

17 A. The City Council or Board may provide for one or more early voting days in any election.

18 B. Any early voting day shall be held no more than fifteen (15) days prior to the Election Day
19 established in § 8-3 of this Article.

20 C. On a designated early voting day, the polls shall be open to qualified voters at the times and
21 places specified and advertised by the Board, which shall be open a minimum of eight (8) hours
22 if early voting is conducted on a Saturday and at least four (4) hours if early voting is conducted
23 on any other day of the week.

24 **§ 8-5. Special Elections.**

25 A. Generally. In addition to regularly scheduled elections, other special elections shall be held
26 to resolve tie votes in any election and/or to fill vacancies that arise a substantial amount of
27 time before the next regularly scheduled election, which shall be conducted pursuant to this
28 Section.

29 B. Runoff elections.

30 (1) If, in any election directed by the Charter, any two (2) or more candidates for the office
31 of Mayor or Councilmember who have received the highest number of votes receive an

1 equal number of votes, or the vote upon any binding referendum results in a tie, a runoff
2 special election between these candidates and/or tied referenda shall be ordered and
3 conducted by the Board.

4 (2) Any runoff special election required by Paragraph (1) of this Subsection shall be held
5 within seventy-five (75) days of the election in which the tie vote occurred, shall include
6 those offices for which the equal number of votes was cast or referendum questions which
7 resulted in a tie vote.

8 C. Special elections to fill vacancy.

9 (1) If, at any point the office of Mayor and/or one or more seats on the Council become
10 vacant, the Board shall, at the direction of the Council, conduct a vacancy special election
11 to fill the vacancies.

12 (2) Except as provided in the City Charter, any special election shall be held within
13 seventy-five (75) days of the date the vacancy was created.

14 (3) Notwithstanding any other provision of this Subsection, no special election to fill a
15 vacancy shall be held if the special election can be conducted on any day that is within one
16 hundred fifty (150) days of any regularly scheduled City election, and the office shall
17 remain vacant until the regularly scheduled City election.

18 D. Combination special elections. If, in the event that an additional seat on the Council
19 becomes vacant after a general election, but before a necessary runoff special election is held
20 pursuant to Subsection (B) of this Section, the Board may extend the time for the runoff special
21 election to any day within seventy-five (75) days of the date the vacancy was created and both
22 the runoff and the vacancy elections shall be conducted at the same time.

23 **§ 8-6. Applications for Candidacy; Certification of Candidates; Withdrawal.**

24 A. All individuals wishing to have their name included on a ballot as a candidate for the offices
25 of Mayor or Councilmember shall:

26 (1) file an application for candidacy on a form prescribed by the Board on or before 5:00
27 p.m. on the last Friday in March in the year that the election is to be held;

28 (2) comply with any financial disclosure requirements of Chapter 10, § 10-9 of the City
29 Code.

30 B. The Board shall timely review all applications for candidacy and conduct any necessary
31 investigations to determine the eligibility of each applicant for candidacy, including verifying
32 that candidates are residents of the City.

33 C. The Board may refuse to certify for candidacy any individual who, in any previous election,
34 failed to file all reports required by this Chapter or has repeatedly or consistently failed to
35 observe required election procedures.

1 D. The Board shall consider any mitigating circumstances in ruling on whether to certify an
2 application for candidacy.

3 E. Candidates may withdraw their candidacy at any time on or before the Monday following
4 the filing deadline for applications for candidacy set forth in this Section. Any candidate who
5 withdraws shall file a disposition of funds report.

6 **§ 8-7. Qualifications for Election Judges; Oath of Office.**

7 A. All Election Judges appointed by the City Council or by the Board shall be registered voters
8 of the City.

9 B. All persons listed in Subsection (A) of this Section shall, before engaging in their duties,
10 take the oath set forth in § C12-1 of the City Charter and Article I, § 9 of the Maryland
11 Constitution.

12 **ARTICLE III**

13 **City Supplemental Voter Registry**

14 **§ 8-8. Supplemental Voter Registry.**

15 A. The City Clerk shall maintain a supplemental voter registry of qualified voters who are not
16 registered to vote pursuant to the State Universal Registration Act at the direction of the Board.

17 B. Any person qualified to vote in a City election and who is not registered to vote pursuant to
18 the State Universal Registration Act is eligible to register for the City Supplemental Voter
19 Registry.

20 C. Upon satisfaction of the application requirements as set forth in this Article, the City Clerk
21 shall register the applicant on the City Supplemental Registry unless otherwise directed by the
22 Board.

23 **§ 8-9. Application and Procedure.**

24 A. Any qualified person who wishes to be placed on the City Supplemental Voter Registry
25 shall complete and submit an application to the Board.

26 B. Each City Supplemental Voter Registry application shall include, and each applicant shall
27 be required to provide:

28 (1) the applicant's full name;

29 (2) the address of the applicant's primary residence;

30 (3) a declaration that the applicant meets the qualifications to vote in a City election as set
31 forth in § C4-1 of the City Charter;

1 (4) a statement executed under the penalties of perjury declaring that all of the information
2 included in the application is true to the best of the applicant's knowledge; and

3 (5) the applicant's signature.

4 C. In addition to the statements set forth in Subsection (B) of this Section, applicants are
5 required to show proof of identity, age, and residency within the City.

6 D. Notwithstanding Subsection (C) of this Section, if the applicant is unable to provide
7 sufficient documentary proof, the Board may waive one or more of those requirements if the
8 applicant provides an additional affidavit executed under the penalties of perjury, stating that
9 the applicant does not currently possess documentation that could be used to prove identity,
10 age, and/or residency.

11 **ARTICLE IV**

12 **Provisional Ballots**

13 **§ 8-10. Eligibility for a Provisional Ballot.**

14 An individual is eligible to cast a provisional ballot if:

15 A. The individual declares in a written affirmation under oath submitted with the
16 provisional ballot that the individual is a registered voter in the State or the City and is
17 eligible to vote in that election; and

18 B.(1) The individual's name does not appear on the City's election register or list of
19 voters; or

20 (2) An election official asserts the individual is not eligible to vote.

21 **§ 8-11. Application.**

22 Before an individual may cast a provisional ballot, the individual shall:

23 A. Complete and sign the provisional ballot application prescribed by the Board of
24 Supervisors of Elections; and

25 B. Be provided a data sheet on how the individual may obtain information on whether the
26 provisional vote was counted or not counted and the reasons therefore.

27 **§ 8-12. Locations and Procedure.**

28 A. An eligible voter who completes an application shall be issued and may cast a provisional
29 ballot at a polling location on Election Day or at an early voting location during early voting.

1 B. When cast, a provisional ballot shall either be enclosed in an envelope and secured in a
2 locked box designated for such ballots or stored in an electronic format as specified by the
3 Board.

4 **§ 8-13. Canvass of Provisional Ballots.**

5 A. The Board shall adopt regulations regarding the handling and canvassing of provisional
6 ballots.

7 B. The envelope of a provisional ballot shall not be opened until the Board has approved the
8 provisional ballot application for that ballot.

9 C. The Board may not reject a provisional ballot except by unanimous vote.

10 D. The Board shall reject a provisional ballot if:

11 (1) The individual is not qualified to vote in the election;

12 (2) The individual failed to sign the oath on the provisional ballot application;

13 (3) The individual cast more than one (1) ballot for the same election; or

14 (4) The provisional ballot is marked by an identifying mark that is clearly evident and can
15 be used to identify the ballot.

16 E. The Board shall establish a system that permits individuals who have cast provisional ballots
17 to determine whether their ballot was counted.

18 **ARTICLE V**

19 **Vote-by-Mail Ballots**

20 **§ 8-14. General Provisions.**

21 A. Any person qualified to vote in any election may use a Vote-by-Mail ballot pursuant to the
22 provisions of this Article.

23 B. Subject to the provisions set forth in § 8-14. E., voters that have applied for and received a
24 Vote-by-Mail ballot may only vote in that election by Vote-by-Mail ballot and are prohibited
25 from voting in person at any polling place for that election.

26 C. No Vote-by-Mail ballot, completed or otherwise, shall be handled or delivered by a
27 candidate or any individual volunteering or working for a candidate, except for their own ballot
28 or that of their immediate family member or a member of their household.

29 D. No person may cast a vote using a Vote-by-Mail ballot that was issued by the City for
30 another person.

1 E. Voters may choose to Vote-by-Mail permanently by completing the required form
2 provided by the City Clerk's office. The form must be submitted to the City Clerk no less than
3 10 days before any City election. The City Clerk shall maintain a list of all permanent Vote-
4 by-Mail voters. Any permanent Vote-by-Mail voter may revoke their status as a permanent
5 Vote-by-Mail voter at any time. The City Clerk shall remove from the list any permanent
6 Vote-by-Mail voter who has not voted in three consecutive election cycles.

7 **§ 8-15. Applications for Vote-by-Mail Ballots.**

8 A. Printed forms of applications for Vote-by-Mail ballots in accordance with the requirements
9 of this Chapter shall be provided by the Board and shall be available to any qualified voter.

10 B. A qualified voter desiring to vote at any election with a Vote-by-Mail ballot shall make an
11 application, in writing, to the Board prior to the deadline established in Subsection (D) of this
12 Section.

13 C. Applications for Vote-by-Mail ballots shall include the following:

14 (1) the applicant's name and residence address, including the street and number;

15 (2) a statement indicating that the applicant is a qualified voter at the residence address
16 given;

17 (3) whether the ballot should be held for pick-up at the City Municipal Building or mailed
18 to the applicant, and if mailed, the address to which the ballot is to be delivered if different
19 from the applicant's resident address;

20 (4) an affidavit executed under the penalties of perjury stating that all of the information
21 included in the application is true to the best of the applicant's knowledge; and

22 (5) the applicant's signature.

23 D. Application deadlines. (1) Applications that request a ballot be held for pick-up at the City
24 Municipal Building shall be filed with the Board no later than 10:00 a.m. on the last day the
25 City offices are open for regular business before Election Day.

26 (2) Applications that request delivery of a ballot by mail shall be filed with the Board no
27 later than the close of business ten (10) days prior to Election Day.

