

# City of Hyattsville

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



## Agenda Regular Meeting

[https://us06web.zoom.us/webinar/register/WN\\_irBOtFK2S\\_KznEs4wNZljQ](https://us06web.zoom.us/webinar/register/WN_irBOtFK2S_KznEs4wNZljQ)

**Monday, April 1, 2024**

**7:00 PM**

### City Council

**Robert S. Croslin, Mayor**  
**Joseph Solomon, Council President, Ward 5**  
**Joanne Waszczak, Council Vice President, Ward 1**  
**Sam Denes, Ward 1**  
**Danny Schaible, Ward 2**  
**Emily Strab, Ward 2**  
**Jimmy McClellan, Ward 3**  
**Kareem Redmond, Ward 3**  
**Edouard Haba, Ward 4**  
**Michelle Lee, Ward 4**  
**Rommel Sandino, Ward 5**

### **ADMINISTRATION**

**Tracey E. Douglas, City Administrator**  
**Laura Reams, City Clerk, 301-985-5009, [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org)**

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

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

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

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

**PUBLIC INPUT:** If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

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

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

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

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

**Meeting Notice:**

The Hyattsville City Council will hold its meeting on Monday, April 1, 2024 remotely via video conference. The Council meeting will be conducted entirely remotely; there will be no in-person meeting attendance.

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

**PUBLIC PARTICIPATION:**

If you wish to address the Council during the Public Comment period, please use the "Raise Hand" feature in the virtual meeting interface. Participants may also submit statements electronically using the eComment feature at [www.hyattsville.org/meetings](http://www.hyattsville.org/meetings) or via email to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) no later than two (2) hours prior to the start of the meeting. Submitted electronic statements will be sent to Councilmembers prior to the meeting and included in the official meeting record. Electronically submitted statements will not be read aloud. All participants shall remain respectful in their contributions and associated functions of the virtual meeting interface are not intended for public dialogue or discussion.

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

[https://us06web.zoom.us/webinar/register/WN\\_iRBOtFK2S\\_KznEs4wNZljQ](https://us06web.zoom.us/webinar/register/WN_iRBOtFK2S_KznEs4wNZljQ)

- 1. Call to Order and Council Roll Call**
- 2. Pledge of Allegiance to the Flag**
- 3. Approval of Agenda**
- 4. Public Comment (7:10 p.m. – 7:20 p.m.) Complete Speaker Card, Limit 2 minutes per speaker**
- 5. City Administrator Update (7:20 p.m - 7:40 p.m.)**
- 6. Proclamations**

**6.a. Proclamation Celebrating World Autism Acceptance Day and Autism Acceptance Month.** [HCC-251-FY24](#)

I move that the Mayor and Council adopt a proclamation celebrating April 2, 2024 as World Autism Acceptance Day and April as Autism Acceptance Month in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [CM 0401 Autism Acceptance Month and World Autism Awareness Day April 2024](#)

**6.b. Proclamation Celebrating April 2024 as Arab American Heritage Month** [HCC-252-FY24](#)

I move that the Mayor and Council adopt a proclamation recognizing April 2024 as Arab American Heritage Month in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [CM 0401 Arab American History Month 2024](#)

**6.c. Proclamation in Honor of National Public Health Week** [HCC-253-FY24](#)

I move that the Mayor and Council proclaim April 1 - 7, 2024 as National Public Health Week in the City of Hyattsville.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [CM 0403 Public Health Week 2023](#)

**7. Appointments**

**7.a. Appointments to the Hyattsville Flag Redesign Committee** [HCC-247-FY24](#)

I move that the Mayor and Council approve the appointments of Jamila Hinds (Ward 1), Sam Jackson (Ward 1), Paul Hrusa (Ward 2), Katie Burk (Ward 2), Domonique Gibson (Ward 3), Michael Fischer (Ward 3), and Monican Gorman (Ward 5) to the Hyattsville Flag Redesign Committee.

**Sponsors:** McClellan, Croslin and Waszczak

**Department:** City Clerk

**Attachments:** [Fischer Redac](#)  
[Gibson Redac](#)  
[Gorman Redac](#)  
[Hinds Redac](#)  
[Hrusa Redac](#)  
[Jackson Redac](#)  
[Burk Redac](#)

**7.b. Appointment to the Code Compliance Advisory Committee** [HCC-248-FY24](#)

I move that the Mayor and Council approve the appointments of Susan Zahran (Ward 1) and Thoa Hoang (Ward 4) to the Code Compliance Advisory Committee for a term of two (2) years to expire on April 30, 2026.

**Sponsors:** McClellan and Redmond

**Department:** City Clerk

**Attachments:** [Thoa Hoang, W4, Sep 23 redac](#)  
[Susan Zahran, W1 Aug 17, 203 redac](#)

**7.c. Appointment to the Hyattsville Environment Committee** [HCC-249-FY24](#)

I move that the Mayor and Council approve the reappointment of Melissa Schweisguth (Ward 5) to the Hyattsville Environment Committee for a term of two (2) years to expire on April 30, 2026.

**Sponsors:** Haba and Schaible

**Attachments:** [Melissa Schweisguth re-appointment April 2024 redac](#)

**7.d. Appointment to the Shade Tree Board** [HCC-250-FY24](#)

I move that the Mayor, with Council approval, the reappointment of Gloria Felix-Thompson to the Shade Tree Board for a term of 3 years to expire on April 30, 2027.

**Sponsors:** Croslin

**Department:** City Clerk

**Attachments:** [Gloria Felix Thompson reappointment April 2024 redac](#)

**7.e. Appointment to the Education Advisory Committee** [HCC-259-FY24](#)

I move that the Mayor and Council approve the appointment of Valorie Watson (Ward 2) to the Education Advisory Committee for a term of two (2) years ending on April 30, 2026.

**Sponsors:** Strab

**Department:** City Clerk

**Attachments:** [Vallorie Watson redac](#)

**7.f. Appointment to the Health, Wellness, and Recreation Advisory Committee** [HCC-261-FY24](#)

I move that the Mayor and Council approve the reappointment of Peter Stockus (Ward 4) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on April 30, 2026.

**Sponsors:** Denes and Lee

**Attachments:** [Peter Stockus Re-appointment April 2024 redac](#)

**8. Consent Items (7:40 p.m. - 7:45 p.m.)**

Items listed on the Consent Agenda are considered routine in nature, and are approved in one motion. There will be no separate discussion of these items unless the Mayor/Council request specific items be removed from the Consent agenda for separate action.

**8.a. 43rd Avenue Traffic Study**[HCC-256-FY24](#)

I move the Mayor and Council authorize an expenditure not to exceed \$60,000 to Toole Design Group to perform a traffic study on 43rd Ave between Oglethorpe Street and Jefferson Street under their existing contract with the City.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [2023-10-02 43rd-Ave Jefferson-to-Oglethorpe Scope-Fee](#)

**9. Action Items (7:45 p.m. - 8:45 p.m.)****9.a. Renovation of Council Chambers - Phase 1 (ARPA)**[HCC-207-FY24](#)

I move the Mayor and Council authorize the City Administrator to enter into an agreement, pending legal review, with the following companies for the renovation of the Council Chambers to facilitate hybrid meetings and create a multi-function space.

- Moore Construction for the general contracting work to include carpentry, painting, electrical, and other related trades in an amount not to exceed \$25,000
- Empire Today for the replacement of the carpet in an amount not to exceed \$15,000
- CL Hibbard for the plumbing modifications in an amount not to exceed \$7,500
- Budget Blinds for the installation of blinds in an amount not to exceed \$5,600
- Douron for the furnishing and installation of new furniture in an amount not to exceed \$45,000

This work is funded using ARPA funds as previously authorized. The Treasurer is authorized to make the necessary budget amendments to facilitate these expenditures.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Council Chambers Tables and Chairs 030824](#)  
[Budget Blinds OPP 1960 - 4554-1960](#)  
[City Council Chambers - Flooring Proposal](#)  
[CityofHyattsvilleDeptofPublicW WO2549 Quoteq1187 2024020220122 144](#)  
[Moore Construction Proposal 6](#)

**9.b. Throne Public Bathrooms - Contract Extension**[HCC-226-FY24](#)

*\* This item was tabled at the Council Meeting of March 18, 2024. A motion to remove this item from the table must be voted on prior to Council consideration of this motion. \**

I move that the Mayor and Council approve the renewal of Throne Labs rental services for five public restrooms for 1-year under their existing contract with the City. This expenditure, not to exceed \$230,000, will be funded using American Rescue Plan Act (ARPA) funds as part of the Public Restrooms and Shower Facility project pre-approved by the Council during the April 17th, 2023, meeting. The Treasurer is authorized to make the necessary adjustments to the budget to facilitate this expenditure.

**Sponsors:** City Administrator

**Department:** Public Works

**Attachments:** [Throne Labs Proposal Hyattsville 022024](#)  
[Throne Usage Analysis 2023 Aug thru 2024 Feb](#)  
[Equity Considerations for Throne Public Bathrooms Contract Extension - Final](#)  
[Future Service](#)  
[Throne Access Overview & Hyattsville Usage](#)  
[Hyattsville Restroom Cost Comparison Calculator](#)

**10. Discussion Items (8:45 p.m. - 9:45 p.m.)****10.a. Hyattsville Charter Amendment Resolution: 2024-03: Removing the Requirement that Council Meetings Start at 8 PM**[HCC-246-FY24](#)

For discussion. A public hearing will be held at 6 PM on April 1, 2024, to hear input from the community on the proposed amendment to the City's Charter.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [2024-03 Charter Amendment Resolution Meeting Time](#)  
[Hyattsville Meeting Time Charter April 2024](#)



**10.b. Hyattsville Charter Amendment Resolution: 2024-02: Amending the Charter to Utilize Gender Neutral Language and Modernize the Charter's Gender Equality Provision** [HCC-245-FY24](#)

For discussion. A public hearing will be held at 6 PM on April 1, 2024, to hear input from the community on the proposed amendment to the City's Charter.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [2024-02 Charter Amendment Resolution Gender Neutral Language and Equal Protection for All Genders](#)  
[Hyattsville Gender Neutral Language Charter April 2024](#)

**10.c. Hyattsville Charter Amendment Resolution: 2024-01: Modernizing the City's Procurement Provisions and Hyattsville Ordinance 2024-01: Procurement & Contracting Procedures** [HCC-242-FY24](#)

For discussion. A public hearing will be held at 6 PM on April 1, 2024, to hear input from the community on the proposed amendment to the City's Charter.

**Sponsors:** City Administrator

**Department:** City Clerk

**Attachments:** [2024-01 Charter Resolution Procurement](#)  
[Hyattsville Ordinance 2024-01 Chapter 6 Procurement FINAL](#)  
[Hyattsville PPT Procurement Charter and Code April 2024](#)

**10.d. Open FY25 Budget Discussion** [HCC-262-FY24](#)

Open discussion to provide time for follow-up items pertaining to the FY25 Budget.

**Sponsors:** City Administrator

**11. Council Dialogue (9:45 p.m. - 9:55 p.m.)**

**12. Motion to Adjourn**



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## Agenda Item Report

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**File #:** HCC-251-FY24

4/1/2024

6.a.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**

**Proclamation Celebrating World Autism Acceptance Day and Autism Acceptance Month.**

**Suggested Action:**

I move that the Mayor and Council adopt a proclamation celebrating April 2, 2024 as World Autism Acceptance Day and April as Autism Acceptance Month in the City of Hyattsville.

**Summary Background:**

April is internationally recognized as World Autism Month and April 2 as World Autism Acceptance Day. The recognition and celebration during April brings awareness and encourages communities to develop improved resources for individuals who live with autism and their families.

**Next Steps:**

Adopt the proclamation.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend adoption.

**Community Engagement:**

City staff will use social media posts to highlight April as Autism Acceptance Month.

**Strategic Goals:**

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

**Legal Review Required?**

N/A

# CITY OF HYATTSVILLE

## PROCLAMATION

### CELEBRATING APRIL 2<sup>nd</sup>, 2024 AS WORLD AUTISM AWARENESS DAY AND APRIL 2024 AS AUTISM ACCEPTANCE MONTH IN THE CITY OF HYATTSVILLE

The City of Hyattsville proclaims April 2<sup>nd</sup>, 2024 to be World Autism Awareness Day and the entire month of April 2024 to be Autism Acceptance Month, which is a time to celebrate the unique perspectives of those living with autism spectrum disorder (ASD); promoting greater opportunities for autism inclusion and awareness so that individuals with autism can live full lives.

**WHEREAS**, autism is characterized by the National Institute of Health (NIH) as a neurological and developmental disorder that affects how people interact with others, communicate, learn, and behave; and

**WHEREAS**, according to The Autism Society, autism is the fastest-growing developmental disorder in the United States with 1 in 44 children diagnosed with autism spectrum disorder, totaling over 5 million young people and adults; and

**WHEREAS**, encouraging broader acceptance and understanding can result in improved opportunities for individuals with autism to access quality education, employment, housing, and health care; and

**WHEREAS**, Annually The City of Hyattsville celebrates April as Autism Acceptance Month, beginning with the United Nations-sanctioned World Autism Awareness Day on April 2. This year marks the 17th annual World Autism Awareness Day, with the purpose of advocating, educating, and encouraging communities to develop improved systems for families and individuals living with autism.

**NOW, THEREFORE BE IT RESOLVED**, that the City of Hyattsville recognizes April 2<sup>nd</sup>, 2024 as World Autism Day and April as Autism Acceptance Month in honor of building more inclusive and supportive experiences for individuals with autism and their families.

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**Robert Croslin**  
*Mayor, City of Hyattsville*

April 1, 2024





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-252-FY24

4/1/2024

6.b.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**  
**Proclamation Celebrating April 2024 as Arab American Heritage Month**

**Suggested Action:**  
I move that the Mayor and Council adopt a proclamation recognizing April 2024 as Arab American Heritage Month in the City of Hyattsville.

**Summary Background:**  
Across the country, cultural institutions, school districts, municipalities, state legislatures, public servants, and non-profit organizations issue proclamations and engage in special events that celebrate Arab Americans' rich heritage and numerous contributions to society.

**Next Steps:**  
Adopt the proclamation.

**Fiscal Impact:**  
N/A

**City Administrator Comments:**  
Recommend adoption.

**Community Engagement:**  
Staff will create a page on the City website with resources dedicated to Arab American Heritage.

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

**Legal Review Required?**  
N/A

# CITY OF HYATTSVILLE

## PROCLAMATION

### DECLARING APRIL 2024, AS ARAB AMERICAN HERITAGE MONTH IN THE CITY OF HYATTSVILLE

Arab American Heritage Month is an annual, recognition of Arab Americans' culture, heritage, achievements, and contributions to the United States.

**WHEREAS**, Each April Arab- American Heritage Month has been celebrated nationally since 2017, this year's theme is: "Celebrating Arab American Resilience and Diversity."; and

**WHEREAS**, for over a century, Arab Americans have been making valuable contributions to virtually every aspect of American society: in medicine, law, business, education, technology, government, military service, culture; and

**WHEREAS**, since migrating to America, men and women of Arab descent have shared their rich culture and traditions with neighbors and friends, while also setting fine examples of model citizens and public servants; and

**WHEREAS**, they brought with them to America their resilient family values, strong work ethic, dedication to education, and diversity in faith and creed that have added strength to our great democracy; and

**WHEREAS**, the history of Arab Americans in the US. at times remains neglected or defaced by misconceptions, bigotry, and anti-Arab hate, which must be combated in the forms of education and awareness.

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the City of Hyattsville proclaim April 2024, as Arab American Heritage Month to celebrate the contributions Arab Americans have made to the City of Hyattsville and society at-large.

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**Robert Croslin**

*Mayor, City of Hyattsville*

April 1, 2024





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-253-FY24

4/1/2024

6.c.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Proclamation

**Item Title:**

**Proclamation in Honor of National Public Health Week**

**Suggested Action:**

I move that the Mayor and Council proclaim April 1 - 7, 2024 as National Public Health Week in the City of Hyattsville.

**Summary Background:**

National Public Health Week is an annual, national campaign to recognize and raise awareness about the importance of public health.

**Next Steps:**

Proclaim that the week of April 1 - 7, 2024, to be National Public Health Week in the City of Hyattsville.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

N/A

**Strategic Goals:**

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

**Legal Review Required?**

N/A

# CITY OF HYATTSVILLE

## PROCLAMATION

DECLARING APRIL 3 – 9, 2023, AS PUBLIC HEALTH WEEK IN THE CITY OF HYATTSVILLE

National Public Health Week is an annual, national campaign to recognize and raise awareness about the importance of public health.

**WHEREAS**, public health is defined as the science of protecting and improving the health of people and their communities; and

**WHEREAS**, the theme for National Public Health Week in 2023 is “Centering and Celebrating Cultures in Health”, in recognition of the ways cultures have always shaped our health and how we can learn about and celebrate the unique and joyful ways different cultures focus on health; and

**WHEREAS**, the City regularly promotes resources and programming for Hyattsville residents to lead healthier lifestyles with support from the Community Services Department and the Health Wellness and Recreation Committee;

**NOW, THEREFORE BE IT RESOLVED**, that the Mayor and Council of the City of Hyattsville proclaim April 3 – 9, 2023, as National Public Health Week to encourage residents to make better health decisions, in April and year-round.

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**Robert Croslin**

*Mayor, City of Hyattsville*

April 3, 2023





# City of Hyattsville

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## Agenda Item Report

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**File #:** HCC-247-FY24

4/1/2024

7.a.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointments to the Hyattsville Flag Redesign Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointments of Jamila Hinds (Ward 1), Sam Jackson (Ward 1), Paul Hrusa (Ward 2), Katie Burk (Ward 2), Domonique Gibson (Ward 3), Michael Fischer (Ward 3), and Monican Gorman (Ward 5) to the Hyattsville Flag Redesign Committee.

**Summary Background:**

The Hyattsville Flag Redesign was approved at the March 4, 2024 Council Meeting. The committee will meet as needed to develop a community engagement plan and a selection process to present its final recommendation(s) to the City Council no later than October 7, 2024.

**Next Steps:**

The staff liaison will reach out about the next scheduled meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Approval

**Community Engagement:**

The City solicited applications from the community via the Hyattsville Reporter and social media.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A



# Board, Committee, and Commission Application

## Profile

Michael

First Name

Fischer

Last Name

## Preferred Pronouns

None Selected

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

Upon appointment to a committee, you are automatically enrolled into the stipend program but in order to receive your payment you must complete and submit a W-9 form. The W-9 form will be emailed to committee members upon confirmation of your appointment.

Please enter your address below.

Many, but not all, of our committees require residency within the incorporated City limits of Hyattsville. To check your residency status, please visit the map: [City Residency Map](#)

Committees that accept applications from individuals residing outside of the incorporated City limits are listed below:

- Education Advisory Committee (at least 50% + 1 of sitting committee members must be residents of the City)
- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 3

Primary Phone

**Referred By:**

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**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

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A flag is a timeless and inspiring symbol for a community, and the decision to design a new one should be handle with great care and appreciation. I enjoy vexillology (the study of flags) as a hobby, and hope to bring my years of experience both in the Hyattsville community and around the world to help create a memorable flag.

# Board, Committee, and Commission Application

## Profile

Domonique

First Name

Gibson

Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

Upon appointment to a committee, you are automatically enrolled into the stipend program but in order to receive your payment you must complete and submit a W-9 form. The W-9 form will be emailed to committee members upon confirmation of your appointment.

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 3

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

My name is Domonique Gibson. I am originally from New Orleans, LA but moved here from Houston, TX. I have lived in Hyattsville for nearly 6 years now. Hyattsville has filled like a home to me even before officially moving here. I would love to give back to the city in any capacity as a token of my appreciation.

# Board, Committee, and Commission Application

## Profile

Monica

First Name

Gorman

Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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Street Address

Suite or Apt

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State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

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**Please select your ward from the drop down list below. \***

---

Ward 5

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I have lived in Hyattsville since 2014 and I love this community. My children love the parks and I am a gardener in the Hyatt Park Community Garden. I would like to serve on the Flag Redesign Committee to help Hyattsville choose a flag that will represent and inspire all of Hyattsville into the future.

# Board, Committee, and Commission Application

## Profile

Jamila

First Name

Hinds

Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 1

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

As resident of Hyattsville since 2019 and an enthusiast of arts, culture, and design, Jamila Hinds looks to support creative works in the community. She has nearly 20 years of experience working in creative operations across a number of fields (museum exhibition, architectural signage, branding, marketing, and digital asset management). When she is not running 5Ks around town with RunnersHy and College Park Parkrun, Jamila is pursuing a life-long dream of working for a cultural heritage institution and is currently studying for a Master of Library and Information Science (MLIS) degree.



# Board, Committee, and Commission Application

## Profile

Paul  
First Name

Hrusa  
Last Name

## Preferred Pronouns

He, him, his

Email Address

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 2

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I am an artist with a trained eye for design. Also, I am a web developer so I have experience in the application of graphics across multiple digital platforms.

# Board, Committee, and Commission Application

## Profile

Sam  
First Name

Jackson  
Last Name

## Preferred Pronouns

He, him, his

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 1

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I am an avid flag collector and enthusiast. I've been a member of NAVA (North American Vexillological Association) for the past two years and regularly receive their newsletters/updates. As a homeowner here in Hyattsville, I would cherish the opportunity to engage in this discussion and ensure we select a flag that represents the values and diversity of our great city. I was born and raised along the route one corridor (have lived in Hyattsville, College Park, and University Park) and have extensive knowledge of the history of our immediate region. Thank you for your consideration and I hope you'll select me for the committee!

# Board, Committee, and Commission Application

## Profile

Katie  
First Name

Burk  
Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Flag Redesign Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 2

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I'm a graphic designer living and working in Hyattsville. I love to be part of anything creative with design thinking and design research in general! I think it would be really interesting to be part of the process in helping our city get a refreshed look to the flag.



# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-248-FY24

4/1/2024

7.b.

---

Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**  
**Appointment to the Code Compliance Advisory Committee**

**Suggested Action:**  
I move that the Mayor and Council approve the appointments of Susan Zahran (Ward 1) and Thoa Hoang (Ward 4) to the Code Compliance Advisory Committee for a term of two (2) years to expire on April 30, 2026.

**Summary Background:**  
See attached applications.

**Next Steps:**  
The staff liaison will reach out about the next scheduled meeting.

**Fiscal Impact:**  
N/A

**City Administrator Comments:**  
Recommend Approval

**Community Engagement:**  
Agendas for the Code Compliance Advisory Committee meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

**Strategic Goals:**  
Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**  
N/A

# Board, Committee, and Commission Application

## Profile

Thoa  
First Name

Hoang  
Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Code Compliance Advisory Committee: For Review

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

## If you selected more than one Board/Committee of interest, please indicate your first choice below.

First choice: Education Advisory Committee Second choice: Code Compliance Advisory Committee



To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 4

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

My lived experience as a first-generation Vietnamese American and 7+ years of professional experience as a federal employee and community organizer informs my passion for economic development and mobility. Serving on the Education Advisory Committee or the Code Compliance Advisory Committee gives me the opportunity to serve my community. As a resident of Hyattsville since 2019, I am aware of the diversity and the growth that the city is experiencing. I'm excited to learn more about the city and be part of making the city a better place for residents, through the Education Advisory Committee. My experience at the U.S. Department of Agriculture (USDA) and Labor (DOL) provides an understanding of how federal agencies administer and enforce mandatory and discretionary social assistance programs. These skills allow me to be effective when reviewing grant applicants or assessing code compliance. Most of my work has been at a federal level so I'm eager for an opportunity to see how city government works. Most recently, I was a contractor for the City of Boston where I helped the city assess its youth work-based learning ecosystem by conducting 27+ interviews with key stakeholders. I also designed an implementation plan for the City of Boston, Office of Youth & Employment Opportunities to help the city provide 1,000 Boston Public School students with quality career pathway support. I know that this experience would allow me to make valuable contributions to the Education Advisory Committee.

# Board, Committee, and Commission Application

## Profile

Susan

First Name

Zahran

Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Code Compliance Advisory Committee: For Review

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

**If you selected more than one Board/Committee of interest, please indicate your first choice below.**

## Ethics

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 1

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

TBD

Question applies to Ethics Commission

The Ethics Commission is composed of five (5) members, appointed by the Mayor and approved by Council for a term of three (3) years.

The Commission's responsibilities include adopting regulations in accordance with the City's Ethics Code, providing advisory opinions, and certifying compliance to the State Ethics Commission. In addition to these responsibilities, the Commission is appointed by the Board of Supervisors of Elections to review all campaign finance documents for Regular and Special Elections.

Question applies to Ethics Commission

**What skills and experience will you bring to the Commission? Include any governmental experience, activities with civic and business organizations, accounting experience, or any other experience that would contribute to your effectiveness as a Commissioner.**

---

Good Morning, I recently completed a law degree and am waiting on bar exam results. So, while not a licensed attorney, I have a baseline understanding of ethics as they pertain to the legal profession. Thank you.



# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-249-FY24

4/1/2024

7.c.

---

Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**  
**Appointment to the Hyattsville Environment Committee**

**Suggested Action:**  
I move that the Mayor and Council approve the reappointment of Melissa Schweisguth (Ward 5) to the Hyattsville Environment Committee for a term of two (2) years to expire on April 30, 2026.

**Summary Background:**  
See attached application.

**Next Steps:**  
The staff liaison will reach out about the next scheduled meeting.

**Fiscal Impact:**  
N/A

**City Administrator Comments:**  
Recommend support.

**Community Engagement:**  
Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

**Strategic Goals:**  
Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**  
N/A

# Board, Committee, and Commission Application

## Profile

Melissa

First Name

Schweisguth

Last Name

## Preferred Pronouns

None Selected

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Hyattsville Environment Committee: For Review

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

**Please select your ward from the drop down list below. \***

---

Ward 5

Primary Phone

**Referred By:**

---

N/A renewal term

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I would like to contribute in a meaningful and focused way to shaping Hyattsville's future and ensuring we have a positive impact on people and planet, with equitable benefits for all residents. We have responsive elected officials and dedicated, collaborative staff so I feel the Committees are a worthwhile way to contribute. My Ward, 5, is highly under-represented on committees and I want to help fill that gap. I feel HEC is a good way to apply my relevant experience and interests as I have a) served on a comparable committee in the past (Ashland, OR), b) managed corporate social responsibility programs including resource-use reduction, climate change mitigation, waste-to-landfill reduction and other areas, c) I live a zero-waste lifestyle and really don't make any landfill waste, or even have many recyclables to discard. I practice the principles of refuse, reduce, and reuse...then recycle the little "waste" that's left.



# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-250-FY24

4/1/2024

7.d.

---

Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Consent

**Item Title:**

**Appointment to the Shade Tree Board**

**Suggested Action:**

I move that the Mayor, with Council approval, the reappointment of Gloria Felix-Thompson to the Shade Tree Board for a term of 3 years to expire on April 30, 2027.

**Summary Background:**

See attached applications.

**Next Steps:**

The staff liaison will reach out about the next scheduled meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend Support

**Community Engagement:**

Click or tap here to enter text.

**Strategic Goals:**

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

**Legal Review Required?**

N/A

# Board, Committee, and Commission Application

## Profile

Gloria  
First Name

Felix-thompson  
Last Name

## Preferred Pronouns

She, her, hers

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Race and Equity Task Force (up to one non-City resident appointment)

Street Address

Suite or Apt

City

State

Postal Code

## Which Boards would you like to apply for?

Shade Tree Board: On Agenda

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

Code Compliance

To find your City Ward, click on this link! [City Residency Map](#)



**Please select your ward from the drop down list below. \***

---

Ward 1

Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

I have served on this committee for the last 3 years because I am interested that our city have good code enforcement that is also fair. I have a background in real estate development and small business as well as owning a residents in our city. For the last year I have served as the committe's secretary



# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-259-FY24

4/1/2024

7.e.

---

Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Education Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council approve the appointment of Valorie Watson (Ward 2) to the Education Advisory Committee for a term of two (2) years ending on April 30, 2026.

**Summary Background:**

See attached application.

**Next Steps:**

The committee liaison will contact the committee member to attend the next scheduled meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

Agendas for the Education Advisory Committee meetings will be posted on the City's website. Meetings are open to the public and all are encouraged to attend.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

# Board, Committee, and Commission Application

## Profile

Vallorie

First Name

Watson

Last Name

## Preferred Pronouns

She, her, hers

[Redacted]

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

[Redacted]

Street Address

[Redacted]

City

[Redacted]

Suite or Apt

[Redacted]

State

[Redacted]

Postal Code

## Which Boards would you like to apply for?

Education Advisory Committee: For Review

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

Education Advisory

To find your City Ward, click on this link! [City Residency Map](#)

Please select your ward from the drop down list below. \*

---

Ward 2

  
Primary Phone

**Referred By:**

---

City of Hyattsville Volunteer Announcements

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

Volunteer for over 8 years as PGCPs Foster Grandparent in Chillum and Rosa Parks Elementary schools. Received 2017 PG County Volunteer Foster Grandparent of the Year Award.



# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-261-FY24

4/1/2024

7.f.

---

Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Appointment

**Item Title:**

**Appointment to the Health, Wellness, and Recreation Advisory Committee**

**Suggested Action:**

I move that the Mayor and Council approve the reappointment of Peter Stockus (Ward 4) to the Health, Wellness, and Recreation Advisory Committee for a term of two (2) years to expire on April 30, 2026.

**Summary Background:**

See the attached application.

**Next Steps:**

The staff liaison will reach out about the next scheduled meeting.

**Fiscal Impact:**

N/A

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Committee meetings are open to the public and all are encouraged to attend. Agendas are posted on the City's website.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

N/A

# Board, Committee, and Commission Application

## Profile

Peter  
First Name

Stockus  
Last Name

## Preferred Pronouns

None Selected

[Redacted]

Email Address

## Committee Stipend Program - *Members Receive a Stipend of \$40 per Meeting Attended*

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- Educational Facilities Task Force (up to one non-City resident appointment)
- Race and Equity Task Force (up to one non-City resident appointment)

[Redacted]

Street Address

[Redacted]

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

## Which Boards would you like to apply for?

Health, Wellness and Recreation Advisory Committee: Submitted

## Do you currently serve on this committee and are applying for re-appointment?

Yes  No

If you selected more than one Board/Committee of interest, please indicate your first choice below.

To find your City Ward, click on this link! [City Residency Map](#)

Please select your ward from the drop down list below. \*

---

Ward 4

  
Primary Phone

**Referred By:**

---

**Please provide a brief background statement including why you want to serve on the committee/s for which you are applying. This statement may be posted on the City's website.**

---

After serving on the Health, Wellness, and Recreation Committee since 2021 , I am pleased to submit my application for reappointment. I have been serving as the committee record keeper and organized a successful bicycle rodeo in 2023. I view this committee position as a way to positively contribute to my adopted hometown and coordinate with my community to provide healthy choices and recreation opportunities to everyone.



# City of Hyattsville

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## Agenda Item Report

---

**File #:** HCC-256-FY24

4/1/2024

8.a.

---

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

**Item Title:**  
**43<sup>rd</sup> Avenue Traffic Study**

**Suggested Action:**

I move the Mayor and Council authorize an expenditure not to exceed \$60,000 to Toole Design Group to perform a traffic study on 43<sup>rd</sup> Ave between Oglethorpe Street and Jefferson Street under their existing contract with the City.

**Summary Background:**

Located between the recently constructed Hyattsville Middle School and DeMatha High School 43<sup>rd</sup> Avenue between Oglethorpe Street and Jefferson Street sees a large amount of traffic. The City has received several complaints about the safety of this area. Toole Design is currently completing a traffic study on Oglethorpe Street between 42<sup>nd</sup> Ave and 44<sup>th</sup> Ave making this new study a logical extension of that work. Toole Design is one of the City's on-call transportation engineering and design companies and is completing a number of other studies in various locations throughout the City. In the fall of 2024, the City completed a traffic calming toolkit, and this will be the first project to utilize it from start to finish.

**Next Steps:**

Issue purchase order and begin the study.

**Fiscal Impact:**

NTE \$60,000

**City Administrator Comments:**

Recommend approval.

**Community Engagement:**

Several community engagement sessions will be scheduled as part of study, both online and in person.

**Strategic Goals:**

Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A



October 2, 2023

Hal Metzler Jr.  
City of Hyattsville Department of Public Works  
4310 Gallatin Street  
Hyattsville, MD 20781

**RE: Hyattsville On-Call: 43rd Avenue – Jefferson to Oglethorpe – Traffic Calming Improvements Concept Design**

Dear Mr. Metzler,

At the request of the City of Hyattsville (City) and as part of the Hyattsville On-Call Transportation and Engineering Design, Contract No. DPW19-012, P.O. # P20/102549, Toole Design is pleased to submit the following scope of work and fee schedule for the 43<sup>rd</sup> Avenue Traffic Calming Improvements.

The extents of the project corridor include the section of 43<sup>rd</sup> Avenue in Hyattsville, MD from Jefferson Street on the south to Oglethorpe Street on the north, for a total length of approximately 1600 ft, or 0.3 miles.

The goal of this project is to respond to local traffic calming requests on 43<sup>rd</sup> Avenue and provide the City with concept design plans using innovative solutions to reduce vehicular speeds and provide a safer environment for bicyclists and pedestrians.

## **Task 1: Project Kickoff and Ongoing Project Management**

The Toole Design Project Manager will conduct a kickoff meeting with the City to establish goals and an overall schedule for this task. Toole Design staff will provide an agenda for the kickoff meeting and follow up with meeting minutes and an updated schedule. During the project kickoff, Toole Design, with City staff, will “walk” the corridor using Google Streetview or similar, discussing design goals, challenges, and expectations for each intersection or block.

Our team will organize and conduct monthly (virtual) project coordination meetings and submit monthly progress reports summarizing recent project activities. Toole Design’s project manager will regularly attend these meetings with other team members attending on an as-requested basis as project tasks pertain to their work.

### **Task 1 Deliverables & Meetings**

- Schedule and attend one (1) Project Kickoff Meeting with City of Hyattsville staff (virtual)
- Meeting Agenda and minutes for Project Kickoff Meeting with City
- Participate in monthly progress meetings (virtual, up to 6)
- Prepare monthly progress reports (up to 6)

## Task 2: Field Visit and Data Collection

Prior to starting any design work, Toole Design anticipates that the City will provide Toole Design with GIS data including buildings, edges of road, sidewalks, etc. Toole Design will assemble this data into an existing conditions base map and will use this map to confirm the existing conditions and accuracy of the plan during a field visit. During the field visit, Toole Design will confirm street width measurements, bus stop locations, driveway locations and other existing conditions, as applicable. Toole Design will also identify existing signs related to the proposed design that may need to be modified or removed. Toole Design will then incorporate the data found and measured into the base map. This base map will be incorporated into the preferred alternative plan described in Task 4B, below.

As the project location is adjacent to DeMatha Catholic High School, the site visit will be scheduled to coincide with school arrival and dismissal time windows, with Toole Design performing behavioral observations relating to driver, pedestrian, and cyclist travel patterns. We anticipate two (2) Toole Design staff will attend this site visit.

It is anticipated that the City will provide the traffic calming request, prior speed/volume data and updated data from two count locations (one in each direction), and any other data collected by the City as part of their data collection efforts.

### Task 2 Deliverables and Meetings:

- Prepare for and attend a site field visit.
- Existing Conditions Plan.
- The City will provide Toole Design with:
  - Data including imagery basemap, buildings, sidewalks, crosswalks, roads, traffic signals, alleys, and parking
  - Basic design concept parameters: design vehicles
- Existing conditions summary to be included in the Concept Design Document.
- GIS topographic data, including GIS property mosaic, provided by the city.

## Task 3: Public Meeting / Renderings

Before finalizing the concept design plans described in Task 4, below, the Toole Design Team will provide presentation materials for one (1) public meeting to present initial design concepts shown in the Concept Memo and obtain feedback from the public. Draft conceptual renderings and potential design treatments to be considered will rely on the City's design toolkit and will be developed for the City's review for presentation at the public meeting to illustrate potential design alternatives. Agreed-upon revisions to the draft renderings will be incorporated into final renderings to be presented at the public meeting. The Toole Design team will attend and present the materials at the meeting with up to 2 staff people as needed. The Toole Design Team will record attendance and prepare minutes and written responses to public comments for the public meeting. We have assumed for the purposes of this scope that the public meeting will be in person; however, will be prepared for a virtual meeting as well. Specifics of the meeting format will be discussed during project status meetings.

### Task 3 Deliverables & Meetings:

- Draft Renderings – 8 total (electronic, pdf for virtual meeting and online posting)
- Final Renderings – 8 total (electronic, pdf for virtual meeting, presentation boards for in-person meeting)
- Attend one public meeting (assumes two Toole staff, in-person)

### Task 3 Assumptions

- All submittals will be electronic and one (1) set of presentation boards (up to 24"x36") will be prepared by Toole Design for in-person meeting.
- Review meetings to be held as a conference calls or online/video conferences.
- Public meeting location and advertisement will be coordinated by the City.
- This scope of work does not include traffic or parking analysis.
- The City's Design Toolkit will be used to develop design alternatives and the graphics used to support the design alternatives.

## Task 4: Development of 30% Concept Design, Concept Design Document, and Opinion of Probable Cost

### Task 4A: Concept Elements and Concept Design Document

Based on the project goals established in the kickoff meeting and once an agreed-upon design vehicle has been designated for the corridor, Toole Design will develop initial concept options to address the project goals. These options will be communicated via concept hand sketches with up to three alternatives, along with a concept design document that summarizes the alternatives. The concept design document will be presented in a visual format using PowerPoint rather than in a standard document to streamline the transition to the public presentation. The concept design document will also include a summary of existing conditions, field observations and rationale for recommendations included as well as considerations for design advancement. The concepts may include the following treatments:

- High-Visibility Crosswalks
- Permanent curb extensions
- Signs to enhance pedestrian crossings and awareness of bicycles
- Parking space revisions
- Other pavement markings, signs, and flex posts

The concepts and concept document will be submitted to the City for review and discussed in a review meeting with City staff. Toole Design will revise the concept and document based on a single set of consolidated comments provided by the City. The revised concepts and document will be summarized for presentation to the public, and other key stakeholders, as outlined in Task 3. As directed by the City, a final round of revisions to the concepts and documentation will be completed based on feedback received from the presentation and a final set of concepts will be submitted.

### Task 4A Deliverables and Meetings:

- Up to three (3) total hand sketches (electronic, pdf)
- Design documentation of options (electronic, pdf)
- Review meeting on concept designs with City to get input (virtual, 1 hour)

### Task 4B: Development of 30% Design

Using input from the City and the public meeting on the concept design document, hand sketches, and concept elements, the Toole Design Team will advance one preferred design to the 30% design level. Autoturn turning templates using the designated design vehicle will be run on the preferred design alternative. Prior to submission, the Toole Design Team will perform an internal Quality Assurance/Quality Control (QA/QC) review. The Toole Design Team will maintain a record of all internal QA/QC review comments and resolutions. The plans will be developed at 1" = 20' scale. A total of seven (7) plan sheets showing key design features are anticipated for the 30% plan set as follows:

- Title Sheet (1 sheet)
- Index of Drawings & General Notes (1 sheet)
- Standard Symbols & Abbreviations (1 sheet)
- Standard Construction and Signing and Marking Details (1 sheet)
- Plan (includes signing and marking, 3 sheets)

**Task 4B Deliverables & Meetings:**

- Draft 30% Design Plans (electronic, pdf)
- Review meeting with City to get input (virtual, 1 hour)
- Final 30% Design Plans (electronic, pdf)
- Updated Concept Design Document.
- Opinion of Probable Cost.