28 **§ 8-16. Rejection or Approval of Applications for Vote-by-Mail Ballots.**

29 A. Review of applications. (1) The Board shall review and approve or reject all Vote-by-Mail
30 applications as soon as reasonably practicable and without delay.

31 (2) All applications that request delivery of a Vote-by-Mail ballot by mail shall be approved
32 or rejected no later than seven (7) days prior to Election Day.

1 B. Rejection of applications. (1) The Board shall reject any application for a Vote-by-Mail
2 ballot if:

3 (a) the application is not filed before the applicable deadline;

4 (b) the application is missing any of the information required by § 8-15 of this Article;

5 (c) the applicant is not eligible to vote;

6 (d) the Board has already granted a previous application filed by that applicant; or

7 (e) the voter has already voted in person on an early voting day.

8 (2) The Board may not reject the Vote-by-Mail application of any person except by
9 unanimous vote.

10 (3) If a Vote-by-Mail application is rejected, the Board shall promptly notify the applicant
11 of the reason(s) therefore.

12 C. Approval of applications; delivery of Vote-by-Mail ballots. (1) If an application is not
13 rejected under Subsection (B) of this Section, the Board shall, as soon as reasonably
14 practicable, mail the applicant's ballot or make the ballot available for pickup at the office of
15 the Board if the applicant so indicated on their application.

16 (2) The Board shall mail all ballots that approved applicants have requested to be delivered
17 by mail no later than seven (7) days prior to Election Day.

18 (3) If the applicant is entitled to free postage privileges under any federal law, rule, or
19 regulation, the Board shall take full advantage of these privileges.

20 (4) Not more than one (1) Vote-by-Mail ballot may be mailed or provided to any applicant
21 unless the Board has reasonable grounds to believe that the Vote-by-Mail ballot previously
22 mailed has been lost, destroyed, or spoiled.

23 (5) Upon the mailing or delivery of a Vote-by-Mail ballot, the Board shall:

24 (a) remove the approved applicant's voter record card from the precinct binder and
25 place it in a separate binder marked "Registered Vote-by-Mail Voters," which shall be
26 retained in the office of the City Clerk; and

27 (b) place a marker in the regular precinct binder that indicates the voter's name, that a
28 Vote-by-Mail ballot has been mailed or delivered, and the date on which the ballot was
29 sent or delivered.

30 **§ 8-17. Form and Contents of Vote-by-Mail Ballots and Related Materials.**

31 A. The Board shall prescribe the size, form, arrangement, and printed contents of Vote-by-Mail
32 ballots, except that all such ballots shall:

(1) be in paper form;

(2) display the heading “Vote-by-Mail Ballot” printed in large letters in a clear space at the top of each paper ballot;

(3) display the following instructions printed in large letters in a clear space below the ballot heading: “Mark ballot by placing X in proper blank after each candidate or question. Do not erase or make identifying marks.”;

(4) clearly display the applicable election ward;

(5) list candidates by office and then alphabetically by last name within each office; and

(6) list referendum questions following the listing of candidates for all offices.

B. The Board shall prescribe the size, form, arrangement, and printed contents of the following materials, which shall be included with every Vote-by-Mail ballot:

(1) Vote-by-Mail ballot material envelopes, providing for a covering envelope, a ballot envelope, and a return envelope;

(2) printed instructions for the marking and casting of Vote-by-Mail ballots; and

(3) a certification of assistance form.

§ 8-18. Assistance in Marking Vote-by-Mail Ballots.

A. Any qualified voter who is unable to mark their own ballot due to a physical disability may receive assistance in marking a Vote-by-Mail ballot.

B. Any person assisting another voter in the marking of a Vote-by-Mail ballot shall complete the required certification of assistance included with the ballot, which shall be executed under the penalties of perjury and returned with the completed ballot.

§ 8-19. Delivery of Completed Vote-by-Mail Ballots.

Completed Vote-by-Mail ballots may be delivered:

A. by mail to the address designated by the Board; or

B. by hand to any of the following:

(1) the City Clerk’s office during normal business hours;

(2) the Board or a chief election judge during voting hours at any polling place on any Election Day or early voting day; or

(3) the Board at any other place and time designated by the Board.

1 **§ 8-20. Procedure for Canvassing Vote-by-Mail Ballots.**

2 A. Time for opening or unfolding ballots. The Board shall not open or unfold any Vote-by-
3 Mail ballot at any time before the closing of the polls and the beginning of the canvass of the
4 ballots.

5 B. Procedure generally. (1) Immediately following the canvass of the votes cast at the regular
6 voting places in the City on Election Day, the Board shall meet at the City Municipal Building
7 and shall proceed to count, certify, and canvass the Vote-by-Mail ballots contained in the ballot
8 envelopes received before the closing of the polls on Election Day.

9 (2) This canvass shall be conducted by ward in accordance with the applicable provisions
10 of § C4-11 of the City Charter.

11 (3) All Vote-by-Mail voters' applications, certifications, ballot envelopes, and ballots shall
12 be kept separate and apart from other ballot types and election materials.

13 (4) Before opening any ballot, the Board shall inspect the ballot and determine the
14 following:

15 (a) that the provisions for filling out and signing the oath on the outside of the ballot
16 envelope have been substantially complied with;

17 (b) that the voter is entitled to vote under this Chapter in a ward of the City; and

18 (c) that the voter has not already voted on Election Day.

19 (5) If the Board is satisfied that a ballot meets all of the criteria set forth in Paragraph (4)
20 of this Subsection, the Board shall open the ballot envelope, remove the ballot therefrom,
21 place the ballot in a Vote-by-Mail ballot box, and enter in the appropriate register the fact
22 that the voter whose name appears thereon has voted, using the initials "VBM" to indicate
23 the vote has been by a Vote-by-Mail ballot.

24 C. Rejection of Vote-by-Mail ballots. (1) The Board may reject a Vote-by-Mail ballot only by
25 unanimous vote of the entire Board.

26 (2) Vote-by-Mail ballots may be marked by any kind of pencil or ink so long as it permits
27 the Board to ascertain the voter's unambiguous choices.

28 (3) Vote-by-Mail ballots shall be rejected and not counted if:

29 (a) the ballot was received by the Board after the closing of the polls on Election Day;

30 (b) the voter's oath is not sufficiently executed;

31 (c) there is more than one (1) ballot in the ballot envelope, in which case all shall be
32 rejected;

33 (d) the ballot was cast by a person not eligible to vote;

1 (e) the voter has already voted in person;

2 (f) the voter has marked more choices than is permissible for a specific contest or the
3 ballot is marked in a manner that makes the voter's choice(s) ambiguous, in which case
4 the Board shall invalidate only the vote(s) for the specific contest(s) that are improperly
5 or ambiguously marked and shall not invalidate the remainder of the ballot, which shall
6 be counted, certified, and canvassed unless rejected for another reason;

7 (g) the Board receives from the same person before the closing of the polls on election
8 day more than one (1) Vote-by-Mail ballot, in which case the Board shall count, certify,
9 and canvass only the Vote-by-Mail ballot with the earliest date and the other shall be
10 rejected, or, if both are undated or dated the same, both ballots shall be rejected;

11 (h) the ballot contains a vote for a person who has ceased to be a candidate, in which
12 case the Board shall invalidate only that vote for that specific contest and shall not
13 invalidate the remainder of the ballot, which shall be counted, certified, and canvassed
14 unless rejected for another reason; and/or

15 (i) the Board determines that the voter has died before Election Day as set forth in
16 Subsection (D) of this Section.

17 D. Death of a Voter. (1) Whenever the Board determines from proof of investigation that any
18 person who has cast a Vote-by-Mail ballot has died before Election Day, the Board shall not
19 count the ballot of the deceased voter, but it shall be preserved with the rest of the canvassed
20 ballots pursuant to § 8-21 of this Article.

21 (2) Notwithstanding Paragraph (1) of this Subsection, if, at or before the time of counting
22 and canvassing, the Board has not determined that a person who cast a Vote-by-Mail ballot
23 had died before Election Day, that voter's ballot shall be counted, and the fact that the voter
24 may later be shown to have been actually dead on Election Day shall not invalidate the
25 ballot or the election.

26 **§ 8-21. Records and Retention of Ballots and Related Materials.**

27 A. The Board shall keep, pursuant to the City's Record Retention Policy, a record of
28 Vote-by-Mail applications and shall retain Vote-by-Mail ballots, ballot envelopes,
29 certifications, and applications received.

30 B. The records retained pursuant to this Section shall be made available for examination by
31 any registered voter or as the Maryland Public Information Act or other State or federal law
32 may require or prohibit such disclosure.

ARTICLE VI

Campaign Material and Other Persuasive Election Material

§ 8-22. Authority Lines.

A. Except as otherwise provided in this section, each item of campaign material shall contain an authority line, set apart from any other message, that states the name, title, and address of the person responsible for the publication or distribution of the same, except that an address need not be included if the responsible person is registered with the City Clerk.

B. Any material that is published or distributed in support of, or in opposition to, a candidate, referendum, or election question without being directly or indirectly authorized by the candidate as provided in this Section shall include the following statement: "Authorized and paid for by (name of payer or any organization affiliated with the payer). This message has not been authorized or approved by any candidate."

C. The provisions of this Section apply to all campaign materials, including those that are distributed and published electronically and through social media.

D. Notwithstanding any other provision in this Section, material need not contain an authority line if the item is too small to include all the information required by this Section in a legible form, except that reasonable effort shall be made to include as much legible information as possible, even if in truncated form.

§ 8-23. Posting Campaign Materials.

The posting or display of campaign materials, including, but not limited to, signs, clothing, flyers, and other displays, shall be conducted in compliance with any applicable federal, state, and local laws.

ARTICLE VII

Campaign Finance

§ 8-24. Appointment of a Treasurer.

A. Each candidate shall appoint one (1) treasurer and shall file the name and address of the treasurer, together with the treasurer's acceptance of the appointment in writing, on a form provided by, and returned to, the City Clerk prior to the filing deadline for candidacy set forth in § 8-6 of this Chapter.

B. In the event of the resignation of an appointed treasurer, the candidate must immediately inform the Board and shall within seventy-two (72) hours appoint a new treasurer and so inform the Board in writing.

1 C. A candidate may serve as treasurer so long as the candidate has not received and does not
2 intend to receive total contributions of more than one thousand dollars (\$1000.00), excluding
3 contributions to a candidate's campaign if made by a candidate or the candidate's spouse or
4 domestic partner.

5 D. In the event the contributions exceed the amount in Subsection (C) of this Section, the
6 candidate must, within two (2) days, report such to the City Clerk, appoint a treasurer, and file
7 the appropriate form(s).

8 E. The Board or the Clerk shall promptly send a written notice to any candidate who is required
9 to appoint a treasurer but who fails to do so. Such notice shall also be posted on the City's
10 website and on the City's bulletin board.

11 **§ 8-25. Duties and Authority of a Campaign Treasurer.**

12 A. All campaign assets shall be delivered to, and maintained by, a candidate's treasurer.

13 B. No campaign assets may be disbursed or disposed of by any person other than the treasurer.

14 C. Treasurers are responsible for timely filing reports as required by this Chapter.

15 D. The duties of a treasurer may not be transferred or delegated to another person, except that
16 a candidate may simultaneously be a candidate and serve as treasurer pursuant to § 8-24(C) of
17 this Article.

18 **§ 8-26. Reports Required.**

19 A. The treasurer for each candidate for the office of Council or Mayor, or the candidate serving
20 as their own treasurer, shall file reports in accordance with this Article.

21 B. Notwithstanding any other provision in this Article, a candidate is not required to file reports
22 otherwise required by this Article if the candidate files an Affidavit of Limited Contributions
23 and Expenditures averring that the candidate will not accept campaign contributions in excess
24 of one thousand dollars (\$1000.00) cumulatively or make expenditures in excess of one
25 thousand dollars (\$1000.00) cumulatively.

26 C. The City Clerk shall make all reports and/or affidavits filed pursuant to this Article available
27 for examination by any member of the public.

28 D. Any report filed with the City as required by this Chapter shall also be filed with the State
29 Board of Elections as required by State law, including pursuant to Maryland Code, § 4-108.2
30 of the Local Government Article, which may be amended from time to time.

31 E. A candidate shall not be seated and sworn as an elected official and shall not receive a salary
32 until all reports required by this Chapter are filed in substantial compliance with the
33 requirements of this Chapter as well as all reports required by the City's Ethics Ordinance.

1 **§ 8-27. Filing Reports.**

2 A. Reports required by this Article shall be filed pursuant to the following schedule:

3 (1) Initial Report: An initial report shall be filed on the twenty-first (21st) day proceeding
4 Election Day.

5 (2) Second Report: A second report shall be filed on the seventh (7th) day preceding
6 Election Day.

7 (3) Annual Reports: An annual report shall be filed on or before the first Tuesday in
8 September of each year until the cash balance, unpaid bill(s), or deficit is eliminated and a
9 final annual report reflecting the disposition of funds is filed with the City Clerk's Office
10 per § 8-32.

11 (4) Corrected Reports: Corrected reports shall be filed in the time frame established in
12 § 8-29(B) of this Article.

13 B. Reports must be filed with the office of the City Clerk by 1:00 p.m. on the day they are due.

14 C. The City Clerk shall promptly send a written notice to any candidate and the candidate's
15 treasurer who fails to timely file a campaign finance report. Such notice shall also be posted
16 on the City's website and on the City's bulletin board.

17 **§ 8-28. Form and Contents of Reports.**

18 A. All reports shall be made on forms or in a format provided by the City Clerk and approved
19 by the City Attorney.

20 B. Each report shall include the information set forth in Subsection C of this Section that
21 occurred during the following time frames:

22 (1) The initial report shall include information from the preceding election, or the most
23 recent annual report, if applicable, up to and including the full day before the filing of the
24 initial report.

25 (2) All other reports shall include information starting from the full day that the previous
26 report was filed up to and including the full day before the filing of the current report.

27 C. Each report filed shall include:

28 (1) the total and individual amounts of all contributions the candidate or candidate's
29 treasurer received;

30 (2) the total and individual amounts of all expenditures which the candidate or candidate's
31 treasurer, or any person acting on their behalf made;

32 (3) receipts and/or other documentation for all expenditures reported, which shall include
33 dates, amounts, and information to identify each contributor and recipient of funds;

(4) the total and individual amounts of all loans the candidate or candidate's treasurer received;

(5) documentation indicating the nature, terms, and status of each loan; and

(6) any balance from the prior reporting period.

D. Notwithstanding any other provision in this Article, a report need not itemize the campaign contributions made by the candidate or the candidate's spouse or domestic partner but may aggregate these contributions under one line or total.

E. Unless otherwise provided by the Board, all reports shall be executed under the penalties of perjury by the treasurer of the candidate or by the candidate if the candidate is not required to have a treasurer.

§ 8-29. Review of Reports; Financial Advisors.

A. Responsibility to ensure accurate reporting. The Board is responsible for ensuring that all forms and campaign finance reports are in substantial compliance with this Chapter.

B. Notification and correction of deficient reporting. (1) If the Board or their designee discovers a reporting inaccuracy or other deficiency in a report filed pursuant to this Article, it shall notify in writing the candidate and the treasurer of the candidate, if any, and a corrected report shall be filed by the treasurer within:

(a) forty-eight (48) hours after the City Clerk sends notice if the report to be corrected was filed pursuant to Paragraphs (1) or (2) of § 8-27(A) of this Chapter; or

(b) seven (7) days after the City Clerk sends notice if the report to be corrected is an annual report required to be filed pursuant to Paragraph (3) of § 8-27(A) of this Chapter.

(2) Failure to file a corrected report within applicable time established by this Subsection shall render the report overdue and may result in penalties pursuant to Article IX of this Chapter.

(3) Notwithstanding any other provision of this Subsection, if the inaccuracy or deficiency in a report is de minimis or other good cause is shown, the Board may, with or without a hearing, waive the inaccuracy or deficiency and the requirement to file a corrected report.

C. Financial advisors. (1) The Board may appoint one or more individuals with some expertise in reading financial statements to aid the Board in reviewing reports filed pursuant to this Article.

(2) The Board may direct financial advisor(s) to:

(a) promptly review all reports filed pursuant to this Article;

(b) notify the candidate, treasurer, and/or Board of any irregularities, discrepancies, or errors the reports;

(c) recommend actions to the Board, if any.

§ 8-30. Campaign Accounts.

If contributions received by a candidate exceed a total of one thousand dollars (\$1000.00), all campaign funds must be deposited into one account opened with a financial institution and such funds shall not be commingled with any other funds or accounts.

§ 8-31. Restrictions on Campaign Contributions.

A. Maximum contribution. No candidate or treasurer may accept from a single person, and no person may give or promise to any single candidate, contributions that total over five hundred dollars (\$500.00) per election.

B. Candidate and spouse or domestic partner contributions and loans. (1) The contributions or loans of a candidate or the candidate's spouse or domestic partner to the candidate's own campaign shall not be subject to, or included in, the dollar limitations set forth in this Section.

(2) Any contributions or loans made by a candidate or candidate's spouse or domestic partner to the candidate's own campaign shall pass through the candidate's campaign account, if any, and be reported, however, they need not be itemized and can be aggregated under one line or total.

C. Contributions from prohibited persons. No candidate shall knowingly accept or solicit a contribution from:

(1) an anonymous contributor;

(2) a corporation, including labor unions and political committees;

(3) a person making a contribution in the name of another; or

(4) a foreign national, which includes:

(a) a person outside of the United States who is not a citizen of the United States;

(b) an individual within the United States who is not a citizen of the United States and who is not lawfully admitted for permanent residence;

(c) a government of a foreign country;

(d) a political party of a foreign country;

(e) any partnership, association, corporation, organization, or other combination of persons organized under the laws of, or having its principal place of business in, a foreign country; or

1 (f) any other foreign person that is prohibited from making contributions by federal
2 law, including 52 U.S.C. § 30121 and 11 CFR 110.20, which may be amended from
3 time to time.

4 D. If any candidate or treasurer receives a contribution prohibited by this Section, that
5 candidate shall either return the contribution to the contributor promptly or shall forfeit that
6 contribution to the City promptly, which forfeiture may be used for any public purpose.

7 E. Campaign loans. (1) Except as set forth in Subsection (B) of this Section, the total amount
8 of all loans to a candidate for any election shall not exceed five thousand dollars (\$5,000.00),
9 and no one person or entity may loan a candidate more than one thousand dollars (\$1000.00).

10 (2) A loan to a candidate is considered a contribution unless:

11 (a) the loan is from a financial institution or other entity in the business of making
12 loans; or

13 (b) the loan is to the candidate and repayment is personally guaranteed by the candidate
14 and is due within one year of the date of the loan.

15 (3) If the amount of interest actually charged on a loan to a candidate is less than the prime
16 rate on the day the loan is made, the difference between the actual interest charged and that
17 prime rate shall constitute a contribution.

18 (4) All campaign loans shall be documented on campaign finance reports in a format
19 provided by the City Clerk and approved by the City Attorney.

20 **§ 8-32. Restrictions on the Use of Campaign Funds.**

21 A. Personal use of campaign funds prohibited. (1) No candidate may use campaign funds for
22 any personal use, which is an obligation or expense of any person that would exist irrespective
23 of the campaign of a candidate.