**Task 4 Assumptions:**

- One (1) round of comments on all Task 4 deliverables.
- The preferred design alternative will be drawn using the baseplan developed in Task 2, which is based on GIS information and informed by aerial imagery and the site visit. No field survey is being provided in this scope.
- The City's Design Toolkit will be used to develop design alternatives and the graphics used to support the design alternatives.
- The City will provide comments within two (2) weeks of the Toole Design submittals.
- Toole Design does not anticipate completing a full existing sign inventory, only noting signs that need to be added or removed based on the updated design.
- Basic Drainage considerations such as the potential relocation of drainage structures and any additional structures will be shown in the Draft and Final concept designs for information only.
- Drainage calculations are not included.
- Stormwater Calculations not included.
- Title research and appraisals for right-of-way acquisition are not included.
- Utility coordination and test pits are not included.
- No permit preparation or fees have been included.

Toole Design's fee for this scope of work is **\$51,150** and based on the six-month fee and schedule attached.

If you have any questions about the above scope and fee, please feel free to contact me, or the project manager, Barbara Mosier at [bmosier@tooledesign.com](mailto:bmosier@tooledesign.com) or 301.927.1900 x222.

Sincerely,



**Cipriana D. Thompson, PE, PTOE** | Director of Operations, Mid-Atlantic

**TOOLE DESIGN**

8484 Georgia Avenue, Suite 800 | Silver Spring, MD 20910  
[egilliam@tooledesign.com](mailto:egilliam@tooledesign.com) | 301.927.1900 x149

TOOLE DESIGN

50737 - 43rd Ave - Jefferson to Oglethorpe  
 Preliminary Design  
 10/2/2023

	PIC	PM	Engineering Lead	Senior Engineer	Project Engineer	Engineer I-III	Landscape Architect Lead	Senior Landscape Architect	Landscape Architect	Designer	Technician	Admin	Subconsultant	Hourly Subtotals	Fee Subtotals by line
	\$262.00	\$202.00	\$257.00	\$189.00	\$181.00	\$139.00	\$231.00	\$180.00	\$126.00	\$102.00	\$83.00	\$92.00			
<b>1 Kickoff and Ongoing Project Management</b>															
Kickoff Meeting		2		2										4	\$ 782
Monthly coordination call (up to 6)		3		3										6	\$ 1,173
Project Management and Progress Reports		6		6										12	\$ 2,346
														-	\$ -
Subtotal Hours	0	11	0	11	0	0	0	0	0	0	0	0	0	22	
Subtotal Cost	\$ -	\$ 2,222	\$ -	\$ 2,079	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 4,301
<b>2 Field Visit and Data Collection</b>															
Desktop Site Review and Data Collection	1	1		1	1	1					4			9	\$ 1,305
Site Visit (Curb Measurements, observe traffic conditions)				8	8	8								24	\$ 4,072
Existing Conditions Base Map from aerials, GIS, measurements, etc (Microstation)				1	1	6					12			20	\$ 2,200
														-	\$ -
Subtotal Hours	1	1	0	10	10	15	0	0	0	0	16	0	0	53	
Subtotal Cost	\$ 262	\$ 202	\$ -	\$ 1,890	\$ 1,810	\$ 2,085	\$ -	\$ -	\$ -	\$ -	\$ 1,328	\$ -	\$ -		\$ 7,577
<b>3 Public Meeting / Renderings</b>															
Develop Draft Renderings of Concepts	1	1	2	4	4	8					16			36	\$ 4,898
Review Meeting to Discuss Draft Renderings				2	2									4	\$ 740
Revise Draft Renderings to Final Renderings				2	2	8					8			20	\$ 2,516
Prepare for and attend Public Meeting (then go to Task 4 sheets)				6	6									12	\$ 2,220
														-	\$ -
Subtotal Hours	1	1	2	14	14	16	0	0	0	0	24	0	0	72	
Subtotal Cost	\$ 262	\$ 202	\$ 514	\$ 2,646	\$ 2,534	\$ 2,224	\$ -	\$ -	\$ -	\$ -	\$ 1,992	\$ -	\$ -		\$ 10,374
<b>4 30% Concept Design</b>															
Develop concept hand-sketches for up to 3 alternatives		2.0		8.0	16.0	16.0					0.0			42.0	\$ 7,036
Meet w/ City to discuss concept alternatives (then go to Task 3)		1.0		2.0	4.0	4.0								11.0	\$ 1,860
Title/Cover Sheet			0.5	0.5	1.0	1.0					2.0			5.0	\$ 709
Legends, Abbreviations, and General Notes			0.5	1.0	2.0	2.0					2.0			7.5	\$ 1,124
Typical Sections			0.5	1.0	2.0	2.0					2.0			7.5	\$ 1,124
Roadway/Construction Plan (also referred to as a General Plan)			2.0	8.0	8.0	8.0					10.0			36.0	\$ 5,416
Pavement Marking and Signage Plans (No separate plan - show on roadway plan)			2.0	8.0	8.0	8.0					10.0			36.0	\$ 5,416
QAQC + Markups		1.0		1.0	2.0	2.0					4.0			10.0	\$ 1,363
Quantities Sheet + Preliminary Cost Estimate		1.0		2.0	2.0	4.0					0.0			9.0	\$ 1,498
Concept Design Document		2.0		2.0	2.0	4.0								10.0	\$ 1,700
Review Call with Client/City, address comments, and resubmit plans		2.0		2.0	0.0	0.0					8.0			12.0	\$ 1,446
Subtotal Hours	0	9	6	36	47	51	0	0	0	0	38	0	0	186	
Subtotal Cost	\$ -	\$ 1,818	\$ 1,414	\$ 6,710	\$ 8,507	\$ 7,089	\$ -	\$ -	\$ -	\$ -	\$ 3,154	\$ -	\$ -		\$ 28,691
<b>TOTAL</b>															
Total Hours	2	22	8	71	71	82	-	-	-	-	78	-	-	333	
TOTAL LABOR	524	4,444	1,928	13,325	12,851	11,398	-	-	-	-	6,474	-	-		\$ 50,943

Toole Design Direct Expenses	\$ 207
<b>TOTAL DIRECT EXPENSES</b>	<b>\$ 207</b>
<b>Grand Total</b>	<b>\$ 51,150</b>



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-207-FY24

4/1/2024

9.a.

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

**Item Title:**  
**Renovation of Council Chambers - Phase 1 (ARPA)**

**Suggested Action:**

I move the Mayor and Council authorize the City Administrator to enter into an agreement, pending legal review, with the following companies for the renovation of the Council Chambers to facilitate hybrid meetings and create a multi-function space.

- Moore Construction for the general contracting work to include carpentry, painting, electrical, and other related trades in an amount not to exceed \$25,000
- Empire Today for the replacement of the carpet in an amount not to exceed \$15,000
- CL Hibbard for the plumbing modifications in an amount not to exceed \$7,500
- Budget Blinds for the installation of blinds in an amount not to exceed \$5,600
- Douron for the furnishing and installation of new furniture in an amount not to exceed \$45,000

This work is funded using ARPA funds as previously authorized. The Treasurer is authorized to make the necessary budget amendments to facilitate these expenditures.

**Summary Background:**

Since the COVID-19 pandemic began in March 2020 the Council has held meetings remotely as the existing Council chambers cannot accommodate hybrid meetings. City staff have been working on plans to renovate the Council chambers to accommodate several related goals; to be able to host a variety of hybrid online and in person meetings, to create a multi-function space that can be adapted to a wide variety of meeting styles and needs, and to bring the chambers into compliance with current ADA standards. Phase 1 will begin this process by creating the physical infrastructure needed. Phase 2 will address the Council dais specifically, along with any specific technology needs related to the installation of a new dais. Phases 2 will be brought to Council in future meeting for approval.

**Next Steps:**

Complete contracts and begin to schedule the work

**Fiscal Impact:**

NTE \$98,100 in ARPA funding

**City Administrator Comments:**

Recommend Approval of the first phase. This work is essential as we move towards supporting in-person and hybrid meetings.

**Community Engagement:**

N/A

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

Pending



CLIENT

INSTALL AT






# QUOTE

Prepared by:  
 Issue Date: 3/8/2024  
 Valid Until: 10 Working Days From Above

## JN-3469 HYATTSVILLE DPW-R5

ITEM	IMAGE	QTY	PRODUCT NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
1		1	MAPT	Pricing Per MAPT Contract 2015-42	List: \$0.00 Discount: .00000 Sell: \$0.00	\$0.00 \$0.00
				Tag 1: Tag 2:		
2		20	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	List: \$667.00 Discount: -53.50000 Sell: \$310.16	\$13,340.00 \$6,203.20
			.N	Armless	Select Arm Type	
			.H	Hard Caster	Select Caster/Glide Option	
			.OS	Charcoal ReActiv	Select Back	
			\$(3)	III UPHOLSTERY	Select Upholstery	
			?	----- UNSELECTED -----	Upholstery Selection	
			?	----- UNSELECTED -----	Select Frame Color	
				Tag 1: Tag 2:		
3		20	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	List: \$721.00 Discount: -53.50000 Sell: \$335.27	\$14,420.00 \$6,705.40
			.F	Fixed	Select Arm Type	
			.H	Hard Caster	Select Caster/Glide Option	
			.OS	Charcoal ReActiv	Select Back	
			\$(3)	Grade 3 Uph	Select Upholstery	
			~	Undecided FABRIC Option	Upholstery Selection	
			~	Undecided FRAME Option	Select Frame Color	
				Tag 1: Tag 2:		
4		20	HIGS6	Ignition Guest/Multi-Purpose Chair Four-Leg Stacking	List: \$688.00 Discount: -53.50000 Sell: \$319.92	\$13,760.00 \$6,398.40
			.N	Armless	Select Arm Type	
			.H	Hard Caster	Select Caster/Glide Option	
			.OS	Charcoal ReActiv	Select Back	
			\$(3)	Grade 3 Uph	Select Upholstery	
			~	Undecided FABRIC Option	Upholstery Selection	
			~	Undecided FRAME Option	Select Frame Color	
				Tag 1: Tag 2:		



ITEM	IMAGE	QTY	PRODUCT NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
5		10	HMVR-2472G-NS	Motivate Table Rect 24Dx72W 2mm Edge Nesting Base	List: \$1,655.00	\$16,550.00
			.N No Grommets	Select Grommet Location	Discount:	-53.50000
			\$(L1STD) Grd L1 Standard Laminates	Select Grade	Sell:	\$769.58 \$7,695.80
			.B9 Silver Mesh	Select Grade 1 Laminate Finish		
			.LOFT Loft	Select Edge Color		
			.C Caster	Select Caster/Glide Option		
			\$(P1) P1 Paint Opts	Select Paint Grade		
			.PLAT Platinum Textured	Select Grade 1 Paint		
				Tag 1:		
				Tag 2:		
6		10	HMTUMOD62	Universal Mod Panel for 72" Motivate tables	List: \$342.00	\$3,420.00
			?? INCOMPLETE	NOT DEFINED	Discount:	-53.50000
				Tag 1:	Sell:	\$159.03 \$1,590.30
				Tag 2:		
7		13	3650-3	TRIUMPH, High Back, Multi-Tilter, Std Adj. Height T-arms w/ Sliding Armcaps, Std Polished Aluminum Base, Std 2" Dual Wheel Carpet Casters, GLOBAL SEATING USA	List: \$1,799.00	\$23,387.00
			~02		Discount:	-55.70000
			~ALLA		Sell:	\$796.96 \$10,360.48
			A16F Grade 02	Textile {10 04}		
			G1 Allante Free (Global)	Grade 02 Textile {GR}		
			AL 1-Ink	Allante Free (Global) {FR}		
			4G A-(STD) Height + Width Adj., Forward	Arm Type {45}		
			C1 F-Aluminum Frame [ALU]	Frame Finish {20}		
			SF M-(STD) 4" Cylinder	Cylinder Type {85}		
			PK C-(STD) Black, 2" Dual-Wheel Casters	Caster Type or Glide Type {60}		
			~STD M-Standard Seat Foam	Seat Foam {70}		
			M-(STD) RTA Code in Pricebook per	Packaging Type {75}		
			Non-GSA (Commercial Furniture Offering)	Commercial or GSA Offering		
				Tag 1:		
				Tag 2:		
8		1	H105290	10500 Series 36Wx24Dx29-1/2H Storage Cabinet with Doors	List: \$1,168.00	\$1,168.00
			?? INCOMPLETE	NOT DEFINED	Discount:	-53.50000
				Tag 1:	Sell:	\$543.12 \$543.12
				Tag 2:		
9		1	HTLLECTA	Preside Laminate Lectern	List: \$1,946.00	\$1,946.00
			?? INCOMPLETE	NOT DEFINED	Discount:	-53.50000
				Tag 1:	Sell:	\$904.89 \$904.89
				Tag 2:		

ITEM	IMAGE	QTY	PRODUCT NUMBER	DESCRIPTION	UNIT PRICE	EXTENDED PRICE
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SUBTOTAL                    \$40,401.59

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GRAND TOTAL                \$40,401.59

*Quotation Notes:*

*Signing above indicates you have reviewed the above quote and accept it. Items will be ordered as per the quote, so please make sure the items are what you want. All standard Douron terms and conditions apply, as well as payment terms related to this specific account. Signee is responsible for any applicable sales taxes, whether quoted or not. \*Special Note:\* These prices are based on cash or check purchase. Unless prohibited by government contract - all orders paid by credit card will incur a 2.5% processing fee.*

Acceptance Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Quote Document

Quote #: 4554 02/01/2024

Designer: Brian Nelson

Account Name: City of Hyattsville / Christi Harris

## Budget Blinds of Chevy Chase/College Park and Georgetown

4034 GALLATIN ST

HYATTSVILLE, MD 20781-2167

Phone: (443) 370-9508

Email: brian.nelson@budgetblinds.com

Web Site: <https://budgetblinds.com/chevy-chase-college-park-md/>



Bill to Address	
City of Hyattsville / Christi Harris 4310 GALLATIN ST HYATTSVILLE, MD 20781-2050	Cell : *(240) 682-9029 Email : charris@hyattsville.org Sidemark : Harris - C PO# :

Installation Address
City of Hyattsville / Christi Harris 4310 GALLATIN ST HYATTSVILLE, MD 20781-2050

Window Name	Product	Unit Price	Qty	Total
CONF - W1	<b>SOLAR &amp; ROLLER SHADES</b> <b>Inspired Shades</b> ; Product: <b>INSPIRED SHADES ROLLER SHADES</b> , Model: <b>PRO DESIGN LLC</b> , Style: <b>ROLLER SHADE</b> , Control Type: <b>REMOTE MOTOR</b> , Multi Shade: <b>NO</b> , Dual Shades On One Bracket: <b>NO</b> , Mount: <b>INSIDE</b> , Control Side: <b>RIGHT</b> , Railroad Fabric: <b>NO</b> , Top Treatment: <b>CASSETTE</b> , Default Cassette Color: <b>YES</b> , Cassette Color: <b>GRAY</b> , Cassette Size: <b>SMALL</b> , Cassette Fabric Insert: <b>YES - MATCH SHADE COLOR</b> , Remote Motor Type: <b>STANDARD - LI ION BATTERY RECHARGEABLE</b> , Remote Motor Charger: <b>CHARGER WITH 10 FT CABLE</b> , Rm Charger Quantity: <b>1</b> , Remote Control Type: <b>MULTI CHANNEL</b> , Program Shade To Remote Channel: <b>1</b> , Remote Control Quantity: <b>2</b> , Wall Switch Type: <b>I DON'T NEED A WALL SWITCH</b> , Pro Hub: <b>NO</b> , Bottom Bar: <b>FABRIC WRAPPED BOTTOM BAR</b> , Hold Downs: <b>NO</b> , Side By Side: <b>NO</b> , Color: <b>BRI06: RIALTO GRAY R/D</b> ,	\$1,410.00	1	\$1,410.00
CONF - W2	<b>SOLAR &amp; ROLLER SHADES</b> <b>Inspired Shades</b> ; Product: <b>INSPIRED SHADES ROLLER SHADES</b> , Model: <b>PRO DESIGN LLC</b> , Style: <b>ROLLER SHADE</b> , Control Type: <b>REMOTE MOTOR</b> , Multi Shade: <b>NO</b> , Dual Shades On One Bracket: <b>NO</b> , Mount: <b>INSIDE</b> , Control Side: <b>RIGHT</b> , Railroad Fabric: <b>NO</b> , Top Treatment: <b>CASSETTE</b> , Default Cassette Color: <b>YES</b> , Cassette Color: <b>GRAY</b> , Cassette Size: <b>SMALL</b> , Cassette Fabric Insert: <b>YES - MATCH SHADE COLOR</b> , Remote Motor Type: <b>STANDARD - LI ION BATTERY RECHARGEABLE</b> , Remote Motor Charger: <b>I DON'T NEED A CHARGER</b> , Remote Control Type: <b>I DON'T NEED A REMOTE</b> , Wall Switch Type: <b>I DON'T NEED A WALL SWITCH</b> , Pro Hub: <b>NO</b> , Bottom Bar: <b>FABRIC WRAPPED BOTTOM BAR</b> , Hold Downs: <b>NO</b> , Side By Side: <b>NO</b> , Color: <b>BRI06: RIALTO GRAY R/D</b> ,	\$820.00	1	\$820.00
CONF - W3	<b>SOLAR &amp; ROLLER SHADES</b> <b>Inspired Shades</b> ; Product: <b>INSPIRED SHADES ROLLER SHADES</b> , Model: <b>PRO DESIGN LLC</b> , Style: <b>ROLLER SHADE</b> , Control Type: <b>REMOTE MOTOR</b> , Multi Shade: <b>NO</b> , Dual Shades On One Bracket: <b>NO</b> , Mount: <b>INSIDE</b> , Control Side: <b>RIGHT</b> , Railroad Fabric: <b>NO</b> , Top Treatment: <b>CASSETTE</b> , Default Cassette Color: <b>YES</b> , Cassette Color: <b>GRAY</b> , Cassette Size: <b>SMALL</b> , Cassette Fabric Insert: <b>YES - MATCH SHADE COLOR</b> , Remote Motor Type: <b>STANDARD - LI ION BATTERY RECHARGEABLE</b> , Remote Motor Charger: <b>I DON'T NEED A CHARGER</b> , Remote Control Type: <b>I DON'T NEED A REMOTE</b> , Wall Switch Type: <b>I DON'T NEED A WALL SWITCH</b> , Pro Hub: <b>NO</b> , Bottom Bar: <b>FABRIC WRAPPED BOTTOM BAR</b> , Hold Downs: <b>NO</b> , Side By Side: <b>NO</b> , Color: <b>BRI06: RIALTO GRAY R/D</b> ,	\$1,190.00	1	\$1,190.00
CONF - W4	<b>SOLAR &amp; ROLLER SHADES</b> <b>Inspired Shades</b> ; Product: <b>INSPIRED SHADES ROLLER SHADES</b> , Model: <b>PRO DESIGN LLC</b> , Style: <b>ROLLER SHADE</b> , Control Type: <b>REMOTE MOTOR</b> , Multi Shade: <b>NO</b> , Dual Shades On One Bracket: <b>NO</b> , Mount: <b>INSIDE</b> , Control Side: <b>RIGHT</b> , Railroad Fabric: <b>NO</b> , Top Treatment: <b>CASSETTE</b> , Default Cassette Color: <b>YES</b> , Cassette Color: <b>GRAY</b> , Cassette Size: <b>SMALL</b> , Cassette Fabric Insert: <b>YES - MATCH SHADE COLOR</b> , Remote Motor Type: <b>STANDARD - LI ION BATTERY RECHARGEABLE</b> , Remote Motor Charger: <b>I DON'T NEED A CHARGER</b> , Remote Control Type: <b>I DON'T NEED A REMOTE</b> , Wall Switch Type: <b>I DON'T NEED A WALL SWITCH</b> , Pro Hub: <b>NO</b> , Bottom Bar: <b>FABRIC WRAPPED BOTTOM BAR</b> , Hold Downs: <b>NO</b> , Side By Side: <b>NO</b> , Color: <b>BRI06: RIALTO GRAY R/D</b> ,	\$1,190.00	1	\$1,190.00

Blinds • Shutters • Shades • Drapes • Home Automation

# Quote Document

Quote #: 4554 02/01/2024

Designer: Brian Nelson

Account Name: City of Hyattsville / Christi Harris

## Budget Blinds of Chevy Chase/College Park and Georgetown

4034 GALLATIN ST

HYATTSVILLE, MD 20781-2167

Phone: (443) 370-9508

Email: brian.nelson@budgetblinds.com

Web Site: <https://budgetblinds.com/chevy-chase-college-park-md/>



Window Name	Product	Unit Price	Qty	Total
CONF - W5	<b>SOLAR &amp; ROLLER SHADES</b> <b>Inspired Shades</b> ; Product: <b>INSPIRED SHADES ROLLER SHADES</b> , Model: <b>PRO DESIGN LLC</b> , Style: <b>ROLLER SHADE</b> , Control Type: <b>REMOTE MOTOR</b> , Multi Shade: <b>NO</b> , Dual Shades On One Bracket: <b>NO</b> , Mount: <b>INSIDE</b> , Control Side: <b>RIGHT</b> , Railroad Fabric: <b>NO</b> , Top Treatment: <b>CASSETTE</b> , Default Cassette Color: <b>YES</b> , Cassette Color: <b>GRAY</b> , Cassette Size: <b>SMALL</b> , Cassette Fabric Insert: <b>YES - MATCH SHADE COLOR</b> , Remote Motor Type: <b>STANDARD - LI ION BATTERY RECHARGEABLE</b> , Remote Motor Charger: <b>I DON'T NEED A CHARGER</b> , Remote Control Type: <b>I DON'T NEED A REMOTE</b> , Wall Switch Type: <b>I DON'T NEED A WALL SWITCH</b> , Pro Hub: <b>NO</b> , Bottom Bar: <b>FABRIC WRAPPED BOTTOM BAR</b> , Hold Downs: <b>NO</b> , Side By Side: <b>NO</b> , Color: <b>BRI06: RIALTO GRAY R/D</b> ,	\$1,190.00	1	\$1,190.00
CONF - W6	<b>SOLAR &amp; ROLLER SHADES</b> <b>Inspired Shades</b> ; Product: <b>INSPIRED SHADES ROLLER SHADES</b> , Model: <b>PRO DESIGN LLC</b> , Style: <b>ROLLER SHADE</b> , Control Type: <b>REMOTE MOTOR</b> , Multi Shade: <b>NO</b> , Dual Shades On One Bracket: <b>NO</b> , Mount: <b>INSIDE</b> , Control Side: <b>RIGHT</b> , Railroad Fabric: <b>NO</b> , Top Treatment: <b>CASSETTE</b> , Default Cassette Color: <b>YES</b> , Cassette Color: <b>GRAY</b> , Cassette Size: <b>SMALL</b> , Cassette Fabric Insert: <b>YES - MATCH SHADE COLOR</b> , Remote Motor Type: <b>STANDARD - LI ION BATTERY RECHARGEABLE</b> , Remote Motor Charger: <b>I DON'T NEED A CHARGER</b> , Remote Control Type: <b>I DON'T NEED A REMOTE</b> , Wall Switch Type: <b>I DON'T NEED A WALL SWITCH</b> , Pro Hub: <b>NO</b> , Bottom Bar: <b>FABRIC WRAPPED BOTTOM BAR</b> , Hold Downs: <b>NO</b> , Side By Side: <b>NO</b> , Color: <b>BRI06: RIALTO GRAY R/D</b> ,	\$1,190.00	1	\$1,190.00

Additional Items	Memo	Unit Price	Qty	Total
Installation Trip Charge	Covers Installation of 1-2 Windows	\$150.00	1	\$150.00
Installation	Per window charge after the first two windows	\$25.00	4	\$100.00
Shipping-MD		\$15.00	6	\$90.00

Discount Summary	Memo
35.00% - Discount	Standard Discount

**Taxes are estimated. All Taxes will be calculated and applied at the time the order is placed.**

A 75% deposit is required with all orders. Credit card purchases are subject to up to a 3% surcharge. You, the buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See the attached notice of cancellation form for an explanation of this right. I understand that my window coverings are custom made for my specific windows and therefore there are no refunds or exchanges Initials \_\_\_\_\_

Product Subtotal:	\$6,990.00
Total Discounts Applied:	(\$2,446.50)
Additional Charges:	\$340.00
Quote Subtotal:	<u>\$4,883.50</u>
Est Tax/Tax:	
Total:	<u>\$4,883.50</u>

Quote Expiration Date: 03/02/2024

Quote Document

Budget Blinds of Chevy Chase/College Park and Georgetown

4034 GALLATIN ST

HYATTSVILLE, MD 20781-2167

Phone: (443) 370-9508

Email: [brian.nelson@budgetblinds.com](mailto:brian.nelson@budgetblinds.com)

Web Site: <https://budgetblinds.com/chevy-chase-college-park-md/>



Style and service for every budget.®

Notes

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Quote #: 4554 02/01/2024

Designer: Brian Nelson

Account Name: City of Hyattsville / Christi Harris

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HYATTSVILLE, MD 20781-2167

Phone: (443) 370-9508

Email: [brian.nelson@budgetblinds.com](mailto:brian.nelson@budgetblinds.com)

Web Site: <https://budgetblinds.com/chevy-chase-college-park-md/>

## Terms & Conditions

**GENERAL:** You acknowledge you have the legal capacity to enter into this agreement and that its terms and conditions are subject to review and approval by Budget Blinds (BBCC) who may cancel this agreement refunding any down payment. Budget Blinds reserves the right to cancel the agreement should Budget Blinds experience unforeseen circumstances that result in additional supply costs, including increases in materials, gasoline, transportation or labor costs. Further, BBCC reserves the right to withdraw from the agreement in whole or in part if at any time (whether before or after commencing work on the premises) it comes to the conclusion that the structure of the property or the land is unsuitable for BBCC's techniques or that safe access to any part of the structure or land is not possible using equipment normally employed by BBCC. In the event the work cannot be performed in accordance with local codes or ordinances, any payment or merchandise and/or labor made hereunder shall be refunded and this agreement shall be null and void and of no effect.

**INSTALLATION:** You agree to pay to BBCC the amount specified herein which will cover the price of said merchandise and installation. This agreement, including the specification, may not be altered or modified except by written agreement. Any changes made by you in these specifications necessitating additional merchandise or labor shall not be included or covered by this agreement but shall be provided for under separate and additional orders from you via a written change order. In the event a condition arises that Budget Blinds was not aware of at the time it made its visual inspection of your Premises, Budget Blinds reserve the right to adjust its price in order to reasonably perform its work in accordance with the plans and specifications. Such adjustments shall be fully discussed with you and shall not include those conditions that should have been deleted upon a reasonable visual inspection of your Premises. Such adjustment shall be billed on a time and material basis set forth in a written contract update signed by you and the Budget Blinds authorized contractor. Work will be substantially completed within 90 days hereafter unless a different estimated completion date is shown herein. You understand this is only an estimated date and you will be contacted prior to this date to schedule the actual installation date.

**ADDITIONAL PROVISIONS:** You warrant that you are the owner of the property on which the work is to be performed or that you are otherwise authorized on behalf of the owner(s) to enter into this Agreement and you have adequate homeowner's insurance to cover and compensate for any loss caused by theft of the Products, accidents, or malicious or negligent damage while the Products are on the premises. You further warrant that you will assure the safety of all Products and Materials left at your premises to BBCC and their servants and workmen at all reasonable times so that BBCC may complete the installation in accordance with this agreement. BBCC shall perform its work in a timely fashion subject to the delivery of the Product and Materials to the premises and reasonable access given to BBCC and its subcontractors to your premises. In any event, BBCC will not be liable to you for any delay and you shall not claim against BBCC for any inconvenience resulting from such a delay. You agree to allow the free use of any services and utilities in a reasonable amount, supplied to the property for carrying out the installation. You agree to pay BBCC the reasonable cost of enforcement for collection if it is necessary for BBCC to retain an attorney and/or to institute legal proceedings if instigated, in addition to either sums, as permitted by state law. BBCC shall not take title to any merchandise ordered and Customer shall be at the full risk of loss. However, until BBCC has been paid in full for all services due for any unpaid amounts under any sales order or under the Agreement, it shall retain a first security interest in the merchandise in the amount of any unpaid balance plus attorney's fees and cost of collection. BBCC shall not be required to relinquish possession of the merchandise ordered until its security interest has been paid in full. Customer hereby authorizes BBCC to record its security interest.

**ADDITIONAL TERMS AND CONDITIONS FOR SPECIAL ORDERS:** You certify that the product information described on the face of this order is accurate and complete. You understand that the purchase price of the product is payable to BBCC in full at the time of ordering and is not refundable. You also understand the products described are specifically designed and custom built and that BBCC will take action upon execution of this agreement to order and have constructed those items set forth herein. Therefore, this agreement is not subject to cancellation for any reason after 72 hours of order placement. The delivery date, when given, shall be deemed approximate and performance is subject to delays caused by strikes, fires, acts of God or other reasons not under the control of BBCC, as well as availability of the product, or any component products at the time of delivery. You understand that BBCC will have no obligation for the installation of the product unless specifically arranged for by an installation contract with BBCC except as founded in any applicable manufacturer's warranty. BBCC makes no warranty expressed or implied, regarding the products or the components and hereby disclaims all warranty or stated or implied fitness for particular purpose and BBCC shall have no liability for direct, indirect, special, consequential, incidental or punitive damages. Binding Arbitration of Disputes: Any dispute or claim in law or equity, litigation, suit, action, or otherwise ("Claim") between or involving BBCC (and/or including any claim lodged against any of their officers, directors, accountants, attorneys, employees, sales representative, and any other related persons or entities), wheth4r concerning,

Quote Document

Budget Blinds of Chevy Chase/College Park and Georgetown

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HYATTSVILLE, MD 20781-2167
Phone: (443) 370-9508
Email: brian.nelson@budgetblinds.com
Web Site: https://budgetblinds.com/chevy-chase-college-park-md/



Quote #: 4554 02/01/2024
Designer: Brian Nelson
Account Name: City of Hyattsville / Christi Harris

relating or arising out of this agreement or any other document, any breach of any duty, any cause of action for rescission or setting aside agreement of sale, any claims of fraud or misrepresentation and whatever claims, causes of action, shall be decided by mutual binding arbitration and not by court action except for judicial review or arbitration proceeding and judicial small claims proceeding with a jurisdictional maximum limit of \$5000. The parties expressly agree that any claim or dispute in excess of \$5000 shall be decided only by mutual binding arbitration. The parties hereto specifically agree that the arbitration shall take place at an appointed time and place in the county in which the sale was made and that any arbitration shall be conducted by the American Arbitration Association pursuant to its Construction Industry Mediation Rules. It is expressly agreed by the parties that the prevailing party in any such arbitration or legal action shall be entitled to recover from the other party or parties its reasonable attorney's fees, costs, and expenses in addition to any other relief that may be awarded. Judgment upon any award of the arbitration shall be binding and shall be entered in a court of competent jurisdiction. Customer agrees to waive any right to seek or recover upon any claims for punitive, exemplary, incidental, consequential, lost income, profits and similar damages due to any theory of law or cause of action. Customer agrees that he/she or they shall be limited to the recovery of out-of-pocket losses actually sustained as of the date of the arbitration award.

SERVICE GUARANTEES: The initial service guarantee period begins on the original installation date and continues for 90 days. During the initial service guarantee period, there shall be no labor charges incurred by the customer for service/repairs, regardless of reason or fault. After the initial service period expires, there will be a minimum of \$75 trip charge per visit, regardless of reason. The standard hourly service rate is \$75.

NOTICE OF CANCELLATION: Date of Transaction (See front of invoice for transaction date).

You may CANCEL this transaction, without any Penalty of Obligation, within THREE BUSINESS DAYS from the above date. If you cancel, any property traded in, any payments made by you under the contract or sale, and any negotiable instrument executed by you will be returned within TEN BUSINESS DAYS following receipt by the seller of your cancellation notice, and any security interest arising out of the transaction will be cancelled. If you cancel, you must make available to the seller at your residence, in substantially as good condition as when received, any goods delivered to you under this contract or sale, or you may, if you wish, comply with the instructions of the seller regarding the return shipment of the goods at the seller's expense and risk. If you do make the goods available to the seller and the seller does not pick them up within 20 days of the date of your Notice of Cancellation, you may retain or dispose of the goods without any further obligation. If you fail to make the goods available to the seller, or if you agree to return the goods to the seller and fail to do so, then you remain liable for performance of all obligations under the contract. To cancel this transaction, mail or deliver a signed and dated copy of this Cancellation Notice or any other written notice, or send a telegram to (See Budget Blinds address on front of Invoice) TO BE RECEIVED NO LATER THAN MIDNIGHT OF THE 3RD BUSINESS DAY FROM DATE OF TRANSACTION (SEE FRONT OF INVOICE FOR TRANSACTION DATE).

I HEREBY CANCEL THIS TRANSACTION

(Date) \_\_\_\_\_ (Buyer's signature) \_\_\_\_\_

Signatures

Signature \_\_\_\_\_

Date \_\_\_\_\_

Sales Rep \_\_\_\_\_

Date \_\_\_\_\_

Quote Expiration Date: 03/02/2024

Quote Document

Quote #: 4554 02/01/2024

Designer: Brian Nelson

Account Name: City of Hyattsville / Christi Harris

Budget Blinds of Chevy Chase/College Park and Georgetown

4034 GALLATIN ST

HYATTSVILLE, MD 20781-2167

Phone: (443) 370-9508

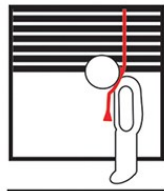
Email: brian.nelson@budgetblinds.com

Web Site: <https://budgetblinds.com/chevy-chase-college-park-md/>



Style and service for every budget.®

**! WARNING/ ADVERTENCIA**



Window blind cord can STRANGLE your child. To prevent strangulation, purchase cordless products or products with inaccessible cords.

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La cuerda de la persiana puede ESTRANGULAR a su niño. Para evitar el estrangulamiento, compre alternativas cuerda o productos con cuerdas inaccesibles.

**! WARNING**

 The cords on this product present a potential strangulation hazard.

 For child safety, consider cordless alternatives or products with inaccessible cords.

**! MISE EN GARDE**

 Les cordons de ce produit présentent un risque d'étranglement.

 Pour la sécurité des enfants, envisagez à choisir des produits sans cordon ou des produits dont les cordons ne sont pas accessibles.

5.1.3 & 5.1.4





# EMPIRE TODAY - BALTIMORE

1879 LAMONTE AVE SUITE B ODENTON MD 21113  
877-588-5217 commercialbusiness@empire-today.com

**Associated RFMS Quote: WB000229**

**Date:** Jan 15, 2024 2:09 PM

**Job Number: 1-6945621436**

**Bill To:** CITY OF HYATTSVILLE  
CHRISTI HARRIS  
4310 GALLATIN ST.  
HYATTSVILLE MD 20781  
2406829029

**Ship To:** CITY OF HYATTSVILLE  
CHRISTI HARRIS  
4310 GALLATIN ST.  
HYATTSVILLE MD 20781  
2406829029  
CHARRIS@HYATTSVILLE.ORG

CHARRIS@HYATTSVILLE.ORG

## Item

J & J Flooring Adjust Modular 7601M: Gold Beam

OUTPUT: QUANTUM

Floor Prep- Skim Coat

Take up- Glue Down Carpet

Vinyl Over the Top Stair Nose #203: Black  
**36' for Project w/Additional 12' for Stairwell (not  
being installed).**

Cut Steel Bolts

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**Total: \$11,469.87**

## Notes:

**The contents of the room will be removed prior to installation. The proposal does not include Md sales tax. The client will provide a copy of their Tax Exempt Certificate.**

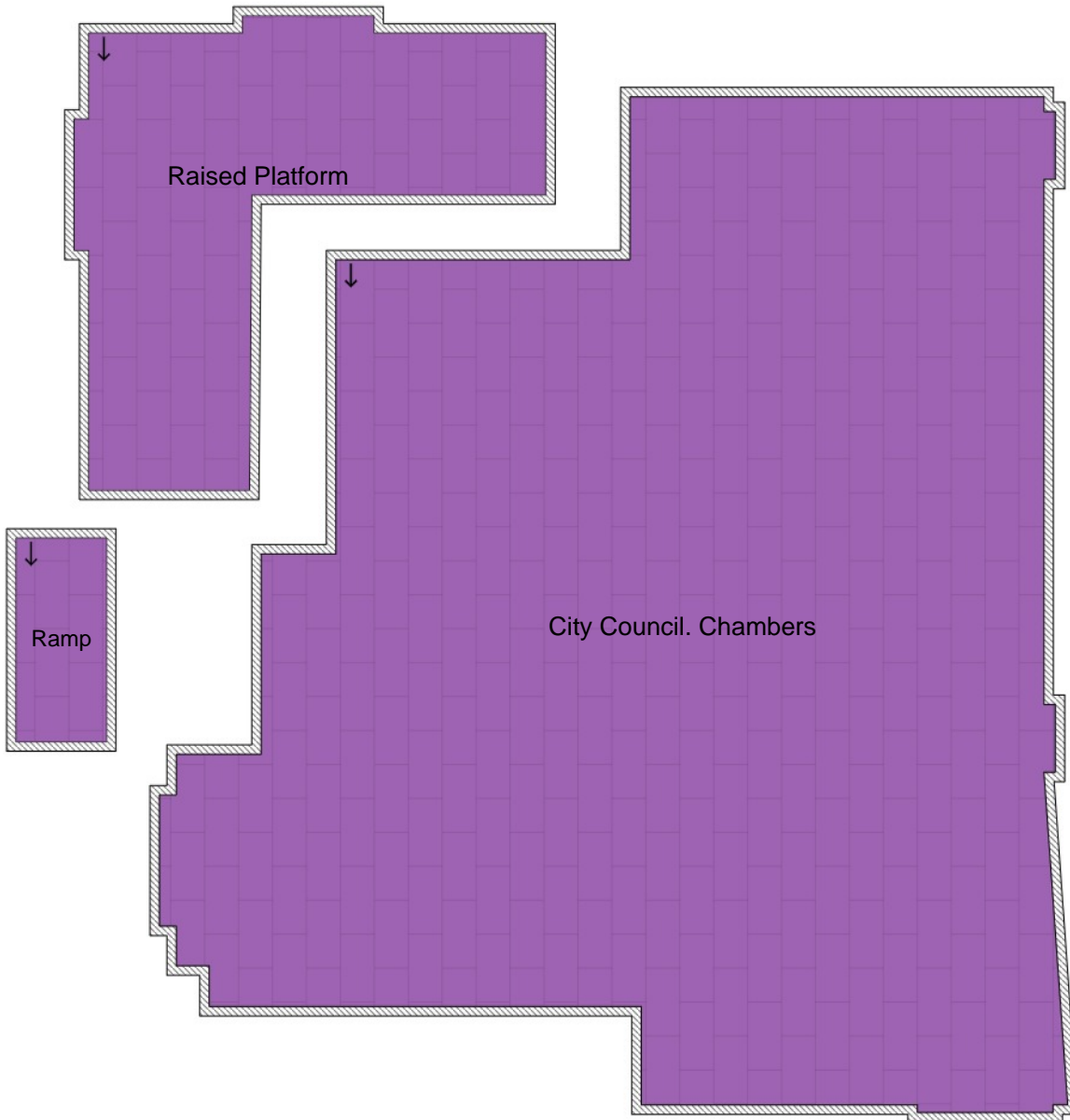
## General Terms and Conditions:

I agree that if at, or before the time of installation, Empire Today determines that actual conditions require additional work beyond the scope of this Proposal, I will be presented with a Proposal for the additional work required and either (1) I will be responsible for the repair or replacement and all charges related thereto, or (2) if able, Empire Today will perform the additional work approved and I agree to pay Empire Today an additional amount for this work.

It is agreed and understood by and between the parties listed below, that this Agreement and any Quotes, Terms, Diagrams, and Addendum(s), constitutes the entire understanding between the parties, and there are no written or spoken understandings changing or modifying any of the terms of this agreement. This Agreement may not be changed or its terms modified or varied in any way unless such changes are in writing and signed by both the Buyer(s) and Empire.

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Associated RFMS Quote: WB000229 Proposal Only Customer: CITY OF HYATTSVILLE...  
Date: Jan 15, 2024 See associated quote in RFMS for accurate total Page 1



■ J & J Flooring Adjust Modular 7601M ... ■ OUTPUT QUANTUM



C.L. Hibbard Plumbing, Heating, & A/C, Inc.  
 3913 Longfellow St.  
 Hyattsville, MD 20781

Phone: (301) 864-4646  
 Fax: (301) 864-9365  
 charlie@clhibbard.com  
 www.clhibbard.com

Bill to  
**City of Hyattsville Dept. of Public Works**  
 4637 Arundel Pl.  
 Hyattsville, MD 20781

Ship to  
**City of Hyattsville Dept. of Public Works**  
 4637 Arundel Pl.  
 Hyattsville, MD 20781

**Quote #: q1187**

Terms: Due on receipt

All quotes require 50% down payment. Remaining 50% due upon completion of work. Unless otherwise discussed.

Quote Date: 2/2/2024

Quote Expiration Date: 3/2/2024

Item	Description	Quantity	Price	Amount
Material	Quote to install new bar sink with drain going into mop sink .We will provide the bar sink to be mounted by other bar sink faucet with goose neck run the waste line into mop sink run water lines into cabinet install shut off valves for sink . All work to be during normal work hours of 8:00 am to 4:00 pm.	1	\$6,375.00	\$6,375.00

Subtotal: \$6,375.00

Tax: \$0.00

Total: \$6,375.00

Payments: \$0.00

I hereby authorize C.L. Hibbard Plumbing, Heating, A/C, Inc. to complete the proposed service, repair or replacement and agree to pay the invoiced amount upon completion.



C.L. Hibbard Plumbing, Heating, &  
A/C, Inc.  
3913 Longfellow St.  
Hyattsville, MD 20781

Phone: (301) 864-4646  
Fax: (301) 864-9365  
charlie@clhibbard.com  
www.clhibbard.com



**MOORE CONSTRUCTION LLC**

Phone: 301-785-6796

Email: M.MooreconstructionLLC@gmail.com

MHIC# 114331

## **Council Chambers Proposal 6**

*Dated: 3/28/24*

**NAME: CITY OF HYATTSVILLE**

**PHONE: 301-985-5086**

**PROJECT ADDRESS: 4310 Gallatin st . Hyattsville, MD 20781**

- *This proposal is based on existing conditions at the time of inspection, specifications provided by City of Hyattsville. The renovation will proceed as follows:*

### **GENERAL CONDITIONS:**

- Supply necessary supervision and coordination during all phases of the project.
- Maintain jobsite on a standard basis, including clean-up, staging of materials and related duties.
- Take necessary measures to protect lawn and landscaping, as well as all adjoining properties throughout the course of the project.

**PAINT: **\$ 3,050.00****

- Paint two coats along all the walls.
- Point up any damaged drywall.
- Color to be chosen by City of Hyattsville.:

**RAMP/STAGE: **\$3,500.00****

- Provide materials and labor to create (1) ramp at council stage.
- Provide labor and materials to extend stage by 16" width wise.

**CLOSET: **\$ 9,800.00****

- Provide and install materials to construct an 11x4 closet at the entrance of the chambers room.
- Cost includes the following:
  - Drywall
  - Paint
  - Trim
  - Electrical ( Switch & Light)
  - Ceiling work
  - Door

**CLARIFICATION:**

- This proposal is based on all work being completed during our normal working hours of 8:00 AM to 4:00 PM, Monday through Friday (except holidays)
- Any work in addition to the above stated scope of work, or the repair of any existing code deficiencies will be billed time and material basis and extend the term of the contract.
- All owner-generated change orders will be charged at \$350.00 per proposal for design and administration.
- Selections of all fixtures, cabinetry and finishes must be selected within 30 days of ratified contract.
- This proposal may be withdrawn if not accepted within 30 days.
- It is hereby agreed and understood that no subcontractors or individuals will be permitted on site without written authorization by General Contractor.
- Owners will not take possession of property until final payment has been received and job is complete.

NOTE: All materials are guaranteed to be specified and carry a manufacturer's warranty. All work is to be completed in a neat and workmanlike manner. Any alteration or deviations from the above specifications involving extra labor and/or cost of materials will be executed only upon written approval from the owner or his agreed authorized agent and will become an extra charge over the below agreed amount. In consideration of MOORE CONSTRUCTION providing for the customer, delivery of our services and materials, hereby agrees for itself, its successors and assigns, to the following term of payment: payment shall be made in full upon completion of specified tasks. . Formal mediation of disputes between homeowners and contractors is available through the commission;

The Commission administers the Guaranty Fund, which may compensate homeowners for certain actual losses caused by acts or omissions of licensed contractors; and

A homeowner may request that a contractor purchase a performance bond for additional protection against losses not covered by the Guaranty Fund. The website for the Home Improvement Commission is [www.dllr.state.md.us/license/mhic](http://www.dllr.state.md.us/license/mhic). Each contractor and subcontractor must hold a current MHIC license and anyone can ask MHIC about a contractor or subcontractor." The correct address for MHIC is 500 North Calvert Street, Baltimore, Maryland 21202. The telephone numbers are 410-230-6309 and 1-888-218-5925.

We will furnish and install the above in complete accordance with the above specification for the sum of: Sixteen thousand three hundred fifty dollars and -----00/100

**TOTAL CONTRACT AMOUNT----- \$16,350.00**

=====

**PAYMENT IS TO BE MADE AS FOLLOWS: Draw #1 \$8,175.00 Draw #2 Remainder upon completion.**



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-226-FY24

4/1/2024

9.b.

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Submitted by: Priyanka Joshi  
Submitting Department: Public Works  
Agenda Section: Consent

**Item Title:**

**Throne Public Bathrooms - Contract Extension**

**Suggested Action:**

*\* This item was tabled at the Council Meeting of March 18, 2024. A motion to remove this item from the table must be voted on prior to Council consideration of this motion. \**

I move that the Mayor and Council approve the renewal of Throne Labs rental services for five public restrooms for 1-year under their existing contract with the City. This expenditure, not to exceed \$230,000, will be funded using American Rescue Plan Act (ARPA) funds as part of the Public Restrooms and Shower Facility project pre-approved by the Council during the April 17th, 2023, meeting. The Treasurer is authorized to make the necessary adjustments to the budget to facilitate this expenditure.

**Summary Background:**

Cost Analysis

Throne Portable Restrooms offers cost-effective and flexible restroom solutions suitable for various park locations, and adaptability to changing park usage patterns. The City is currently leasing four throne restrooms and is requesting a fifth. The Throne is determined to be the best option for several locations (38<sup>th</sup> Ave, Driskell, and the Spot) due to the lack of water, sewer, and power lines and the prohibitive cost of installing these services. Temporary solutions are the most cost-efficient options for these locations. The other two locations Heurich and Hyatt Parks will have Throne restrooms for approximately one year until the Portland Loo's can be permanently installed. The staff does not recommend installing the Portland Loo in the other park locations because the parks do not currently have water, sewer, and power. The cost to install the Portland Loo in these locations varies, based on distance to the nearest utility lines but averages \$680,000, plus \$30,000 in annual operating costs. The annual Throne operating cost is \$40,870 and is cost-effective compared to installing a Portland Loo. The City can evaluate newer technologies and lower cost options each year to determine if there are newer, more cost effective options for temporary and permanent restrooms in these locations.

FY24 Throne Usage Data

Additional info, from August 2023 to February 2024, 10,948 users utilized the Throne facilities, indicating their effectiveness.

Rational for Restrooms at Park Locations

The rationale outlined for choosing portable restrooms at each park location,

- 38th Ave Park: The cost of permanent restroom construction is over \$934,000 for sewer, water main, power supply, Portland Loo purchase, and site preparation.

- Driskell Park: The cost of adding permanent restroom facilities ranges from \$350,000 to \$400,000, including infrastructure and a Portland Loo.
- Heurich Park and Hyatt Park: The need for restroom facilities is temporary until Portland Loos, purchased with **CARES Act funding**, are installed in Q1 of FY25.
- The Spot: The additional Throne restroom will be located at the Spot. We will evaluate that location for feasibility and cost of installing a permanent restroom once completed.

Equity Analysis

An equity analysis has been conducted for five identified locations, detailed in the attached document. *See attached document for, Equity Considerations for Throne Public Bathrooms Contract Extension.*

Hyattsville Tap Card Statistics

Hyattsville has been a learning partner for Throne as the Tap Card Technology launched. City staff was first trained during September 2023 on the card distribution process. Shortly after Throne discovered that the Tap Cards were working intermittently. The risk that a card fails when needed seemed worse than pausing card distribution while Throne’s engineering teams identified and solved the issue and thoroughly tested Tap Card reliability.

Tap Cards were launched (again) February 2, 2024, and have been reliably working. Since then:

Park	% Card Uses
Hyatt Park	28%
Heurich Park	24%
38th St Park	25%
Driskell Park	24%

- Seven (7) cards were distributed in the first 46 days
- Tap card have been used 72 times
- The majority of users have used the Tap Card on 2-3 occasions
- All but one user has used their Tap Card at more than one park
- One (1) user has integrated Throne into their routine and has used the Tap Card 59 times in 46 days (fairly evenly spread throughout)
- Tap Card usage is spread roughly evenly across all Hyattsville Throne locations (see Table)

**Next Steps:**

Issue purchase order and deploy 1 additional restroom.

**Fiscal Impact:**

NTE \$230,000

**City Administrator Comments:**

Recommend Support. The staff will continue to explore lower cost options with closer access to water and sewer lines.

**Community Engagement:**

N/A

**Strategic Goals:**



Goal 3 - Promote a Safe and Vibrant Community

**Legal Review Required?**

N/A



# throne

Lovable public bathrooms

## Proposal for City of Hyattsville

<b>Proposal Date:</b>	2/20/24	<b>Proposal Expires:</b>	3/20/24
<b>Service Start Date:</b>	Continuation of Service	<b>Service End Date:</b>	12/31/24

**Location(s):** 5 locations at Hyattsville Parks

**For:** Hyattsville City Council

**Contacts:** Hal Metzler & Priyanka Joshi  
hmetzler@hyattsville.org  
pjoshi@hyattsville.org  
240-832-6959

**Throne Labs Contact:** Jessica Heinzelman  
jess@thronelabs.co  
415-533-4630

### About Throne Labs

We are an innovative company that has developed a smart public restroom and a turnkey service model that 1) offers fast and flexible placement, 2) enables efficient data-informed operations, 3) reduces issues with tech-enabled user accountability; 4) delights users with a clean and enjoyable public restroom experience, and 5) is committed to access & equity.

#### *Fast & Flexible Placement*

Throne's ADA bathroom provides the comfort and cleanliness of a really nice brick and mortar bathroom with the flexibility of a portable. The lovable Throne design delights users with porcelain fixtures, running water sink, flushing toilet, and touch-free experience, yet units are self-contained

and do not require any connection to water or sewer. The portable nature of Throne units eliminates capital costs, makes it fast and easy to deploy bathrooms, and allows customers to test different locations to optimize the network for maximum value to their residents, riders and visitors.

**Figure 1: Throne Bathroom Exterior and Interior Views**



### *Efficient Data-informed Operations*

Throne uses data to run efficient operations and keep Thrones available and sparkling. Each Throne has 21 internet-connected sensors that provide data and alerts on fresh water levels, power/solar charge, usage volume, duration of use, and more. Additionally, Throne collects real time cleanliness ratings from users to prioritize and dispatch cleaning and maintenance services.

We enable this efficiency by offering Throne's all-inclusive turnkey service, which requires no additional staff time or cost beyond the monthly rental and service price. All cleaning, consumables (i.e. paper goods, soap, water), waste collection, disposal, and maintenance are included. Throne's Operations team monitors smart sensors, cleanliness ratings and provides user support.

### *Tech-enabled User Accountability*

Every Throne use is tied to a unique User ID, whether the user enters via text message, app, or Throne Tap cards (for phoneless entry). The most common entry method is text message, but frequent users enjoy the Throne Bathroom Network App that helps them find and navigate to Thrones while also providing a real time cleanliness rating based on recent previous users.

When issues arise that indicate Throne's rules of use have been broken, Throne sends a warning to the User ID. If a User ID is repeatedly associated with uses during which rules are broken, Throne can restrict access for that User ID across the Throne network.

### *Clean & Delightful Experience*

The Throne experience has been designed to delight users. Throne uses cleanliness rating data to schedule and dispatch on-demand cleans to keep each Throne sparkling. When significant cleanliness issues arise, Thrones can be shut down remotely to spare additional users from the

“gross-out” effect public restroom misuse can create. Additionally, Throne has designed the overall experience to feel nice with fun interior designs, uplifting audio, and an overall feel that makes people feel special and more likely to take care of the shared resource.

### *Committed to Equity & Access*

Throne is committed to bathroom access and equity. Our ADA-compliant design exceeds Federal Standards and is certified to code. As we add features and functionality, we think about all users and how they will interact with the Throne experience, taking into consideration physical, digital, visual and audio interactions. We work with local partners to register would-be users who do not have reliable access to a phone with Throne Tap cards that support accountability while expanding access. Thrones in parks, business districts, and other family-oriented locations are equipped with baby changing stations, providing a clean and private spot to change a diaper. We are also a proud member of the Crohn’s & Colitis Foundation’s Open Restroom Movement which lists most public Thrones in the We Can’t Wait App that provides a simple way to locate publicly accessible restrooms for those with increased need. Lastly, Throne has partnered with Egal to provide customers the option of providing free menstrual products. These are just some of the ways we take the stress out of going to the bathroom when people are away from home.

## Customer Specifics

The Thrones in Hyattsville will be initially placed in the following locations:

- Driskell Park (current)
- Hyatt Park (current)
- Heurich Park (current)
- 38th Street Park (current + 1 unit)

Hyattsville Throne Service includes:

- Delivery and pick-up of Throne unit
- All Thrones will include a baby changing station
- ADA ramp
- Hours of Operation will be 7am-10pm EST
- Throne tap card distribution program
- Monthly data report on usage trends

Hyattsville may choose to add additional services including:

- Free menstrual products in Thrones
- Relocation/move of Throne units

## Cost Proposal

Throne’s monthly cost varies with use and service requirements and will be billed each month based on usage volume. Usage-based pricing allows Thrones to pass on savings at lower usage

locations and when usage is lower during colder seasons, while keeping a bathroom available for use when residents and visitors need it.

Based on historic use at Hyattsville Throne locations, we anticipate that the monthly cost of a Throne will be between \$3,750 - \$4,500/mo depending on the location and season (See Appendix B: Hyattsville Estimated Costs for full detail on estimate assumptions)

Since Hyattsville has been a great partner and is continuing service with Throne we are waiving the add-on for baby changing stations in all Thrones and including in the base rental price. We have included the option for Hyattsville to support menstrual equity and have Throne stock Thrones with menstrual products that are free to Throne users.

<i>Item</i>	<i>Number</i>	<i>Unit</i>	<i>Cost</i>
Five Thrones through Dec 31, 2024	53.5	Throne months	\$204,350
Delivery & Pick-up	<i>included</i>		\$0
Monthly Usage and Cleanliness Data	<i>included</i>		\$0
Baby Changing Station	<i>waived for Hyattsville</i>		\$0
Free menstrual products in all Thrones	53.5	months	\$2,675
<i>Total with menstrual products</i>			\$207,025
<b>Total without menstrual products</b>			<b>\$204,350</b>

## Appendix A: Throne Pricing Matrix

Standard Throne pricing consists of two components: 1) Fixed Infrastructure Fee and 2) Variable Monthly Usage-based Cost. The Fixed Infrastructure Fee covers the cost of the unit itself and an incremental contribution towards the operational infrastructure required to stand-up and manage the Throne network. The Variable Monthly Usage-based Cost is driven by average usage per day. There is no set-up fee or delivery fee unless optional add-ons are selected.

<i>Fixed Infrastructure</i>			
<i>Item</i>	<i>Number</i>	<i>Cost</i>	<i>Unit</i>
Fixed Infrastructure Fee	1	\$3,000	month

<i>Variable Monthly Usage-based</i>				
<i>Ave Use /Day*</i>	<i>Description</i>	<i>Location Types</i>	<i>Monthly Variable Cost</i>	<i>Unit</i>
<25	Intermittent use throughout the day or a mix of medium and low use days (often driven by weather)	Passive parks, outdoor venues, <i>locations affected by weather</i> . Small to medium sized transit hubs with operator-only usage.	\$750	month
<50			\$1500	month
<75	Steady use throughout the day with one or two "peak" periods (often driven by commute hours or high weekend use)	Busy parks used for exercise/recreation, business districts without bathroom alternatives, high volume transit stops with public access, <i>locations not as affected by weather</i> .	\$2250	month
<100			\$3000	month
<125	Lines for much of the day, every day	Super busy downtowns or tourist sites with event-level traffic nearly every day	\$3,750	month
125+	Near constant use every day	Highest traffic locations with a lack of other bathroom options in close vicinity	\$4,500	month

\*The average use/day is calculated over the month-long billing period. While single day use can get higher usage tiers, few units exceed *an average* of the high use tiers over a month-long period.

<b>Optional Add-ons</b>			
<i>Item</i>	<i>Number</i>	<i>Cost</i>	<i>Unit</i>
Optional Baby Changing Station	1	\$50	month
Free Menstrual Products ( <a href="#">Pads on a Roll</a> )	1	\$50	month
Custom Exterior Wrap Design	1	\$100	hour
Custom Exterior Wrap Print & Install	1	\$5,100	1x per Throne
On-site Throne Relocation <i>(can be moved with forklift only)</i>	1	\$400	Throne move
Off-site Throne Relocation <i>(must be loaded on vehicle for transport)</i>	1	\$700	Throne move

## Appendix B: Hyattsville Estimated Cost

The below is an estimate of cost for Hyattsville based on previous Throne usage at the selected locations.

Service Month	# Thrones	Description	Estimated Monthly Cost*
February	4	4 Thrones at Tier 1 use levels.	\$14,800
March	4.5	4 Thrones for full months, 1 Throne prorated for 1/2 of March. All Tier 1 use levels.	\$16,650
April	5	5 Thrones at Tier 1 use levels.	\$18,500
May	5	3 Thrones at Tier 1 use, 2 at Tier 2 use levels.	\$20,100
June	5	3 Thrones at Tier 1 use, 2 at Tier 2 use levels.	\$20,100
July	5	3 Thrones at Tier 1 use, 2 at Tier 2 use levels.	\$20,100
August	5	3 Thrones at Tier 1 use, 2 at Tier 2 use levels.	\$20,100
September	5	5 Thrones at Tier 1 use levels.	\$18,500
October	5	5 Thrones at Tier 1 use levels.	\$18,500
November	5	5 Thrones at Tier 1 use levels.	\$18,500
December	5	5 Thrones at Tier 1 use levels.	\$18,500
<b>ESTIMATED TOTAL</b>			<b>\$204,350</b>



## Appendix C: Service Expectations

Service	Commitment
Delivery & Pick-up	3 hour window from agreed time
Pumping Frequency	As needed up to 1x a day
Cleaning Frequency (if initiated by Throne Labs)	Approx every 30-50 uses or as rating requires
Cleaning Request Response Time (if initiated by customer)	Within 4 hours of reasonable Customer request**
Maintenance Response Time	Under 12 hours**
Throne Replacement if required	Within 48 hours
Usage trend data	Provided monthly

\* Reduced cleaning response times for events may be achieved by adding a dedicated cleaner for an additional charge

\*\* Hour count pauses between 10pm and 7am unless otherwise negotiated

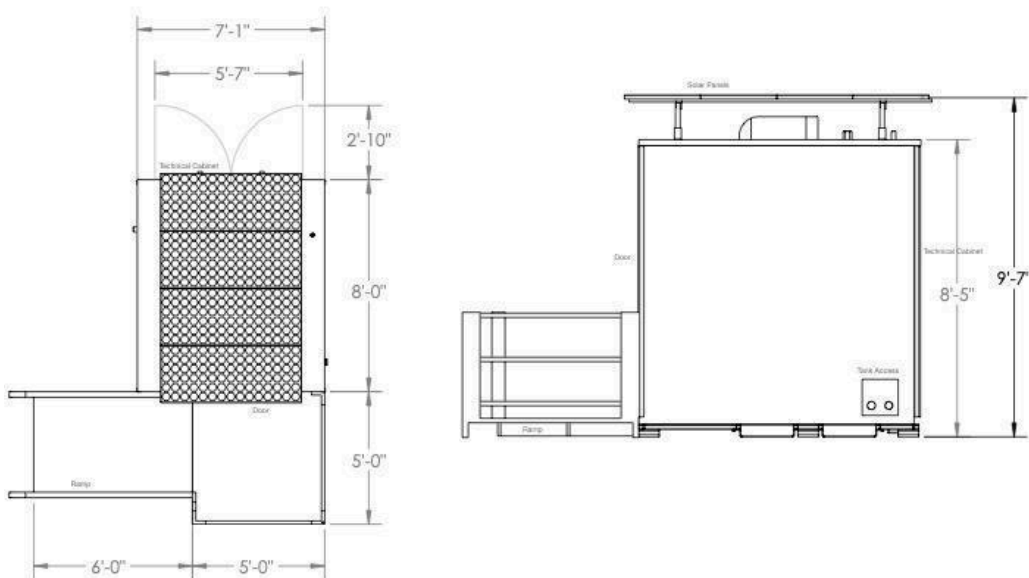
***Throne Labs shall use reasonable efforts to provide Customer with services materially as described above based on the Customer's rental type. Throne Labs may change these Service Expectations from time to time in its sole discretion. Throne Labs shall post all changes on Throne Labs' website. Such changes will become effective 14 days after they are posted. By continuing to use this service after the effective date of a change, you agree to be bound by the modified terms. Customer acknowledges that uncontrollable circumstances (such as traffic, weather conditions, etc.) may affect Throne Labs' ability to meet expectations, that Throne Labs shall not be liable for such delays, and that such delays shall not affect Customer's payment obligations hereunder.***

For customer support or to report an issue with your Throne during regular support hours (everyday 7am-10pm Eastern) text (202)949-7079.

## Appendix D: Placement Requirements

While Throne bathrooms can go *almost* anywhere, there are a few requirements and recommendations on placement. The unit measures approximately 7'x8'. If placed with a ramp (required to meet ADA criteria), Throne's standard ramp is 5'x11' and is attached to the front and can be oriented either to the right or left of the platform.

**Figure 2: ADA Throne Top & Side View w/ Measurements**



In addition to the physical space required, a Throne placement must be placed within 70 feet of a road or access point for Throne's sanitation truck. Placement location sun exposure from at least three directions or have the ability to plug-in (120V). During winter months, the Throne may need to be plugged in when temperatures drop below freezing for extended periods or be at risk of shut down.

Prior to delivery, the Throne Operations Team will schedule a site visit to assess and advise on placement and orientation.



## Hyattsville Throne Usage Stats: August 2023 - February 2024

The City of Hyattsville had Thrones in Driskell Park, Heurich Park, 38th Street Park and the Spot starting August Of 2023. The Spot was removed in October and Hyatt Park was placed at the end of December. T

10,948

total uses

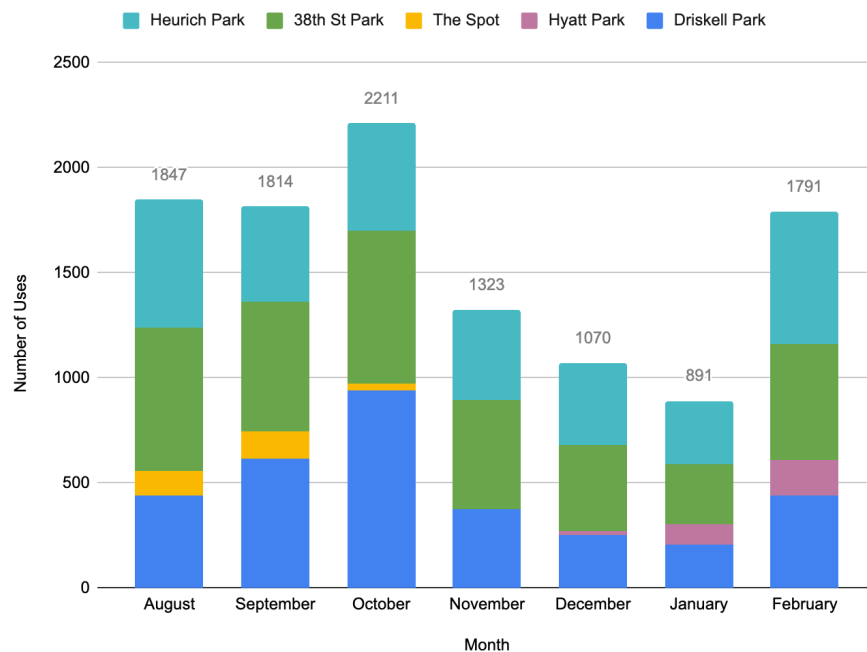
3,723

unique users from  
Sept through Feb

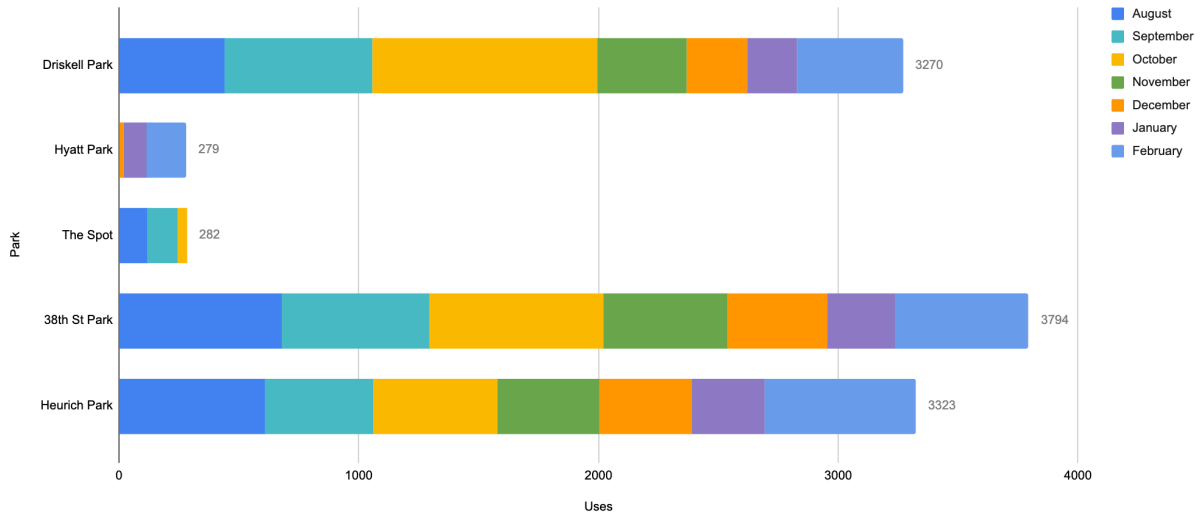
41%

of users used Throne  
Two or more times

Hyattsville Throne Use by Month & Location



Uses by Throne and Month



## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

### Equity Considerations and Recommendations Regarding Throne Public Bathrooms - Contract Extension

By: Hyattsville Race Equity Officer (REO), Shakira Louimarre

The Government Alliance on Racial Equity's (GARE) [Tool Kit](#) is a simple set of questions that consider equity in the implementation of programs in local government. The REO will use this tool to assess the proposed Throne Public Bathrooms Contract Extension.

#### Step #1

**Proposal: What is the policy, program, practice, or budget decision under consideration? What are the desired results and outcomes?**

The proposed budgetary decision under consideration is the renewal of Throne Labs rental services for five public restrooms for 1- year under their existing contract with the City. This expenditure, not to exceed \$230,000.00 will be funded using American Rescue Plan Act (ARPA) funds as part of the Public Restrooms and Shower Facility Projects. This project was awarded a score of '8' under the equity scoring rubric used to inform the Council's discussion of the initial expenditure.

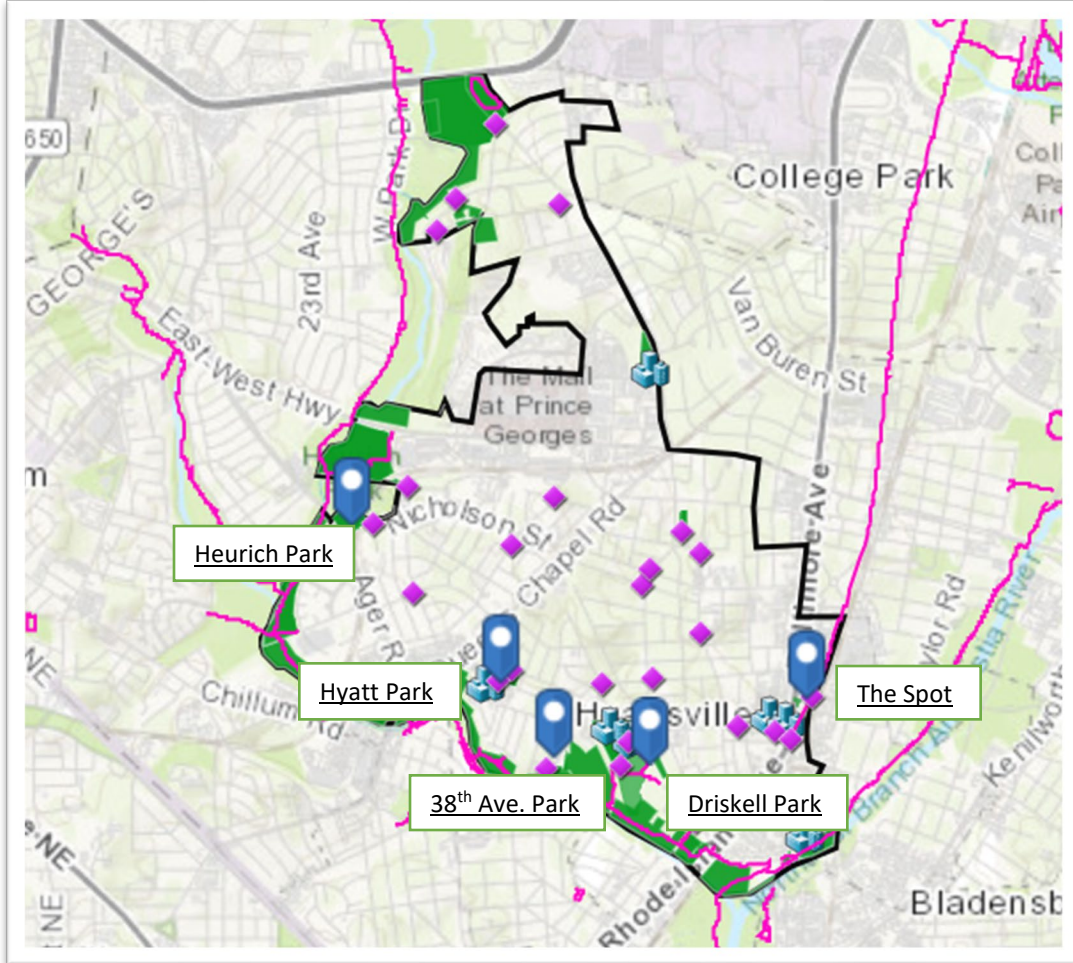
The desired result of this change is to support the public health and well-being of residents and users of City parks through the usage of Throne restrooms in the interim, as the city explores cost-effective permanent restroom facilities for these areas

# Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

## Step #2

Data: *What's the data? What does it tell us? Are there any gaps?*

[City Parks and Recreational Facilities Map \(arcgis.com\)](#)



# Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

## Census Tract Map Adapted from 2022 Hyattsville Redistricting Commission Report

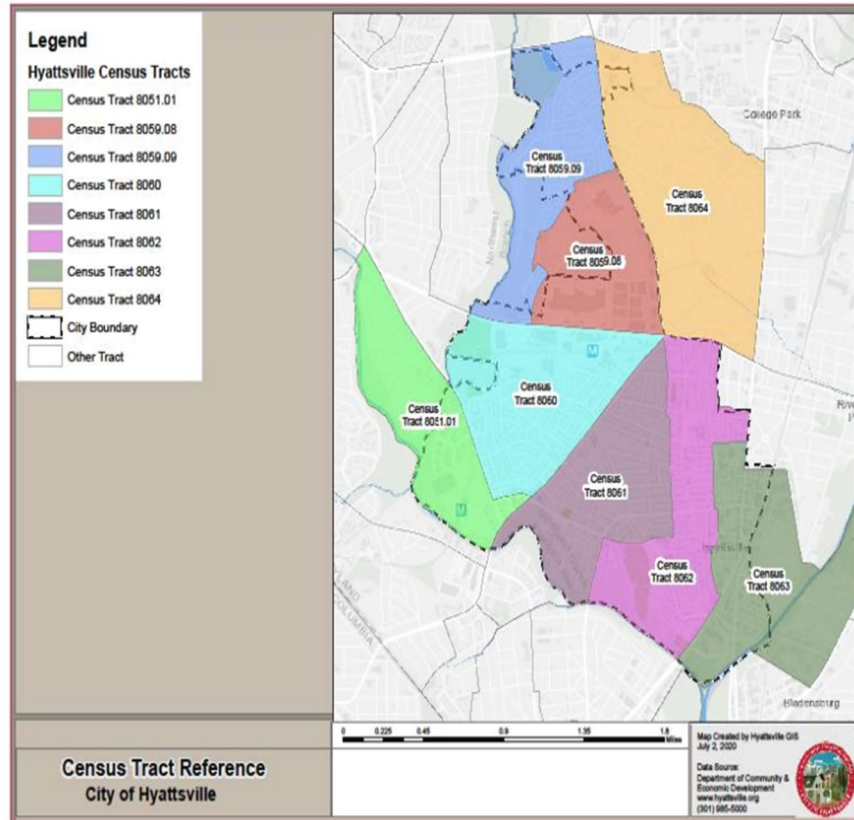
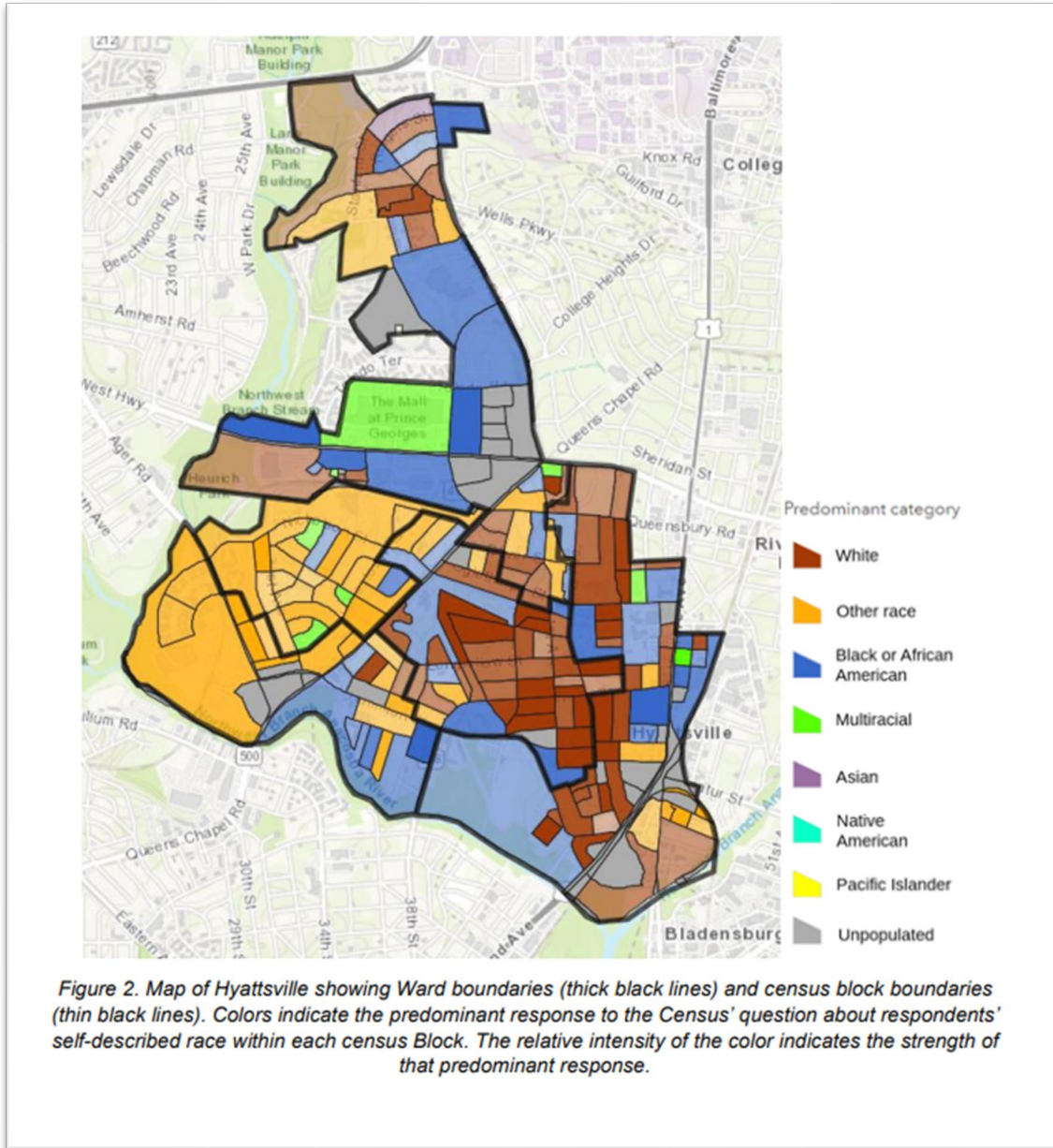


Figure 3. Census tracts including portions of Hyattsville in the 2017 ACS. Reproduced from the Appendix of the 2020 Vulnerable Populations Analysis Report.

# Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

## Racial Demographics Map Adapted from 2022 Hyattsville Redistricting Commission Report





## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

### Vulnerable Populations by Hyattsville Census Tract Report Adapted from 2022 Hyattsville Redistricting Commission Report

*Table 1. Percentage in each census tract of key indicators of vulnerability. Reproduced from Table 3 of the 2020 Vulnerable Populations Analysis Report, except rounded to the nearest 1%. Tract 8064 (Figure 3) was not considered due to limited overlap with Hyattsville.*

Population (Age 65+)	Population (Age 65+)	Proportion of dependent adults (Age 65+)	Non-White population	Population with High School as highest educational achievement	Poverty (Age <18)	Poverty (Age 65+)	Households with no Vehicle
Mall at Prince George's / University Town Center (8059.09)	6%	8%	86%	22%	18%	12%	24%
Hyattsville Hills (8061)	11%	15%	61%	19%	30%	9%	8%
Hyattsville Crossing / PG Plaza Metro (8060)	7%	9%	83%	28%	8%	<1%	8%
Hyattsville Historic District (8062)	14%	22%	55%	18%	9%	16%	13%
West Hyattsville Metro / Kirkwood (8051.01)	5%	7%	84%	17%	21%	<1%	16%
Downtown Hyattsville/ Route One Corridor (8063)	7%	9%	61%	16%	7%	11%	4%
University Hills (8059.09)	8%	10%	83%	23%	20%	19%	21%

Source: [Redistricting | Hyattsville, MD - Official Website](#)

## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

### **38<sup>th</sup> Avenue Park**

5004 MD-208, Hyattsville, MD 20781

Located in Ward 5 which is located within Census tract # 8061

Total Throne usage at this location: 3794 total users and the most frequently used Throne location

Digital Throne usage data: TBD

Tap Card usage data: TBD

### **Driskell Park**

3911 Hamilton St, Hyattsville, MD 20781

Located in Ward 2 which is located within Census tract #8062.