24 (2) Personal use includes, but is not limited to:

25 (a) household food items or supplies;

26 (b) clothing, other than items of de minimis value that are used in the campaign
27 (examples of de minimis campaign clothing include, but are not limited to, campaign
28 logo “T-shirts” and caps with campaign slogans);

29 (c) mortgage or rent payments for the personal residence or property of a candidate or
30 the candidate’s family;

31 (d) vacations;

32 (e) tickets or admission to entertainment, such as a concert or theater performance; and

- 1 (f) salary payments to a member of the candidate's family.
- 2 B. Campaign funds may not be utilized in any election other than one held by the City.
- 3 C. Cash withdrawals are prohibited.
- 4 D. Campaign funds shall not be used to pay a fine for a violation of this Chapter.
- 5 E. No person other than a candidate, treasurer, or other agent with specific written authorization
6 by the candidate shall make an expenditure from any campaign account.
- 7 F. Retention and disposition of surplus funds. (1) After an election, surplus funds may be
8 retained and may be used by the candidate in any election to support the candidate's election
9 or reelection to any City office. The candidate and the candidate's treasurer shall meet all
10 applicable requirements of this Chapter with respect to maintaining and accounting for the
11 surplus funds including, but not limited to filing all annual reports. (2) The candidate may
12 also choose to dispose of surplus funds in accordance with § 8-32F(2)(a) – (d).
- 13 (a) Returned, pro rata, to the contributors by the treasurer;
- 14 (b) Paid to a charitable organization registered or exempt from registration pursuant to
15 Maryland Code, Title 6 of the Business Regulation Article, which may be amended
16 from time to time;
- 17 (c) Paid to a local board of education or to a recognized nonprofit organization
18 providing services or funds for the benefit of pupils or teachers; and/or
- 19 (d) Paid to any public or private institution of higher education in the State for
20 scholarship or loan purposes.
- 21 (3) Except where surplus campaign funds are returned to contributors, such funds shall not
22 be converted to personal use.
- 23 (4) Candidates or their treasurers shall make a record of all dispositions of surplus
24 campaign funds.
- 25 (5) Within 30 days of the disposition of all of a candidate's surplus funds, or on or before
26 the first Tuesday in September following the complete disposition of the candidate's
27 surplus funds, whichever is earlier, the candidate or the candidate's treasurer shall file:
- 28 (a) an annual report as set forth in § 8-27(A)(3) and 8-28 of this Article VII; and
- 29 (b) an affidavit with the City Clerk stating that the campaign accounts are closed and
30 detailing how the funds were distributed.
- 31 (c) Within 30 days of paying off a campaign loan, a candidate shall cause to be filed an
32 affidavit stating that the loan is paid in full with supporting documentation from the
33 lender.

1 **§ 8-33. Investigation of Campaign Finance Violations.**

2 A. Notwithstanding any other provision in this Chapter, the Board or their designee shall have
3 concurrent jurisdiction to investigate any violations of this Article and enforce the provisions
4 thereof, and the Board is not required to investigate or resolve matters being addressed by the
5 City Ethics Commission.

6 B. The City Administrator and/or the City Clerk shall monitor and make appropriate
7 recommendations to the Board and the Ethics Commission in the event of duplicative
8 investigations or hearings.

9 **ARTICLE VIII**

10 **Complaints**

11 **§ 8-34. Scope of Duty and Authority.**

12 A. The Board shall investigate and resolve any written complaints or contests relating to
13 voting, the validity of any ballot, candidate certification, violations of this Chapter, or other
14 City election matters within the authority granted to the Board by the City Charter or Code.

15 B. When reviewing a complaint, contest, or other potential violation within its authority
16 pursuant to this Article, the Board has the power to:

17 (1) conduct a reasonable investigation;

18 (2) conduct one or more hearings;

19 (3) adopt reasonable rules and procedures for the conduct of hearings that are not
20 inconsistent with this Article;

21 (4) summon concerned parties and/or necessary witnesses to hearings;

22 (5) dismiss a complaint;

23 (6) conciliate a complaint;

24 (7) issue orders;

25 (8) implement enforcement actions as provided by this Section; and

26 (9) extend the time for any hearing and the issuance of any finding, opinion, and/or orders.

ARTICLE IX

Enforcement, Prohibited Conduct, Penalties, and Appeals

§ 8-35. Enforcement.

The Board may enforce the provisions of this Chapter by:

A. issuing cease and desist orders;

B. imposing fines as set forth in this Article;

C. imposing conditions, mandates, or prohibitions on any violator as the Board determines to be appropriate, including requiring a violator to take corrective action;

D. seeking judicial enforcement of its decisions by application to courts of competent jurisdiction for injunctions, mandamus, and other appropriate judicial review when conducting an administrative review; and

E. referral of complaints to the Office of the State's Attorney for prosecution as the circumstance may warrant.

§ 8-36. Prohibited Conduct.

A. It is unlawful to violate any provision of this Chapter.

B. It is unlawful for any person to knowingly and willfully:

(1) sign, under oath, affirmation, and/or the penalties of perjury any application, affidavit, or other document pursuant to this Chapter that contains false information;

(2) violate any provision of this Chapter with the intent to cast an illegal vote;

(3) apply for, cast, or attempt to cast a ballot, including a provisional or Vote-by-Mail ballot, under any name other than their own name;

(4) cast or attempt to cast a Vote-by-Mail ballot that was not issued by the City for that person;

(5) publish or distribute, for the purpose of influencing votes, any material that contains a false or substantially misleading authority line;

(6) canvass or open any Vote-by-Mail ballot or envelope, other than their own, prior to the time for canvassing set forth in Article V of this Chapter;

(7) accept, make, or solicit any contribution prohibited by this Chapter or State or federal law;

(8) fail to promptly forfeit unlawful contributions as required by this Chapter or State or federal law;

(9) use or dispose of campaign funds in violation of this Chapter or State or federal law; or

(10) handle a completed voter registration application other than the voter's own application, except that this prohibition does not apply to City, State, or Federal government officials and employees engaging in official business.

§ 8-37. Penalties.

A. Any person who commits any violation set forth in Subsection (B) of § 8-36 of this Article, or knowingly aids or abets another in committing such a violation, shall be guilty of a misdemeanor and, upon conviction, be subject to a fine of not more than one thousand dollars (\$1000.00), imprisonment of not more than six (6) months, or both, at the discretion of the Court.

B. The Board may impose a fine of up to five hundred dollars (\$500.00) on any person who fails to:

(1) include an authority line on campaign materials, if required, that is in substantial compliance with the requirements set forth in § 8-22 of this Chapter;

(2) timely appoint a treasurer and file the correct forms as required by § 8-24 of this Chapter;

(3) promptly establish, and properly maintain, a campaign account as required by § 8-30 of this Chapter; or

(4) comply with an order of the Board.

C. The Board or its designee may impose a fine of up to five hundred dollars (\$500.00) on any candidate and/or any treasurer of a candidate if any report or affidavit required by Article VII is not timely filed.

D. The Board or its designee may impose a fine of up to one hundred dollars (\$100.00) for any violation of this Chapter, including the prohibited conduct set forth in § 8-36 of this Article, except that a person may not be fined under this Subsection if a fine or penalty is imposed under Subsections (A), (B), or (C) of this Section.

E. After notification of a violation and for each day the violation continues, the Board may impose additional fines up to the amounts indicated in Subsections (B), (C), and (D) of this Section, respectively, if an infraction set forth in those Subsections is not abated within a reasonable time.

F. The Board may impose a fine of up to two hundred dollars (\$200.00) on any person that fails to appear at a hearing after receiving a summons from the Board.

G. In addition to any other fine, penalty, or sanctions, the City Council may, after notice and a hearing, impose such censure or penalty on any person elected who has violated Article VII of this Chapter that the Council deems reasonable and appropriate, including a refusal to seat the individual, removal from office, and a declaration that the seat is vacant.

§ 8-38. Appeals.

A. Any person who is aggrieved by any decision or action of the Board, or the City Ethics Commission when it is enforcing any provision of this Chapter, shall have the right to appeal the decision to the Council by submitting a written petition to the City Clerk within fifteen (15) days of the decision or action.

B. If any person who appeals pursuant to Subsection (A) of this Section is aggrieved by the decision of the Council, they may appeal the Council's decision to the Circuit Court for Prince George's County, which shall review the matter *de novo* and without a jury.

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2018.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2018.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

⌊ indicate deletions

___/BOLD indicates additions

Asterisks * * * Indicate matter retained in existing law but omitted herein

1

2 Effective Date:

DRAFT

**CITY OF HYATTSVILLE
ORDINANCE 2018__**

An Ordinance whereby the City of Hyattsville amends its ethics provisions to conform with contemporaneous changes to the City's Election laws.

WHEREAS, the City of Hyattsville repealed and re-enacted Chapter 8 of its Code which governs the City's elections; and

WHEREAS, the Council finds it necessary and in the public interest to amend Chapter 10 of the City of Hyattsville Code to be consistent with the repealed and re-enacted Chapter 8.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Hyattsville in regular session assembled that Chapter 10 is hereby amended as follows:

§ 10-9. Filing of financial disclosure statement.

* * *

B. Candidates to be local elected officials. . . .

* * *

3. If a candidate fails to file a statement required by this section ~~after written notice is provided by the City Clerk or Board of Election Supervisors at least 20 days before the last day for the withdrawal of candidacy, the candidate is deemed to have withdrawn the candidacy in accordance with the deadline for filing applications for candidacy established in Chapter 8 of this Code, the candidate must file the statement required by this section no later than 5:00 p.m. on the second full business day after the City Clerk sends written notice to the candidate of the deficiency or the candidate is deemed to have withdrawn the application for candidacy. For the purposes of this subparagraph, time commences running upon the Clerk transmitting the written notice by electronic or other means.~~

AND BE IT FURTHER ORDAINED that if any provision of this Ordinance or the application thereof to any person or circumstance is held invalid for any reason, such invalidity shall not affect the other provisions or any other applications of the Ordinance which can be given effect without the invalid provision or applications, and to this end, all the provisions of this Ordinance are hereby declared to be severable;

AND BE IT FURTHER ORDAINED that this Ordinance shall take effect twenty (20) days from the date of its adoption;

AND BE IT FURTHER ORDAINED that a fair summary of this ordinance shall forthwith be published twice in a newspaper having general circulation in the City and otherwise be made available to the public.

INTRODUCED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on October 11, 2018.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on _____, 2018.

Adopted: _____

Attest: _____
Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

[] indicate deletions

Underline indicates additions

Asterisks * * * Indicate matter retained in existing law but omitted herein

Effective Date: August 26, 2018

**CITY OF HYATTSVILLE
BOARD OF SUPERVISORS OF ELECTIONS
RULES & REGULATIONS**

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PART 1—BOARD OF SUPERVISORS OF ELECTIONS

Sec. 1.1 – The Board.