Total Throne usage at this location: 3270 total users and the 3<sup>rd</sup> most frequently used Throne location

Digital Throne usage data: TBD

Tap Card usage data: TBD

### **Heurich Park**

2800 Nicholson Ave. Hyattsville, MD 20782

Located in Ward 4 which is located within Census tract #8060

Total Throne usage at this location: 3323 total users and the 2<sup>nd</sup> most frequently used location

Digital Throne usage data: TBD

Tap Card usage data: TBD

### **The Spot**

4505 Hamilton St. Hyattsville MD, 20781

Located in Ward 1 which is located within Census tract # 8063

Total Throne usage at this location: 279 total users (September- October)

Digital Throne usage data: TBD

Tap Card usage data: TBD

## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

### Hyatt Park

3500 Hamilton St, Hyattsville, MD 20782

Located in Ward 5 which is located within Census tract # 8061.

Total Throne usage at this location: 279 total users (August-October)

Digital Throne usage data: TBD

Tap Card usage data: TBD

**Equity Officer Considerations:** This data shows that generally, Throne bathroom placement is distributed throughout the City, reflecting the needs of residents across varying races and ethnicities, income levels, and states of 'vulnerability' as defined by the Hyattsville Vulnerable Populations Analysis Report. There are however, gaps in placement areas like the Mall at Prince George's and University Town Center, West Hyattsville Metro area, which are examples of specific areas where residents have expressed a desire for increased access to public restrooms for visitors in these business districts as well as for people who may be experiencing homelessness. Considering the placement of Thrones in these areas could also serve as a deterrent for reported instances of public urination and/ or defecation.

### Step #3:

#### **Community engagement: How have communities been engaged? Are there opportunities to expand engagement?**

Community Engagement:

The City has engaged residents and stakeholders in the following ways:

- 2023-2024 ARPA Spending Council discussion and public comment periods
- 2023 Summer Jam engagement where Throne Labs representatives engaged with the public on the uses and desirability of Throne bathrooms
- City Social media outreach dedicated to information on Throne bathrooms
- 2023-2024 GARE community engagement sessions on the issue of increased homelessness and quality of life issues in the City

Opportunities for Expansion of Engagement:

- Continue to develop a robust and multilingual public information campaign outlining ways to access Thrones for residents throughout the city, with a focus on residents who may lack technological access or literacy.
- Launch mobile 'pop-up shops' as a technique for information sharing, targeting specific communities and populations for tap-card distribution and account set-up.
- On the International Association for Public Participation ([IAP2 scale of public participation](#)), continue to move beyond informing the public of proposed Throne

## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

placements, toward involving, collaborating, and empowering residents to be involved in future potential locations and amenities for placements.

### Step #4:

#### **Analysis and strategies: Who will benefit from or be burdened by your proposal? What are your strategies for advancing racial equity or mitigating unintended consequences?**

Those who will benefit from increased funding toward Throne bathrooms include all who utilize public spaces in the City of Hyattsville, residents who have a disability and may have a more frequent need for accessible bathrooms, and those in need of access to menstrual products. It will be a general benefit to public health and well-being. Further investment in Thrones supports *Basic Needs for Health and Safety*, as one of the U.S Department of Health and Human Services 'Seven Vital Conditions for Wellbeing' for communities.

For more information on this see below:

- 'Seven Cital Conditions for Wellbeing' [Framework | health.gov](#)
- [The struggle to find a public toilet | Smart Cities Dive](#)
- [Improving access to public toilets can reduce health hazards in cities - UNC Gillings School of Global Public Health](#)
- [Access & Equity — Throne \(thronelabs.co\)](#)

Those who may be burdened through unintended consequences of the current Throne placements and practices include:

- Residents who do not have access to mobile phones and/ or lack technological literacy
- Residents with homes in proximity to current or proposed placement sites
  - There are plans for DPW to alter the location of the Hyatt Park Throne site that is near a residence

Below are recommendations of strategies for mitigating possible unintended consequences of this policy:

#### *REO recommends:*

- Expand neighborhood representation across proposed throne placement sites as needed and appropriate. Considering that locations can be adjusted based on fluctuations of use, this is an opportunity to place one of the thrones which are at a lower use site, like the Spot, in areas of the city where there may be a higher need; for example in proximity to the Ager Alley or in the UTC/ Mall at Prince George's area.
- Consider placing restrictions and guidelines regarding the placement of Thrones in proximity to resident homes and other high-visibility private areas.

## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

- Ensure that there is adequate communication of the process for obtaining a tap-card, particularly for those who have limited tech access, aging residents, immigrant residents, and those with limited English proficiency.
- Ensure safeguards for resident's data privacy.
- Thrones is committed to ensuring tech-enabled user accountability .When issues arise that indicate the rules of Thrones use has been broken, the company will send a warning to that ID and with repeated misuse Throne will restrict access – The City should ensure that associated policies and procedures are crafted for enforcement in a fair and consistent manner.
- The city should strengthen the public oversight and transparency of these changes, by publicly reporting on the program's outcomes, and impacts to residents.

### Step #5:

#### Implementation: What is your plan for implementation?

REO Recommendation:

Throne placements have generally already been implemented. However, as DPW considers placements for future sites community outreach and engagement should be a part of the decision-making to ensure equitable outcomes and robust community engagement.

### Step #6:

#### Accountability and communication: How will you ensure accountability, communicate, and evaluate results?

REO Recommendation:

- Evaluation of the effectiveness of any changes to Throne placement.
- Communicate the success of this program to residents once implementation is complete.

## Hyattsville Throne Public Bathrooms- Contract Extension Equity Impact Analysis

### Supplemental Data and References:

- [2022 Hyattsville Redistricting Commission Report](#)
- [2020 Vulnerable Population Analysis Report](#)
- [2024 Survey of Homelessness in City of Hyattsville](#)
- [Access & Equity — Throne \(thronelabs.co\)](#)
- [Framework | health.gov](#)
- [\(IAP2\) scale of public participation](#)
- [Improving access to public toilets can reduce health hazards in cities - UNC Gillings School of Global Public Health](#)
- [The struggle to find a public toilet | Smart Cities Dive](#)

<b>FUTURE SERVICE</b>				
	<b>SERVICE MO</b>	<b>4 Thrones</b>	<b>5 Thrones</b>	<b>6 Thrones w/ Discount*</b>
2024	February	\$14,800.00	\$14,800.00	\$14,800.00
2024	March	\$14,800.00	\$18,500.00	\$18,500.00
2024	April	\$14,800.00	\$18,500.00	\$22,200.00
2024	May	\$15,600.00	\$20,100.00	\$23,800.00
2024	June	\$15,600.00	\$20,100.00	\$23,800.00
2024	July	\$15,600.00	\$20,100.00	\$23,800.00
2024	August	\$15,600.00	\$20,100.00	\$23,800.00
2024	September	\$14,800.00	\$18,500.00	\$22,200.00
2024	Octboer	\$14,800.00	\$18,500.00	\$22,200.00
2024	November	\$14,800.00	\$18,500.00	\$22,200.00
2024	December	\$14,800.00	\$18,500.00	\$22,200.00
<b>TOTAL</b>		<b>\$166,000.00</b>	<b>\$206,200.00</b>	<b>\$239,500.00</b>
15% Discount on 6th Co-located Throne				<b>-\$4,995.00</b>
<b>Total with Discount</b>				<b>\$234,505.00</b>



## Throne Access Overview & Hyattsville Tap Card Usage

### Physical Throne Unit

Throne exceeds Federal ADA requirements and each unit is certified by a third party. Critical Throne rules are delivered with visual signage and audio in both English and Spanish.

Each unit is equipped with a baby changing station.

### Entry Methods

Throne helps mitigate cleanliness issues by collecting real time cleanliness ratings from users and introducing accountability by assigning each user a unique user ID (UUID).

An individual is assigned a unique user ID in one of three ways:\

- Sending a text to open the door using a smartphone or non-smartphone
- Registering for the Throne Bathroom Network App
- Registering for a Throne Tap Card (enables phoneless entry – see [card entry demo](#))

Throne collects as little data on users as possible. If a user enters with a text message or app, their phone number is anonymized in the system. Throne does not collect names, emails or any other personal information.

Instructions for text message entry are located to the left of the door. Information about where Throne Tap Cards are available is located to the right of the door. (See example signage below).





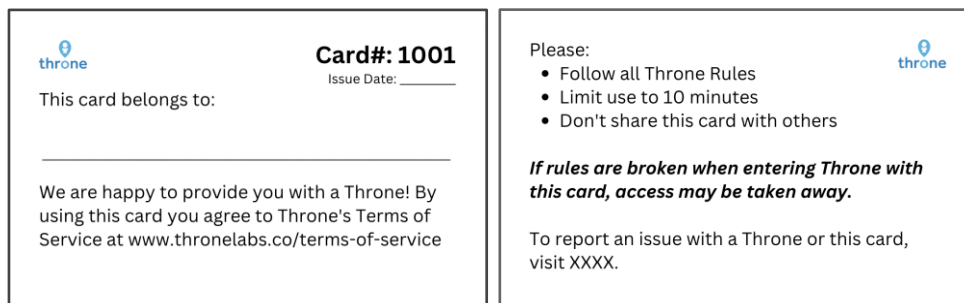
## Tap Card Distribution Procedure

In Hyattsville, Tap Cards are available at: City Municipal Building, 4310 Gallatin Street, Hyattsville. City staff have been trained on educating and registering a user for Throne Tap Card.

The card registration process promotes accountability by a) educating users about expectations (aka rules) and by b) creating a sense of accountability. The registration process includes:

1. Registrants are walked through Throne's simplified one-page [Community Use Rules](#) with the and offered a full copy of [Terms of Service](#) for them to review (both documents are available in English and Spanish)
2. Their card number, name and date of issue is entered into the [Registration Sheet](#) (held by Hyattsville)
3. Registrants are asked to circle "Y" and sign that they accept the Throne Community Use Rules and Terms of Service.
4. Card is issued with their name added.

The basic card is pictured below. The location where issues can be reported reflects the location where the user registered.



Throne does not receive any personal information about the individual who requested the card. The user/card is recognized by the UUID only. If there is an issue with the card, Hyattsville staff can call Throne for assistance.

Throne is also planning on supporting educational outreach and card registration at a monthly food distribution event.

## Hyattsville Tap Card Statistics

Hyattsville has been a learning partner for Throne as the Tap Card Technology launched. City staff was first trained during September 2023 on the card distribution process. Shortly after Throne discovered that the Tap Cards were working intermittently. The risk that a card fail when needed seemed worse than pausing card distribution while Throne's engineering teams identified and solved the issue and thoroughly tested Tap Card reliability.

Tap Cards were launched (again) February 2, 2024 and have been reliably working. Since then:

- Seven (7) cards were distributed in the first 46 days
- Tap card have been used 72 times
- The majority of users have used the Tap Card on 2-3 occasions
- All but one user has used their Tap Card at more than one park
- One (1) user has integrated Throne into their routine and has used the Tap Card 59 times in 46 days (fairly evenly spread throughout)
- Tap Card usage is spread roughly evenly across all Hyattsville Throne locations (see Table)

Park	% Card Uses
Hyatt Park	28%
Heurich Park	24%
38th St Park	25%
Driskell Park	24%

## Warnings & Restrictions

In the event that an individual breaks the rules of Throne, they may be sent a warning. When that happens their UUID is flagged. If that UUID is associated with multiple infractions, their UUID may be restricted and will not be able to access Thrones.

Both warnings and restrictions are sent by text message. Both messages include a phone number the individual can text or call to dispute the warning or restriction. Throne defaults to believe the individual on the first instance and the flag or restriction is removed. If the same UUID continues to be associated with uses during which there is misuse, they may be warned and/or restricted again.

One of the challenges with Tap Cards is there is not a way to warn the user. If multiple infractions occur, the card will be disabled. In this case, the Tap Card user may go to the location where they registered for the card (listed on the card) and ask to be reinstated. After reviewing the rules with the user, the registration partner (in this case Hyattsville) calls Throne with the card number and Throne will reinstate it.

From July 2023 through March 2024 only 12 Hyattsville Throne users have been warned. None have been restricted.

If a Throne Tap Card is lost, Hyattsville registers the individual for a new card and provides Throne with the number of the lost card so it can be disabled.

This calculator assesses the cost of a Throne vs. other restroom options over a period of time.

In the YELLOW fields, input:

1. Period over which to amortize
2. Throne quote
3. Capital, installation and monthly operational costs

<b>Amortization Period</b>	22	years	
<b>Comparison</b>	Portland Loo	Throne	
Upfront Capital Cost	\$680,000	\$0	
Annual Operations	\$30,000	\$40,870	
Annual Cost (Amortized)	\$60,909	\$40,870	
<b>Total Cost Over Period</b>	\$1,340,000	\$899,140	
<b>Annual Throne Cost</b>	Capital Cost	Operations	
Throne Quote	\$0	\$40,870	
<b>Annual Portland Loo</b>	Capital Cost	Operations	
Cost of Unit	\$180,000		
Installation	\$500,000		
Operations (custodial, maintenance, replacement parts, paper goods, utilities, labor to lock/unlock)		\$30,000	



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-246-FY24

4/1/2024

10.a.

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

**Item Title:**

**Hyattsville Charter Amendment Resolution: 2024-03: Removing the Requirement that Council Meetings Start at 8 PM**

**Suggested Action:**

For discussion. A public hearing will be held at 6 PM on April 1, 2024, to hear input from the community on the proposed amendment to the City's Charter.

**Summary Background:**

Charter Amendment Resolution 2024-03: Removing the Requirement that Council Meetings Start at 8 PM

The proposed Charter Amendment remove a requirement that Council Meetings begin at 8:00 p.m., which has not been in practice since 2020, and seeks to provide the Council with the flexibility to hold meetings at times that are appropriate and convenient for Council and community members.

**Next Steps:**

Timeline for Adoption

- April 1: Public Hearing at 6 PM, Council discussion during the scheduled 7 PM Council meeting
- April 15: Scheduled Adoption of the Charter Amendment Resolution
- June 4: Effective Date of the Charter Amendment Resolution

**Fiscal Impact:**

The City will incur printing fees to publish the required summary notice of the Charter Amendment Resolution in the Prince George's Post.

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Community members are encouraged to attend the public hearing and provide comments on the proposed charter amendment resolution. The proposed amendment is published on the City's website under "Hyattsville Ordinances". Upon adoption, the City Clerk's office will publish the required legal notices and transmit the resolution to the State Department of Legislative Services.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

Complete

1  
2 **CITY OF HYATTSVILLE, MARYLAND**  
3 **CHARTER AMENDMENT RESOLUTION No. 2024 - 03**

4 **A Resolution Amending the Charter to Remove the**  
5 **Requirement that Council Meetings Start at 8:00 pm.**  
6

7 **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF**  
8 **HYATTSVILLE, MARYLAND**, adopted pursuant to the authority of Article XI-E of the  
9 Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated  
10 Code of Maryland (as amended), to amend the Charter of the said City, said Charter being a part  
11 of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole  
12 or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council  
13 seek to amend the City Charter to eliminate the requirement for Council meetings to start at 8:00  
14 p.m.

15 **WHEREAS**, the Mayor and City Council believe it is in the interests of residents, staff,  
16 and the elected officials to have flexibility with meeting start times; and  
17

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

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

24 **Section 1:** That Article II, § C2-3 of the Charter of the City of Hyattsville, Maryland, be  
25 amended as follows:

26 **§ C2-3 Organization; vacancies; powers and duties of Mayor; meetings; quorum.**  
27

28 \* \* \*

29 G. The City Council shall hold two (2) regular monthly meetings on the first and third  
30 Mondays of each month ~~at 8:00 p.m.~~; except during the months of June and August, when  
31 there shall be one (1) meeting on the first Monday of the month, and the months of July  
32 and September, when there shall be one (1) meeting on the third Monday of the month,  
33 unless any of said days is a legal holiday or a quorum should not be present. In such an  
34 event, the regular meetings shall be held on the next business day when a quorum can be  
35 obtained or at such time as the Mayor may designate, not more than one (1) week from the  
36 date that said meeting should have been held.  
37

38 \* \* \*

39 **Section 2:** That the date of the adoption of this Resolution is \_\_\_\_\_, 2024, and that  
40 the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall  
41 become effective on \_\_\_\_\_, 2024 (50 days after its passage), unless a proper petition for a  
42 referendum hereon shall be filed by \_\_\_\_\_, 2024 (40 days after passage) and that an exact  
43 copy of this Resolution shall be posted at the main municipal building and a fair summary of the

1 Amendment shall be published in a newspaper having general circulation in the City of Hyattsville  
2 not less than four (4) times at weekly intervals within forty (40) days after passage of this Charter  
3 Amendment Resolution.

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

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

17 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a  
18 Regular Meeting on \_\_\_\_\_, 2024, at which meeting copies were available to the public for  
19 inspection, and at which time a public hearing took place.

20 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a  
21 Regular Meeting on \_\_\_\_\_, 2024, at which meeting copies were available to the public for  
22 inspection.

23

APPROVED:

City of Hyattsville, Maryland:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert S. Croslin, Mayor

ATTEST/WITNESS:

City of Hyattsville, Maryland:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Reams  
City Clerk

1  
2  
3  
4  
5  
6

{} indicate deletions

bold/CAPS indicate additions/amendments to additions

# City of Hyattsville



Charter Amendment 2024-03

Removing the Requirement that Council Meetings

Start at 8 PM

April 1, 2024



# Purpose

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## Provide Flexibility in the City Charter

- The proposed Charter amendment removes the requirement that Council Meetings begin at 8 PM, which has not been in practice since 2020.
- The update seeks to provide flexibility for City Council to hold meetings at times that are determined to be appropriate and convenient for residents, elected officials, and staff.
- The Charter retains the existing requirement that Council meet twice monthly, except during the months of June and August.
  - *The City Council shall hold two (2) regular monthly meetings on the first and third Mondays of each month ~~at 8:00 p.m.~~; except during the months of June and August, when there shall be one (1) meeting on the first Monday of the month, and the months of July and September, when there shall be one (1) meeting on the third Monday of the month, unless any of said days is a legal holiday or a quorum should not be present. In such an event, the regular meetings shall be held on the next business day when a quorum can be obtained or at such time as the Mayor may designate, not more than one (1) week from the date that said meeting should have been held.*

# Approval Steps

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## Charter Amendment

April 1, 2024: Public hearing at 6 PM, Council discussion during the 7 PM meeting

April 15, 2024: Scheduled Adoption of the Charter Amendment Resolution

June 4, 2024: Effective Date of the Charter Amendment Resolution



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-245-FY24

4/1/2024

10.b.

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

**Item Title:**

**Hyattsville Charter Amendment Resolution: 2024-02: Amending the Charter to Utilize Gender Neutral Language and Modernize the Charter's Gender Equality Provision**

**Suggested Action:**

For discussion. A public hearing will be held at 6 PM on April 1, 2024, to hear input from the community on the proposed amendment to the City's Charter.

**Summary Background:**

Charter Amendment Resolution 2024-02: Amending the Charter to Utilize Gender Neutral Language  
In accordance with the City's goals of being a welcoming and inclusive community, the proposed amendment will remove gendered language from the City Charter. The amendment will also expand the Charter's existing provision regarding equal protections for women with respect to registering, voting, and holding office to include all gender identities and expressions to be inclusive and welcoming of all persons.

**Next Steps:**

Timeline for Adoption

- April 1: Public Hearing at 6 PM, Council discussion during the scheduled 7 PM Council meeting
- April 15: Scheduled Adoption of the Charter Amendment Resolution
- June 4: Effective Date of the Charter Amendment Resolution

**Fiscal Impact:**

The City will incur printing fees to publish the required summary notice of the Charter Amendment Resolution in the Prince George's Post.

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Community members are encouraged to attend the public hearing and provide comments on the proposed charter amendment resolution. The proposed amendment is published on the City's website under "Hyattsville Ordinances". Upon adoption, the City Clerk's office will publish the required legal notices and transmit the resolution to the State Department of Legislative Services.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

Complete

**CITY OF HYATTSVILLE, MARYLAND**

**CHARTER AMENDMENT RESOLUTION No. 2024 - \_\_\_\_**

**A Resolution Amending the Charter to Modernize the Charter’s Gender Equality Provision to Address All Gender Identities With Respect to Registering, Voting, Holding Office, and Amending the Charter to Utilize Gender Neutral Language, and Making Other Non-Substantive Changes.**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF HYATTSVILLE, MARYLAND,** adopted pursuant to the authority of Article XI-E of the Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated Code of Maryland (as amended), to amend the Charter of the said City, said Charter being a part of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council seeks to amend the City Charter to modernize the City’s gender equality provision to address all gender identities, utilize gender neutral language, and make other non-substantive changes.

**WHEREAS,** the Mayor and City Council believe it is in the interests of residents, staff, and the elected officials to modify the Charter to utilize gender neutral terminology; and

**WHEREAS,** the City’s Charter provision regarding equal protections for women has been expanded to include all gender identities and expressions so as to be inclusive and welcoming of all persons; and

**WHEREAS,** the City’s Charter should reflect gender neutral language in order to promote inclusivity; and

**WHEREAS,** it is the desire of the City Council to modernize the language utilized in the Charter in these respects; and

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

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

**Section 1:** That Article II, § C2-3 of the Charter of the City of Hyattsville, Maryland, be amended as follows:

**Article I  
Incorporation**

**§ C1-1 General corporate powers.**

The inhabitants of the City included within the corporate limits legally established from time to time are hereby constituted and continued a body corporate by the name of the "City of Hyattsville," formerly having been denominated the "Mayor and City Council of Hyattsville," with

1 all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded  
2 in any court of law or equity, to have and use a common seal and to have perpetual succession,  
3 unless the Charter and the corporate existence are legally abrogated.

4 **§ C1-2 Filing of courses and distances showing corporate City limits.**

5 The courses and distances showing the exact corporate limits of the City shall be filed at all times  
6 with the Clerk of the Circuit Court in Prince George's County, the Commissioner of the land office  
7 and the Director of the Department of Legislative Reference. A copy of the courses and distances  
8 describing the corporate boundaries shall be on file in the office of the Mayor or of the Clerk. All  
9 the officials named in this section are hereby directed to file or record all such descriptions of  
10 corporate boundaries so filed with them, each in a suitable book or place, properly indexed and  
11 reasonably available for public inspection during normal business hours.

12 Article II  
13 City Council

14 **§ C2-1 Establishment; composition.**

15 The government of said City shall be vested in a Mayor and ten (10) Councilmembers, to be elected  
16 as hereinafter provided for, who shall compose the City Council.

17 **§ C2-2 Election; term of office; qualifications.**

18 A. Election; tenure. The Mayor shall be elected from the City at large and shall be elected for a  
19 term of four (4) years. One (1) Councilmember shall be elected from each ward of the City  
20 concurrent with the election of the Mayor, and one (1) Councilmember shall be elected from  
21 each ward of the City two (2) years thereafter. Each Councilmember shall be elected for a  
22 term of four (4) years, except in case of an election to fill a vacancy in that office, in which  
23 case the election shall be until the next regular City election. The Mayor and Councilmembers  
24 shall hold their respective offices for the several terms aforesaid and until their successors  
25 shall have been duly elected and qualified, unless otherwise terminated by operation of law.  
26 The Mayor and all Councilmembers shall retain throughout their respective terms of office  
27 all the qualifications necessary for their election, and their failure to retain all such  
28 qualifications shall ipso facto cause a forfeiture of their respective offices.

29 B. Qualifications. No persons shall be eligible as Mayor or Councilmembers except those who,  
30 upon the day of election, shall be citizens of the United States, at least eighteen (18) years of  
31 age, registered voters of the City of Hyattsville, actual bona fide residents of the City of  
32 Hyattsville and, in the case of Councilmembers, residents of the ward from which they shall  
33 be elected.

34 C. Restrictions. Neither the Mayor nor any of the Councilmembers shall hold any other office  
35 with the City during their respective terms of office, neither shall they nor any other officer  
36 of the City, either directly or indirectly through the medium or agency of other persons, enter  
37 into any contract or contracts with the City.

38 D. Required attendance to serve. The Mayor and/or a member of Council may be removed from  
39 office as a result of extended absenteeism, which is defined as missing in excess of fifty  
40 percent (50%) of each of the Council regular and special legislative meetings and meetings

1 as committees of the whole in any calendar year. The Mayor or five (5) Councilmembers  
2 shall have the authority to convene a public hearing on the issue of the extended absenteeism  
3 of the Mayor and/or member of Council.

- 4 E. Removal from office. After a public hearing on the issue of the extended absenteeism of the  
5 Mayor and/or member of Council, the Mayor and/or member Council may be removed from  
6 office as a result of such extended absenteeism by an affirmative vote of two-thirds (2/3) of  
7 the members of the Council.

8 **§ C2-3 Organization; vacancies; powers and duties of Mayor; meetings; quorum.**

- 9 A. The Council shall meet on the first Monday in June of each election year herein provided  
10 for, when those members just elected shall qualify by taking the oath required by the  
11 provisions of § C12-1 of this Charter, and the Council shall proceed to organize by electing  
12 two (2) of their number President and Vice President of the Council at the next regularly  
13 scheduled meeting after the first Monday in June.

- 14 B. If a vacancy is created in the office of Mayor or any Councilmember by reason of death,  
15 refusal or inability to act, disqualification, resignation or removal beyond the corporate limits  
16 of the City, then the remaining Councilmembers shall notify the Board of Supervisors of  
17 Elections to proceed to fill such vacancy by special election which must be held within one  
18 hundred forty (140) days of the date the vacancy is created, for the balance of the term of the  
19 Mayor or that of a Councilmember.

- 20 C. A special election shall not be required, and the vacancy shall remain, if the election is to  
21 occur within one hundred fifty (150) days of any regularly scheduled election.

- 22 D. In the event that the special election is scheduled for a date when voting machines or other  
23 equipment necessary to conduct the election are not available the election may be postponed  
24 for no more than thirty (30) days.

- 25 E. In the event of a vacancy in the Mayor's position, the President of the Council shall serve as  
26 Mayor until such time as a new Mayor is elected.

- 27 F. The Mayor shall preside at all meetings of the Council and shall have all the privileges of a  
28 Councilmember in debate and vote. The President of the Council shall, in the absence of the  
29 Mayor, preside at all meetings. The Vice President shall, in the absence of the Mayor and  
30 President, preside at all meetings.

- 31 G. The City Council shall hold two (2) regular monthly meetings on the first and third Mondays  
32 of each month at 8:00 p.m.; except during the months of June and August, when there shall  
33 be one (1) meeting on the first Monday of the month, and the months of July and September,  
34 when there shall be one (1) meeting on the third Monday of the month, unless any of said  
35 days is a legal holiday or a quorum should not be present. In such an event, the regular  
36 meetings shall be held on the next business day when a quorum can be obtained or at such  
37 time as the Mayor may designate, not more than one (1) week from the date that said meeting  
38 should have been held.

- 1 H. The regular meetings shall be open for the transaction of any business that may come before  
2 the City Council for action, subject to such rules and regulations as the City Council may  
3 determine.
- 4 I. Special meetings of the City Council may be convened by the Mayor or at the request of five  
5 (5) members of the Council. Special meetings shall be confined to the business set out in the  
6 call for such meetings unless there is unanimous consent of all Councilmembers present to  
7 the consideration of other matters.
- 8 J. The Mayor shall be the executive officer of the City with all the power necessary to secure  
9 the enforcement of all City ordinances, resolutions and laws under this Charter.
- 10 K. Except as provided in Subsection **B**, at all meetings of the City Council the Mayor and five  
11 (5) Councilmembers or, in the absence of the Mayor, six (6) Councilmembers present shall  
12 constitute a quorum for the transaction of business. At least six (6) affirmative votes shall be  
13 necessary for the passage of all ordinances, resolutions or laws; and they shall take effect  
14 from the date of their passage unless otherwise provided therein.

15 **§ C2-4 Meetings open to public.**

16 All meetings of the Council shall be open to the public, except as otherwise authorized to be closed  
17 pursuant to state law, and residents of the City shall have a reasonable opportunity to be heard at  
18 all regular open meetings in regard to any municipal question.

19 **§ C2-5 Compensation of Mayor.**

20 The Mayor shall receive an annual salary as set, from time to time, by an ordinance passed by the  
21 Council in the regular course of business; provided, however, that the compensation of the Mayor  
22 be determined pursuant to the provisions of § **C2-6.1**.

23 **§ C2-6 Compensation of Councilmembers.**

24 Each Councilmember shall receive an annual salary which shall be equal for all Councilmembers  
25 and shall be as specified, from time to time, by an ordinance passed by the Council in the regular  
26 course of business; provided, however, that the compensation of the Councilmember be  
27 determined pursuant to the provisions of § **C2-6.1**.

28 **§ C2-6.1 Compensation Review Committee.**

29 A. At least one hundred and eighty (180) days prior to every regular mayoral election, the Mayor  
30 shall appoint, with Council approval, a seven person compensation review committee whose  
31 membership shall be comprised of at least one member from each Ward of the City, to review  
32 and make recommendations for the compensation of both the Mayor and all City  
33 Councilmembers who shall serve within the period of recommendation as determined  
34 elsewhere in this section. The compensation review committee shall make its  
35 recommendation as to any compensation increase, decrease, or lack of change, in the existing  
36 compensation to the Mayor and City Council at least ninety (90) days prior to the election.  
37 The Mayor and Council shall have no power to alter or amend the committee's  
38 recommendation, but shall either accept or reject it, by motion, resolution, or ordinance.  
39 Regardless of how any recommendation is accepted, the salaries of the Mayor and Council  
40 shall be set by ordinance as required by sections C2-5 and C2-6 of the City's Charter.



1 B. In order to ensure no elected official is voting to alter their **his or her** own compensation, the  
2 committee shall begin its review with the fiscal year commencing on the first day of July  
3 following each regular mayoral election or on the first day of July following the expiration of  
4 the current compensation period. The length of time covered by the committee's  
5 recommendation to the Mayor and Council shall be no less than three (3) fiscal years and no  
6 more than six (6) fiscal years. The length of the committee's recommendation shall be  
7 governed by:

8 (1) The need to avoid having an elected official vote on their **his or her** own salary, being mindful  
9 of the staggered Council terms,

10 (2) The expiration date of any existing period covered by an enactment based upon a  
11 recommendation of a committee, and

12 (3) Keeping the period of recommendation as short as possible so as not to undermine the input  
13 of the next committee.

14 **§ C2-7 Judgment of qualifications.**

15 The Council shall be the judge of the election and qualification of its members.

16 **§ C2-8 Rules of procedure.**

17 The Council shall determine its own rules and order of business. It shall keep a journal of its  
18 proceedings and enter therein the yeas and nays upon final action on any question, resolution or  
19 ordinance or at any other time if required by any one (1) member. The journal shall be open to  
20 public inspection during normal business hours at the City Office.

21 **§ C2-9 Passage, publication and effective date of legislation; emergency legislation.**

22 No ordinance shall be passed at the meeting at which it is introduced. At any regular or special  
23 meeting of the Council held not less than six (6) nor more than sixty (60) days after the meeting at  
24 which an ordinance was introduced, it shall be passed or passed as amended or rejected or its  
25 consideration deferred to some specified future date. In cases of emergency, the above requirement  
26 may be suspended by the affirmative votes of a majority of the members of the Council. Every  
27 ordinance shall become effective on the date the ordinance specifies which date shall be no less  
28 than twenty (20) calendar days following passage. An emergency ordinance shall become effective  
29 on the date specified in the ordinance without regard to the twenty (20) calendar day period  
30 specified above. A fair summary of each ordinance shall be published twice in a newspaper having  
31 general circulation in the City.

32 **§ C2-10(A) Procedure for referendum.**

33 If, before the expiration of thirty (30) business days following passage of any ordinance, a petition  
34 is filed with the Clerk containing the signatures of not less than twenty percent (20%) of the  
35 qualified voters of the City and requesting that the ordinance or any part thereof be submitted to a  
36 vote of the qualified voters of the City for their approval or disapproval, the Council shall have the  
37 ordinance or the part thereof requested for referendum submitted to a vote of the qualified voters  
38 of the City at the next regular City election or, in the Council's discretion, at a special election  
39 occurring before the next regular election. No ordinance or the part thereof requested for  
40 referendum shall become effective following the receipt of such petition until and unless approved

1 at the election by a majority of the qualified voters voting on the question. An emergency ordinance  
2 or the part thereof requested for referendum shall continue in effect for sixty (60) days following  
3 receipt of such petition. If the question of approval or disapproval of any emergency ordinance or  
4 any part thereof has not been submitted to the qualified voters within sixty (60) days following  
5 receipt of the petition, then the operation of the ordinance or the part thereof requested for  
6 referendum shall be suspended until approved by a majority of the qualified voters voting on the  
7 question at any election. Any ordinance or part thereof disapproved by the voters shall stand  
8 repealed. The provisions of this section shall not apply to any ordinance or part thereof passed  
9 under the authority of § C3-2A of this Charter levying property taxes for the payment of  
10 indebtedness, but the provisions of this section shall apply to any ordinance or any part thereof  
11 levying special assessment charges under the provisions of this Charter. The provisions of this  
12 section shall be self-executing, but the Council may adopt ordinances in furtherance of these  
13 provisions and not in conflict with them.

14 **§ C2-10(B) Procedure for voter ballot initiative.**

15 (1) Request for a voter ballot initiative. A qualified voter of the City may submit to the Clerk of  
16 the City, along with a two hundred dollar (\$200.00) filing fee, a proposed voter ballot  
17 initiative containing a request for a Charter change or a proposed ordinance, other than for a  
18 Charter change or ordinance addressing § C3-2a(2) or § 3C-2a(4) or § C3-2a(17) of this  
19 Charter or Charter changes or ordinances passed under the authority of § C3-2a(2) or § 3C-  
20 2a(4) or § C3-2a(17) of this Charter. The Clerk shall submit a copy of the proposed voter  
21 ballot initiative to the Council and the City Attorney for the City. If the Council determines  
22 that there is a reasonable probability the proposed voter ballot initiative will eventually be  
23 submitted to the voters of the City, the Council will direct the City Attorney for the City to  
24 draft and/or approve the text of the proposed voter ballot initiative as specified and in  
25 conformance with the provisions of the Charter and other applicable law. The proponent may  
26 also seek the assistance of their own private counsel to assist in the drafting of the text of the  
27 proposed voter ballot initiative to be included in the petition. When drafted and/or approved,  
28 the City Attorney for the City shall submit a copy of the text of the proposed voter ballot  
29 initiative to the proponent and the City Council. The proponent of the proposed voter ballot  
30 initiative shall insert the City Attorney drafted and/or approved text of the proposed voter  
31 ballot initiative in the petition which the proponent intends to circulate among the qualified  
32 voters of the City. All petitions for proposed voter ballot initiatives must comply with the  
33 provisions of this section regardless of whether the same or similar proposed voter ballot  
34 initiative(s) were previously filed with the Clerk.

35 (2) Submission of petition. If, before one hundred and twenty (120) calendar days prior to a  
36 regular City election, a petition is filed with the Clerk containing the signatures of not less  
37 than twenty percent (20%) of the qualified voters of the City, requesting and favoring that a  
38 Charter change or proposed ordinance be submitted to a vote of the qualified voters of the  
39 City for their approval or disapproval, and the petition complies with the requirements of this  
40 section, the Council shall have the ordinance requested by voter initiative submitted to a vote  
41 of the qualified voters of the City at the next regular election. The exact wording of the  
42 petition shall be placed on the ballots or voting machines when the initiative is submitted to  
43 the voters of the City. No Charter change or ordinance requested by voter initiative shall  
44 become effective following the receipt of such petition until and unless approved at a regular

1 election by a majority of the qualified voters voting on the initiative. Any Charter change or  
2 ordinance disapproved by the voters shall have no force or effect.

3 (3) Council enactment. If the Council shall approve of the Charter change or ordinance provided  
4 for in the petition, the Council shall have the right by resolution to pass the ordinance  
5 proposed in the initiative petition and to proceed thereafter in the same manner as if the  
6 resolution had been initiated by such legislative body.

7 (4) Petition requirements. Each person signing a petition shall indicate thereon their ~~his or her~~  
8 name, residence address and ward, whether such person is in favor or against the proposed  
9 resolution or ordinance, and the date on which the petition was executed. Each person signing  
10 the petition may also print their ~~his or her~~ name and address but failing to print a name and/or  
11 address shall not disqualify a corresponding signature. No signature may be obtained more  
12 than one (1) year prior to the date the petition is filed with the Clerk. A petition may consist  
13 of several pages, but each page shall contain the complete text and exact wording of the  
14 resolution or ordinance petitioned upon. There shall be at the bottom of each page of  
15 signatures filed with a petition an affidavit of the person procuring the signatures on such  
16 page that to the person's best knowledge and belief every signature on it is genuine and bona  
17 fide and that the signers are qualified voters of the City. Upon receiving the petition, the Clerk  
18 is directed to verify that it has been signed by the required number of qualified voters and  
19 complies with the provisions of this section. The Clerk shall consider the petition as of no  
20 effect if it is signed by fewer than twenty percent (20%) of the qualified voters of the City. A  
21 minor variation in the signature of a petitioner between their ~~his or her~~ signature on a petition  
22 and that on the City voter registration records shall not serve to invalidate their ~~his or her~~  
23 signature. The invalidation of one signature on a petition shall not serve to invalidate any  
24 others.

25 **§ C2-10(C) Procedure for Council-directed referendum.**

26 By passage of a resolution approved by a minimum of two-thirds (2/3) of the Council members,  
27 the Council may direct that a referendum be submitted to a vote of the qualified voters of the City  
28 on the question(s) set forth in such resolution at the next regular election or, in the Council's  
29 discretion, at a special election occurring before the next regular election. The Council may not  
30 direct that a referendum be submitted on questions concerning the code. Any resolution containing  
31 a Council-directed referendum shall be passed by the Council at least one hundred and twenty  
32 (120) calendar days prior to the election date the referendum is to be submitted to a vote of the  
33 qualified voters of the City. The resolution shall specify whether the referendum shall be advisory  
34 or binding in nature and shall specify the exact wording of the referendum to be submitted to the  
35 qualified voters of the City. If the Council specifies the referendum as advisory, the results of such  
36 referendum shall be advisory only, and shall not be binding upon the Council. If the Council  
37 specifies the referendum as binding, the results of such referendum shall be binding upon the  
38 Council. The exact wording of such referendum contained in the resolution shall be placed on the  
39 ballots or voting machines when the referendum is submitted to the qualified voters of the City.  
40 The provisions of this section shall not apply to any ordinance or part thereof passed under the  
41 authority of § C3-2a of this Charter levying property taxes for the payment of indebtedness, but  
42 the provisions of this section shall apply to any ordinance or any part thereof levying special  
43 assessment charges under the provisions of this Charter. The provisions of this section shall be  
44 self-executing, but the Council may adopt ordinances in furtherance of these provisions and not in

1 conflict with them.

2 **§ C2-10(D) Procedure for recall referendum.**

3 (1) Request for a recall referendum. A qualified voter of the City may request a recall referendum,  
4 by presenting to the Mayor and Council, at a regular meeting of the Council, a petition  
5 requesting the removal of the Mayor or a member of Council from the office which **the elected**  
6 **official he or she** holds, and containing the favorable signatures of at least forty percent (40%)  
7 of the qualified voters of the City, in the case of a petition regarding the removal of the Mayor  
8 from office; or the favorable signature of at least forty percent (40%) of the qualified voters  
9 of the ward of the City of such Council Member, in the case of a petition regarding the  
10 removal of a member of Council from office. The Council shall submit the petition to the  
11 Clerk of the City for verification of its compliance with this section. The Clerk shall return  
12 said petition with its written findings regarding the petition's compliance to the Council within  
13 five (5) business days; and at the next regular meeting, if the petition complies with the  
14 requirements of this section, the Council shall by resolution schedule a special election to  
15 submit the recall referendum to a vote of the qualified voters of the City or the ward, as the  
16 case may be, for their approval or disapproval. The special election shall be scheduled within  
17 forty-five (45) days from the date of the Clerk's verification of the petition, except if the date  
18 of the Clerk's verification is within one hundred fifty (150) days of a regularly scheduled  
19 election, then it shall be submitted for a vote at such regular election. The question to appear  
20 on the ballot shall include the name of the Mayor or member of Council, as the case may be,  
21 the office which **the elected official he or she** holds, and shall request a "yes" or a "no" vote  
22 as to **the elected official's his/her** removal from that office. No petition for recall referendum  
23 shall become effective following the receipt of such petition until and unless approved by a  
24 majority of the qualified voters voting on the recall referendum. Any recall referendum  
25 disapproved by the voters shall have no force and effect. The provisions of this section shall  
26 be self-executing, but the Council may adopt ordinances in furtherance of these provisions  
27 and not in conflict with them.

28 (2) Petition requirements. The petition shall contain the name of only one (1) official, either the  
29 Mayor or a member of Council and the office which **the elected official he or she** holds. Each  
30 person signing a petition shall indicate thereon **their his or her** name, residence address and  
31 ward, and whether such person is in favor or against removing such official from that office.  
32 Each person signing the petition may also print **their his or her** name and address but failing  
33 to print a name and/or address shall not disqualify a corresponding signature. No signature  
34 may be obtained more than one (1) year prior to the date of the petition is presented to the  
35 Mayor and Council. A petition may consist of several pages, but each page shall contain the  
36 complete text and exact wording of the resolution petitioned upon. There shall be at the  
37 bottom of each page of signatures filed with a petition an affidavit of the person procuring  
38 the signatures on such page that to the person's best knowledge and belief every signature on  
39 it is genuine and bona fide and that the signers are qualified voters of the City. Upon receiving  
40 the petition, the Clerk is directed to verify that it has been signed by the required number of  
41 qualified voters and complies with the provisions of the section. The Clerk shall consider the  
42 petition as of no effect if it is signed by fewer than forty percent (40%) of the qualified voters  
43 of the City, in the case of a petition regarding the removal of the Mayor from office, or by at  
44 least forty percent (40%) of the qualified voters of the ward of the City of such

1 **Councilman** member, in the case of a petition regarding the removal of member of Council  
2 from office. A minor variation in the signature of a petitioner between their **his or her**  
3 signature on a petition and that on the City voter registration records shall not serve to  
4 invalidate their **his or her** signature. The invalidation of one signature on a petition shall not  
5 serve to invalidate any others.

6 **§ C2-11 Filing of ordinances.**

7 Ordinances shall be permanently filed by the Clerk and shall be kept available for public inspection  
8 during normal business hours at the City Office.

9 Article

III

10 **Powers and Duties of Council**

11 **§ C3-1 Powers generally.**

12 The Council shall have the power to pass all such ordinances, resolutions and laws not contrary to  
13 the Constitution and laws of the State of Maryland or this Charter as it may deem necessary for  
14 the good government of the City; for the protection and preservation of the City's property, rights  
15 and privileges; for the preservation of peace and good order; for securing persons and property  
16 from violence, danger or destruction; and for the protection and promotion of the health, safety,  
17 comfort, convenience, welfare and happiness of the residents of the City and visitors thereto and  
18 sojourners therein.

19 **§ C3-2 Specific powers enumerated.**

20 A. The Council shall have, in addition to the powers set out in the preceding section, the power  
21 to pass ordinances, resolutions or motions not contrary to the laws and Constitution of the  
22 State of Maryland for the following specific purposes:

23 (1) Amusements. To provide, in the interest of the public welfare, for licensing, regulating or  
24 restraining theatrical or other public amusements.

25 (2) Appropriations. To appropriate municipal moneys for any purpose within the powers of the  
26 Council.

27 (3) Billboards. To license, tax and regulate, restrain or prohibit the erection or maintenance of  
28 billboards, within the City and the placing of signs, bills and posters of every kind and  
29 description on any building, fence, post, billboard, pole or other place within the City.

30 (4) Bonds. To issue bonds under such terms, conditions and restrictions as deemed necessary; to  
31 limit to any amount the assets of the City pledged for said bonds; and to pledge the full faith  
32 and credit of the City for said bonds.

33 (5) Code enforcement. To appoint a Code Enforcement Officer, who shall enforce within the  
34 municipal limits of the City the various City, county and state codes, including but not limited  
35 to the Health, Building, Housing, Electrical, Plumbing and Fire Codes, subject to any  
36 restrictions of the laws of the State of Maryland and Prince George's County; and to enforce  
37 the licensing provisions of the City, county and state within the municipal limits of the City.

38 (6) Codification of general and permanent ordinances. To provide for the codification of all

- 1 ordinances which have been or may hereafter be passed.
- 2 (7) Community services. To provide, maintain and operate community and social services for the  
3 preservation and promotion of the health, recreation, welfare and enlightenment of the  
4 inhabitants of the City.
- 5 (8) Cooperative activities. To make agreements with other municipalities, counties, districts,  
6 bureaus, commissions and governmental authorities for the joint performance of or for  
7 cooperation in the performance of any governmental functions.
- 8 (9) Curfew. To prohibit the youth of the City from being in the streets, lanes, alleys or public  
9 places at unreasonable hours of the night.
- 10 (10) Dangerous improvements. To compel persons about to undertake dangerous improvements  
11 to execute bonds with sufficient sureties conditional that the owner or contractor will pay all  
12 damages resulting from such work which may be sustained by any persons or property.
- 13 (11) Departments, etc. To create, change and abolish offices, departments or agencies, other than  
14 the offices, departments and agencies established by this Charter, and to assign additional  
15 functions or duties to offices, departments or agencies established by this Charter, but not  
16 including the power to discontinue or assign to any other office, department or agency any  
17 function or duty assigned by this Charter to a particular office, department or agency.
- 18 (12) Disorderly houses, etc. To suppress bawdy houses, disorderly houses and houses of ill fame.
- 19 (13) Dogs. To regulate the keeping of dogs in the City and to provide, wherever the county does  
20 not license or tax dogs, for the licensing and taxing of the same, and to provide for the  
21 disposition of homeless dogs and dogs on which no license fee or taxes are paid.
- 22 (14) Emergency medical services. To contribute funds for the maintenance and operation of  
23 programs providing volunteer emergency medical services to the inhabitants of the City.
- 24 (15) Explosives, etc. To regulate or prevent the storage of gunpowder, oil or any other explosive  
25 or combustible matter, and to regulate or prevent the use of firearms, fireworks, bonfires,  
26 explosives or any other similar things which may endanger persons or property.
- 27 (16) Filth. To compel the occupant of any premises, building or outhouse situated in the City,  
28 when the same has become filthy or unwholesome, to abate or cleanse the condition and, after  
29 reasonable notice to the owners or occupants, to authorize such work to be done by the proper  
30 officers and to assess the expense thereof against such property, making it collectible by taxes  
31 or against the occupant or occupants.
- 32 (17) Finances and taxation. To levy, assess and collect ad valorem property taxes, to expend  
33 municipal funds for any public purpose; and to have general management and control of the  
34 finances of the City.
- 35 (18) Fire. To suppress fires and prevent the dangers thereof and to establish and maintain a Fire  
36 Department, to contribute funds to volunteer fire companies serving the City, to inspect

- 1 buildings for the purpose of reducing fire hazards, to issue regulations concerning fire hazards  
2 and to forbid and prohibit the use of fire-hazardous buildings and structures permanently or  
3 until the conditions of City fire hazard regulations are met, and to take all other measures  
4 necessary to control and prevent fires in the City.
- 5 (19) Franchises. To regulate franchises, including but not limited to utility and quasi-utilities  
6 companies, as permitted by federal law and the laws of Prince George's County and the State  
7 of Maryland.
- 8 (20) Gambling. To restrain and prohibit gambling, betting, wagering and other games of chance.
- 9 (21) Garbage. To prevent the deposit of any unwholesome substance, either on private or public  
10 property, and to compel its removal to designated points, and to require slops, garbage, ashes  
11 and other waste or other unwholesome materials to be removed to designated or to require  
12 the occupants of the premises to place them conveniently for removal.
- 13 (22) Grants-in-aid. To accept gifts and grants of federal or of state funds from the federal or state  
14 governments or any agency thereof and to expend the same for any lawful public purpose  
15 agreeably to the conditions which the gifts or grants were made.
- 16 (23) Hawkers, etc. To license, tax, regulate, suppress and prohibit vendors, hawkers and itinerant  
17 dealers, peddlers, pawnbrokers and all persons selling any articles on the streets of the City  
18 and to revoke such licenses.
- 19 (24) Jail. To establish and regulate a station house or lockup for the temporary confinement of  
20 violators of the laws and ordinances of the City.
- 21 (25) Licensing and regulation of business, etc., fees for licenses and permits. Subject to any  
22 restrictions imposed by the public general laws of the state, to license and regulate all persons  
23 beginning or conducting transient or permanent business in the City for the sale of any goods,  
24 wares, merchandise or services; to license and regulate any business, occupation, trade,  
25 calling or place of amusement or business; and to establish and collect fees and charges for  
26 all licenses and permits issued under the authority of this Charter.
- 27 (26) Liens. To provide that any valid charges, taxes or assessments made against any real property  
28 within the City shall be liens upon such property, to be collected as municipal taxes are  
29 collected.
- 30 (27) Livestock, etc. To regulate and prohibit the running at large of cattle, horses, swine, fowl,  
31 sheep, goats, dogs or other animals and to authorize the impounding, keeping, sale and  
32 redemption of such animals when found in violation of the ordinance in such cases provided.
- 33 (28) Markets. To obtain, by lease or by rent, own, construct, purchase, operate and maintain public  
34 markets within the City.
- 35 (29) Minor privileges in use of public ways, etc. To regulate or prevent the use of public ways,  
36 sidewalks and public places for signs, awnings, posts, steps, railings, entrances, racks, posting  
37 handbills and advertisements and display of goods, wares and merchandise.

- 1 (30) Noise. To regulate or prohibit loud or unreasonable noises, including the ringing of bells,  
2 crying of goods or sounding of whistles and horns.
- 3 (31) Parking facilities. To license and regulate and to establish, obtain, by purchase, by lease or  
4 by rent, own, construct, operate and maintain parking lots and other facilities for off-street  
5 parking.
- 6 (32) Parking meters. To install parking meters on the streets and public places of the City in such  
7 places as they shall, by ordinance, determine and, by ordinance, to prescribe rates and  
8 provisions for the use thereof, except that the installation of parking meters on any street, road  
9 or highway maintained by the appropriate division of the State of Maryland shall first be  
10 approved by said division.
- 11 (33) Parks and recreation. To establish and maintain public parks, gardens, playgrounds and other  
12 recreational facilities and programs to promote the health, welfare and enjoyment of the  
13 inhabitants of the City.
- 14 (34) Police powers. To establish, operate and maintain a police force, which shall protect the  
15 inhabitants of the City and provide for said inhabitants' welfare and safety. All City policemen  
16 shall have the powers and authority given other police officers as defined in the Annotated  
17 Code of Maryland.
- 18 (35) Property. To acquire, by conveyance, purchase or gift, real or leasable property for any public  
19 purposes, to erect buildings and structures thereon for the benefit of the City and its  
20 inhabitants, to convey any real or leasehold property when no longer needed for the public  
21 use after having given at least twenty (20) days' public notice of the proposed conveyance,  
22 and to control, protect and maintain public buildings, grounds and property of the City.
- 23 (36) Sidewalks. To regulate the use of sidewalks and all structures in, under or above the same, to  
24 require the owner or occupant of premises to keep the sidewalks in front thereof free from  
25 snow or other obstructions, and to prescribe hours for cleaning sidewalks.
- 26 (37) Sweepings, etc., deposited on public way, etc. To regulate or prevent the throwing or  
27 depositing of sweepings, dust, ashes, offal, garbage, paper, handbills, dirty liquids or other  
28 unwholesome materials into any public way or onto any public or private property in the City.
- 29 (38) Taxicabs. To license, tax and regulate public hackmen, taxicab men, draymen, drivers,  
30 cabmen, porters and expressmen and all other persons pursuing like occupations.
- 31 (39) Urban renewal.
- 32 (a) To acquire, within the City's boundary lines, land and property of every kind, single family  
33 or multiple family dwelling unit, and any right, interest, franchise, easement or privilege  
34 therein, by purchase, lease, gift, condemnation or any other legal means, for development or  
35 redevelopment, including, but not limited to, the comprehensive renovation or rehabilitation  
36 thereof, and to sell, lease, convey, transfer or otherwise dispose of any of said land or  
37 property, regardless of whether or not it has been developed, redeveloped, altered or improved  
38 and irrespective of the manner or means in or by which it may have been acquired, to any



1 private, public or quasi-public corporation, partnership, association, person or other legal  
2 entity.

3 (b) Before the acquisition of any single family or multiple family dwelling unit, or other structure  
4 is made under this paragraph, a finding or determination shall be made that:

5 (1) The dwelling unit or structure has deteriorated to such extent as to constitute a serious and  
6 growing menace to the public health, safety and welfare;

7 (2) The dwelling unit or structure is likely to continue to deteriorate unless corrected;

8 (3) The continued deterioration of the dwelling unit or structure will contribute to the blighting  
9 or deterioration of the area immediately surrounding the dwelling unit or structure; and

10 (4) The owner of the dwelling unit or structure has failed to correct the deterioration thereof.

11 (c) The City Council shall adopt an ordinance for each acquisition of land or property made.

12 (40) Vehicles. To regulate and license wagons and other vehicles not subject to the licensing  
13 powers of the State of Maryland.

14 (41) Voting machines. To purchase, lease, borrow, install and maintain voting machines for use in  
15 City elections.

16 (42) Zoning. To exercise the powers as to zoning conferred upon municipal corporations by the  
17 Prince George's County Code and the Annotated Code of Maryland, subject, however, to the  
18 limitations and provisions of said Codes.

19 B. Enumeration not exclusive. The enumeration of powers in this section is not to be construed  
20 as limiting the powers of the City to the several subjects mentioned.

21 **§ C3-3 Exercise of powers.**

22 For the purpose of carrying out the powers granted in this Article or elsewhere in this Charter, the  
23 Council may pass all necessary ordinances. All the powers of the City shall be exercised in the  
24 manner prescribed by this Charter or, if the manner be not prescribed, then in such manner as may  
25 be prescribed by ordinance.

26 **§ C3-4 Violations and penalties.**

27 A. Unless otherwise provided, all violations of ordinances shall be punishable as misdemeanors,  
28 and the Council shall have the power to affix penalties therefor, provided that no such penalty  
29 shall exceed that allowed by Title Six of the Local Government Article of the Annotated Code  
30 of Maryland, as amended.

31 B. The Council may also provide that violations of any ordinance shall be a municipal infraction,  
32 unless the violation is declared to be a felony or a misdemeanor by law or ordinance. A  
33 municipal infraction shall be a civil offense.

34 Article IV

1 **Legislation, Nominations and Elections**

2 **§ C4-1 Qualifications of voters.**

3 Every person who (1) is at least sixteen (16) years of age, (2) has the City of Hyattsville as the  
4 applicant's primary residence, (3) has resided within the corporate limits of the City for thirty (30)  
5 days, (4) does not claim the right to vote elsewhere in the United States, (5) has not been found by  
6 a Court to be unable to communicate a desire to vote and (6) is registered in accordance with the  
7 provisions of this Charter shall be a qualified voter of the City. Every qualified voter of the City  
8 shall be entitled to vote at any or all City elections.

9 **§ C4-2 Board of Supervisors of Elections.**

10 There shall be a Board of Supervisors of Elections consisting of five (5) members, who shall be  
11 appointed by the Mayor with the approval of the Council. Three (3) of the members shall be  
12 appointed and approved on or before the second Monday in January of 2011 and thereafter in every  
13 second odd-numbered year. Two (2) members shall be appointed and approved on or before the  
14 second Monday in January of 2013 and thereafter in every second odd-numbered year. Upon the  
15 effective date of this Charter provision, the current three members of the Board shall retain their  
16 membership on the Board and the Mayor with the approval of the Council may appoint an  
17 additional two (2) members, one (1) member whose term of office shall be until January of 2011,  
18 and the other member whose term of office shall be until January 2013. The terms of the members  
19 of the Board of Supervisors of Elections shall begin on the second Monday in January in the year  
20 in which they are appointed and shall run for four (4) years. Members of the Board of Supervisors  
21 of Elections shall not hold or be candidates for any elective office during their term of office. The  
22 Board shall appoint one (1) of its members as Chairman. Vacancies on the Board shall be filled by  
23 the Mayor with the approval of the Council for the remainder of the unexpired term. The  
24 compensation of the members of the Board shall be determined by the Council.

25 **§ C4-3 Removal of members.**

26 Any member of the Board of Supervisors of Elections may be removed for good cause by the  
27 Council. Before removal, the member of the Board of Supervisors of Elections to be removed shall  
28 be given a written copy of the charges against him and shall have a public hearing on them before  
29 the Council if he so requests within ten (10) days after receiving the written copy of the charges  
30 against him.

31 **§ C4-4 Powers and duties.**

32 The Board of Supervisors of Elections shall be in charge of the conduct of all City elections. The  
33 Board may appoint election clerks or other employees to assist it in any of its duties.

34 **§ C4-5 Notice of elections.**

35 The Board of Supervisors of Elections shall give notice of every election by publishing notice  
36 thereof twice in a newspaper of general circulation in the City.

37 **§ C4-6 Registration.**

38 A. In accordance with the State Universal Registration Act, as contained in Article 33, Section  
39 3-2 of the Annotated Code of Maryland, as amended, any person residing in the City who is  
40 registered with the Board of Supervisors of Elections of Prince George's County shall be  
41 deemed to be registered to vote in City elections.

- 1 B. The Board of Supervisors of Elections shall maintain a supplemental voter registry, separate  
2 from the list of registered voters generated by the Prince George's County Board of Elections,  
3 which shall include the names of those who are registered to vote in City elections pursuant  
4 to C4-1 of this Charter and are not on the list of registered voters generated by the Prince  
5 George's County Board of Elections.
- 6 C. Voter registration for the supplemental voter registry shall be accomplished by the Board of  
7 Supervisors of Elections' acceptance of a completed and signed registration application as  
8 outlined in the City Elections Code.
- 9 D. Same day voter registration. No later than January 1, 2019, the Board of Supervisors of  
10 Elections shall institute a same day registration program so that City residents who are eligible  
11 to vote in City elections pursuant to this Charter, but who are not registered to vote, may,  
12 when they arrive to vote, register to vote in a City election by submitting and completing a  
13 signed registration application and then have the opportunity to vote that same day. Same day  
14 registration shall occur at a minimum on any day during the time the polls are open in the  
15 City.

16 **§ C4-7 Appeals.**

17 If any person shall feel aggrieved by any action of the Board of Supervisors of Elections, such  
18 person may appeal to the Council by giving notice to the Clerk, in writing, within fifteen (15) days  
19 of the action taken by the Board of Supervisors of Elections.

20 **§ C4-8 Candidates for office; procedure; ballots.**

- 21 A. Filing of applications. Any qualified person may become a candidate for the office of  
22 Councilman member for the ward in which the Councilmember resides by filing an  
23 application with the Board of Supervisors of Elections on or before 5:00 p.m. on the second  
24 Friday in March of each election year for which a vacancy in such ward shall occur. Any  
25 qualified person may become a candidate for the office of Mayor by similarly filing an  
26 application if a Mayor is to be elected that year. The application shall be on a form prescribed  
27 and made available by the Board of Supervisors of Elections. No fee shall be charged any  
28 person for filing an application.
- 29 B. Public notice. Notice of the availability of applications and the time and place for their filing  
30 shall be given twice in a newspaper of general circulation in the City once a week during the  
31 two (2) weeks preceding the filing deadline provided herein. The Board of Supervisors of  
32 Elections shall certify to the Mayor and City Council the name of each person filing an  
33 application of candidacy and the respective office for which that person has filed an  
34 application at the first regular meeting of the Council following the second Friday in March  
35 of each election year. If for any reason there is no candidate for a particular office, the City  
36 Council shall make nominations for that office at this meeting.
- 37 C. Names on ballots. No candidate's name shall be printed upon official ballots of election in the  
38 City of Hyattsville other than the names of the persons contained in the certificate mentioned  
39 in the preceding subsection, except the names of persons nominated by the City Council  
40 subsequent to the meeting of the Council as provided in such subsection. Official ballots shall  
41 follow the general form prescribed by the election laws of the State of Maryland.

1 § C4-9 **Conduct of elections.**

2 A. Beginning in 2011 for regular City elections, Election Day shall be the second Tuesday in  
3 May of each year an Election for Mayor and/or Council regularly occurs. For any Special  
4 Election the City Council shall set an appropriate day as the Election Day. In addition, the  
5 City Council shall have the authority to authorize opening the polls to qualified voters on a  
6 specific day or days close to, but in advance of, Election Day (advance voting day).

7 B. It shall be the duty of the Board of Supervisors of Elections to provide for each referendum  
8 and election a suitable place or places for voting and suitable ballot boxes and ballots and/or  
9 voting machines. The ballots and/or voting machines shall show the name of each candidate  
10 who has filed an application or been nominated by the City Council for elective office in  
11 accordance with the provisions of this Charter, arranged in alphabetical order by office with  
12 no party designation of any kind. The Board of Supervisor of Elections shall keep the polls  
13 open at a minimum from 9:00 a.m. to 8:00 p.m. on Election Day or for longer hours if the  
14 Council requires it and shall make reasonable accommodation for opening and closing the  
15 polls on any advance voting day. The Board of Supervisors of Elections shall make reasonable  
16 accommodation for all qualified voters covered by the Americans with Disability Act.

17 § C4-10 **Referendum elections.**

18 All referendum elections shall be conducted by the Board of Supervisors of Elections in the same  
19 manner and with the same personnel, as far as practicable, as regular City elections.

20 § C4-11 **Vote count.**

21 Within five (5) calendar days after the closing of the polls, the Board of Supervisors of Elections  
22 shall determine the votes cast for each person, candidate or question and shall certify the results of  
23 the election to the Clerk of the City, who shall record the results in the minutes of the Council.  
24 Write-in votes for individuals not registered as candidates shall be counted. The individual who  
25 meets the qualifications outlined in § C2-2 of the City Charter and who has the highest number of  
26 votes in the at large Mayoral election shall be declared elected as Mayor. The individual who meets  
27 the qualifications outlined in § C2-2 of the City Charter and who has the highest number of votes  
28 in each ward shall be declared elected as Council member for that ward.

29 § C4-12 **Preservation of ballots.**

30 All ballots used in any City election shall be preserved for at least six (6) months from the date of  
31 election by the Board of Supervisors of Elections.

32 **§ C4-13 Equal privileges for all gender identities women.**

33 All gender identities Women shall have equal privileges with ~~men~~ in registering, voting and  
34 holding City offices. Whenever the masculine gender specific language has been used as to any  
35 with respect to registering, voting, or holding City office, it shall be construed to include the  
36 feminine all gender identities.

37 § C4-14 **Regulation and control by Council.**

38 The Council shall have the power to provide by ordinance in every respect not covered by the  
39 provisions of this Charter for the conduct of registration, nomination and City elections and for the  
40 prevention of fraud in connection therewith and for a recount of ballots in case of doubt or fraud.

1 § C4-15 **Violation of election laws; penalty.**

2 Any officer or employee of the City who is convicted of violating any law of the City, Prince  
3 George's County or the State of Maryland pertaining to elections, and such violation having  
4 occurred in the course of a municipal election in the City of Hyattsville, shall immediately, upon  
5 conviction, cease to hold such office or employment.

6 § C4-16 **Division of City; ward descriptions.**

7 The City shall be divided into five (5) wards as described immediately below. Unless otherwise  
8 provided, reference to any street or alley as a boundary herein shall mean the center line of the  
9 street or alley.

10 Ward 1. Ward number one shall include all that area of the City south and east of a line drawn as  
11 follows: beginning at the intersection of East West Highway and Forty-Second Avenue; then south  
12 on Forty-Second Avenue until Oliver Street; west along Oliver Street to the rear lot line of 6030  
13 Forty-Second Avenue; south along the rear lot lines of the residences between Oliver Street and  
14 Oglethorpe Street; then southeast to Forty-Second Avenue; then south on Forty-Second Avenue  
15 until Farragut Street; west along Farragut Street to Alley 13C; south on Alley 13C to Forty-First  
16 Place; then north on Forty-First Place until Emerson Street; then west along Emerson Street to the  
17 rear lot line of 4922 40th Place; then southwest to Crittenden Street; then west on Crittenden Street  
18 to the unnamed creek in Magruder Woods; south along the unnamed creek in Magruder Woods to  
19 the northwest branch of the Anacostia River; then east, north and west along the boundary of the  
20 City to East West Highway.

21 Ward 2. Ward number two shall embrace all that part of the City bounded by a line as follows:  
22 beginning at the intersection of East West Highway and Forty-Second Avenue; then south on  
23 Forty-Second Avenue until Oliver Street; west along Oliver Street to the rear lot line of 6030 Forty-  
24 Second Avenue; south along the rear lot lines of the residences between Oliver Street and  
25 Oglethorpe Street; then southeast to Forty-Second Avenue; then south on Forty-Second Avenue  
26 until Farragut Street; west along Farragut Street to Alley 13C; south on Alley 13C to Forty-First  
27 Place; then north on Forty-First Place until Emerson Street; then west along Emerson Street to the  
28 rear lot line of 4922 40th Place; then southwest to Crittenden Street; then west on Crittenden Street  
29 to the unnamed creek in Magruder Woods; south along the unnamed creek in Magruder Woods to  
30 the northwest branch of the Anacostia River; west along the northwest branch of the Anacostia  
31 River to the western boundary of the Thirty-Eighth Avenue Park; north on the western boundary  
32 of the Thirty-Eighth Avenue Park to the south boundary of Park Place Apartments; and then west  
33 along the south boundary of Park Place Apartments; north along the west boundary of Park Place  
34 Apartments to Hamilton Street; then west along Hamilton Street to Thirty-Eighth Avenue, then  
35 north on Thirty-Eighth Avenue to Jefferson Street, then northeast to the rear lot line of 5511 Thirty-  
36 Eighth Avenue, north along the rear lot lines of the residences between 5511 Thirty-Eighth Avenue  
37 and Longfellow Street; then west along Longfellow Street to Thirty-Seventh Avenue; north on  
38 Thirty-Seventh Avenue to the rear lot line of 3610 Longfellow Street; west along the rear lot line  
39 of 3610 Longfellow Street to the rear lot line of 5703 Thirty-Sixth Avenue; north along the rear  
40 lot line of 5703 Thirty-Sixth Avenue to the rear lot line of 5805 Queen's Chapel Road; then east  
41 along the rear lot line of 5805 Queen's Chapel Road to the eastern lot line of 5805 Queen's Chapel  
42 Road; west along the eastern lot line of 5805 Queen's Chapel Road to Queen's Chapel Road; then  
43 north on Queen's Chapel Road to its intersection with Adelphi Road (the boundary of the City).

1 Ward 3. Ward number three shall include all that area north and west of a line beginning at the  
2 northwest boundary of the City and the west boundary of 5902 31st Avenue and then north along  
3 the west boundary of 5902 31st Avenue to the Metro tracks (WMATA property) and then north  
4 and east along the Metro tracks (WMATA property) to the northern boundary of Nicholas Orem  
5 Elementary School (6100 Editor's Park Drive); then east along the northern boundary of Nicholas  
6 Orem Elementary School (6100 Editor's Park Drive) and then along the southern boundary of  
7 Hyattsville Crossing Metro Station (3575 Belcrest Center Drive), then east along the southern  
8 boundary of Mosaic at Metro Apartments (6206 Belcrest Road); then east along the southern  
9 boundary of Hyattsville Volunteer Fire Department (6200 Belcrest Road) to Queen's Chapel Road;  
10 then north along Queen's Chapel Road to its intersection with Adelphi Road (the boundary of the  
11 City).

12 Ward 4. Ward four shall include all that area contained in a line beginning at the northwest  
13 boundary of the City and the west boundary of 5902 31st Avenue and then north along the west  
14 boundary of 5902 31st Avenue to the Metro tracks (WMATA property) and then north and east  
15 along the Metro tracks (WMATA property) to the northern boundary of Nicholas Orem  
16 Elementary School (6100 Editor's Park Drive); then east along the northern boundary of Nicholas  
17 Orem Elementary School (6100 Editor's Park Drive) and then along the southern boundary of  
18 Hyattsville Crossing Metro Station (3575 Belcrest Center Drive), then east along the southern  
19 boundary of Mosaic at Metro Apartments (6206 Belcrest Road); then east along the southern  
20 boundary of Hyattsville Volunteer Fire Department (6200 Belcrest Road) to Queen's Chapel Road;  
21 then south and west along Queen's Chapel Road until the south boundary of 3545 Madison Street  
22 on the west side of Queen's Chapel Road and then west along the rear lot lines of the residences  
23 between Queen's Chapel Road and Jamestown Road; then south and west along Jamestown Road  
24 to Thirty-First Avenue; then south on Thirty-First Avenue to the south boundary of 3007  
25 Jamestown Road; then west along the rear lot lines of the residences between Thirty-First Avenue  
26 and Ager Road; then north on Ager Road to the City boundary.

27 Ward 5. Ward five shall include all that area south and west of a line beginning at the intersection  
28 of the northwest branch of the Anacostia River and the western boundary of the Thirty-Eighth  
29 Avenue Park and running north on the western boundary of the Thirty-Eighth Avenue Park to the  
30 south boundary of Park Place Apartments; and then west along the south boundary of Park Place  
31 Apartments; north along the west boundary of Park Place Apartments to Hamilton Street; then  
32 west along Hamilton Street to Thirty-Eighth Avenue, then north on Thirty-Eighth Avenue to  
33 Jefferson Street, then northeast to the rear lot line of 5511 Thirty-Eighth Avenue, north along the  
34 rear lot lines of the residences between 5511 Thirty-Eighth Avenue and Longfellow Street; then  
35 west along Longfellow Street to Thirty-Seventh Avenue; north on Thirty-Seventh Avenue to the  
36 rear lot line of 3610 Longfellow Street; west along the rear lot line of 3610 Longfellow Street to  
37 the rear lot line of 5703 Thirty-Sixth Avenue; north along the rear lot line of 5703 Thirty-Sixth  
38 Avenue to the rear lot line of 5805 Queen's Chapel Road; then east along the rear lot line of 5805  
39 Queen's Chapel Road to the eastern lot line of 5805 Queen's Chapel Road; west along the eastern  
40 lot line of 5805 Queen's Chapel Road to Queen's Chapel Road; then south on Queen's Chapel Road  
41 until the south boundary of 3545 Madison Street on the west side of Queen's Chapel Road and  
42 then west along the rear lot lines of the residences between Queen's Chapel Road and Jamestown  
43 Road; then south and west along Jamestown Road to Thirty-First Avenue; then south on Thirty-  
44 First Avenue to the south boundary of 3007 Jamestown Road; then west along the rear lot lines of

1 the residences between Thirty-First Avenue and Ager Road; then north on Ager Road to the City  
2 boundary.

3 **§ C4-17 Power of Council to modify ward boundaries.**

4 The City Council shall have the power, by ordinance, to establish, change or relocate the  
5 boundaries of existing wards and to establish, change and relocate boundaries for new or additional  
6 wards created either by the annexation of territory to the City or by the divisions of a ward or  
7 wards.

8 **§ C4-18 Division of wards into voting precincts.**

9 The City Council shall have the power, after notice thereof and opportunity for public hearings as  
10 the City Council shall provide and direct, to divide any and all of the wards of the City into two  
11 (2) or more voting precincts as public convenience or public welfare, in their discretion, may  
12 require or direct.

13 **Article V**  
14 **Finance**

15 **§ C5-1 Appointment of Treasurer; compensation.**

16 There shall be a Treasurer hired by the City Administrator who shall be a Department Director.  
17 The Treasurer shall report to the City Administrator. The Treasurer's compensation shall be  
18 determined by the City Administrator. The Treasurer shall be the Chief Financial Officer of the  
19 City. The financial powers of the City, except as otherwise provided by this Charter, shall be  
20 exercised by the Treasurer under the direction of the City Administrator and the City Council.

21 **§ C5-2 Powers and duties.**

22 Under the supervision of the City Administrator, the Treasurer shall have authority and shall be  
23 required to:

- 24 A. Prepare, with the City Administrator, an annual budget, to be submitted to the City Council.
- 25 B. Supervise and be responsible for the proper disbursement of all moneys and have control over  
26 all expenditures to ensure that budget appropriations are not exceeded.
- 27 C. Maintain a general accounting system for the City in such form as the Council may require,  
28 not contrary to state law.
- 29 D. Submit for each quarter of each fiscal year, and at such other times as the Council may require,  
30 a complete financial report to the Council.
- 31 E. Ascertain that all taxable property within the City is assessed for taxation.
- 32 F. Collect all taxes, special assessments license fees, liens and all other revenues, including  
33 utility revenues, of the City and all other revenues for whose collection the City is responsible  
34 and receive any funds receivable by the City.
- 35 G. Have custody of all public moneys belonging to or under the control of the City, except as to  
36 funds in the control of any set of trustees, to ensure that all special accounts for bonds and

1 other accounts are properly maintained and have custody of all bonds and notes of the City.

2 H. Do such other things in relation to the fiscal or financial affairs of the City as the City Council  
3 or the City Administrator may require or as may be required elsewhere in this Charter or by  
4 State law.

5 **§ C5-3 Bond.**  
6 The Treasurer shall provide a bond with such corporate surety and in such amount as the Council  
7 by ordinance, may require.

8 **§ C5-4 Annual budget; fiscal year.**  
9 The City shall operate on an annual budget. The fiscal year of the City shall begin on the first day  
10 of July and shall end on the last day of June in each year. Such fiscal year shall constitute the tax  
11 year, the budget year and the accounting year.

12 **§ C5-5 Submission of annual budget to Council; budget open to public inspection.**  
13 The City Administrator, ordinarily by the first meeting in April of each year and no later than sixty  
14 (60) days before the beginning of the fiscal year, shall submit a budget to the Council. The budget  
15 shall provide a complete financial plan of all city funds and activities for the ensuing budget year  
16 and shall contain estimates of anticipated revenues and proposed expenditures for the coming year.  
17 The total of the anticipated revenues, together with surplus, shall equal or exceed the total of the  
18 proposed expenditures. The budget presented to the City Council shall be a public record in the  
19 office of the Treasurer and open to public inspection by anyone during normal business hours. The  
20 budget shall be in such form as the City Administrator deems desirable or the Council may require.  
21 In organizing the budget, the City Administrator shall utilize the most feasible combination of  
22 expenditure classification by fund, department, program, purpose and activity. The budget shall  
23 begin with a clear general summary of its contents; shall show in detail all estimated income,  
24 indicating the proposed property tax levy. It shall indicate in separate sections:

25 A. All actual expenditures for the two (2) preceding budget years and current year expenditures.

26 B. Proposed expenditures for current operations for the ensuing budget year, detailed by  
27 offices/departments in terms of their respective work programs, activities and the method of  
28 financing such expenditures;

CA Proposed  
capital  
expenditures  
for the  
ensuing  
budget year,  
detailed by  
offices/depart  
ments when  
practicable,  
and the  
proposed



method of  
financing each  
such capital  
expenditure;  
and

~~DB~~ Proposed 5-  
year forecast  
for the  
operating  
budget and  
capital  
improvement  
plan.

1    **C5-6 Adoption of budget.**

2    Before adopting the budget, the Council shall hold a public hearing thereon after notice thereof  
3    has been published in a newspaper in circulation within the City. The Council may insert new  
4    items or may increase or decrease the items of the budget. Where the Council shall increase the  
5    total proposed expenditures, it shall also increase the total anticipated revenues in an amount at  
6    least equal to such total proposed expenditures. The budget shall be prepared and adopted in the  
7    form of an ordinance. A favorable vote of at least a majority of the total elected membership of  
8    the Council shall be necessary for adoption.

9    **§ C5-7 Appropriations.**

10   No public money may be expended without having been appropriated by the Council. From the  
11   effective date of the budget, the several amounts stated therein as proposed expenditures shall be  
12   and become appropriated to the several objects and purposes named therein.

13   **§ C5-8 Approval required for transfers between major appropriations.**

14   Any transfer of funds between major appropriations for different purposes shall be approved by  
15   the Council before becoming effective.

16   **§ C5-9 Expenditures restricted; exception.**

17   No officer or employee shall during any budget year expend or contract to expend any money or  
18   incur any liability or enter into any contract which by its terms involves the expenditure of money  
19   for any purpose in excess of the amounts appropriated for or transferred to that general  
20   classification of expenditure pursuant to this Charter. Any contract, verbal or written, made in  
21   violation of this Charter shall be null and void. Nothing in this section contained, however, shall  
22   prevent the making of contracts or the spending of money for capital improvements to be financed,  
23   in whole or in part, by the issuance of bonds nor the making of contracts of lease or for services  
24   for a period exceeding the budget year in which such contract is made when such contract is  
25   permitted by law.

26   **§ C5-10 Lapse of appropriations; disposition of unexpended funds.**

27   All appropriations shall lapse at the end of the budget year to the extent that they shall not have  
28   been expended or lawfully encumbered. Any unexpended and unencumbered funds shall be

1 considered a surplus at the end of the budget year and shall be included among the anticipated  
2 revenues for the next succeeding budget year.

3 **§ C5-11 Issuance of checks.**

4 All checks issued in payment of salaries or other municipal obligations shall be issued and signed  
5 by the Treasurer, except as otherwise provided.

6 **§ C5-12 Assessment and taxation of property; exemptions.**

7 All real property and all tangible personal property within the corporate limits of the City or  
8 personal property which may have a situs there by reason of the residence of the owner therein  
9 shall be subject to taxation for municipal purposes, unless exempt for a stated period of time and  
10 under specific conditions as part of an agreement, and the assessment used shall be the same as  
11 that for state and county taxes. No authority is given by this section to impose taxes on any property  
12 which is exempt from taxation by any act of the General Assembly.

13 **§ C5-13 Qualifications for deduction from property assessment.**

14 Every person over the age of sixty-five (65) years who has been a bona fide resident of the City of  
15 Hyattsville and whose total gross income is within the prescribed limitation and who has legal title  
16 or beneficial title to real property located in the City of Hyattsville and who makes such real  
17 property **the person's his or her** permanent home shall be entitled to a deduction from the assessed  
18 valuation of said property for the purpose of City real estate taxes levied against said property by  
19 the City of Hyattsville, provided that, if said taxable real estate is owned as tenants by entirety,  
20 only one (1) exemption shall be allowed, provided further that such exemption shall be allowed  
21 only if the combined gross income of said tenants by the entirety does not exceed the prescribed  
22 limitation of any one year, provided further that such exemption shall be allowed if either one (1)  
23 or both of said tenants are sixty-five (65) years of age or more or if either one (1) or both of said  
24 tenants have resided on such property for the prescribed period; and provided further, however,  
25 that only one (1) such exemption shall be allowed on any real estate taxable hereunder. The  
26 assessment deduction to be allowed, the prescribed income limitation and the prescribed period of  
27 residence shall be the same as those set forth by the Prince George's County government for the  
28 purpose of providing tax relief to persons sixty-five (65) years of age or older.

29 **§ C5-14 Application for deduction from property assessment.**

30 Every person seeking to have residential property taxed as provided in § C5-13 shall make  
31 application to the Treasurer of the City Council of Hyattsville, setting forth the applicant's name,  
32 age, place of residence, a description of the applicant's ownership or legal interest in the residential  
33 property sought to be taxed as herein provided and the total gross income of all owners of the  
34 property from all sources for the immediate past calendar year. The application must be completed  
35 and submitted to the Treasurer of the City of Hyattsville not later than the last day of the month  
36 next preceding the beginning of the tax year for which said reduction of assessment on the  
37 residential real property is requested, and the application must be accompanied by an affidavit  
38 certifying to the truth of its contents. There must also be an attached copy of any certification  
39 issued for the ensuing year by the proper governmental department of Prince George's County  
40 notifying the applicant that **the his** application for a corresponding credit on county taxes has been  
41 approved.