(a) Composition. The Board of Supervisors of Elections (hereinafter the “Board”) shall consist of five (5) members who shall be appointed by the Mayor with the approval of the Council for a four (4) year term as set forth in § C4-2 of the City Charter.

(b) Qualifications. The members of the Board shall be qualified voters for City elections and shall not hold or be candidates for any other City office during their term. (Charter, §§ C4-1, C4-2).

(c) Oath. Prior to assuming the duties of office, each member of the Board shall take an oath before any officer of Maryland duly authorized to take an affidavit to the effect that they will obey the Constitution of the United States, the Constitution and laws of the State of Maryland, and the laws of the City of Hyattsville, and will fairly and impartially administer the duties of this office.

(d) Participation in Elections. Members of the Board and their designees must maintain an appearance of impartiality with respect to City electoral issues, and therefore, Board members are strictly prohibited from campaigning for any City candidate or referendum issue or otherwise participating in any City election other than voting and carrying out official duties. This prohibition includes contributing to any campaign or political committee, offering public support for any candidate or electoral issue, and/or engaging in any activity that might give the appearance of bias or partiality.

(e) Removal. The Council may remove any member of the Board for good cause provided that the Board member is given a written copy of the charges and an opportunity for a hearing before the Council. (Charter, § C4-3).

(f) Chairperson. The Board shall elect a Chairperson from among their members.

(g) Counsel. The City Attorney serves as counsel to the Board. The Board should seek advice from the City Attorney on all matters of law.

(h) Role of the City Clerk. The City Clerk shall coordinate communication between the Board and the City Council and between Board members and shall generally facilitate the conduct of City elections. The City Clerk shall also be the record-keeper for the Board.

Sec. 1.2 – Duties and Powers.

(a) General. The Board shall be in charge of the conduct of all City elections and may appoint election judges or other employees to assist the Board. (Charter, § C4-4)

(b) Powers.

(1) The Board shall have all the powers described in § C4-4 of the City Charter and § 8-2 of Chapter 8 of the City Code.

(2) Additionally, the Board shall have the power to make and publish regulations regarding the conduct of City elections and make decisions on all disputes and controversies arising from the administration of the City election laws consistent with Article IV of the City Charter and Chapter 8 of the City Code.

Sec. 1.3 – Meetings.

(a) Quorum. For the exercise of its powers and duties, a majority of the members of the Board shall be sufficient for quorum and decision.

(b) Meetings. The Board shall meet at regular intervals and shall be authorized to hold such special meetings as the Board may require. Meetings will be called as needed by the Chairman or by the request of any other two members.

(c) Attendance of the City Clerk. The City Clerk, or their designee, shall attend all meetings of the Board.

(d) Notice of Meetings; Open Meetings Act. All Board meetings shall be publicly advertised and open to the public unless otherwise permitted by State law. The Board shall comply with the notice and other requirements of the Maryland Open Meetings Act.

(e) Rules. To the extent parliamentary guidance is required, and consistent with the City Charter and Code, the Board may use Roberts Rules of Order, Revised, during internal deliberations a guide.

(f) Minutes. Minutes of each meeting shall be kept by a person appointed by the Board. After the minutes are reduced to a writing, a copy shall be promptly forwarded to City Clerk who shall retain them consistent with the City's record retention policy.

PART 2—ELECTION JUDGES

Sec. 2.1 – Election Judges.

(a) Appointment. The Board must appoint such election judges as allowed by the City budget and as needed for the election.

(b) Removal. The Board must remove or replace any judge if in the Board's estimation such is necessary.

(c) Oath. Prior to assuming the duties of office, each judge shall take an oath before any officer duly authorized to take an affidavit, to the effect that the judge will obey the Constitution of the United States and the constitution and laws of the State of Maryland, and the laws of the City of Hyattsville, and will fairly and impartially administer the duties of the office.

Sec. 2.2 – Responsibilities.

Judges shall assist the Board in the conduct of elections in the manner prescribed by the Board.

Sec. 2.3 – Training and Qualifications.

The Board shall provide each judge with appropriate instructions and training prior to each general or special election and as otherwise required. Judges shall be thoroughly familiar with procedures for registration of voters, Vote-by-Mail ballot procedures, and candidate petition procedures. Judges shall be thoroughly familiar with operation of the polls on election days and such other matters relating to maintenance of the election days and such other matters relating to maintenance of the election rolls as may be pertinent to their assigned duties.

Sec. 2.4 – Compensation.

Compensation of the Board members and judges of elections and expenditure for their duty shall be determined by the Council in the annual budget.

PART 3—QUALIFICATION AND REGISTRATION OF VOTERS

Sec. 3.1 – Voter Qualifications.

The qualifications of a voter are set forth in § C4-1 of the City Charter, which may be amended from time to time.

Sec. 3.2 – Registration Generally.

(a) Generally. A person who is qualified to vote in a City election may register for the purposes of voting in a City election in one of two ways:

(1) By applying to become a registered voter of Prince George’s County; or

(2) By submitting an application on a form provided by the Board to be placed on the City Supplemental Voter Registry, which is maintained by the City Clerk.

(b) Proof of Identity, Age, and Residency. An applicant may prove identity, age, and residency for the purposes of registering for the City Supplemental Voter Registry as follows:

(1) Identity may be established through a valid photo identification card or document issued by a federal, state, or local government entity of the United States, any foreign

country, or any school, provided that the identification card or document contains, at minimum, a clear photo, the person's full name, and the name or identifying marks of the document's issuer.

(2) Age may be established through the identity documents set forth in Paragraph (1) of this Subsection if the documents include proof of the applicant's age, or through other documentation such as a birth certificate.

(3) Residency may be established through the identity documents set forth in Paragraph (1) of this Subsection if the documents include proof of residency, or through other documentation, including a copy of a deed, house or apartment lease, utility bill, paycheck, bank statement, school record, or other official or government document that shows the applicant's name and current address in the City.

(4) If the applicant is unable to provide sufficient documentary proof, the Board may waive one or more of those requirements that the applicant produce documentation if the applicant provides an additional affidavit executed under the penalties of perjury, stating that the applicant does not currently possess documentation that could be used to prove identity, age, and/or residency.

Sec. 3.3 – Same Day Registration.

(a) Same Day Registration Permitted. A qualified voter who is not already registered with the City or County may register to vote on any City Election Day or Early Voting Day.

(b) Choice of Registry. Pursuant to Article III of Chapter 8 of the City Code, a voter may not remain registered in both the City Supplemental Voter Registry and the County election registry. In order to vote in a City election on the same day the voter registers, the applicant must be registered in the City Supplemental Voter Registry, at least temporarily for the purposes of that election. Applicants may then choose to remain registered in the City Supplemental Voter Registry only, or they may elect to have their application forwarded to the Prince George's County Board of Elections to apply for County registration. If the applicant chooses to have their application forwarded to the Prince George's County Board of Elections, pursuant to Subsection (e) of this Section, the voter's name must be removed from the City Supplemental Voter Registration upon verification that the voter application has been processed by the County.

(c) Procedure for Same Day Registration. Same day registration shall be conducted in accordance with the following procedures:

(1) Applicants shall be given a Prince George's County Board of Elections voter registration application or a City supplemental voter registration application.

(2) To register, the applicant must present a completed application and provide verification of identity, age, and residency per § C4-1 of the City Charter, § 8-9 of the Hyattsville City Code, and § 3.2 of these Regulations.

(3) The City Clerk or their designee shall then verify the following:

(i) review the application to ensure that all the necessary information has been provided and that it has been signed by the applicant;

(ii) verify that the applicant satisfies the age requirements

(iii) verify that the applicant's address is within City limits; and

(iv) check the City Supplemental Voter Registry and contact the Prince George's County Board of Elections to verify that the applicant is not registered in either voter database.

(4) If it is determined that the applicant is a qualified City voter and is not already a registered voter with either the City or County, the City Clerk or their designee shall:

(i) enter the applicant's registration information into the City Supplemental Voter Registry system;

(ii) issue the applicant a voter identification number;

(iii) prepare and issue a Same Day Voter Registration Voter Authority Card by completing the voter authority card, entering the voter identification number on the certificate, and having the voter sign the voter authority card; and

(iv) forward the application to the Prince George's County Board of Elections to be processed by the County Board if the applicant so desires.

(5) If it is determined that the applicant is not a qualified City voter, by reason of age, residence, or otherwise, the City Clerk or their designee:

(i) shall not register the voter in the City Supplemental Voter Registry;

(ii) shall promptly inform the applicant of the reason for rejection;

(iii) shall promptly inform the applicant that the voter is not permitted to vote in any City election until the voter becomes qualified and registered; and

(iv) may forward the application to the Prince George's County Board of Elections to be processed by the County Board if the applicant so desires.

(d) Authorization to Vote Same Day. An applicant who has been registered in the City Supplemental Voter Registry and issued a Same Day Voter Registration Voter Authority Card after completing the same day registration process as set forth in this Section may proceed to vote in that election.

(e) Post Same Day Registration Procedures. Within three business days after Election Day, the City Clerk or their designee shall forward all Prince George's County voter registration applications to the Prince George's County Board of Elections except those applications where the applicants opted to be registered in the City Supplemental Voter Registry only. Upon verification

from the Prince George's County Board of Elections that voter registrations have been processed, the City Clerk or their designee shall remove the voter from the City Supplemental Voter Registry.

(f) In the event that a same day voter registration applicant's information cannot be verified, the applicant may cast a provisional ballot if otherwise eligible to do so.

Sec. 3.4 – Registration Lists.

The Board shall annually obtain from the County Board an alphabetical list of County-registered voters who were shown as residing within the corporate boundaries of the City immediately prior to the period beginning thirty (30) days before each general and special election, which list shall be utilized as the registration roll of County-registered voters for purpose of a City election. The Board may also periodically request the County Board of Election Supervisors to provide the registration status of City residents on such occasions and in such form as the Board deems necessary. As required, the Board shall obtain a list of registered voters from the County Board, which may be utilized as the registration roll of County-registered voters for purposes of eligibility to sign a candidate petition under § C4-8 of the City Charter (see Part 4 of these Regulations). Such list is requested to be provided in two (2) formats: alphabetical (entire City) and by ward (street listing).