1 § C5-15 **Determination of tax levy.**

2 From the effective date of the budget, the amount stated therein as the amount to be raised by the  
3 property tax shall constitute a determination of the amount of the tax levy in the corresponding tax  
4 year.

5 § C5-16 **Notice of tax levy; tax bills.**

6 Immediately after the levy is made by the Council in each year, the Treasurer shall give notice of  
7 the making of the levy by posting a notice thereof in some public place or places in the City. The  
8 Treasurer He shall make out and mail or deliver in person to each taxpayer or **the taxpayer's his**  
9 agent at his last known address a bill or account of the taxes due from him. This bill or account  
10 shall contain a statement of the amount of real and personal property with which the taxpayer is  
11 assessed, the rate of taxation, the amount of taxes due and the date on which the taxes will bear  
12 interest. Failure to give or receive any notice required by this section shall not relieve any taxpayer  
13 of the responsibility to pay on the dates established by this Charter all taxes levied on **the taxpayer's**  
14 **his** property, including interest, penalties or other costs.

15 § C5-17 **Due date for payment of taxes; overdue taxes.**

16 The taxes provided for in § C5-15 of this Charter shall be due and payable on the first day of July  
17 in the year for which they are levied and shall be overdue and in arrears on the first day of the  
18 following October. They shall bear interest and penalty while in arrears in such amounts as  
19 prescribed by City Council resolution or ordinance, not contrary to state law. All taxes not paid  
20 and in arrears shall be collected as provided in § C5-18 of this Charter.

21 § C5-18 **Sale of tax delinquent property.**

22 A list of all property on which the City taxes have not been paid and which are in arrears as  
23 provided by § C-17 of this Charter shall be turned over by the Treasurer to the official of the county  
24 responsible for the sale of tax delinquent property as provided by state law. All property listed  
25 thereon shall, if necessary, be sold for taxes by this county official in the manner prescribed by  
26 state law.

27 § C5-19 **Disposition of fees collected.**

28 All fees received by an officer or employee of the City government in **the officer's his official**  
29 capacity shall belong to the City government and be accounted for to the City.

30 § C5-20 **Annual audit.**

31 The financial books and accounts of the City shall be audited annually as required by the laws of  
32 the State of Maryland.

33 § C5-21 **Bids and contracts.**

34 A. All purchases and contracts for the City of Hyattsville shall be made by the City Council in  
35 accordance with a procurement policy adopted by the Council. All expenditures for supplies,  
36 materials, equipment, construction of public improvements or contractual service involving  
37 more than ten thousand dollars (\$10,000.00) shall be made on written contract, and the City  
38 Council shall advertise for sealed bids for all such contracts by publishing notice thereof twice  
39 in a newspaper of general circulation in the City. Such written contracts shall be awarded to  
40 the bidder who offers the lowest or best bid, quality of goods and work, time of delivery or

1 completion and responsibility of bidders being considered. All such written contracts shall be  
2 approved by the City Council before becoming effective. The City Council, upon written  
3 justification, may reject all bids and readvertise. The City Council at any time, in its  
4 discretion, may employ its own forces for the construction or reconstruction of public  
5 improvements without advertising or readvertising for or receiving bids. All written contracts  
6 may be protected by such bonds, penalties and conditions as the City Council may require.

- 7 B. The City Council may enter into a contract for the procurement of supplies, materials,  
8 equipment, construction of public improvements or contractual service involving more than  
9 ten thousand dollars (\$10,000.00) without utilizing the bid process set forth herein if it  
10 determines that the supplies, materials, equipment, construction of public improvements or  
11 contractual service sought are only available from a single source and such procurement is in  
12 the best interest of the City.

13 **§ C5-22 Preparation of financial statement required prior to regular election; statement open**  
14 **to public inspection.**

15 It shall be the duty of the Treasurer, at least ten (10) days before each regular election, to have  
16 prepared a detailed statement of the financial condition of the City, including receipts and expenses  
17 of all kind whatsoever, for the preceding year. The statement shall be available for examination by  
18 the public at the City office during regular office hours until the day after such election.

19 **§ C5-23 Tax anticipation borrowing.**

20 The City of Hyattsville shall have the power to borrow in anticipation of the collection of the  
21 property taxes levied for any fiscal year, and to issue tax anticipation notes or other evidences of  
22 indebtedness as evidence of such borrowing. Such tax anticipation notes or other evidences of tax  
23 anticipation indebtedness shall be a first lien upon the proceeds of such taxes and shall mature and  
24 be payable no later than eighteen (18) months from their respective dates of issue. No tax  
25 anticipation notes or other evidences of tax anticipation indebtedness shall be issued which will  
26 cause the total then-outstanding tax anticipation indebtedness of the City to exceed fifty percent  
27 (50%) of the property tax levy for the fiscal year in which such notes or other evidences of  
28 indebtedness are issued. All tax anticipation notes or other evidences of tax anticipation  
29 indebtedness shall be authorized by ordinance before being issued; any such ordinance may  
30 authorize specified details of such tax anticipation notes or other evidences of tax anticipation  
31 indebtedness to be determined or provided for by resolution. A resolution adopted pursuant to this  
32 Section **C5-23** may be introduced and adopted at a single meeting of the Council, may not be  
33 petitioned to referendum and shall become effective immediately upon its adoption. Any tax  
34 anticipation notes or other evidences of tax anticipation indebtedness may be sold for a price at,  
35 above or below par value, for cash or other valuable consideration, and by private (negotiated) sale  
36 without advertisement or solicitation of competitive bids or by the solicitation of competitive bids  
37 at public sale in the manner determined by the Council by ordinance or resolution (which need not  
38 be in the manner set forth in Sections 31 to 37, inclusive, of Article 23A of the Annotated Code of  
39 Maryland, as replaced, supplemented or amended from time to time).

40 **§ C5-23A General obligation borrowing.**

- 41 A. The City of Hyattsville shall have the power to borrow money for any proper public purpose  
42 and to evidence such borrowing by the issuance and sale of its general obligation bonds, notes  
43 or other evidences of indebtedness in accordance with Sections 31 to 37, inclusive, of Article

1 23A of the Annotated Code of Maryland, as replaced, supplemented or amended from time  
2 to time, as supplemented by the provisions of this Section **C5-23A**. In the event of an  
3 inconsistency between the provisions of such Article 23A and this Section **C5-23**, the  
4 provisions of this Section **C5-23** shall control.

5 B. Any general obligation bonds, notes or other evidences of indebtedness shall be authorized  
6 by an ordinance that shall contain:

7 (1) A statement of the maximum principal amount of such general obligation bonds, notes or  
8 other evidences of indebtedness to be issued;

9 (2) A statement of the purpose or purposes for which the proceeds of such general obligation  
10 bonds, notes or other evidences of indebtedness are to be expended;

11 (3) A pledge of the full faith and credit and unlimited taxing power of the City of Hyattsville to  
12 the payment of such general obligation bonds, notes or other evidences of indebtedness and,  
13 if applicable, a statement of any other revenues that the City of Hyattsville intends to apply  
14 in the first instance to such payment; and

15 (4) A requirement that, prior to the issuance of any of the general obligation bonds, notes or other  
16 evidences of indebtedness authorized, the Council shall adopt a resolution in accordance with  
17 subsection C. of this Section.

18 C. Prior to issuing any general obligation bonds, notes or other evidences of indebtedness of the  
19 City of Hyattsville, the Council shall adopt a resolution containing, determining or providing  
20 for the determination of:

21 (1) The designation, date of issue, denomination or denominations, form or forms and tenor of  
22 such bonds, notes or other evidences of indebtedness;

23 (2) The rate or rates of interest payable on such bonds, notes or other evidences of indebtedness  
24 or the method of determining the same;

25 (3) The date or dates and amount or amounts of maturity, which need not be in equal par amounts  
26 or in consecutive annual installments, provided only that no bond, note or other evidence of  
27 indebtedness of any issue shall mature later than 30 years from the date of its issue;

28 (4) The manner of selling such bonds, notes or other evidences of indebtedness, which may be  
29 either at public or private sale, for such price or prices as may be determined to be in the best  
30 interest of the City of Hyattsville;

31 (5) The manner of executing and sealing such bonds, notes or other evidences of indebtedness;

32 (6) If the Council determines that any of such bonds, notes or other evidences of indebtedness  
33 are to be made redeemable before maturity, the price or prices and terms and conditions of  
34 redemption; and

35 (7) Such other provisions regarding the terms, conditions, issuance, sale and delivery of such

1 bonds, notes or other evidences of indebtedness as the Council may determine necessary or  
2 desirable.

3 A resolution adopted pursuant to this Section **C5-23A** may be introduced and adopted at a single  
4 session of the Council, may not be petitioned to referendum and shall become effective  
5 immediately upon its adoption.

6 D. As determined by or provided for in the authorizing resolution of the Council, the general  
7 obligation bonds, notes or other evidences of indebtedness of the City may be issued and sold:

8 (1) By private (negotiated) sale without advertisement or solicitation of competitive bids or by  
9 the solicitation of competitive bids at public sale after publication of the notice of sale (which  
10 competitive bids may be delivered by electronic or facsimile means or by any other  
11 commercially reasonable manner provided for by the Council by resolution); any notice of  
12 sale may be published in summary form in a newspaper of general circulation in the City of  
13 Hyattsville and/or in a generally recognized financial journal such as The Bond Buyer or any  
14 notice of sale may be disseminated solely in electronic form and/or in any other commercially  
15 reasonable manner, as provided for by resolution;

16 (2) For a price or prices which may be at, above or below the par value of such bonds, notes or  
17 other evidences of indebtedness;

18 (3) At a rate of interest or rates of interest that may be fixed or variable or may be determined by  
19 a method approved or provided for by resolution; and

20 (4) For either cash or other valuable consideration.

21 E. The resolution that authorizes any general obligation bonds, notes or other evidences of  
22 indebtedness may provide for their redemption prior to maturity and for the manner of  
23 publishing or otherwise giving notice of such redemption.

24 F. The City may enter into agreements with agents, banks, fiduciaries, insurers or others for the  
25 purpose of enhancing the marketability of or as security for any general obligation bonds,  
26 notes or other evidences of indebtedness and for securing any tender option granted to holders  
27 thereof.

28 G. The official signatures and seals affixed to any general obligation bonds, notes or other  
29 evidences of indebtedness may be imprinted in facsimile.

30 H. The power and obligation of the City of Hyattsville to borrow money by the issuance of its  
31 general obligation bonds, notes or any other evidences of indebtedness, whether issued  
32 pursuant to the authority of this Section **C5-23A** or other applicable law, shall be limited to a  
33 total amount of general obligation indebtedness outstanding at the time any such debt is  
34 incurred equal to an amount not in excess of Two percent (2%) of the assessable basis of  
35 property located in the City of Hyattsville (determined by applying such Two percent (2%)  
36 calculation to the assessable basis of each classification of property that is then taxable for  
37 municipal purposes by the City of Hyattsville at the time of such issuance and aggregating  
38 the results); provided that, (1) tax anticipation notes or other evidences of tax anticipation

1 indebtedness issued in accordance with Charter Section **C5-23**, (2) bonds, notes or other  
2 evidences of indebtedness issued or guaranteed by the City of Hyattsville payable primarily  
3 or exclusively from taxes levied in or on, or other revenues of, special taxing districts or areas  
4 or tax increment development districts heretofore or hereafter established by law, (3) bonds,  
5 notes or other evidences of indebtedness issued for self-liquidating or other projects payable  
6 primarily or exclusively from the proceeds of assessments or charges for special benefits or  
7 services and (4) revenue bonds, notes or other evidences of indebtedness not constituting  
8 general obligations of or a pledge of or involving the faith and credit of the City of Hyattsville,  
9 and not an indebtedness of or a charge against the general credit or taxing powers of the City  
10 of Hyattsville shall not be deemed to be or be included as bonds, notes or other evidences of  
11 indebtedness for purposes of computing or applying the debt limitation set forth in this  
12 subsection **H**. In calculating the debt limitation set forth in this subsection **H**., the City of  
13 Hyattsville shall use the most recent assessable basis figures provided by the State  
14 Department of Assessments and Taxation or any department or agency that is subsequently  
15 charged with assessing property values for municipal corporations pursuant to Maryland law.

16 I. The power and obligation of the City of Hyattsville to pay any and all general obligation  
17 bonds, notes or other evidences of indebtedness issued by it under the authority of this Charter  
18 or other applicable law shall be unlimited except as hereinabove provided, and the City of  
19 Hyattsville shall levy ad valorem taxes upon all taxable property in the City of Hyattsville for  
20 the payment of such bonds, notes or other evidences of indebtedness and interest thereon  
21 without limitation of rate or amount.

22 **§ C5-23B Revenue bonds, notes or other evidences of indebtedness.**

23 A. In addition to any other authority conferred by applicable law, the City of Hyattsville shall  
24 have the power to borrow money to finance or refinance undertakings for the accomplishment  
25 of any of the purposes, objects and powers of the City and, in connection therewith, to issue  
26 bonds, notes or other evidences of indebtedness (including refunding bonds, notes or other  
27 evidences of indebtedness), all of which shall be fully negotiable and payable as to both  
28 principal and interest solely from, and secured solely by, a pledge of: (1) the revenues from  
29 or arising in connection with the property, facilities, developments and improvements whose  
30 financing or refinancing is undertaken by issuance of said bonds, notes or other evidences of  
31 indebtedness, (2) the revenues from or arising in connection with any contracts, agreements,  
32 mortgages, instruments, documents or securities purchased or otherwise acquired with the  
33 proceeds of such revenue bonds, notes or other evidences of indebtedness, (3) the contracts,  
34 agreements, mortgages, instruments, documents or securities purchased or otherwise acquired  
35 with such revenue bonds, notes or other evidences of indebtedness, (4) any other security  
36 approved by the Council, or (5) any combination of (1), (2), (3) or (4). Any and all of such  
37 revenue bonds, notes or other evidences of indebtedness shall not be general obligations of  
38 the City of Hyattsville and shall never constitute an indebtedness or a charge against the  
39 general credit or taxing powers of the City of Hyattsville within the meaning of any  
40 constitutional, statutory or Charter provision limiting or restricting the issuance or sale of  
41 bonds, notes or other evidences of indebtedness of the City of Hyattsville, and shall never  
42 constitute or give rise to any pecuniary liability of the City of Hyattsville.

43 B. Any and all revenue bonds, notes or other evidences of indebtedness authorized to be issued  
44 under the provisions of this Section **C5-23B** shall be authorized by ordinance. Any such

1 ordinance may prescribe, among other things, certain matters pertaining to such revenue  
2 bonds, notes or other evidences of indebtedness including, without limitation, the form and  
3 tenor thereof; the terms, provisions and conditions thereof; the manner or method of issuance  
4 and sale thereof (which may be at public sale following the solicitation of competitive bids,  
5 or by private negotiated sale without advertisement or publication of the notice of sale or  
6 solicitation of competitive bids, as the Council may deem appropriate and which need not be  
7 in the manner set forth in Sections 31 to 37, inclusive, of Article 23A of the Annotated Code  
8 of Maryland, as replaced, supplemented or amended from time to time); the time or times of  
9 issuance thereof; and any and all other details incident to any such revenue bonds, notes or  
10 other evidences of indebtedness and the issuance, sale and delivery thereof and of any and all  
11 transactions relating thereto; and any such ordinance may authorize and empower the Council  
12 by resolution to determine, set forth or provide for any and all of the foregoing matters and  
13 to do any and all things necessary, proper, desirable or expedient in connection with the  
14 issuance, sale and delivery of any such revenue bonds, notes or other evidences of  
15 indebtedness and any and all transactions relating thereto, provided that such ordinance sets  
16 forth a maximum principal amount of revenue bonds, notes or other evidences of  
17 indebtedness to be issued for such undertaking and generally describes the project or projects  
18 to be accomplished. A resolution adopted pursuant to this Section **C5-23B** may be introduced  
19 and adopted at a single session of the Council, may not be petitioned to referendum and shall  
20 become effective immediately upon its adoption.

21 C. Any revenue bonds, notes or other evidences of indebtedness authorized to be issued under  
22 the provisions of this Section **C5-23B** may be secured by a trust agreement, indenture or  
23 similar instrument between the City of Hyattsville and a corporate trustee, which may be any  
24 entity with trust powers within or without the State of Maryland. The authorizing ordinance  
25 or resolution (if any) may, among other matters, approve or provide for the approval of the  
26 form of the trust agreement, indenture or similar instrument. The authorizing ordinance, the  
27 resolution (if any) or the trust agreement, indenture or similar instrument may pledge or assign  
28 all or any part of: (1) the revenues from or arising in connection with the property, facilities,  
29 developments and improvements whose financing or refinancing is undertaken by issuance  
30 of said revenue bonds, notes or other evidences of indebtedness, (2) the revenues from or  
31 arising in connection with any contracts, agreements, mortgages, instruments, documents or  
32 securities purchased or otherwise acquired with the proceeds of such revenue bonds, notes or  
33 other evidences of indebtedness, (3) the contracts, agreements, mortgages, instruments,  
34 documents or securities purchased or otherwise acquired with such revenue bonds, notes or  
35 other evidences of indebtedness, (4) any other security approved by the Council, or (5) any  
36 combination of (1), (2), (3) or (4). Any such ordinance, resolution, trust agreement, indenture  
37 or similar instrument may set forth the rights and remedies of the holders of the revenue  
38 bonds, notes or other evidences of indebtedness; may restrict the individual right of action by  
39 the holders of such revenue bonds, notes or other evidences of indebtedness; may contain  
40 whatever provisions for the protection and enforcement of the rights and remedies of the  
41 holders of any such revenue bonds, notes or other evidences of indebtedness as the Council  
42 may deem reasonable and proper; and, in addition to the foregoing, may contain whatever  
43 other provisions the Council may deem reasonable, desirable or proper for the security of the  
44 holders of any such revenue bonds, notes or other evidences of indebtedness.



1 § C5-23C **Previous issues.**  
2 All bonds, notes or other evidences of indebtedness validly issued by the City of Hyattsville  
3 pursuant to Charter Section C5-23 or other applicable law previous to the effective date of this  
4 Charter, as amended, and all ordinances and resolutions passed concerning them, are hereby  
5 declared to be valid, legal and binding and of full force and effect as if herein fully set forth.

6 Article VI  
7 **Personnel**

8 § C6-1 **Administration.**

9 The City Council shall appoint a City Administrator who shall report directly to the Mayor and to  
10 the City Council. The City Administrator shall hire Department Directors pursuant to the City  
11 budget appropriations enacted by the City Council. The City Administrator may also hire such  
12 other official employees as the City Administrator deems appropriate and as authorized by the City  
13 budget appropriations. All Department Directors and other Officials if so directed, shall report to  
14 the City Administrator who shall be their immediate supervisor. However, one (1) individual may  
15 also serve as ~~Director~~ **Director** of more than one (1) department if the City Administrator shall so  
16 organize and direct. Only the City Administrator, the Mayor and the appointed Department  
17 Directors and those officials or designees or employees in the chain of command may give direct  
18 orders to City employees. The City Council shall have the power to organize, reorganize, dissolve,  
19 merge or create departments and systems of developing services to enter into contracts for services  
20 with independent contractors or employees, as the City deems necessary, to execute the powers  
21 and duties provided by this Charter or other state law and to operate the City Government.

22 § C6-2 **City Administrator.**

23 A. General powers. The City Council shall appoint a City Administrator, who shall serve at the  
24 pleasure of the City Council, unless other written terms are agreed to by the City, and who  
25 shall be responsible for the proper administration of all day-to-day affairs of the City. The  
26 City Administrator shall be vested with the powers and authority necessary to perform such  
27 duties, except where they may be inconsistent with other provisions of this Charter. The City  
28 Administrator shall have general administrative supervision of the departments of the City  
29 and the authority, through the Department Directors to direct the proper execution of this  
30 Charter, the City Code and such resolutions, regulations and policies as the Council shall  
31 adopt. In addition, the City Administrator shall perform such other duties as the Council may  
32 lawfully require.

33 B. Specific duties and responsibilities. The duties and responsibilities of the City Administrator  
34 include the following under the supervision of the Mayor and City Council. The City  
35 Administrator, unless otherwise directed, shall:

36 (1) Organize, direct and supervise the administration of all departments, offices and agencies of  
37 the City.

38 (2) Hire, direct, advise, discipline and terminate the Department Directors, as well as hire and  
39 when in the best interest of the City, discipline, demote, dismiss, suspend or remove any City  
40 employee pursuant to this Charter, the Code and/or the Personnel Regulations of the City.  
41 The City Administrator may authorize any Department Director to exercise these powers with

- 1 respect to subordinates in their department as provided for in the personnel rules of the City.  
2 The City Administrator shall regularly and promptly inform the City Council of the hiring,  
3 discipline or termination of any Department Director.
- 4 (3) See that all laws, provisions of the City Charter and acts of the City Council are faithfully  
5 executed.
- 6 (4) Prepare and submit to the City Council, ordinarily by the first meeting in April of each year  
7 and no later than sixty (60) days before the beginning of the fiscal year, a proposed budget  
8 for the City, the same to include both revenue and expenditure estimates for the coming fiscal  
9 year.
- 10 (5) Attend all public meetings of the City Council and shall have the right to participate in  
11 discussion at such meetings.
- 12 (6) Arrange for the taking of minutes of all City Council meetings and keep a full and accurate  
13 account of the proceedings of the City Council.
- 14 (7) Undertake such research and make reports and recommendations as the City Council may  
15 direct or which the City Administrator may deem desirable and in the best interests of the  
16 City of Hyattsville.
- 17 (8) Keep the City Council fully informed as to the financial condition and future needs of the  
18 City and submit to the City Council an annual report on the finances and administrative  
19 activities of the City at the end of each fiscal year.
- 20 (9) Purchase materials, equipment, supplies and services when not in excess of the dollar amount  
21 prescribed by the City Council.
- 22 (10) Ascertain that all taxable property within the City is assessed for taxation.
- 23 (11) Collect all taxes, special assessments, license fees, liens and all other revenues, including  
24 utility revenues, of the City and all other revenues for whose collection the City is responsible  
25 and receive any funds receivable by the City.
- 26 (12) Have custody of all public moneys belonging to or under the control of the City, except as to  
27 funds in the control of any set of trustees and have custody of all bonds and notes of the City.
- 28 (13) Do such other things in relation to the fiscal or financial affairs of the City as the City Council  
29 directs.

30 **§ C6-3 City Clerk.**

31 The Clerk shall serve as Clerk to the Council and shall be hired by the City Administrator and shall  
32 be a Department Director. The Clerk shall attend all meetings of the Council and keep a full and  
33 accurate account of the proceedings of the Council. The Clerk shall keep such other records and  
34 perform such other duties as may be required by this Charter, the Mayor, Council and the City  
35 Administrator, including maintaining an updated Charter, Personnel Manual, City Code and  
36 maintaining City public documents.

1 § C6-4 **City Attorney.**

2 Within sixty (60) days after the Mayor and Council just elected are sworn in the City Attorney's  
3 position shall be subject to review by the City Council for appointment or reappointment.

4 The Mayor, with the approval of the Council, may appoint a City Attorney who shall serve at the  
5 pleasure of the Mayor and the City Council. The City Attorney shall be a member of the bar of the  
6 Maryland Court of Appeals. The City Attorney shall be the legal adviser of the City and shall  
7 perform such duties in this connection as may be required by the Council or the Mayor. The City  
8 Attorney's compensation shall be determined by the Council. The City shall have the power to  
9 employ such legal consultants as it deems necessary from time to time.

10 § C6-5 **Civil service.**

11 The civil service of the City shall be divided into the unclassified and classified service.

12 A. Unclassified service. Employees in the unclassified service shall serve at the pleasure of the  
13 City Council or their designee and shall comprise the following offices and positions:

14 (1) The Mayor, the Council members and persons appointed to fill vacancies in these positions.

15 (2) Members of all Boards, Commissions and Committees created and appointed by the City  
16 Council to advise the City Council or staff and/or to perform a specific function.

17 (3) The City Attorney, Auditor and Engineer and such other independent contractors that provide  
18 ongoing services to the City pursuant to a contract with, or appointment by, the City.

19 (4) The City Administrator, the City Clerk, the Treasurer and the heads of all departments  
20 including the Chief of Police, the Director of Public Works, the Director of Code Enforcement  
21 and the Director of Recreation and the Arts.

22 (5) Board of Election Supervisors.

23 (6) Other positions as designated by the City Council.

24 B. Classified service. The classified service shall comprise all those permanent employment  
25 positions designated by the City Council as classified including the Department Directors.  
26 After the probationary period employees included in the classified service shall ordinarily be  
27 dismissed only for cause or for general governmental reasons, including but not limited to  
28 budget enactments or the organization or reorganization of City services, as determined in the  
29 discretion of the City Council.

30 § C6-6 **Establishment of personnel system; promulgation of rules and regulations.**

31 A. The City Council shall have power and authority to establish and approve a personnel manual  
32 setting forth the terms and policies regarding the employment of any or all municipal  
33 employees. The City Administrator **or their his/her** designee shall, unless otherwise directed  
34 by the City Council, serve as the Personnel Officer for the City.

35 B. The Personnel Officer shall make such rules and regulations as are necessary to carry out the

1 provisions of this section, preparing examinations and qualifications for employment or  
2 appointment and what may constitute cause for removal, but no removal shall be allowed  
3 because of age, race, color, creed, national origin, ancestry, disability, marital status, sex,  
4 sexual orientation or identity, physical characteristic or the religious or political opinions or  
5 affiliations of any employee. Such rules and regulations, when approved by the City Council,  
6 shall have the force and effect of law; provided, however, that such rules and regulations so  
7 made and approved shall not be inconsistent with any ordinance in such connection passed  
8 by the City Council. The Personnel Officer shall thereafter have the authority to interpret and  
9 clarify the Rules and Regulations approved by the City Council.

10 **§ C6-7 Retirement or pension system.**

11 The City Council shall have the power to do all things necessary to include its officers and  
12 employees or any of them within any retirement system or pension system under the terms of  
13 which they are admissible and to pay the employer's share of the cost of any such retirement or  
14 pension system out of the general funds of the City.

15 **§ C6-8 Compensation.**

16 **[Amended 1-21-1992 by HR No. 4-91]**

17 The compensation of all officers and employees of the City shall be set, from time to time, by an  
18 ordinance passed by the Council.

19 **§ C6-9 Benefit programs.**

20 The City Council is authorized and empowered, by ordinance, to provide for or participate in  
21 hospitalization or other forms of benefit or welfare programs for its officers and employees and to  
22 expend public moneys of the City for such programs.

23 **Article VII**

24 **Public Ways and Sidewalks**

25 **§ C7-1 Definitions.**

26 The term "public ways," as used in this Charter, shall include all streets, avenues, roads, highways,  
27 public thoroughfares, lanes and alleys.

28 **§ C7-2 Control and maintenance.**

29 The City shall have control of all public ways in the City except such as may be under the  
30 jurisdiction of the State of Maryland. Subject to the laws of the State of Maryland and Prince  
31 George's County, the City may do whatever it deems necessary to establish, operate and maintain  
32 in good condition the public ways of the City.

33 **§ C7-3 Powers of City concerning public ways.**

34 The City shall have the power to:

35 A. Establish, regulate and change, from time to time, the grade lines, width and construction  
36 materials of any City public way or part thereof, bridges, curbs and gutters.

37 B. Grade, lay out, construct, open, extend and make new City public ways.

- 1 C. Grade, straighten, widen, alter, improve or close up any existing City public way or part  
2 thereof.
- 3 D. Pave, surface, repave or resurface any City public way or part thereof.
- 4 E. Install, construct, reconstruct, repair and maintain curbs and/or gutters along any City public  
5 way or part thereof.
- 6 F. Construct, reconstruct, maintain and repair bridges and drainage systems.
- 7 G. Name City public ways.
- 8 H. Have surveys, plans, specifications and estimates made for any of the above activities or  
9 projects or parts thereof.

10 **§ C7-4 Powers of City concerning sidewalks.**

11 The City shall have the power to:

- 12 A. Establish, regulate and change, from time to time, the gradelines, width and construction  
13 materials of any sidewalk or part thereof on City property along any public way or part  
14 thereof.
- 15 B. Grade, lay out, construct, reconstruct, pave, repave, repair, extend or otherwise alter  
16 sidewalks on City property along any public way or part thereof.
- 17 C. Require that the owners of any property abutting on a sidewalk keep the sidewalk clear of all  
18 ice, snow and other obstructions.
- 19 D. Require and order the owner of any property abutting on any public way in the City to perform  
20 any projects authorized by this section at the owner's expense according to reasonable plans  
21 and specifications. If, after due notice, the owner fails to comply with the order within a  
22 reasonable time, the City may do the work, and the expense shall be a lien on the property  
23 and shall be collectible in the same manner as are City taxes or by suit at law.

24 **§ C7-5 Acceptance of streets.**

25 No street, avenue, road or alley shall be accepted until the same has been graded and graveled or  
26 paved, provided that, whenever the City Council shall determine it to be necessary for the public  
27 benefit that any unaccepted streets, avenues, roads or alleys should be taken over by it, it shall take  
28 supervision and control of the same and do such repair and construction work therein as it may  
29 deem proper.

30 **Article VIII**

31 **Public Way and Sidewalk Improvements**

32 **§ C8-1 Written approval from property owners required prior to permanent improvements;**  
33 **exceptions.**

34 The City Council is hereby empowered and authorized to construct roadbeds, sidewalks, curbs,  
35 gutters and street and alley improvements, or any or all, in the City, in such cases as it may

1 determine the same to be necessary for the public benefit, and for the benefit of the abutting land  
2 and of the owners of such abutting land, provided that, before any permanent street, sidewalk, curb  
3 and/or alley improvements shall be made under the provisions of this section, the City Council  
4 shall obtain from more than fifty percent (50%) of the property owners of record abutting upon  
5 such street, sidewalk, curb and/or alley their written approval of such permanent improvement  
6 and/or improvements; provided, however, that where there is a gap not exceeding one (1) block in  
7 length in the permanent paving of a street and such street is permanently paved for at least one  
8 block distance in each direction from such gap, no written approval of any property owners need  
9 be obtained for the construction by the City Council and assessment of the costs thereof under this  
10 Article of a permanent roadbed, curbs and gutters in such gap to connect the aforementioned  
11 permanently paved portions of such street. No written approval of any property owners need be  
12 obtained for the construction by the City Council and assessment of the costs thereof under this  
13 Article of a permanent roadbed, curbs and gutters in any street connecting with Baltimore Avenue  
14 for a distance of not exceeding one (1) block from Baltimore Avenue. If permanent roadbeds,  
15 curbs and/or gutters are constructed by the City Council under these provisions without the written  
16 approval of more than fifty percent (50%) of the property owners abutting thereon, the same  
17 sideline exemptions shall be granted to corner lots and to lots abutting on more than two (2) streets  
18 as are provided in § C8-3 of this Charter, except that the cost of such exemptions shall be paid by  
19 the City Council out of any funds properly chargeable with such costs. The ten-year payment plan  
20 provided in this Article shall extend to and be accorded to the City Council in the same manner as  
21 accorded to property owners paying assessments under this Article.

22 **§ C8-2 Notice and hearing.**

23 When the City Council shall have determined to make roadbed, sidewalk, curb, gutter and street  
24 and alley improvements or all or any in the City, it shall thereupon notify, as far as practicable,  
25 each owner of land abutting upon such street or other proposed improvements by depositing said  
26 notice in the United States Post Office, addressed to such owner's last known address, setting forth  
27 that on a certain day to be named therein, which day shall be not less than one (1) week after the  
28 mailing of said notices, that the City Council will meet to consider the kind and character of  
29 roadbed, sidewalk, curb, gutter and street and alley improvements, or all or any, to be laid and  
30 notifying said owner to appear at said meeting and express **the owner's his** views on the question  
31 if he so desires; and that at such meeting, the City Council shall hear any suggestions of said  
32 owners and immediately thereafter or, within a reasonable number of days, shall determine the  
33 character and kind of work to be done, which determination shall be final and conclusive.

34 **§ C8-3 Assessment of costs; payment and disposition.**

35 A. Authorized. The City Council shall have the power to assess against the abutting property and  
36 collect from the owners thereof the cost of roadbeds, sidewalks, curbs, gutters, street and alley  
37 improvements or any or all constructed under the provisions of this Article, including the cost  
38 of street and public alley intersections and all construction costs, including that for drains and  
39 culverts where necessary, excavation, preparation or plans, advertising for bids and  
40 supervision and all costs for the preparation of ordinances pertaining to such improvements,  
41 costs for verification of titles, for service or mailing of notices to owners of abutting property  
42 as required by law and costs for the preparation of assessment collection rolls to be supplied  
43 for the use of the Treasurer of the City, provided that before any assessment is levied  
44 hereunder, notice, in writing, of the proposed assessment shall be sent to all owners of

1 property against which the assessment is proposed to be levied, naming in such notice a time  
2 and place when and at which said owners will be heard. Such notice may be mailed to the last  
3 known address of the owner or served in person upon any adult occupying the premises or,  
4 in case of vacant or unimproved property, posted upon the premises.

5 B. Amount. If the property to be assessed for improvements under this Article is located at the  
6 intersection of two (2) streets and is what is known as a "corner lot," the City Council shall  
7 have the power to make an assessment for the number of feet in the front of such lot where  
8 the improvements in question about the front of such lot; and, in case the improvements about  
9 the side of such a lot, the assessment made for such improvements against the lot shall be for  
10 one-half (1/2) of the number of linear feet of the side of said lot, not to exceed a total  
11 exemption of fifty (50) linear feet; and, for the purpose of assessment, the short side of such  
12 lot shall be considered the front of such lot; except, however, that in cases where the two (2)  
13 sides are equal or where improvements similar in kind to those being assessed have not been  
14 made along the short side of such lot, the City Council shall determine which is the front and  
15 which is the side of such lot, and such determination shall be final and conclusive. In the cases  
16 of lots abutting on more than two (2) streets and of lots of irregular or unusual shape and in  
17 cases of lots abutting on two (2) or more streets in one (1) or more of which improvements  
18 similar in kind to those being assessed have been or are about to be constructed under such  
19 circumstances as not to subject such lots to a special assessment by the City Council, the City  
20 Council shall have full power and authority to deny or grant sideline exemptions or otherwise  
21 adjust assessments to be made against such lots for the cost of improvements herein  
22 authorized abutting such lots to such an amount as shall be just and equitable. The cost of  
23 improvements exempted as provided in this section shall be included in the assessments to be  
24 made against the abutting property included in the project, and such adjustments as made by  
25 the City Council shall be final and conclusive.

26 C. Collection. Such assessments, when made, shall constitute a tax lien upon such abutting  
27 property and shall bear interest at the rate prescribed by law, and the principal of such  
28 assessments shall be payable in twenty (20) equal semiannual installments from the date of  
29 such assessment. At the time of the payment of each of said installments there shall be due  
30 and payable the interest on such installment and on the balance of the principal then unpaid.  
31 The owner or owners of any property assessed or anyone on ~~the owner or owner's his or their~~  
32 behalf shall at any time have the right to anticipate by payment all installments, with interest  
33 to date, of the assessment not then due. Any assessment or part thereof remaining due and  
34 unpaid shall be enforced and collected by the City Council in the same manner as special  
35 assessments are now enforced and collected as now or hereafter prescribed and required by  
36 law. The Treasurer of the City is charged with the custody of any moneys received from the  
37 sale of such bonds or certificates of indebtedness as above mentioned and with the prompt  
38 collection and safekeeping of the moneys arising from assessments upon roadbeds, sidewalks,  
39 curbs, gutters and street and alley improvements which last said funds shall be kept as a  
40 separate account and fund, and no part thereof shall ever be used for any other purpose than  
41 to liquidate the bonds or certificates of indebtedness and interest thereon issued for sidewalks,  
42 curbs, gutters, roadbeds and street and alley improvements, which bonds and certificates,  
43 when paid, shall be canceled and kept and filed among the papers of the City.

1     **§ C8-4 Applicability of provisions to assessments previously made.**

2     All special assessments and interest thereon heretofore made or to be made by the City Council  
3     for the cost of roadbeds, sidewalks, curbs, gutters and street improvements under the provisions of  
4     any law in force prior hereto which have not become fully due and which are now unpaid shall  
5     come within the provisions of this Article.

6     **§ C8-5 Collection of assessments previously made.**

7     A.   All of such special assessments as referred to in § C8-4 of this Charter shall be in default,  
8         shall bear the same penalties and shall be collected in the same manner as are now provided  
9         for by existing law and shall continue to be a lien upon the property against which they are  
10        levied and assessed as now provided by law, and nothing herein shall be construed to affect  
11        the validity of such lien or the effectiveness of such sale for default on future installments.

12    B.   The City Council may renew, reissue, extend or refund any of the obligations of the City that  
13         may be outstanding, provision for the payment of which is dependent upon the payment of  
14         the special assessments provided for in this Article, for such time and at such a rate and upon  
15         such conditions as the City Council may determine.

16    **§ C8-6 Authority to make improvements by contract.**

17    The City Council is hereby authorized to make sidewalk, curb, gutter, roadbed and street  
18    improvements by contract, either by doing the work themselves without letting bids or by  
19    contracting for the same as provided in § C5-21 of this Charter. All contractors for such street  
20    improvements shall give bond in such sum as the City Council shall require, with sufficient sureties  
21    to be approved by the City Council for the faithful performance of their contract; provided,  
22    however, that this section shall not be construed to apply where a majority of the land owners  
23    abutting the proposed improvement have requested that the improvements be made.

24                     Article IX  
25                     **City Property**

26    **§ C9-1 Acquisition, possession and disposal.**

27    The City may acquire real, personal or mixed property within the corporate limits of the City for  
28    any public purpose by purchase, gift, bequest, devise, lease, condemnation or otherwise and may  
29    sell, lease or otherwise dispose of any property belonging to the City. All municipal property,  
30    funds and franchises of every kind belonging to or in the possession of the Mayor and City Council  
31    of Hyattsville at the time this Charter becomes effective are vested in the City, subject to the terms  
32    and conditions thereof.

33    **§ C9-2 Rental or lease of City-owned property.**

34    The City Council may rent or lease for the benefit of the City any real property owned by the City  
35    that is not needed immediately for any municipal purpose.

36    **§ C9-3 Condemnation of property.**

37    The City shall have the power to condemn property of any kind or interest therein or franchise  
38    connected therewith, in fee or as an easement, within the corporate limits of the City, for any public  
39    purpose. Any activity, project or improvement authorized by the provisions of this Charter or any  
40    state law applicable to the City shall be deemed to be a public purpose. The manner of procedure



1 in case of any condemnation proceeding shall be that established in the Annotated Code of  
2 Maryland entitled, "Eminent Domain."

3 **§ C9-4 Acquisition and maintenance of buildings.**

4 The City shall have the power to acquire, to obtain by lease or rent or to purchase, construct,  
5 operate and maintain all buildings and structures it deems necessary for the operation of the City  
6 government.

7 **§ C9-5 Protection of City property.**

8 The City shall have the power to do whatever may be necessary to protect City property and to  
9 keep all City property in good condition.

10 Article X  
11 **Off-Street Parking**

12 **§ C10-1 Acquisition of property.**

13 The City Council, in addition to the corporate powers heretofore granted, is hereby authorized and  
14 empowered to acquire land and property of every kind, including property used or held for public  
15 or quasi-public purposes, by purchase, lease, gift, devise, condemnation or any other legal means  
16 for use and operation by the City as single- or multiple-deck off-street parking facilities for the  
17 storage and parking of vehicles and, in connection therewith, to raze existing buildings on any  
18 property so acquired and to improve, maintain and operate any such property and construct  
19 facilities thereon for the parking of automobiles or other vehicles by the general public and to  
20 install meters thereon and to make such rules and regulations governing such parking and the  
21 conduct of such parking lots, including the making, fixing and collection of charges for the use of  
22 the same, as the City Council may, by ordinance, decide. For the purpose of exercising the powers  
23 herein conferred, the City Council is authorized to proceed to acquire land and property of every  
24 kind required for any project covered by the provisions hereof, including property used or held for  
25 public or quasi-public purposes, by condemnation whenever it cannot agree with the owner thereof  
26 for the purchase of the same, and such condemnation proceedings shall be conducted in the manner  
27 provided by the Annotated Code of Maryland entitled "Eminent Domain," and all the rights,  
28 powers and privileges conferred by said statute shall be deemed applicable to and vested in the  
29 City Council. No such land or property taken by the City by condemnation for any of the aforesaid  
30 purposes shall be taken without just compensation, as agreed upon between the parties or awarded  
31 by a jury, being first paid or tendered to the party entitled to such compensation. All land or  
32 property needed or taken by the exercise of the power of eminent domain by the City Council for  
33 any of the aforementioned purposes is hereby declared to be needed or taken for a public use. Any  
34 property so operated as an off-street parking facility shall be public property, and the City may  
35 provide, by ordinance for the operation of said off-street parking facility and may enforce all such  
36 ordinances through the established Police Department of said city.

37 **§ C10-2 Charges and rentals; disposition of funds.**  
38 **[Amended 11-16-1981 by HR No. 10-81]**

39 The City Council is hereby authorized to fix and to revise, from time to time, rates, rentals or  
40 charges for the use of its off-street parking facilities and to charge and collect the same and to  
41 contract with any person, partnership, association or corporation desiring the use of any facility or

1 facilities provided under this Article and to fix the terms, conditions and rates of charges for such  
2 use. Whenever there are any bonds or certificates of indebtedness outstanding, all funds collected  
3 from the operation of the off-street parking facilities provided for in this Article must be deposited  
4 in the Parking Meter Fund account, to be used only for the purpose of paying the costs of the  
5 acquisition, planning, construction, operation and maintenance of the off-street parking facilities  
6 and payment, when due, of the interest and principal of all bonds and/or certificates of indebtedness  
7 maturing in each such fiscal year issued under the provisions of this Article.

8 **§ C10-3 Levy of special ad valorem tax.**

9 In the event that the funds collected from the operation of the off-street parking facilities in any  
10 fiscal year shall prove insufficient for the purposes set forth in Section C10-2 of this Charter, then  
11 and in that event only the City Council in the succeeding fiscal year is hereby authorized,  
12 empowered and directed to levy and cause to be collected a special tax in the nature of an ad  
13 valorem tax in an amount at a rate sufficient to make up any such deficiency. The ad valorem tax  
14 rate as determined shall be levied upon the assessed value of all real estate, including both the  
15 value of improvements and the value of the land which is zoned and/or used for commercial,  
16 industrial or general business use within the corporate limits of the City.

17 **§ C10-4 Collection of special tax; notice and hearing.**

18 The special taxes hereinabove authorized, if levied, shall be collected and have the same priority  
19 rights, bear the same interest and penalties as the City taxes and shall constitute a lien upon all  
20 property assessed; provided, however, that before any assessment is levied hereunder, notice, in  
21 writing, of the proposed assessment shall be sent to all owners of property against which the  
22 assessment is proposed to be levied, naming in said notice a time and place when and at which  
23 said owners will be heard. Said notice must be mailed seven (7) days before the date set for the  
24 hearing and will be sufficient if addressed to the owner at the address as it appears on the tax  
25 records of the City. Any person aggrieved by the action of the City Council in making such levy  
26 shall have the right to appeal to the Circuit Court for Prince George's County, Maryland, provided  
27 that such appeal is taken within thirty (30) days next succeeding the day on which said levy is  
28 made.

29 Article XI

30 **Redevelopment; Urban Renewal**

31 **§ C11-1 Definitions.**

32 The following terms, wherever used or referred to in this Article, shall have the following  
33 meanings, unless a different meaning is clearly indicated by the context:

34 **BLIGHTED AREA**

35 An area in which a majority of buildings have declined in productivity by reason of  
36 obsolescence, depreciation or other causes to an extent that they no longer justify fundamental  
37 repairs and adequate maintenance.

38 **BONDS**

39 Any bonds (including refunding bonds), notes, interim certificates, certificates of  
40 indebtedness, debentures or other obligations.

1 **FEDERAL GOVERNMENT**

2 Includes the United States of America or any agency or instrumentality, corporate or  
3 otherwise, of the United States of America.

4 **MUNICIPALITY**

5 The City of Hyattsville, a municipal corporation of the State of Maryland.

6 **PERSON**

7 Any individual, firm, partnership, corporation, company, association, joint-stock association  
8 or body politic and shall include any trustee, receiver, assignee or other person acting in a  
9 similar representative capacity.

10 **SLUM AREA**

11 Any area where dwellings predominate which, by reason of depreciation, overcrowding,  
12 faulty arrangement or design, lack of ventilation, light or sanitary facilities or any  
13 combination of these factors, are detrimental to the public safety, health or morals.

14 **URBAN RENEWAL AREA**

15 A slum area or a blighted area or a combination thereof which the municipality designates as  
16 appropriate for an urban renewal project.

17 **URBAN RENEWAL PLAN**

18 A plan as it exists from time to time for an urban renewal project, which plan shall be  
19 sufficiently complete to indicate such land acquisition, demolition and removal of structures,  
20 redevelopment, improvements and rehabilitation as may be proposed to be carried out in the  
21 urban renewal area, zoning and planning changes, if any, land uses, maximum density and  
22 building requirements.

23 **URBAN RENEWAL PROJECTS**

24 Undertakings and activities of a municipality in an urban renewal area for the elimination and  
25 for the prevention of the development or spread of slums and blight and may involve slum  
26 clearance and redevelopment in an urban renewal area or rehabilitation or conservation in an  
27 urban renewal area or any combination or part thereof in accordance with an urban renewal  
28 plan. Such undertakings and activities may include:

- 29 A. Acquisition of a slum area or a blighted area or portion thereof.
- 30 B. Demolition and removal of buildings and improvements.
- 31 C. Installation, construction or reconstruction of streets, utilities, parks, playgrounds and other  
32 improvements necessary for carrying out in the urban renewal area the urban renewal  
33 objectives of this Article in accordance with the urban renewal plan.
- 34 D. Disposition of any property acquired in the urban renewal area, including sale, initial leasing  
35 or retention by the municipality itself, at its fair value for uses in accordance with the urban  
36 renewal plan.

1 E. Carrying out plans for a program of voluntary or compulsory repair and rehabilitation of  
2 buildings or other improvements in accordance with the urban renewal plan.

3 F. Acquisition of any other real property in the urban renewal area where necessary to eliminate  
4 unhealthful, unsanitary or unsafe conditions, lessen density, eliminate obsolete or other uses  
5 detrimental to the public welfare or otherwise to remove or prevent the spread of blight or  
6 deterioration or to provide land for needed public facilities.

7 G. The preservation, improvement or embellishment of historic structures or monuments.

8 **§ C11-2 Authorization for urban renewal projects; powers granted to municipality.**

9 A. The municipality is hereby authorized and empowered to carry out urban renewal projects,  
10 which shall be limited to slum clearance in slum or blighted areas and redevelopment or the  
11 rehabilitation of slum or blighted areas; to acquire in connection with such projects, within  
12 the corporate limits of the municipality, land and property of every kind and any right,  
13 interest, franchise, easement or privilege therein, including land or property and any right or  
14 interest therein already devoted to public use, by purchase, lease, gift, condemnation or any  
15 other legal means; and to sell, lease, convey, transfer or otherwise dispose of any of said land  
16 or property, regardless of whether or not it has been developed, redeveloped, altered or  
17 improved and irrespective of the manner or means in or by which it may have been acquired,  
18 to any private, public or quasi-public corporation, partnership, association, person or other  
19 legal entity. No land or property taken by the municipality for any of the aforementioned  
20 purposes or in connection with the exercise of any of the powers which by this Article are  
21 granted to the municipality by exercising the power of eminent domain shall be taken without  
22 just compensation, as agreed upon between the parties or awarded by a jury, being first paid  
23 or tendered to the party entitled to such compensation. All land or property needed or taken  
24 by the exercise of the power of eminent domain by the municipality for any of the  
25 aforementioned purposes or in connection with the exercise of any of the powers granted by  
26 this Article is hereby declared to be needed or taken for public uses and purposes. Any or all  
27 of the activities authorized pursuant to this section shall constitute governmental functions  
28 undertaken for public uses and purposes, and the power of taxation may be exercised, public  
29 funds expended and public credit extended in furtherance thereof.

30 B. The municipality is hereby granted the following additional powers which are hereby found  
31 and declared to be necessary and proper to carry into full force and effect the specific powers  
32 hereinbefore granted and to fully accomplish the purposes and objects contemplated by the  
33 provisions of this section:

34 (1) To make or have made all surveys and plans necessary to the carrying out of the purposes of  
35 this Article and to adopt or approve, modify and amend such plans, which plans may include  
36 but shall not be limited to: plans for carrying out a program of voluntary or compulsory repair  
37 and rehabilitation of buildings and improvements; plans for the enforcement of codes and  
38 regulations relating to the use of land and the use and occupancy of buildings and  
39 improvements and to the compulsory repair, rehabilitation, demolition or removal of  
40 buildings and improvements; and appraisals, title searches, surveys, studies and other plans  
41 and work necessary to prepare for the undertaking of urban renewal projects and related  
42 activities; and to apply for, accept and utilize grants of funds from the federal government for

- 1 such purposes.
- 2 (2) To prepare plans for the relocation of persons, including families, business concerns and  
3 others, displaced from an urban renewal area and to make relocation payments to or with  
4 respect to such persons for moving expenses and losses of property for which reimbursement  
5 or compensation is not otherwise made, including the making of such payments financed by  
6 the federal government.
- 7 (3) To appropriate such funds and make such expenditures as may be necessary to carry out the  
8 purposes of this Article, including the payment or reimbursement of reasonable actual costs  
9 incurred as a result of utility relocations when such relocations are made necessary by an  
10 urban renewal project, after making appropriate adjustment for any improvements or  
11 betterments to the utility's facilities made in connection with the relocation, and to levy taxes  
12 and assessments for such purposes; to borrow money and to apply for and accept advances,  
13 loans, grants, contributions and any other form of financial assistance from the federal  
14 government, the state, county or other public bodies or from any sources, public or private,  
15 for the purposes of this Article and to give such security as may be required therefore; and to  
16 invest any urban renewal funds held in reserves or sinking funds or any such funds not  
17 required for immediate disbursement in property or securities which are legal investments for  
18 other municipal funds.
- 19 (4) To hold, improve, clear or prepare for redevelopment any property acquired in connection  
20 with urban renewal projects; to mortgage, pledge, hypothecate or otherwise encumber such  
21 property; and to insure or provide for the insurance of such property or operations of the  
22 municipality against any risks or hazards, including the power to pay premiums on any such  
23 insurance.
- 24 (5) To make and execute all contracts and other instruments necessary or convenient to the  
25 exercise of its powers under this Article, including the power to enter into agreement with  
26 any other public bodies or agencies, which agreements may extend over any period,  
27 notwithstanding any provision or rule of law to the contrary; and to include in any contract  
28 for financial assistance with the federal government for or with respect to an urban renewal  
29 project and related activities such conditions imposed pursuant to federal laws as the  
30 municipality may deem reasonable and appropriate.
- 31 (6) To enter into any building or property in any urban renewal area in order to make inspections,  
32 surveys, appraisals, soundings or test borings and to obtain an order for this purpose from the  
33 Circuit Court for the county in which the municipality is situated in the event entry is denied  
34 or resisted.
- 35 (7) To plan, replan, install, construct, reconstruct, repair, close or vacate streets, roads, sidewalks,  
36 public utilities, parks, playgrounds and other public improvements in connection with an  
37 urban renewal project, provided that the same shall be approved by the Maryland-National  
38 Capital Park and Planning Commission; and to make exceptions from City or town building  
39 regulations, but not county building regulations, unless the same shall be approved by the  
40 County Building Inspector.

1 (8) To generally organize, coordinate and direct the administration of the provisions of this  
2 Article as they apply to such municipality in order that the objective remedying slum and  
3 blighted areas and preventing the causes thereof within such municipality may be most  
4 effectively promoted and achieved.

5 (9) To exercise all or any part or combination of powers herein granted.

6 **§ C11-3 Exercise of powers by separate body or agency.**

7 The municipality may itself exercise all the powers granted by this Article or may, if its legislative  
8 body by ordinance determines such action to be in the public interest, elect to have such powers  
9 exercised by a separate public body or agency as hereinafter provided. In the event that said  
10 legislative body makes such determination, it shall proceed, by ordinance, to establish a public  
11 body or agency to undertake in the municipality the activities authorized by this Article. Such  
12 ordinance shall include provisions establishing the number of members of such public body or  
13 agency, the manner of their appointment and removal, the terms of said members and their  
14 compensation. The ordinance may include such additional provisions relating to the organization  
15 of said public body or agency as may be necessary. In the event that the legislative body enacts  
16 such an ordinance, all of the powers by this section granted to the municipality shall, from the  
17 effective date of said ordinance, be vested in the public body or agency thereby established, except  
18 the following:

19 A. The power to pass a resolution to initiate an urban renewal project pursuant to § C11-4 of this  
20 Charter.

21 B. The power to issue general obligation bonds pursuant to § C11-9 of this Charter.

22 C. The power to appropriate funds and to levy taxes and assessments pursuant to § C11-2B(3)  
23 of this Charter.

24 **§ C11-4 Initiation of project.**

25 In order to initiate an urban renewal project, the legislative body of the municipality shall adopt a  
26 resolution which:

27 A. Finds that one (1) or more slum or blighted areas exist in such municipality.

28 B. Locates and defines said slum or blighted areas.

29 C. Finds that the rehabilitation, redevelopment or a combination thereof of such area or areas is  
30 necessary in the interest of the public health, safety, morals or welfare of the residents of such  
31 municipality.

32 **§ C11-5 Preparation and approval of urban renewal plans.**

33 A. Powers. The municipality, in order to carry out the purposes of this Article, shall prepare, or  
34 cause to be prepared, an urban renewal plan for slum or blighted areas in the municipality and  
35 shall formally approve such plan. Prior to its approval of an urban renewal project, the  
36 municipality shall submit such plan to the planning body of the municipality for review and  
37 recommendations as to its conformity with the Master Plan for the development of the

1 municipality as a whole. The planning body shall submit its written recommendation with  
2 respect to the proposed urban renewal plan to the municipality within sixty (60) days after  
3 receipt of the plan for review. Upon receipt of the recommendations of the planning body or,  
4 if no recommendations are received within said sixty (60) days, then without such  
5 recommendations, the municipality may proceed with a public hearing on the proposed urban  
6 renewal project. The municipality shall hold a public hearing on an urban renewal project  
7 after public notice thereof has been published twice in a newspaper having a general  
8 circulation within the corporate limits of the municipality. The notice shall describe the time,  
9 date, place and purpose of the hearing, shall generally identify the urban renewal area covered  
10 by the plan and shall outline the general scope of the urban renewal project under  
11 consideration. Following such hearing, the municipality may approve an urban renewal  
12 project and the plan therefor if it finds that:

- 13 (1) A feasible method exists for the location of any families who will be displaced from the urban  
14 renewal area in decent, safe and sanitary dwelling accommodations within their means and  
15 without undue hardship to such families.
- 16 (2) The urban renewal plan substantially conforms to the Master Plan of the municipality as a  
17 whole.
- 18 (3) The urban renewal plan will afford maximum opportunity, consistent with the sound needs  
19 of the municipality as a whole, for the rehabilitation or redevelopment of the urban renewal  
20 area by private enterprise.
- 21 B. Change. An urban renewal plan may be modified at any time, provided that, if modified after  
22 the lease or sale of real property in the urban renewal project area, the modification may be  
23 conditioned upon such approval of the owner, lessee or successor in interest as the  
24 municipality may deem advisable and, in any event, shall be subject to such rights at law or  
25 in equity as a lessee or purchaser or **the purchaser's his** successor or successors in interest  
26 may be entitled to assert. Where the proposed modification will substantially change the  
27 urban renewal plan as previously approved by the municipality, the modification shall be  
28 formally approved by the municipality as in the case of an original plan.
- 29 C. Effect. Upon the approval by the municipality of an urban renewal plan or of any modification  
30 thereof, such plan or modification shall be deemed to be in full force and effect for the  
31 respective urban renewal area, and the municipality may then cause such plan or modification  
32 to be carried out in accordance with its terms.

33 **§ C11-6 Disposition of real property in urban renewal areas.**

- 34 A. Powers. The municipality may sell, lease or otherwise transfer real property or any interest  
35 therein acquired for it by an urban renewal project for residential, recreational, commercial,  
36 industrial, educational or other uses or for public use or may retain such property or interest  
37 for public use in accordance with the urban renewal plan, subject to such covenants,  
38 conditions and restrictions, including covenants running with the land, as it may deem to be  
39 necessary or desirable to assist in preventing the development or spread of future slums or  
40 blighted area or to otherwise carry out the purposes of this Article. The purchasers or lessees  
41 and their successors and assigns shall be obligated to devote such real property only to the

1 uses specified in the urban renewal plan and may be obligated to comply with such other  
2 requirements as the municipality may determine to be in the public interest, including the  
3 obligation to begin within a reasonable time any improvements on such real property required  
4 by the urban renewal plan. Such real property or interest shall be sold, leased, otherwise  
5 transferred or retained at not less than its fair value for uses in accordance with the urban  
6 renewal plan. In determining the fair value of real property for uses in accordance with the  
7 urban renewal plan, the municipality shall take into account and give consideration to the uses  
8 provided in such plan, the restrictions upon and the covenants, conditions and obligations  
9 assumed by the purchaser or lessee or by the municipality retaining the property and the  
10 objectives of such plan for the prevention of the recurrence of slum or blighted areas. The  
11 municipality in any instrument of conveyance to a private purchaser or lessee may provide  
12 that such purchaser or lessee shall be without power to sell, lease or otherwise transfer the  
13 real property without the prior written consent of the municipality until he has completed the  
14 construction of any or all improvements which he has obligated himself to construct thereon.  
15 Real property acquired by the municipality which, in accordance with the provisions of the  
16 urban renewal plan, is to be transferred, shall be transferred as rapidly as feasible in the public  
17 interest consistent with the carrying out of the provisions of the urban renewal plan. Any  
18 contract for such transfer and the urban renewal plan or such part or parts of such contract or  
19 plan as the municipality may determine may be recorded in the land records of the county in  
20 which the municipality is situated in such manner as to afford actual or constructive notice  
21 thereof.

22 B. Procedure. The municipality may dispose of real property in an urban renewal area to private  
23 persons only under such reasonable competitive bidding procedures as it shall prescribe or as  
24 hereinafter provided in this Article. The municipality may, by publishing notice twice in a  
25 newspaper having a general circulation in the community, not less than sixty (60) days prior  
26 to the execution of any contract to sell, lease or otherwise transfer real property and prior to  
27 the delivery of any instrument of conveyance with respect thereto under the provisions of this  
28 section, invite proposals from and make available all pertinent information to private  
29 redevelopers or any persons interested in undertaking to develop or rehabilitate an urban  
30 renewal area or any part thereof. Such notice shall identify the area or portion thereof and  
31 shall state that proposals shall be made by those interested within a specified period of not  
32 less than sixty (60) days after the first day of publication of said notice and that such further  
33 information as is available may be obtained at such office as shall be designated in said notice.  
34 The municipality shall consider all such redevelopment or rehabilitation proposals and the  
35 financial and legal ability of the persons making such proposals to carry them out and may  
36 negotiate with any persons for proposals for the purchase, lease or other transfer of any real  
37 property acquired by the municipality in the urban renewal area. The municipality may accept  
38 such proposals as it deems to be in the public interest and in furtherance of the purposes of  
39 this Article. Thereafter, the municipality may execute and deliver contracts, deeds, leases and  
40 other instruments and take all steps necessary to effectuate such transfers.

41 C. Temporary operation. The municipality may temporarily operate and maintain real property  
42 acquired by it in an urban renewal area for or in connection with an urban renewal project  
43 pending the disposition of the property as authorized in this Article, without regard to the  
44 provisions of Subsection A above, for such uses and purposes as may be deemed desirable  
45 even though not in conformity with the urban renewal plan.



1 D. Title. Any instrument executed by the municipality and purporting to convey any right, title  
2 or interest in any property under this Article shall be conclusively presumed to have been  
3 executed in compliance with the provisions of this Article insofar as title or other interest of  
4 any bona fide purchaser, lessees or transferees of such property is concerned.

5 E. Residential property. In the event that urban renewal plans involve removal of residential  
6 housing, provisions and plans must be made for their replacement with adequate facilities for  
7 the residents so displaced.

8 **§ C11-7 Condemnation.**

9 Condemnation of land or property under the provisions of this Article shall be in accordance with  
10 the procedure provided in the Annotated Code of Maryland entitled "Eminent Domain," and acts  
11 amendatory thereof or supplementary thereto.

12 **§ C11-8 Rehabilitation and/or redevelopment by private enterprise encouraged.**

13 The municipality, to the greatest extent it determines to be feasible in carrying out the provisions  
14 of this Article, shall afford maximum opportunity, consistent with the sound needs of the  
15 municipality as a whole, to the rehabilitation or redevelopment of any urban renewal area by  
16 private enterprise. The municipality shall give consideration to this objective in exercising its  
17 powers under this Article.

18 **§ C11-9 General obligation bonds.**

19 For the purpose of financing and carrying out of an urban renewal project and related activities,  
20 the municipality may issue and sell its general obligation bonds. Any bonds issued by the  
21 municipality pursuant to this section shall be issued in the manner and within the limitations  
22 prescribed by applicable law for the issuance and authorizations of general obligations bonds by  
23 such municipality and also within such limitations as shall be determined by said municipality.

24 **§ C11-10 Revenue bonds.**

25 A. Procedure. In addition to the authority conferred by § C11-9 of this Charter, the municipality  
26 shall have the power to issue revenue bonds to finance the undertaking of any urban renewal  
27 project and related activities and shall also have power to issue refunding bonds for the  
28 payment or retirement of such bonds previously issued by it. Such bonds shall be made  
29 payable, as to both principal and interest, solely from the income, proceeds, revenues and  
30 funds of the municipality derived from or held in connection with its undertaking and carrying  
31 out of urban renewal projects under this Article; provided, however, that payment of such  
32 bonds, both as to principal and interest, may be further secured by a pledge of any loan, grant  
33 or contribution from the federal government or other source, in aid of any urban renewal  
34 projects of the municipality under this Article, and by a mortgage of any such urban renewal  
35 projects or any part thereof, title to which is in the municipality. In addition, the municipality  
36 may enter into an indenture of trust with any private banking institution of this state having  
37 trust powers and may make in such indenture of trust such covenants and commitments as  
38 may be required by any purchaser for the adequate security of said bonds.

39 B. Provisions. Bonds issued under this section shall not constitute an indebtedness within the  
40 meaning of any constitutional or statutory debt limitation or restriction and shall not be  
41 subject to the provisions of any other law or Charter relating to the authorization, issuance or

1 sale of bonds. Bonds issued under the provisions of this Article are declared to be issued for  
2 an essential public and governmental purpose and, together with interest thereon and income  
3 therefrom, shall be exempted from all taxes.

4 C. Issue. Bonds issued under this section shall be authorized by resolution or ordinance of the  
5 legislative body of the municipality and may be issued in one (1) or more series and shall bear  
6 such date or dates; shall mature at such time or times; bear interest at such rate or rates, not  
7 exceeding six per centum (6) per annum; be in such denomination or denominations; be in  
8 such form, either with or without coupon or registered; carry such conversion or registration  
9 privileges; have such rank or priority; be executed in such manner; be payable in such medium  
10 or payment at such place or places; and be subject to such terms of redemption, with or  
11 without premium; be secured in such manner; and have such other characteristics as may be  
12 provided by such resolution or trust indenture or mortgage issued pursuant thereto.

13 D. Sale. Such bonds may be sold at not less than par at public sales held after notice thereof has  
14 been published twice in a newspaper having a general circulation in the area in which the  
15 municipality is located and in such other medium of publication as the municipality may  
16 determine, or may be exchanged for other bonds on the basis of par, provided that such bonds  
17 may be sold to the federal government at private sale at not less than par, and, in the event  
18 less than all of the authorized principal amount of such bonds is sold to the federal  
19 government, the balance may be sold at private sale at not less than par at an interest cost to  
20 the municipality of not to exceed the interest cost to the municipality of the portion of the  
21 bond sold to the federal government.

22 E. Officials. In case any of the public officials of the municipality whose signatures appear on  
23 any bonds or coupons issued under this Article shall cease to be such officials before the  
24 delivery of such bond or in the event any such officials shall have become such after the date  
25 of issue thereof, said bonds shall nevertheless be valid and binding obligations of said  
26 municipality in accordance with their terms. Any provision of any law to the contrary  
27 notwithstanding, any bonds issued pursuant to this Article shall be fully negotiable.

28 F. Suits. In any suit, action or proceeding involving the validity or enforceability of any bond  
29 issued under this article or the security therefor, any such bond reciting in substance that it  
30 has been issued by the municipality in connection with an urban renewal project, as herein  
31 defined, shall be conclusively deemed to have been issued for such purpose, and such project  
32 shall be conclusively deemed to have been planned, located and carried out in accordance  
33 with the provisions of this Article.

34 G. Investments. All banks, trust companies, bankers, savings banks and institutions, building  
35 and loan associations, savings and loan associations, investment companies and other persons  
36 carrying on a banking or investment business, all insurance companies, insurance associations  
37 and other persons carrying on an insurance business and all executors, administrators,  
38 curators, trustees and other fiduciaries may legally invest any sinking funds, moneys or other  
39 funds belonging to them or within their control in any bonds or other obligations issued by  
40 the municipality pursuant to this article, provided that such bonds and other obligations shall  
41 be secured by an agreement between the issuer and the federal government in which the issuer  
42 agrees to borrow from the federal government and the federal government agrees to lend to

1 the issuer, prior to the maturity of such bonds or other obligations, moneys in an amount  
2 which, together with any other moneys irrevocably committed to the payment of principal  
3 and interest on such bonds or other obligations, will suffice to pay the principal of such bonds  
4 or other obligations with interest to maturity thereon, which moneys under the terms of said  
5 agreement are required to be used for the purpose of paying the principal of and the interest  
6 on such bonds or other obligations at their maturity. Such bonds and other obligations shall  
7 be authorized security for all public deposits. It is the purpose of this section to authorize any  
8 persons, political subdivisions and officers, public or private, to use any funds owned or  
9 controlled by them for the purchase of any such bonds or other obligations. Nothing contained  
10 in this section with regard to legal investments shall be construed as relieving any person of  
11 any duty of exercising reasonable care in selecting securities.

12 **§ C11-11 Severability.**

13 If any provisions of this Article or the application thereof to any person or circumstances is held  
14 invalid, the remainder of the Article and the application of such provisions to persons or  
15 circumstances other than those as to which it is held invalid shall not be affected thereby. The  
16 powers conferred by this Article shall be in addition and supplemental to the powers conferred by  
17 any other law.

18 **§ C11-12 Conformance with County Master Plan required; review and approval by county**  
19 **agencies.**

20 All plans, whether preliminary or final, prepared or presented under the provisions of this Article  
21 by the municipality shall not conflict with and must conform to the Master Plan for Prince George's  
22 County. This provision shall be construed to mean that all urban renewal plans effecting a change  
23 in zoning shall be reviewed by the Maryland-National Capital Park and Planning Commission,  
24 and any zoning amendments pursuant to this urban renewal program must be approved by the  
25 District Council.

26 **Article XII**  
27 **General Provisions**

28 **§ C12-1 Oath of office.**

29 A. Oath required. Before entering upon the duties of their offices, the Mayor, the members of  
30 the City Council, the Clerk, the Treasurer, the City Administrator, the Department Heads and  
31 the members of the Board of Supervisors of Elections shall take and subscribe the following  
32 oath or affirmation: "I, \_\_\_\_\_, do swear (or affirm, as the case may be,) that I will  
33 support the Constitution of the United States, and that I will be faithful and bear true  
34 allegiance to the State of Maryland and support the Constitution and laws thereof, and that I  
35 will, to the best of my skill and judgment, diligently and faithfully, without partiality or  
36 prejudice, execute the office of \_\_\_\_\_ according to the Constitution and laws of this  
37 state."

38 B. Before whom taken and subscribed. The Mayor shall take and subscribe this oath or  
39 affirmation before the Clerk of the Circuit Court for the county or before one (1) of the sworn  
40 deputies of the Clerk. All other persons taking and subscribing the oath shall do so before the  
41 Mayor or **the Mayor's his/her** designee.

1 § C12-2 **Official bonds.**

2 The Treasurer and such other officers or employees of the City as the Council or this Charter may  
3 require shall give bond in such amount and with such surety as may be required by the Council.  
4 The premiums on such bonds shall be paid by the City.

5 § C12-3 **Prior rights and obligations.**

6 All right, title and interest held by the town or any other person or corporation at the time this  
7 Charter is adopted, in and to any lien acquired under any prior Charter of the City, are hereby  
8 preserved for the holder in all respects as if this Charter had not been adopted, together with all  
9 rights and remedies in relation thereto. This Charter shall not discharge, impair or release any  
10 contract, obligation, duty, liability or penalty whatever existing at the time this Charter becomes  
11 effective. All suits and actions, both civil and criminal, pending or which may hereafter be  
12 instituted for causes of action now existing or offenses already committed against any law or  
13 ordinance repealed by this Charter shall be instituted, proceeded with and prosecuted to final  
14 determination and judgment as if this Charter had not become effective.

15 § C12-4 **Effect of charter on existing ordinances.**

16 A. Ordinances not in conflict with Charter remain in effect. All ordinances, resolutions, rules  
17 and regulations in effect in the City at the time this Charter becomes effective which are not  
18 in conflict with the provisions of this Charter shall remain in effect until changed or repealed  
19 according to the provisions of this Charter.

20 B. Ordinances, etc., in conflict with Charter repealed. All ordinances, resolutions, rules and  
21 regulations in effect in the City at the time this Charter becomes effective which are in conflict  
22 with the provisions of this Charter be and the same are hereby repealed to the extent of such  
23 conflict.

24 § C12-5 **Severability.**

25 If any section or part of section of this Charter shall be held invalid by a court of competent  
26 jurisdiction, such holding shall not affect the remainder of this Charter nor the context in which  
27 such section or part of section so held invalid shall appear, except to the extent that an entire section  
28 or part of a section may be inseparably connected in meaning and effect with the section or part of  
29 a section to which such holding shall directly apply.

30 **Section 2:** That the date of the adoption of this Resolution is \_\_\_\_\_, 2024, and that  
31 the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall  
32 become effective on \_\_\_\_\_, 2024 (50 days after its passage), unless a proper petition for a  
33 referendum hereon shall be filed by \_\_\_\_\_, 2024 (40 days after passage) and that an exact  
34 copy of this Resolution shall be posted at the main municipal building and a fair summary of the  
35 Amendment shall be published in a newspaper having general circulation in the City of Hyattsville  
36 not less than four (4) times at weekly intervals within forty (40) days after passage of this Charter  
37 Amendment Resolution.

38 **Section 3:** That as soon as the Charter Amendment hereby enacted becomes effective,  
39 either as herein provided or following a referendum, the Clerk shall send separately to the  
40 Department of Legislative Services, the following information concerning the Charter  
41 Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,

1 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor  
2 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the  
3 Charter Amendment.

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

9 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a  
10 Regular Meeting on [REDACTED], 2024, at which meeting copies were available to the public for  
11 inspection, and at which time a public hearing took place.

12 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a  
13 Regular Meeting on [REDACTED], 2024, at which meeting copies were available to the public for  
14 inspection.

15

APPROVED:

City of Hyattsville, Maryland:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Robert S. Croslin, Mayor

ATTEST/WITNESS:

City of Hyattsville, Maryland:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Laura Reams, City Clerk

16

17

18 [ ] indicate deletions

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

20



# City of Hyattsville



**Charter Amendment 2024-02**  
**Gender Neutral Language & Modernizing the Equal**  
**Protection Provision**  
**April 1, 2024**



# Purpose

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## Modernize the Charter to Use Gender Neutral Language & Expand the Gender Equality Provision

- The Charter has been updated to change all gendered references to gender neutral language (they/them/their, person, elected official, Mayor/Councilmember)
- During this process, staff identified the equal protection for women provision as an additional opportunity for modernization.
  - The provision currently provides equal protection for women with respect to registering, voting, and holding elected office.
  - The provision has been expanded to include all gender identities and expressions to be welcoming of all persons and to be in alignment with City Code Chapter 60, the Hyattsville Human Rights Act, enacted in 2013, which prohibits discrimination based on a number of areas including gender identity and expression.





# Approval Steps



## Charter Amendment

April 1, 2024: Public hearing at 6 PM, Council discussion during the 7 PM meeting

April 15, 2024: Scheduled Adoption of the Charter Amendment Resolution

June 4, 2024: Effective Date of the Charter Amendment Resolution



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-242-FY24

4/1/2024

10.c.

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

**Item Title:**

**Hyattsville Charter Amendment Resolution: 2024-01: Modernizing the City's Procurement Provisions and Hyattsville Ordinance 2024-01: Procurement & Contracting Procedures**

**Suggested Action:**

For discussion. A public hearing will be held at 6 PM on April 1, 2024, to hear input from the community on the proposed amendment to the City's Charter.

**Summary Background:**

Deputy Administrator Ludlow will present the proposed amendment to the City's Charter and the related updates to City Code, Chapter 6.

The City's detailed procurement provisions will be updated and will be more appropriately located within the City Code, rather than within the Charter. The Charter language will be more direct and will clarify the roles of the City Council and City Administrator. The Code provisions will include threshold dollar amounts and processes that better reflect current operations and best practices while improving transparency of actions. The proposed Charter and Code Changes were presented to Council on November 6, 2023.

**Next Steps:**

Timeline for Adoption

- April 1: Public Hearing at 6 PM, Council discussion during the scheduled 7 PM Council meeting
- April 15: Scheduled Adoption of the Charter Amendment Resolution and First Reading of Ordinance 2024-01
- May 6: Second Reading and Adoption of Ordinance 2024-01
- May 26: Effective Date of Hyattsville Ordinance 2024-01
- June 4: Effective Date of the Charter Amendment Resolution

**Fiscal Impact:**

The City will incur printing fees to publish the required summary notice of the Charter Amendment Resolution and Ordinance in the Prince George's Post.

**City Administrator Comments:**

Recommend support.

**Community Engagement:**

Community members are encouraged to attend the public hearing and provide comments on the proposed charter amendment resolution and ordinance. The proposed amendment and ordinance are published on the City's website under "Hyattsville Ordinances". Upon adoption, the City Clerk's office will publish the required legal notices and transmit the resolution to the State Department of Legislative Services.

**Strategic Goals:**

Goal 1 - Ensure Transparent and Accessible Governance

**Legal Review Required?**

Complete

1 **CITY OF HYATTSVILLE, MARYLAND**

2 **CHARTER AMENDMENT RESOLUTION No. 2024 - 01**

3 **A Resolution Amending the Charter to Modernize the City’s**  
4 **Procurement Provisions by Placing the Requirements for**  
5 **Council Oversight in the City’s Code and by Placing Aspects of**  
6 **the Procurement Process in the City’s Code, and Inserting**  
7 **Language Requiring the City Administrator to Sign all**  
8 **Contracts in Accordance with the City Code.**  
9

10 **A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF**  
11 **HYATTSVILLE, MARYLAND**, adopted pursuant to the authority of Article XI-E of the  
12 Constitution of Maryland and Title 4, Subtitle 3 of the Local Government Article of the Annotated  
13 Code of Maryland (as amended), to amend the Charter of the said City, said Charter being a part  
14 of the public local laws of Maryland (1963 Edition, as amended), which Article contains in whole  
15 or in part the Charter of the City of Hyattsville, Maryland, whereby the Mayor and City Council  
16 seek to amend the City Charter to modernize the City’s procurement provisions.

17 **WHEREAS**, the Mayor and City Council have determined that the City’s procurement  
18 provisions are in need of modernization; and  
19

20 **WHEREAS**, the Mayor and City Council have determined that the City’s approach to  
21 procurement would be better served by placing the requirements for Council oversight in the City’s  
22 Code and placing certain procurement requirements in the Code; and  
23

24 **WHEREAS**, the City Council gave at least twenty-one (21) days advance notice of the  
25 public hearing held regarding adoption of this Resolution and the amendment to the Charter  
26 contained herein.  
27

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

30 **Section 1:** That Article II, § C5-21 of the Charter of the City of Hyattsville, Maryland, be  
31 amended as follows:

32 **§ C5-21 Bids and contracts.**  
33

34 A. All purchases and contracts for the City of Hyattsville shall be made ~~by the City Council~~  
35 in accordance with a the City’s Code. ~~policy adopted by the Council. All expenditures for supplies,~~  
36 ~~materials, equipment, construction of public improvements or contractual service involving more~~  
37 ~~than ten thousand dollars (\$10,000.00) shall be made on written contract, and the City Council~~  
38 ~~shall advertise for sealed bids for all such contracts by publishing notice thereof twice in a~~  
39 ~~newspaper of general circulation in the City. Such written contracts shall be awarded to the bidder~~  
40 ~~who offers the lowest or best bid, quality of goods and work, time of delivery or completion and~~  
41 ~~responsibility of bidders being considered. All such written contracts shall be approved by the City~~  
42 ~~Council before becoming effective. The City Council, upon written justification, may reject all~~  
43 ~~bids and readvertise. The City Council at any time, in its discretion, may employ its own forces~~

1 ~~for the construction or reconstruction of public improvements without advertising or readvertising~~  
2 ~~for or receiving bids. All written contracts may be protected by such bonds, penalties and~~  
3 ~~conditions as the City Council may require.~~

4  
5 B. The City Administrator shall sign all City contracts in accordance with the City Code.

6  
7 ~~The City Council may enter into a contract for the procurement of supplies, materials, equipment,~~  
8 ~~construction of public improvements or contractual service involving more than ten thousand~~  
9 ~~dollars (\$10,000.00) without utilizing the bid process set forth herein if it determines that the~~  
10 ~~supplies, materials, equipment, construction of public improvements or contractual service sought~~  
11 ~~are only available from a single source and such procurement is in the best interest of the City.~~

12  
13 \* \* \*

14  
15 **Section 2:** That Article VI, § C6-2 of the Charter of the City of Hyattsville, Maryland, be  
16 amended as follows:

17 A. General powers. The City Council shall appoint a City Administrator, who shall serve at  
18 the pleasure of the City Council, unless other written terms are agreed to by the City, and  
19 who shall be responsible for the proper administration of all day-to-day affairs of the City.  
20 The City Administrator shall be vested with the powers and authority necessary to perform  
21 such duties, except where they may be inconsistent with other provisions of this Charter.  
22 The City Administrator shall have general administrative supervision of the departments  
23 of the City and the authority, through the Department Directors to direct the proper  
24 execution of this Charter, the City Code and such resolutions, regulations and policies as  
25 the Council shall adopt. In addition, the City Administrator shall perform such other duties  
26 as the Council may lawfully require.

27 B. Specific duties and responsibilities. The duties and responsibilities of the City  
28 Administrator include the following under the supervision of the Mayor and City Council.  
29 The City Administrator, unless otherwise directed, shall:

30 (1) Organize, direct and supervise the administration of all departments, offices and  
31 agencies of the City.