Sec. 3.5 – Reporting Voter Participation.

The Board assists the County Board in maintaining its registration records by advising the County Board of the participation of voters in City elections. Such participation is credited by the County Board and ensures that no voter who has voted in a City election will be stricken from the County registration polls.

PART 4—CANDIDATES FOR OFFICE AND PETITIONS

Sec. 4.1 – Candidate Applications.

(a) Applications. Any qualified person desiring to be a candidate for an elective office shall file an application with the City Clerk on or before 5:00 p.m. on the last Friday in March in the year that the election is to be held for any elected position that will become vacant after the upcoming election. The application shall be on a form provided by the Board. No fee shall be charged for such filing. (Charter, § C4-8 and Code, § 8-6).

(b) Contents of Application. An application for candidacy shall be executed under oath and shall state:

- (1) That said candidate is a registered voter of the City;
- (2) That said candidate will be a resident of the City at the date of election;
- (3) The ward in which said candidate will reside on Election Day; and
- (4) The name of the office sought. (Charter, § C2-2(B) and Code, § 8-6).

(c) Reports Required. Each application for candidacy shall include a Financial Disclosure Statement pursuant to Chapter 10, § 10-9 of the City Code.

(d) Notice. The Board shall publicly announce the time and place by which candidates must formally file their applications as set forth in Subsection (a) of this Section. Notice of the availability of applications at the time and place for their filing shall be given twice in a newspaper of general circulation in the City once a week during the two (2) weeks preceding the filing deadline as well as on the City website and other publications. (Charter, § C4-8(B))

(e) Filing of Applications. When any application is received by the Board, the Board member or City Clerk will note the time and date of receipt in the upper right corner of the first page and initial under the time and date. All applications will be kept in a secure place until they are verified at a certification meeting.

Sec. 4.2 – Evaluation and Certification of Candidate Applications.

As soon as reasonably practicable, the Board will meet and review each application to determine whether it conforms to the City’s Charter and Code requirements. The qualifications of the prospective candidate shall be verified and the Board will certify to the Mayor and City Council the name of each person filing a verified application of candidacy and the respective office for which the person has filed. This certification shall be sent to the City Council at its first regular meeting following the last Friday in March of each election year.

Sec. 4.3 – Publication.

The Board shall publicize within the City the names of certified candidates and the offices each candidate seeks, and shall post all such names and offices conspicuously at the polls.

Sec. 4.4 – Candidate Notices.

Prior to the opening of the polls on Election Day or the first Early Voting Day, each candidate is to be provided with a notice concerning candidate rights and responsibilities during the conduct of the election procedure. Such notice includes a statement in a form approved by the City Attorney describing restrictions on size and placement of signs, banners and other written messages.

Sec. 4.5 – Certification of Petitions for Referenda and Ballot Initiatives.

In the event the Board is called upon by the Mayor and City Council or the Charter to certify any petition, the Board shall meet as soon as reasonably practicable to verify the signatures on such petition using the following criteria:

(1) Only original signatures supporting a petition are valid. The Board shall not verify any signature on any petition or certify any petition unless the Board has received the original document with original signatures. Documents with petition signatures that are copied, scanned, or faxed (i.e., documents do not include the original signature) shall not be accepted by the Board as a timely filing or for any other purpose.

(2) Each person signing a petition shall indicate thereon their name, their address and ward. It is preferred that the person signing also print their name prior to signing to facilitate verification.

(3) No signature may be verified if it was obtained more than one (1) year prior to the date the petition is filed with the Clerk.

(4) A petition may consist of several pages, but each page shall contain the exact subject matter of the petition. At the bottom of each page of signatures shall be an affidavit of the person procuring the signatures on such page that to the best knowledge and belief of that person, every signature on the page is genuine and bona fide and that the signers are qualified voters of the City.

(5) The Board shall certify all petitions to the Mayor and City Council if they conform to the Charter or ordinances or regulations of the City. Whether or not the Board certifies a petition, it shall list the number of verified signatures, the total number of voters registered to vote at (or as close in time as practicable to) the time the petition was submitted to the Mayor and City Council, and the date used for counting the total number of registered voters in the City. When the Board fails to certify a petition, it shall notify the Mayor and City Council as soon as reasonably practicable.

(6) Petitions that require signatures of registered voters must have typewritten at the top of each signature page the purpose of the petition stated in such a manner as to define the issue at hand without confusion. The Board, in certifying such petitions, may comment to the Mayor and City Council on the adequacy of the language of the petition, the form of the petition, or any other matter regarding the petition. However, the Board cannot ordinarily withhold certification of a petition unless the number of verifiable signatures on the petition is inadequate, the issue is not typewritten at the top of each page of the petition, or the petition lacks essential information necessary to verify signatures.

(7) In verifying signatures on a petition, the Board need not compare a signature sample of the registered voter with the signature on the petition. However, each signer of a petition shall sign their name as it appears on the election records of the City, and under each signature may be typed or printed each petitioner's name, address and ward. If the name of a petitioner is not identical to the name as it appears in the City's election records, the Board may certify the name if there is no reasonable doubt that the petitioner is the particular registered voter in question, and that all other requirements have been met.

INTERPRETATION: As a general matter, a signature "A. Jones" will never suffice, and "Tony Jones" will ordinarily not suffice for "Anthony Jones." Further, the signature "John L. Smith, Jr." will not ordinarily suffice for "John L. Smith," or the signature "John L. Smith" for "John L. Smith, Jr.." Further, the signature "John Jones" will not suffice for "John L. Jones" because the name is so common, and the Board cannot be certain that no other person bearing that name lives in the City or at that address. However, a signature "Frank Carmane" may suffice for "Frank L. Carmane"—as well as the signature "Frank L. Carmane" for "Frank Carmane,"—but only if there are no other persons with that name within

the City and all other information (address and ward) is identical to the City's election records and the Board has personal knowledge that no other person with a similar name lives at that address.

(8) Regardless of whether the Board finds sufficient signatures on the petition to make it effective for the stated purpose, the Board shall keep locked in a secure place the original petition and shall not return the same to any petitioner. Working copies of such petition shall be copies made by the Board and certified by the Board or its authorized representative as a true and complete reproduction of the original petition.

PART 5—ELECTIONS

Sec. 5.1 – Election Procedure, Generally.

(a) Voting Days. Election Day and any Early Voting Days shall be scheduled pursuant to § C4-9 of the City Charter and Article II of Chapter 8 of the City Code.

(b) Wards. The Mayor shall be elected by the combined vote of all the wards of the City, and Ward Council members shall be elected by the votes of the wards in which they reside.

(c) Voting Machines. All City elections shall be conducted using mechanical or electronic machines or computers.

(d) Vote Count. Votes shall be counted and the winner of each contest or question shall be determined pursuant to § C4-11 of the City Charter.

Sec. 5.2 – Public Notice of Election.

In all City elections, it shall be the duty of the Board of Elections to give public notice of the times, place and purpose thereof. (Charter, § C4-5). Such public notice shall be given on the City's website, on government access cable channel, in the City newsletter, in a newspaper of general circulation within the City and in the City's public notice board in the Municipal Building. Such public notice shall be given at least ten (10) days before the date of election. In the case of notice in a newspaper of general circulation in the City, notice shall be posted twice prior to the election. In the case of notice on the government access cable channel and the public notice board, such notice shall continue to be advertised until the date of the election. At the discretion of the Board, notices may also be posted in such public places in each ward in such manner as the Board may determine.

Sec. 5.3 – Candidate Rules.

(a) Distance from Polls.

(1) Candidates and persons campaigning for candidates, whether or not authorized to do so by the candidate, are required to remain at least 100 feet from the entrance door to any voting location when campaigning, greeting voters, or handing out materials. Candidates and persons campaigning for candidates may enter the building to use the rest rooms, to use a telephone

for non-election purposes, and to go via the office corridor to get refreshments provided no contact is made with voters to promote any candidate or issue. Candidates and persons campaigning for candidates using the building shall not linger in the voting location.

(b) Pollwatchers.

(1) Each candidate may designate by the appropriate form one (1) observer who shall be present in a polling place 5:00 p.m. the day prior to the election prior to the opening of the polls and may be present during the period of the election and thereafter until the results are tallied.

(2) The observer may not participate in or interfere with the conduct of the election in any way and, while in the polling place, must remain at a position designated by the Board. The observer must direct any questions or comments concerning conduct of the election to a Board member, and the Board member may require that the discussion be conducted outside the immediate polling place.

(3) A Board member may require the observer to leave the polling place for cause, including disruption of election activities and/or any attempt to influence the casting of a ballot.

Sec. 5.4 – Polls Opened and Closed; Attendance.

(a) General. The polls shall be opened at 7:00 a.m. and closed at 8:00 p.m. on Election Day. The polls may be open at specified Early Voting Days prior to Election Day, as specified by the Board.

(b) Prior to Opening of Polls.

(1) Prior to Election Day and any Early Voting Day, the Board and election judges should review the procedures for Election Day or Early Voting.

(2) All judges shall report to their designated polling place at least one (1) hour before the polls open, unless specifically authorized by the Board to report at a later time. Board members will report in at the City Building no later than 6:00 a.m.

(3) It is the policy of the Board that it shall only allow an absence of a judge or Board member in the case of an emergency.

(4) If any judge has not taken the required oath of office prior to this time, an authorized officer will administer it. The judge(s) will sign the certificate, which shall be filed with the City Clerk.

(c) Continuous Presence.

(1) No judge shall leave the polling place until it closes unless excused by the Board for valid reasons.

(2) No Board member or judge may leave the polling place until completion of the tally, unless excused by the Board for valid reasons.

Sec. 5.5 – Inspection of Voting Machines.

The chief judge shall conduct an appropriate inspection of each machine prior to the opening of the polls to determine that they are set up correctly and operating properly.

Sec. 5.6 – Responsibility of Judges.

(a) Judges. Judges will be assigned, as required in the judgment of the Board, to serve as poll book judges or voting machine judges (or both). The Board may change such assignments during the course of an election day as it may see fit.

(b) Responsibility of Chief Judges. A chief judge is responsible for:

- (1) supervising other election judges;
- (2) inspecting voting machines to ensure machines are operating correctly;
- (3) ensuring proper order and election procedures are followed;

(4) ensuring that candidates, supporters of candidates, and others comply with the distance rule and refrain from electioneering in and near the polling place.

(c) Responsibility of Poll Book Judges. A poll book judge is responsible for:

(1) checking voter identification by requesting the voter's month and day of birth and checking the information declared by the voter against a relevant portion of the list of registered voters prepared for polling;

(2) assigning the voter a sequential number on a tally sheet;

(3) completing an authorization card for each registered voter who seeks to vote bearing the judge's initials and presenting the card to the voter; and

(4) making a record that the authorization card has been presented by putting a checkmark (✓) in the poll book next to the voter's name.

(d) Responsibility of Voting Machine Judges. The voting machine judge is responsible for:

(1) accepting the authorization card;

(2) directing the voter to the proper ward machine and, if necessary, aiding the voter in preparing or initializing the machine; and

(3) providing instruction to voters regarding the operation of the voting machine as necessary.

(4) The voting machine judge will enter the voting machine polling booth only for the purpose of explaining the functioning of the machine prior to the voter entering the polling booth to cast his/her ballot.

Sec. 5.7 – Arrangement of Polling Places.

Within the polling place, the area shall be divided as follows:

- (1) A sample ballot display near the entrance to the polling place containing the names and ward designations of all duly certified candidates;
- (2) A table for polling book judges, with responsibility divided on an alphabetical basis and signs prominently indicating this arrangement; and
- (3) An area for one or more voting booths, as required.

Sec. 5.8 – Voting Procedures.

(a) Authorization.

(1) Upon entering the polling place, the voter shall approach the proper polling book desk which shows the first letter of the voter's surname and state the voter's name. The polling book judge should find the name in the registration list and shall ask the voter for their address (even if the voter is known to the judge).

(2) The polling book judge will check the voter's authorization card to ensure that the signature is as required and then initial the card on the line provided and present the card to the voter.

(b) Status Changes Not Reflected in Registration Books, Procedure on Election Day.

(1) *Voter moved within the City.* If a City voter has moved to a new address in the City, whether within a ward or from one ward to another ward, the voter may still vote from the voter's new address, provided all other voting requirements are met upon demonstration of convincing evidence of the change. The chief judge shall immediately call a Board member to ensure that the change is made on all appropriate records. The voter shall complete a change of address card. A copy of such card shall be provided to the County Board with the request that the County Board commence appropriate action under its own procedures.

(2) *Voter has moved into the City.* A voter registered with the County Board who has moved from a residence elsewhere in the County to a residence in the City may vote in the City election with a provisional ballot.

(3) *Change of name by marriage or decree.* In the event an otherwise qualified registered voter presents themselves by a name other than that shown on the voting rolls on account of a change of the voter's name by marriage or court decree (or other means sufficient under the laws of the pertinent jurisdiction), the poll book and/or chief judge shall refer the voter to a Board member. The voter shall be instructed to take action appropriate to correct the registration maintained by either the Prince George's Board of Election Supervisors or the City Supplemental Voter Registry, whichever is applicable.

(4) *Disqualifying condition.* If an allegation is lodged on Election Day that a voter is not currently qualified to vote because of guardianship for mental disability or other cause, the voter denies such disqualifying condition, and the Board has no personal knowledge of the

disqualifying condition, the voter is permitted to vote unless the person alleging such disqualification presents a certified true copy of the judgment or order giving rise to such disqualification.

(5) *Voter Purged from Registration.* If the voter has been purged for any reason and the voter claims this is erroneous, the judge will ask a Board member to have the applicant voter execute a provisional ballot application. The voter may then vote with a provisional ballot.

(c) Voting.

(1) Voter will form a line approaching the polling booths, if necessary, and shall, in turn, present their authorization cards to the voting machine judge. The judge will set the machine, if necessary, as the voter approaches the machine. The voter shall then approach and/or enter the polling booth enclosure and make ballot selections.

(2) The voting machine judge will retain the authorization cards until they are presented to the Board.

(3) The voter must make ballot selections at or in a voting booth alone, except that a parent or guardian may be accompanied by children not more than seven (7) years of age. If a voter, because of infirmity, blindness or unfamiliarity with the voting machine shall need and request assistance, they will be provided with an affidavit of assistance form or audio assist.

(d) Periodic Checks. If voting machines are used, periodically during the day, the Board will check voter tally sheets against authorization cards and the voting machine counters to ensure that proper recording and documentation of vote action.

Sec. 5.9 – Vote-by-Mail Voting.

(a) Generally. Vote-by-Mail voting shall be conducted in strict conformity with Article V of the City Code.

(b) Applications.

(1) Applications for Vote-by-Mail ballots may be obtained from the City Clerk, the Board, or the City website. Requests may be made by mail, telephone, or in person. Copies will be kept in the files of the Board.

(2) Clerks and Board members receiving applications for Vote-by-Mail ballots shall enter the date and time of receipt of such applications on the upper right-hand corner of the application, together with the initials of the person accepting receipt. (If a time stamp is used, the stamp is endorsed with the initials of the person accepting receipt).

(c) Processing of Applications.

(1) Vote-by-Mail ballot applications shall be promptly placed in a secure cabinet or file pending review by the Board. Delivery will be made to the Board as soon as possible by the City Clerk.

(2) Pursuant to § 8-16 of Chapter 8 of the City Code, the Board shall review the applications regularly to determine that the application is from a registered voter and, if so, that the application is correctly and completely executed and no known impediment exists to the voter's eligibility.

(d) Application Rejected. If an application is rejected, the Board must notify the applicant, in writing and by phone, of the reasons. The notice will be sent within 24 hours of the Board decision. A full record of each such action will be kept for one year in the file folder for the particular election in the Board's files.

(e) Application Approved. If an application is approved, the Board shall update the precinct and Vote-By-Mail binders and other registers accordingly.

(f) Restrictions on Vote-by-Mail Ballots. No more than one (1) Vote-by-Mail ballot shall be mailed or delivered to any one applicant unless the Board has reasonable grounds to believe that the Vote-by-Mail ballot previously mailed has been lost, stolen, destroyed or spoiled. When a voter designates an agent to pick up or to return a ballot, neither the Mayor, a Councilmember, a candidate for such office, an individual working for a candidate, nor any member of their immediate families may serve as such agent. A Board member may pick up or drop off applications or ballots when need requires it.

(g) Receipt of Ballot; Handling. The Clerk or Board member receiving a Vote-by-Mail ballot shall note date and time of receipt and initial on the left front of the envelope. (If a date stamp is used, the stamp is endorsed with the initials of the person accepting receipt). The envelope shall not be opened by anyone until the time for canvassing. All ballots received prior to the closing of the polls will be placed in a secure file. Ballots received at the City Office will be delivered to the custody of a Board member or the Clerk as soon as practicable. The name of the person doing this will be entered in the register described below.

(h) Election Day. On Election Day, the Board will maintain all Vote-by-Mail ballots in a separate secure file box with the register and related poll book cards, until the polls close. Any Vote-by-Mail ballot, including any emergency Vote-by-Mail ballot, received after the time of closing of the polling place on Election Day shall not be counted.

(i) Register. The Board will maintain a register of applications for Vote-by-Mail ballots in which applications shall be entered chronologically by receipt. A separate line entry will be made for each application and will be extended to show final disposition of the application and the sending and return of the ballot. Items to be recorded are as follows:

(1) *Application received.* The Board shall enter the following items after resolving any discrepancies between the application and the information on the registration books:

(i) Applicant's name;

(ii) Applicant's address (street, number, apartment number);

(iii) Applicant's ward; and

(iv) Date and time received by Board or City Office.

(2) *Board action.* Check under “Approved” or “Disapproved” and enter date of action. (See Sec. 5.9(c) for procedures on processing of application).

(3) *Ballot package sent.* Enter date, time and method of sending the absentee ballot package to the applicant.

(4) *Ballot received back.* Enter date and time of receipt and method of delivery and to whom delivered (Clerk at City Office, Board member).

(5) *Securement of ballot.* Upon receipt, the Board member secures the ballot (with envelopes unopened).

Sec. 5.10 – Canvassing and Reporting Election Results.

(a) Generally. Immediately upon closing of the polls, the judges of the election shall proceed to count the ballots. The counting of the ballots or checking of the votes on voting machines shall be announced publicly.

(b) Ballots Not Counted. No ballot cast by a voter dwelling in one ward for a candidate for the office of Councilmember of another ward, and no ballot cast for more than one candidate for the office of Mayor, shall be counted.

(c) Written Returns. The Board shall prepare written returns of the vote counts fully completed with the names of the judges and Board signed thereon. One (1) copy of such returns shall be sent to the City Clerk for filing among the records of the City.

(d) Dissenting Judge. Any judge or member of the Board who declines to sign said return shall immediately prepare, sign, and seal in an envelope and send as aforesaid an individual return, giving their reasons therefor.

(e) Sealing of Voting Information. Upon completion of the tabulation of the votes cast, the voting machines shall be sealed as provided by law for general elections of state and county officials. There shall be no postponement or adjournment of the above actions until they are completed. The voting cartridges, if any, shall then be retained by the Board for a period of thirty (30) days, exclusive of Sundays and legal holidays, provided, however, that if there be a contest of the election, said cartridge shall not be destroyed or unsealed until after the decision of the Circuit Court for Prince George’s County.

Sec. 5.11 – Eligibility to Serve.

The Charter does not confer upon the Board the power or responsibility for determining whether a successful candidate is qualified to serve (as distinct from determining whether a candidate is qualified to stand for election at the time a petition is filed). Therefore, the Board certifies elected candidates based exclusively upon the votes cast by registered voters qualified to vote. Certification is without prejudice to the jurisdiction of any other appropriate body or court

to ascertain the eligibility of the successful candidate to serve in the capacity to which the individual was elected.

PART 6—COMPLAINTS

Sec. 6.1 – Complaints, Generally.

All disputes as to election results or any of the policies and procedures set forth in Chapter 8 of the City Code or these Regulations shall be governed by Article VIII of Chapter 8 of the City Code and the rules and regulations set forth in this Part.

Sec. 6.2 – Procedure for Filing Complaints.

(a) Eligibility to File a Complaint.

(1) Any applicant whose application or certification pursuant to Chapter 8 of the City Code has been denied by the Board;

(2) Any person who is a qualified voter of the City and believes that a violation of Chapter 8 of the City Code or a provision of the City Charter related to an election matter has occurred, except for those set forth in Paragraph (1) of this Subsection, which must be filed by the person whose application or certification was denied.

(b) Time for Filing a Complaint.

(1) A complaint regarding denial of certification of candidacy must be filed within seven (7) days of the Board's decision on certification.

(2) All other complaints must be filed within one hundred eighty (180) days from the date that the alleged violation was discovered or reasonably could have been discovered with the exercise of due diligence, but in no case may a complaint be filed more than one hundred eighty (180) days after the election to which the alleged violation pertains.

(c) Contents of Complaint. Complaints shall include:

- (1) a reasonably detailed explanation of the allegation(s);
- (2) supporting documentation if necessary; and
- (3) the name, address, and signature of the complaining party.

Sec. 6.3 – Initial Review of Complaint by Board.

(a) Initial Review. Upon the filing of any complaint, the Board shall conduct an appropriate investigation to ascertain whether there are reasonable grounds to believe the allegation is true.

(b) Assistance. The Board may request the assistance of the City Clerk and/or other City employees in this investigation.

(c) Post-Investigation Procedure.

(1) If, after conducting a reasonable investigation of a complaint, the Board determines there are no reasonable grounds to believe that the allegations in the complaint are true, the Board shall issue a written order dismissing the complaint.

(2) If, after conducting a reasonable investigation of a complaint, the Board determines that there are reasonable grounds to believe that the allegations in the complaint are true, the Board or its designee shall attempt to conciliate the matter by methods of initial conference and persuasion with all interested parties and such representative as the parties may choose to assist them.

(3) If a complaint is conciliated, the terms of the conciliation agreed to by the parties may be reduced to writing and incorporated into a consent agreement as needed.

(4) If a complaint is not conciliated after the Board concludes that there are reasonable grounds to believe the complaint is true, the Board shall conduct one or more hearings as set forth in this Article.

Sec. 6.4 – Conduct of Hearing by Board.

(a) General Procedure.

(1) If a complaint is not dismissed or conciliated as set forth in Sec. 6.3 of these Regulations, the Board shall:

(i) serve upon the person against whom the complaint has been filed (designated as the “respondent”), if any, a summons and statement of charges;

(ii) schedule and hold one or more hearings;

(iii) serve upon all interested parties a copy of the statement of charges and notice of the time and place of hearings; and

(iv) promptly inform the City Clerk of the time and place of any hearing.

(2) Hearings shall be held not less than seven (7) days and not more than thirty (30) days after service of the statement of charges and summons, unless the Board determines that emergency circumstances require an earlier hearing.

(3) Hearings conducted by the Board shall be open to the public.

(4) Notwithstanding paragraph (3) of this Subsection, the Board may conduct a closed hearing if:

(i) one of the parties submits a written request;

(ii) the Board finds a compelling reason to conduct a closed hearing; and

(iii) closing the hearing to the public is not otherwise prohibited by State law.

(5) The parties or their representatives may file statements prior to any hearing and present testimony and evidence at hearings.

(6) Any testimony given shall be under oath or affirmation.

(b) Summons, Appearance, and Representation.

(1) Any summons to a hearing held pursuant to this Section must be signed by the chairperson of the Board or their designee and shall require the attendance of named persons and/or the production of relevant documents and records.

(2) The parties may, at their option, appear before the Board in person or by one or more duly authorized representatives and may have the assistance of an attorney.

(3) Unless otherwise provided, the City Attorney shall advise the Board during the administrative review of any complaint.

Sec. 6.5 – Deliberation and Decision by Board.

(a) Deliberation. After all necessary hearings are conducted, the Board shall deliberate and make a determination as to alleged violations of the elections provisions of the Charter or City Code or related disputes within its authority.

(b) Confidentiality. The deliberations of the Board shall not be public.

(c) Disposition and Orders.

(1) If, after deliberation, the Board determines, upon the preponderance of the evidence of record, that the respondent has not violated Chapter 8 of the City Code or any applicable election law, or that the complainant is not entitled to relief, the Board shall state and publish its findings and issue an order dismissing the complaint.

(2) If, after deliberation, the Board determines, upon the preponderance of the evidence of the record, that the respondent has violated Chapter 8 of the City Code or any applicable election law, or that the complainant is entitled to relief, the Board shall state and publish its findings and issue an order requiring any party to cease and desist conduct in violation of this Chapter or other applicable election laws and/or granting any appropriate relief as permitted by Article IX of Chapter 8.

Sec. 6.6 – Records.

The Board shall keep a full record of all hearings, decisions, and other records relevant to any review conducted under this Section which shall be transmitted to the City Clerk and retained pursuant to the City’s record retention policy.

ADOPTED by the City Council of the City of Hyattsville, Maryland, at a regular public meeting on TBD.

Adopted: _____

Attest:

Laura Reams, City Clerk

Candace B. Hollingsworth, Mayor

Greta Mosher, Chair
Board of Supervisors of Elections

⌊ indicate deletions

Underline indicates additions

Asterisks * * * Indicate matter retained in existing law but omitted herein

Effective Date: TBD



Hyattsville City Council Agenda Item Report

Meeting Date: October 15, 2018

Submitted by: Nicola Konigkramer

Submitting Department: City Clerk

Item Type: Community Notices

Agenda Section: Community Notices and Meetings

SUBJECT

City Calendar: October 16 - November 5, 2018

HCC-100-FY19

Recommendation:

Sponsor(s):

At the Request of the City Administrator

Co-Sponsor(s):

ATTACHMENTS

[Main City Calendar_Oct 16 - Nov 5 2018.docx](#)

Summary Background:

N/A

Next Steps:

N/A

Fiscal Impact:

None

City Administrator Comments:

N/A

Community Engagement:

N/A

Strategic Goals:

Goal 1 – Ensure Transparent and Accessible Governance

Legal Review Required?

N/A

Main City Calendar: October 16 – November 5, 2018

Weekly Program Offerings

Ageless Grace Senior Exercise Classes

Wednesdays and Fridays, 10:00 AM @ City Municipal Building

Creative Minds

Tuesdays and Thursdays, 10:00 AM @ Magruder Park Recreation Center

Senior Art Class

Tuesdays, 10:30 AM – 12:30 PM @ Art Works Now

The City is offering free senior art classes in partnership with Art Works Now. Seating is limited, and registration is required.

City Calendar: October 16 – November 5, 2018

Franklin's Restaurant Fundraiser

October 16, 11:00 AM – 10:00 PM @ Franklin's Restaurant

Franklin's is donating 20% of their proceeds, from open to close, to the HCPD Shop With a Cop program.

Planning Committee Meeting and Trolley Trail Extension Community Meeting

October 16, 7:30 PM – 9:30 PM @ City Building, 2nd Floor Prangley Room

Call-A-Bus Grocery Trips

October 17, 10:00 AM – 11:00 AM

To make an appointment, please call (301) 985-5000 by 2:00 PM the day before the trip.

Movin' With the Mayor

October 17, 5:00 PM – 6:00 PM @ City Building

Hyattsville Corridor Community Meeting

October 17, 6:00 PM – 7:00 PM @ City Building, 2nd Floor Prangley Room

Ward 1 Check-In

October 17, 6:30 PM – 7:30 PM @ City Building, 1st Floor Multipurpose Room

Code Compliance Advisory Committee Meeting

October 17, 7:00 PM @ City Building, 1st Floor Multipurpose Room

HY-Swap

October 20, 11:00 AM – 3:00 PM @ City Building

StonyFIELD Day

October 21, 11:00 AM – 2:00 PM @ Magruder Park

Call-A-Bus Grocery Trips

October 22, 10:00 AM – 11:00 AM

Call-A-Bus Grocery Trips

Main City Calendar: October 16 – November 5, 2018

October 24, 10:00 AM – 11:00 AM

Movin' With the Mayor

October 24, 5:00 PM – 6:00 PM @ City Building

Seniors On The Go: Toby's Dinner Theatre

October 25, 4:00 PM @ Toby's Dinner Theatre

Bus pick-up at the City Building at 4:00 PM and Friendship Arms at 4:10 PM.

Education Advisory Committee Meeting

October 25, 6:30 PM – 8:00 PM @ City Building, 2nd Floor Prangley Room

Health, Wellness, and Recreation Advisory Committee Meeting

October 25, 7:30 PM – 9:00 PM @ City Building, 3rd Floor Conference Room

Sunset Movie Series

October 26, 7:00 PM @ Heurich Park

Mary Prangley Cleanup Day

October 27, 7:00 AM – 2:00 PM @ Citywide

Place your bulk trash items curbside after 6:00 PM on Friday, October 26, for collection on Saturday morning.

Community Shred-it Event

October 27, 9:00 AM – 12:00 PM @ City Building

National Drug Take Back Initiative

October 27, 10:00 AM – 2:00 PM @ City Building, 1st Floor Multipurpose Room

Spookyfest

October 27, 1:00 PM – 3:00 PM @ University Town Center

Call-A-Bus Grocery Trips

October 29, 11:00 AM – 1:00 PM

Call-A-Bus Grocery Trips

October 31, 11:00 AM – 1:00 PM

Hyattsville City Council Meeting

November 5, 8:00 PM – 10:00 PM @ City Building, 3rd Floor Council Chambers

Cards for Veterans Workshop

November 10, 10:00 AM – 12:00 PM @ City Building, 1st Floor Multipurpose Room

Join us as we decorate blank greeting cards to help veterans send well wishes to family and friends.