32 (2) Hire, direct, advise, discipline and terminate the Department Directors, as well as hire  
33 and when in the best interest of the City, discipline, demote, dismiss, suspend or remove  
34 any City employee pursuant to this Charter, the Code and/or the Personnel Regulations  
35 of the City. The City Administrator may authorize any Department Director to exercise  
36 these powers with respect to subordinates in their department as provided for in the  
37 personnel rules of the City. The City Administrator shall regularly and promptly inform  
38 the City Council of the hiring, discipline or termination of any Department Director.

39 (3) See that all laws, provisions of the City Charter and acts of the City Council are  
40 faithfully executed.

- 1 (4) Prepare and submit to the City Council, ordinarily by the first meeting in April of each
- 2 year and no later than sixty (60) days before the beginning of the fiscal year, a proposed
- 3 budget for the City, the same to include both revenue and expenditure estimates for the
- 4 coming fiscal year.
- 5 (5) Attend all public meetings of the City Council and shall have the right to participate in
- 6 discussion at such meetings.
- 7 (6) Arrange for the taking of minutes of all City Council meetings and keep a full and
- 8 accurate account of the proceedings of the City Council.
- 9 (7) Undertake such research and make reports and recommendations as the City Council
- 10 may direct or which the City Administrator may deem desirable and in the best interests
- 11 of the City of Hyattsville.
- 12 (8) Keep the City Council fully informed as to the financial condition and future needs of
- 13 the City and submit to the City Council an annual report on the finances and
- 14 administrative activities of the City at the end of each fiscal year.
- 15 (9) Purchase materials, equipment, supplies and services when not in excess of the dollar
- 16 amount prescribed by the City Council and, in accordance with the City Code, enter
- 17 into contracts necessary for the operation and maintenance of the City.
- 18 (10) Ascertain that all taxable property within the City is assessed for taxation.
- 19 (11) Collect all taxes, special assessments, license fees, liens and all other revenues,
- 20 including utility revenues, of the City and all other revenues for whose collection the
- 21 City is responsible and receive any funds receivable by the City.
- 22 (12) Have custody of all public moneys belonging to or under the control of the City, except
- 23 as to funds in the control of any set of trustees and have custody of all bonds and notes of
- 24 the City.
- 25 (13) Do such other things in relation to the fiscal or financial affairs of the City as the
- 26 City Council directs.

\* \* \*

27  
28  
29 **Section 3:** That the date of the adoption of this Resolution is \_\_\_\_\_, 2024, and that  
30 the amendment to the Charter of the City of Hyattsville hereby proposed by this enactment shall  
31 become effective on \_\_\_\_\_, 2024 (50 days after its passage), unless a proper petition for a  
32 referendum hereon shall be filed by \_\_\_\_\_, 2024 (40 days after passage) and that an exact  
33 copy of this Resolution shall be posted at the main municipal building and a fair summary of the  
34 Amendment shall be published in a newspaper having general circulation in the City of Hyattsville  
35 not less than four (4) times at weekly intervals within forty (40) days after passage of this Charter  
36 Amendment Resolution.

37 **Section 4:** That as soon as the Charter Amendment hereby enacted becomes effective,  
38 either as herein provided or following a referendum, the Clerk shall send separately to the  
39 Department of Legislative Services, the following information concerning the Charter  
40 Amendment: (1) the complete text of this Resolution; (2) the date of referendum election, if any,

1 held with respect thereto; (3) the number of votes cast for and against this Resolution by the Mayor  
2 and City Council of the City of Hyattsville or in a referendum; and (4) the effective date of the  
3 Charter Amendment.

4 **Section 5:** That the Clerk be, and is specifically enjoined and instructed to carry out the  
5 provisions of Sections 2 and 3, and as evidence of compliance herewith the said Clerk shall cause  
6 to be affixed to the Minutes of this meeting (1) an appropriate certificate of publication of the  
7 newspaper in which the fair summary of the Amendment shall have been published; and (2)  
8 records of mailing referred to in Section 3, and shall further complete and execute a Certificate of  
9 Compliance.

10 **INTRODUCED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a  
11 Regular Meeting on \_\_\_\_\_, 2024, at which meeting copies were available to the public for  
12 inspection, and at which time a public hearing took place.

13 **ADOPTED** by the Mayor and City Council of the City of Hyattsville, Maryland, at a  
14 Regular Meeting on \_\_\_\_\_, 2024, at which meeting copies were available to the public for  
15 inspection.

16

APPROVED: City of Hyattsville, Maryland:  
\_\_\_\_\_  
Date Robert S. Croslin, Mayor

ATTEST/WITNESS: City of Hyattsville, Maryland:  
\_\_\_\_\_  
Date Laura Reams  
City Clerk

17  
18  
19 [ ] indicate deletions  
20 Underline/**bold**/**CAPS** indicate additions/amendments to additions

21  
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23

**CITY OF HYATTSVILLE  
ORDINANCE 2024-01**

**An Ordinance whereby the City Council amends the City Code  
in order to modernize and codify the City’s contracting and  
procurement policies.**

**WHEREAS,** the Maryland Code, Local Government Article, Section 5–202, as amended, authorizes the legislative body of each municipal corporation in the State of Maryland to pass ordinances that such legislative body deems necessary to assure the good government of the municipality, to protect and preserve the municipality’s rights, property and privileges, to preserve peace and good order, to secure persons and property from danger and destruction, and to protect the health, comfort, and convenience of the citizens of the municipality;

**WHEREAS,** Section C3-1 of the City Charter states that the Council has the power to pass all such ordinances not contrary to the Constitution and laws of the State of Maryland as it may deem necessary for the good government of the City, for the protection and preservation of the City’s property, rights, and privileges, for the preservation of peace and good order, for securing persons and property from violence, danger or destruction, and for the protection and promotion of the health, safety, comfort, convenience, welfare, and happiness of the residents of and visitors in the City;

**WHEREAS,** Section C5-21 of the City Charter empowers the City Council to establish, by ordinance, rules and regulations regarding purchases and contracts for the City;

**WHEREAS,** the City’s procurement standards have not been updated in years, refer to former versions of the Annotated Code of Maryland, and the threshold dollar amounts that trigger more stringent and time-consuming source selection procedures set forth therein, are outdated and have not kept pace with inflation; and

**WHEREAS,** the Mayor and Council, have determined that modernization of the City’s procurement provisions are necessary to improve the efficiency of the City’s procurement of goods and services and the City’s ability to make more timely purchases.

**NOW, THEREFORE, BE IT ORDAINED,** by the City Council of the City of Hyattsville in regular session assembled that Chapter 6 of the City Code be enacted as follows:



Chapter 6 Procurement

Article I. General Provisions.

§ 6-1 Purpose.

§ 6-2 Scope.

§ 6-3 Administration.

§ 6-4 Definitions.

§ 6-5 Expenditure of City Funds.

§ 6-6 Powers and Duties of City Council, City Administrator and Treasurer.

Article II. Contract Formation and Record Retention.

§ 6-7 Written contracts and authorization authority.

§ 6-8 Contract modifications, change orders, and price adjustments.

§ 6-9 Voidable contracts.

§ 6-10 Multi-term contracts.

§ 6-11 Indefinite quantities contracts.

§ 6-12 Validity of claims.

§ 6-13 Records of procurement actions and reporting requirements.

Article III. Competitive Bidding.

§ 6-14 Competitive sealed bidding and requests for proposals.

§ 6-15 City may accept or reject any proposal.

§ 6-16 Bid bonds and other sureties.

§ 6-17 Correction or withdrawal of bids.

§ 6-18 Bid acceptance and bid evaluation.

§ 6-19 Bid rejection.

§ 6-20 Bid award.

§ 6-21 Cancellation of award.

§ 6-22 Award to other than low bidder.

§ 6-23 Prohibition against subversion of this Chapter.

§ 6-24 Contract coordination.

§ 6-25 Authority to execute contracts.

§ 6-26 Change orders.

§ 6-27 Cancellation of invitations for bids or requests for proposals.

§ 6-28 Bid protests.

§ 6-29 Types of procurement exempt from competitive bidding.

§ 6-30 Procedure for procurements exempt from competitive bidding.

§ 6-31 Extension.

§ 6-32 Purchase orders.

§ 6-33 Petty case expenditures.

Article IV. Disposition of Equipment and Goods.

- 1 § 6-34 Generally.
- 2 § 6-35 Method of sale.
- 3 § 6-36 Worthless items.

4  
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6

**Article I General Provisions.**

7 **§ 6-1 Purpose.**

8 The purpose of this Chapter is to provide for an efficient, equitable, transparent and cost-effective  
9 system of public procurement that ensures the purchasing value of public funds is maximized while  
10 also meeting the Council’s goals, including those for environmental sustainability and equity.

11  
12

**§ 6-2 Scope.**

13 These provisions apply to every disposition for value or expenditure of public funds by the City  
14 for public purchasing irrespective of its source. When the procurement or disposition involves  
15 Federal, State or County assistance or contract funds or is subject to Federal, State or County laws  
16 or regulations, the procurement or disposition shall be conducted in accordance with any  
17 applicable mandatory Federal, State or County laws and regulations which are not reflected in this  
18 Chapter. Nothing in these provisions shall be construed as prohibiting or limiting the City’s right  
19 to employ its own personnel for the construction or reconstruction of public improvements or any  
20 other purpose without advertising for or receiving bids or proposals.

21  
22

**§ 6-3 Administration.**

23 The City Administrator and the City Treasurer shall have the authority to adopt and enforce rules  
24 and regulations, to promote the efficiency of operations and compliance with the provisions of this  
25 Chapter.

26  
27

**§ 6-4 Definitions.**

28 The following terms shall have the following meanings when used in this section:

29  
30  
31  
32

“Bid” means an offer, in writing, to furnish goods or services in conformity with the specifications,  
delivery terms and conditions or other requirements included in the invitation for bids or an offer  
to purchase property pursuant to this Chapter.

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“Competitive sealed bid” means a method of procurement in which a good, service or construction  
item is defined in a list of specifications; the specifications are included in an invitation for bids;  
the bids are received by a specified time in sealed envelopes; an award is made to the responsive  
and responsible bidder providing the lowest bid.

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“Competitive sealed proposal” means a method of procurement in which a good, services or  
construction item is defined in a list of specifications; the specifications are included in a request  
for proposals; proposals are received by a specified time in sealed envelopes; and an award is made  
to the proposer most closely meeting specifications as determined by an evaluation that uses a set  
of evaluation criteria. Cost is one criterion, among others, all of which may be assigned specific  
weights.

45

1 “Contract” means all types of City agreements, including purchase orders, regardless of what they  
2 may be called, for the procurement or disposal of goods, services or construction.

3  
4 “Contractor” means any person or business having a contract with the City.

5  
6 “Cooperative purchasing” means procurement conducted by or on behalf of more than one  
7 governmental unit.

8  
9 “Department director or manager” means one of the following: Deputy City Administrator,  
10 Assistant City Administrator, City Clerk, Chief of Police, Director of Community Services and  
11 Recreation, Director of Public Works, Treasurer, Director of Human Resources, or other director  
12 or manager identified by the City Administrator.

13  
14 “Emergency” means any condition or unforeseen curtailment, diminution or termination of an  
15 essential service which poses an immediate danger or threat to the public health, safety or welfare.

16  
17 “Formal contract” means a written contract for procurements equal to or exceeding \$30,000 in  
18 value that must be signed by the City Administrator.

19  
20 “Goods” means supplies, materials, equipment and all tangible property, except real property.

21  
22 “Indefinite quantities contract” means a contract whereby the City agrees to purchase and the  
23 contractor agrees to provide the goods or construction of a designated type or unit which the City  
24 may require, without specifying the exact quantity in the contract.

25  
26 “Invitation for bids” means all documents, whether attached or incorporated by reference, utilized  
27 for soliciting bids.

28  
29 “Life cycle costs” means specific and quantifiable costs associated with an item over its useful  
30 life, including costs of disposal, in addition to the purchase price.

31  
32 “Local business” is an independently owned and operated individual, business, or organization  
33 located within 150 miles of the City that provides locally supplied products and goods.

34  
35 “Locally supplied” means products and goods made or supplied, or services provided, from an  
36 independently owned and operated individual, business, or organization located within 150 miles  
37 of the City.

38  
39 “Minor irregularity” in bids or proposals is one which is merely a matter of form and not of  
40 substance or pertains to some immaterial or inconsequential defect or variation in a bid or proposal  
41 from the exact requirement of the solicitation, the correction or waiver of which would not be  
42 prejudicial to other bidders or offerors; and the defect or variation in the bid or proposal is  
43 immaterial and inconsequential when its significance as to price, quantity, quality, or delivery is  
44 trivial or negligible when contrasted with the total cost or scope of the procurement.

1 “Procurement” means buying, purchasing, renting, leasing or otherwise acquiring any goods,  
2 services or construction. It also includes all functions that pertain to the obtaining of any good,  
3 service or construction, including description of requirements, selection and solicitation of sources,  
4 preparation and award of a contract and all phases of contract administration.

5  
6 “Professional services” means personal services of members of a licensed or otherwise recognized  
7 profession, including but not limited to accountants, architects, attorneys, auditors, engineers,  
8 medical practitioners, surveyors and the like.

9  
10 “Project manager” means a person appointed by the City Administrator or City Council to  
11 coordinate and manage contracts or public improvement projects.

12  
13 “Proposal” means an offer to supply goods or perform services or to purchase goods to be disposed  
14 of in response to a request for proposals by the City where competitive sealed proposals or  
15 negotiations will be used rather than the competitive sealed bid process.

16  
17 “Public purchasing agent” means a person designated by the City Administrator to review the  
18 procurement of all supplies, services, and public improvements. The Public Purchasing Agent shall  
19 be the Treasurer unless a different person is so designated by the City Administrator.

20  
21 “Purchasing card” means a commercial credit card or similar card or online system access issued  
22 to designated employees by the Treasurer for small value purchases of goods and/or services  
23 necessary for official city business.

24  
25 “Request for proposals” means all documents, whether attached or incorporated by reference, used  
26 for soliciting proposals.

27  
28 “Responsible bidder or offeror” means a person or entity who has the capability in all respects to  
29 perform fully the contract requirements and the experience, integrity, reliability, capacity,  
30 facilities, equipment and credit which will assure good faith performance. Any person who is in  
31 default on the payment of taxes, licenses or other moneys due the City shall not be deemed  
32 “responsible.”

33  
34 “Responsive bidder” means a person or entity who has submitted a bid which conforms in all  
35 material aspects to the invitation for bids.

36  
37 “Rider contract” means an agreement procuring goods or services in which a vendor provides the  
38 same goods or services to the City at the same price and under the same material terms and  
39 conditions of the underlying contract, excluding quantities, between the vendor or contractor and  
40 another governmental entity, and may include contracts awarded through City participation in  
41 programs established by cooperative purchasing organizations or purchasing associations.

42  
43 “Specifications” means any description of the design or functional characteristics or of the nature  
44 of a good, service or construction item. It may include a description of any requirement for  
45 inspecting, testing or preparing a good, service or construction item.

1 **§ 6-5 Expenditure of City funds.**

2 No City funds shall be expended unless:

3  
4 A. The expenditure is authorized in the budget ordinance for the current year, previously  
5 approved by ordinance or an ordinance revising it.

6  
7 B. The expenditure is made pursuant to a contract or purchase order signed in accordance with  
8 this section.

9  
10 C. The contract or purchase order pursuant to which the expenditure is made has been  
11 approved by the Mayor and City Council or by the City Administrator as required by this section.

12  
13 D. Unless otherwise indicated in this Chapter, the contract or purchase order must be signed  
14 by the City Administrator or their designee.

15  
16 **§ 6-6 Powers and Duties of City Council, City Administrator and Treasurer.**

17 A. The City Council shall approve all expenditures of \$50,000 or more if each such  
18 expenditure is specifically authorized in the budget ordinance for the current year or an ordinance  
19 revising it and the cost of the procurement is equal to or less than the budgeted amount.

20  
21 B. If the project, goods or services are authorized in the budget ordinance but exceed the  
22 budgeted amount, an action approving such expenditure may be taken by the City Council;  
23 provided, however, that the City Treasurer has made a determination, in writing, that funds are  
24 available to cover the cost of the procurement.

25  
26 C. Nothing in subsection (A) of this section shall prohibit the City Council from approving  
27 the purchase of items not included in the City budget, upon receipt of a written justification and a  
28 written determination by the City Treasurer that funds are available for the purchase.

29  
30 D. The City Administrator shall:

31  
32 1. Approve all City expenditures for goods or services which are not required to be  
33 approved by the City Council, whether made pursuant to contract, purchase order, or other means;

34  
35 2. Be responsible for the administration of a centralized system of purchasing and  
36 procurement of goods and services for the City and for effectuating the provisions of this Chapter;  
37 and

38 3. Establish such rules and regulations as they may deem necessary in order to carry  
39 out the provisions of this Chapter.

40  
41 E. The City Administrator may delegate in writing their powers and duties under this section  
42 to a designated City employee.

43  
44 F. The City Administrator shall have the authority to enter into contracts on behalf of the City  
45 for the purchase of goods and services once such purchases have been duly authorized in  
46 accordance with this section and cooperative purchasing agreements as authorized in this section.

1  
2                   **Article II.     Contract Formation and Record Retention.**  
3

4   **§ 6-7 Written contracts and authorization authority.**

- 5   A.     In order to be valid, a contract with the City of Hyattsville must be in writing.  
6  
7   B.     All contracts requiring an expenditure of \$50,000 or more in City funds require a formal  
8 contract and shall be authorized by the City Council.  
9  
10   C.    All contracts requiring an expenditure of \$30,000 or more and less than \$50,000 in City  
11 funds require a formal contract and shall be authorized by the City Administrator.  
12  
13   D.    All contracts requiring an expenditure of less than \$30,000 shall be authorized in writing  
14 by the City Administrator or their designee.  
15  
16   D.    The City Administrator may delegate in writing the authority to award contracts for less  
17 than \$30,000.  
18

19   **§ 6-8 Contract modifications, change orders, and price adjustments.**

- 20   A.     The following contract changes (including contract modifications, change orders, and price  
21 adjustments) must be approved by action of the City Council.  
22  
23         1.     Changes to any contract not originally awarded by the City Council when the  
24 cumulative value of the original contract and all changes to the contract equal or exceed \$50,000.  
25  
26         2.     Changes to any contract originally awarded, or any contract previously modified  
27 by the City Council when the cumulative value of all changes equals or exceeds both \$50,000 and  
28 10% of the original contract.  
29  
30         3.     Changes to any contract when the value of the change equals or exceeds \$50,000.  
31  
32   B.     Except as otherwise provided by applicable law, the City Administrator shall approve all  
33 other contract changes in writing.  
34

35   **§ 6-9 Voidable contracts.**

36   If any official of the City purchases or contracts for any goods, services or capital improvements  
37 in a manner contrary to the provisions of this Chapter, such purchase or contract shall be voidable  
38 by the City. However, when, in the opinion of the City Administrator, the contracting violation  
39 occurred through no fault of the contactor, the contractor may be reimbursed on the basis of goods  
40 and services furnished or work performed in good faith, in such amount as the City Administrator  
41 may determine.  
42

43   **§ 6-10 Multi-term contracts.**

44   A contract for goods, insurance, or services may be entered into for any period of time deemed to  
45 be in the best interest of the City, not to exceed five years, provided that the term of the contract  
46 and conditions of renewal or extension, if any, are included in the solicitation and funds are

1 available for the first fiscal period at the time of contracting. When funds are not appropriated or  
2 otherwise made available to support continuation of performance in a subsequent fiscal period, the  
3 contract shall be canceled with no penalty to the City.  
4

5 **§ 6-11 Indefinite quantities contracts.**

6 The City may utilize indefinite quantities contracts, as defined in this Chapter, to procure goods or  
7 services to be furnished at specific times, or as ordered, at fixed unit prices. During the term of a  
8 requirements contract, the City should use reasonable efforts to order all actual requirements of  
9 the City, or one of its departments, during a specified period of time. Failure to utilize a specific  
10 indefinite quantities contract for a particular procurement must not be considered a breach of the  
11 contractual obligation unless the contract specifically provides that the contractor is the exclusive  
12 source for the goods or services. Where practical, an indefinite quantities contract should include  
13 a maximum amount of funds that may be expended pursuant to such contracts within a one-year  
14 period. If it is not practical to include in an indefinite quantities contract, the maximum amount of  
15 funds that may be expended within a one-year period, the City Administrator shall explain the  
16 reasoning in writing to the Council.  
17

18 **§ 6-12 Validity of claims.**

19 No person or entity shall have a valid or enforceable claim against the City for the payment of any  
20 moneys or any other thing of value pursuant to an alleged contract or agreement, unless the contract  
21 or agreement has been signed and authorized as provided in this section.  
22

23 **§ 6-13 Records of procurement actions and reporting requirements.**

24 A. Contents of Record. All determinations and other written records pertaining to any  
25 solicitation, award or performance of a contract shall be maintained for the City in a contract file.  
26 All records shall be maintained for such time as required by State or Federal law or regulation but  
27 for not less than three (3) years.  
28

29 B. Submission to the City Council. A copy of such record shall be submitted to the City  
30 Council upon request. Such record shall be available for public inspection.  
31

32 C. Reporting to the City Council. The City Administrator shall immediately report to the City  
33 Council any emergency purchase of \$30,000 or more. The City Administrator shall provide a  
34 report to the City Council at least twice every fiscal year concerning:  
35

- 36 1. All emergency procurements of \$10,000 in value or more; and
- 37 2. All procurements between \$30,000 and \$50,000 in value; and
- 38 3. All current multi-year contracts with a single-year value of \$10,000 or more, or a  
39 combined value of \$30,000 or more over the term of the multi-year contract.  
40  
41  
42

43 **Article III. Competitive Bidding.**

44 **§ 6-14 Competitive sealed bidding and requests for proposals.**  
45

1 A. All purchases of goods, materials, supplies, equipment, contractual services and  
2 professional services of \$50,000 or more shall be awarded by this section except as otherwise  
3 provided in this Chapter.

4  
5 B. Solicitation of Bids and Proposals. An invitation for bids, request for proposals, or other  
6 generally accepted methods of solicitation request shall be issued to prospective bidders and shall  
7 include specifications and all contractual terms and conditions applicable to the procurement.  
8

9 C. Public Notice. Public notice of the solicited bids or requests for proposals for purchases  
10 of goods or services of \$50,000 or more shall be issued not less than fourteen (14) calendar days  
11 prior to the date set forth for the opening of bids. Such notice shall be publicized in a manner that  
12 will reach a reasonably broad audience of potential bidders, with appropriate consideration for  
13 supporting local businesses, Minority and Women-Owned Business Enterprises, and Veteran-  
14 Owned Small Businesses to the extent permitted by law.  
15

16 D. Bid and Proposal Opening, Tabulation, and Analysis. Bids and proposals shall be opened  
17 publicly by the Public Purchasing Agent in the presence of the Project Manager and/or Department  
18 Director or other designated City employee at an accessible public location or via a public video  
19 meeting.  
20

21 1. If the good or service to be purchased is one for which meeting standard specifications  
22 and lowest bid price are the determining factors for selection, a bid tabulation will be  
23 prepared by the Public Purchasing Agent for review by the requesting department. The  
24 requesting department will perform a bid analysis and provide a written  
25 recommendation as to the lowest responsible, responsive bidder. The requesting  
26 department shall submit the bid analysis and recommendation to the City Council for  
27 approval. All bid analyses, bid tabulations, recommendations, and other documents, as  
28 may be deemed appropriate, shall be retained by the City Treasurer in accordance with  
29 Chapter.

30 2. If the good or service to be purchased is one for which a request for proposal or similar  
31 solicitation has been issued, and judgment is required regarding the best provider of the  
32 good or service based on the criteria enumerated in the request for proposal, a review  
33 of the proposals by an established review panel coordinated by the Public Purchasing  
34 Agent will be undertaken in coordination with the requesting department. The  
35 requesting department will provide the findings of the review panel and a written  
36 recommendation to the City Council for approval. All bid and proposal analyses,  
37 tabulations, recommendations, and other documents, as may be deemed appropriate,  
38 shall be retained by the City Treasurer in accordance with Chapter.

39 **§ 6-15 City may accept or reject any proposal.**

40 A. The City of Hyattsville reserves the right to accept proposals individually or collectively,  
41 to accept or reject any or all proposals, waive any informality, and take whatever action is to the  
42 best interest of the City of Hyattsville, and each solicitation issued by the City should contain  
43 language to this effect, but the failure of any solicitation to contain any such language shall not  
44 render this provision inoperative.  
45



1 B. The City of Hyattsville reserves the right to withdraw a solicitation.  
2

3 **§ 6-16 Bid bonds and other sureties.**

4 When deemed necessary by the Treasurer and/or the City Administrator, bid bonds or other  
5 sureties may be required in the solicitation of a bid. Unsuccessful bidders shall be entitled to the  
6 return of their bid bond or surety following entry into a contractual agreement with the successful  
7 bidder. Bid bonds and sureties will be returned by the Treasurer upon contract award, or  
8 cancelation or other cessation of the bid.  
9

10 **§ 6-17 Correction or withdrawal of bids.**

11 A. Correction or withdrawal of inadvertently erroneous bids may be permitted before the bid  
12 opening. Mistakes discovered before the bid opening may be modified by written notice to the  
13 City. Bids may be withdrawn prior to the time set for the bid opening. After the bid opening, no  
14 changes or corrections are permitted to the bid prices or other provisions of bids prejudicial to the  
15 interest of the City or fair competition.  
16

17 B. After the bid opening, if a mistake is found and the mistake and intended correction are  
18 clearly evident on the face of the bid document, the bid may be corrected to the intended corrected  
19 bid and may not be withdrawn. Samples of mistakes that may be clearly evident on the face of the  
20 bid document are typographical errors, errors in extending unit prices, transposition errors, and  
21 arithmetical errors.  
22

23 C. If there is found to be a minor irregularity, as defined in this Chapter, the Public Purchasing  
24 Agent shall either give the bidder or offeror an opportunity to cure any deficiency resulting from  
25 the minor irregularity in a bid or proposal or waive the deficiency, whichever is to the advantage  
26 of the City.  
27

28 **§ 6-18 Bid acceptance and bid evaluation.**

29 Bids shall be unconditionally accepted without alteration or correction, except as authorized in this  
30 Chapter. Bids shall be evaluated based on the requirements set forth in the specifications, which  
31 may include criteria to determine acceptability such as inspection, testing, quality, workmanship,  
32 delivery, and suitability for a particular purpose. The criteria that will affect the bid price and be  
33 considered in evaluation for award shall be objectively measurable, such as discounts,  
34 transportation costs, and total or life cycle costs. The specifications shall set forth the evaluation  
35 criteria to be used. No criteria may be used in the bid evaluations that are not set forth in the  
36 specifications.  
37

38 **§ 6-19 Bid rejection**

39 The City may reject any or all bids or parts of bids in its discretion and may or may not request a  
40 re-bidding.  
41

42 **§ 6-20 Bid award.**

43 Bids of \$50,000 or more must be approved by the City Council. Bid awards for contracts under  
44 \$50,000 may be presented to the City Council. Bids will be awarded to the lowest responsible  
45 bidder whose bid meets the requirements and criteria set forth in the specifications.  
46

1 **§ 6-21 Cancellation of award.**

2 Cancellation of awards or contracts may be permitted where appropriate. Such cancellations must  
3 be submitted to the City Council, if the Council approved the award or contract, with full  
4 explanation for consideration.

5  
6 **§ 6-22 Award to other than low bidder.**

7 If the City Administrator recommends awarding the contract to a bidder that is not the lowest  
8 bidder meeting specifications, a full and complete statement of the reason(s) for placing the order  
9 elsewhere will be prepared and submitted to the City Council, if \$50,000 or more, or included in  
10 the contract file if the City Administrator has the authority to award the contract.

11  
12 **§ 6-23 Prohibition against subversion of this Chapter.**

13 No contract, purchase, or service shall be subdivided to avoid the intent and purpose of the  
14 provisions contained in this Chapter.

15  
16 **§ 6-24 Contract coordination.**

17 Upon bid award, the designated Project Manager will coordinate contract execution between the  
18 successful bidder and the City. Approval of the City Attorney is required for all contract  
19 documents. All contract documents will be retained by the City Treasurer pursuant to this Chapter.

20  
21 **§ 6-25 Authority to execute contracts.**

22 The City Administrator or their designee shall execute all contracts for purchases, unless  
23 applicable laws require action by the Mayor or other officer.

24  
25 **§ 6-26 Change orders.**

26 Change orders shall be used to change contracts as follows:

27  
28 A. The City of Hyattsville reserves the right in all contract agreements to increase or decrease  
29 quantities, time, and alter the details of construction as the Public Purchasing Agent and/or Project  
30 Manager may consider necessary or desirable by approved change order.

31  
32 B. A change order shall be defined as a written order issued by the Public Purchasing Agent  
33 and/or Project Manager for changes in the construction work and other contractual services. Such  
34 change orders shall set forth the description of the change and the method of measurement and  
35 payment. Change orders must be reviewed and approved by the City Administrator and the  
36 Treasurer for approval.

37  
38 C. Change orders shall be limited to increases or decreases in time or changes in the scope of  
39 the work which may change the total cost of the project. The Treasurer must certify that funding  
40 is available for any change order prior to executing the change order. The following contract  
41 changes (including contract modifications, change orders, and price adjustments) must be  
42 approved by action of the City Council:

- 43  
44 1. Changes to any contract not originally awarded by the City Council when the  
45 cumulative value of the original contract and all changes to the contract equal or exceed  
46 \$50,000;

1           2. Changes to any contract originally awarded, or any contract previously modified by the  
2           City Council when the cumulative value of all changes equals or exceeds both \$50,000  
3           and 10% of the original contract; and

4           3. Changes to any contract when the value of the change equals or exceeds \$50,000.

5   D.    Change orders which increase or decrease time, but involve no cost change must be  
6   reviewed and signed by the City Administrator and the Treasurer. Any significant or substantial  
7   change in an approved contract shall be reported to the Mayor and City Council.  
8

9   **§ 6-27 Cancellation of invitations for bids or requests for proposals.**

10   An invitation for bid or other solicitation may be canceled when the City Administrator or City  
11   Council determines that it is in the best interest of the City. The reasons therefore shall be made  
12   part of the bid file.  
13

14   **§ 6-28 Bid protests.**

15   A.    Any protest concerning the solicitation of a bid, request for proposals, request for  
16   quotations, invitation for prequalification or similar solicitation shall be decided by the City  
17   Administrator.  
18

19   B.    Right to Protest. Any actual or prospective bidder or offeror who is aggrieved in connection  
20   with a solicitation or an award of a contract may protest to the City Administrator. The protest  
21   shall be in writing and filed with the City Administrator within seven (7) days after such aggrieved  
22   person knows or should have known of the facts giving rise to the protest. A protest shall be  
23   considered untimely if it is not received by the City Administrator within the time period stated  
24   above. A bidder or offeror is aggrieved only if the bidder or offeror can demonstrate that, should  
25   the protest be sustained, the bidder or offeror may be eligible for the award.  
26

27   C.    Form of Protest. The written protest shall include, at minimum, the following: 1) name and  
28   address of the protestor, 2) solicitation or contract number or identifier, 3) statement of reasons for  
29   the protest, and 4) supporting exhibits, evidence, or documents to substantiate any claims.  
30

31   D.    Bond. The bond for a protest is \$750. The bond shall be paid in the form of a check payable  
32   to the City of Hyattsville. If the protest is sustained by the City Administrator, the protestor will  
33   be entitled to a refund of the bond. A protest shall be considered untimely if the bond is not received  
34   by the City Administrator within the time limits to file a protest.  
35

36   E.    Authority to Resolve Protests. The City Administrator, after consultation with the City  
37   Attorney, shall have the authority, prior to the commencement of an action in court concerning the  
38   controversy, to settle and resolve a protest of an aggrieved bidder or offeror concerning the  
39   solicitation or award of a contract.  
40

41   F.    Award of a Contract During a Protest. In the event of a timely protest, the City shall not  
42   proceed further with a solicitation or award of a contract until after a written decision on the protest  
43   has been issued by the City Administrator, unless the City Administrator, after consultation with  
44   the City Attorney, determines in writing that awarding a contract without delay is necessary to  
45   protect the interests of the City.

1  
2 G. Final Decision. If the protest is not resolved by mutual agreement, the City Administrator  
3 must adjudicate the protest on the record and issue a final written decision within twenty-one (21)  
4 days of receiving the protest. The decision must state the reason for the action taken and inform  
5 the bidder or offeror of its rights to appeal the written decision. The City Administrator's decision  
6 is final.  
7

8 **§ 6-29 Types of procurement exempt from competitive bidding.**

9 A. Purchases under \$30,000. Any procurement of goods not exceeding the amount of \$30,000  
10 may be made without the requirement of competitive bidding; provided, however, that  
11 procurement requirements shall not be artificially divided so as to constitute a small purchase  
12 under this section.  
13

14 B. Professional Services. Any procurement of or contract for professional services may be  
15 made without the requirement of competitive bidding. The City Administrator may, by regulations,  
16 establish competitive negotiation or selection procedures for professional service contracts or  
17 classes of professional service contracts. The City Council must approve any professional services  
18 procurement or contract of \$50,000 or more.  
19

20 C. Emergency Procurement. The City Administrator may make or authorize others to make  
21 emergency procurements without the requirement of competitive bidding when there exists a threat  
22 to the public health, welfare or safety under emergency conditions, provided that the City  
23 Administrator shall file promptly with the City Council a certificate showing such emergency and  
24 the necessity for such action, together with an itemized account of all expenditures. Such  
25 emergency procurements shall be made with such competition as is practicable under the  
26 circumstances. The City Administrator shall make a written determination of the basis for the  
27 selection of the particular contractor, which shall be included in the contract file. In no case shall  
28 failure to plan for provision of a City service constitute an emergency under this subsection.  
29

30 D. Sole Source Procurement. A contract for procurements less than \$50,000 in value may be  
31 awarded for a good, service or construction item without the requirement of competitive bidding  
32 when, under such regulations as the City Administrator may establish, the City Administrator  
33 determines, in writing, that there is only one available source for the good, service or construction  
34 item or if a specific manufacturer's product is required to ensure compatibility with existing  
35 installed equipment and so notifies the City Council. The City Administrator's determination shall  
36 be subject to review and approval by the City Council.  
37

38 E. Cooperative Purchasing. The City Administrator may enter into contracts or agreements  
39 for cooperative purchasing, as defined in this Chapter, without the requirement of competitive  
40 bidding by the City, provided that such cooperative purchasing meets all of the requirements of  
41 this Chapter and is consistent with their provisions in every respect. The City Council must approve  
42 any cooperative purchase of \$50,000 or greater.  
43

44 F. Products or Services Immediately Available. Subject to written authorization by the City  
45 Administrator, when immediate action is necessary to take advantage of a sale or when the product  
46 or service is immediately available from one vendor and not from lower bidders, the procurement

1 does not exceed \$50,000 in value, the delay would impair the City’s ability to procure such goods  
2 or services and the price from the vendor who can deliver quickly is not materially higher than the  
3 lower bids.

4  
5 G. Rider contracts. The City Administrator may use rider contracts, without the requirements  
6 of competitive bidding by the City, if the contract was established in a manner consistent with the  
7 purposes of this Chapter and:

- 8  
9 1. The vendor provides to the City Administrator, in writing, a statement extending the  
10 terms of the contract to the City; and  
11 2. The City Administrator obtains copies of the solicitation document, scoring sheets  
12 and/or bid tabulation, evidence of contract award and the underlying executed contract,  
13 or explains in writing to the City Council why the rider contract is recommended in the  
14 absence of some or all of the documentation identified in this subparagraph.

15 The quantity and dollar value of rider contracts may be amended; however, the scope and  
16 specifications of goods and services must match the underlying contract.

17  
18 H. In addition, the following types of transactions are exempt from competitive procurement:

- 19  
20 1. Purchases for water, sewer, electric, postage, or other utility services;  
21 2. Sales, rentals, or purchases of land and rights of way;  
22 3. Employment contracts and employee relocation costs;  
23 4. Temporary labor agreements;  
24 5. Goods purchased from a public auction sale, including an internet auction, provided  
25 that a written determination is made in advance by the City Administrator that such a  
26 purchase is in the best interest of the City;  
27 6. Expenditures for travel, subscriptions, courses, seminars, and conventions,  
28 membership dues and subscription fees;  
29 7. Acquisition of works of art for public display; and  
30 8. Procurement of instructional or educational services for City officials, staff, or  
31 residents, or for social, cultural, or recreational programs or events offered or sponsored  
32 by the City.

33 **§ 6-30 Procedure for procurements exempt from competitive bidding.**

34 A. Procurements equal to or exceeding \$3,500 but less than \$30,000. Insofar as it is practical,  
35 in all procurements equal to or exceeding \$3,500 in value but less than \$30,000, with the exception  
36 of sole source procurement, cooperative purchasing, products or services immediately available,  
37 and riders, proposals for goods or services required shall be solicited from at least three (3)  
38 qualified sources. In the event that three (3) qualified sources do not exist, the City Administrator

1 or their designee shall make a written determination of that fact and report that determination to  
2 the City Council.

3  
4 B. Procurements less than \$3,500. For expenditures less than \$3,500, a reasonable effort shall  
5 be made to obtain goods or services at the lowest cost.

6  
7 **§ 6-31 Extensions.**

8 A. An extension of a contract may be awarded without competition when the City  
9 Administrator finds, in writing, that circumstances warrant the extension of an existing contract at  
10 the same unit price, provided that the extension occurs within 12 months of the date of execution  
11 of the original contract.

12  
13 B. For multi-year contracts executed in accordance with this Chapter, an initial extension  
14 under this subsection may be made for a period of one year and approved by the City  
15 Administrator. Any subsequent extensions must be approved by the City Council. When funds are  
16 not appropriated or otherwise made available to support continuation of performance in a  
17 subsequent fiscal period, the contract shall be canceled with no penalty to the City.

18  
19 **§ 6-32 Purchase orders.**

20 A. City purchases shall be memorialized by a written contract, purchase order or procurement  
21 card documentation signed in accordance with this subsection A, except as specified elsewhere in  
22 this Chapter. Purchase orders shall be consecutively numbered from the start of each fiscal year.  
23 Purchase orders shall be signed by the City Administrator or their designee. Use of procurement  
24 cards must be documented and approved pursuant to established administrative regulations.

25  
26 B. No department head shall make any purchase on behalf of or chargeable to the City except  
27 by means of a purchase order or procurement card approved in accordance with subsection (A) of  
28 this section; provided, however, that this subsection (B) shall not apply to emergency purchases.  
29 Emergency purchases are subject to the regulations that may be established by the City  
30 Administrator; provided, however, that in the case of emergency expenditures, a purchase order or  
31 purchasing card approval must be obtained from the City Administrator or designee within 72  
32 hours of the purchase, or as soon as practicably possible thereafter.

33  
34 C. No person employed by the City or providing services to the City as an independent  
35 contractor shall purchase or cause to be purchased through or from the City any item for their  
36 personal use. Without limitation on any other legal actions or remedies available, violations of this  
37 section shall be sufficient cause for dismissal, suspension or termination of employment or of any  
38 contract for services, as the City Council may determine. A violation of this section shall be a  
39 Class A offense.

40  
41 D. No department head shall order and obtain goods or services exceeding \$3,500 in value  
42 without first securing a purchase order or without following the administrative procedures  
43 regarding procurement cards.

44  
45 **§ 6-33 Petty cash expenditures.**

1 Petty cash shall be maintained by the City Treasurer and the City Administrator shall have the  
2 authority to establish procedures for petty cash expenditures.  
3

4 **Article IV. Disposition of Equipment and Goods.**  
5

6 **§ 6-34 Generally.**

7 A. All departments, at such times and in such form as may be prescribed, shall submit to the  
8 City Treasurer reports listing stocks of all articles which are no longer used, which have become  
9 obsolete or which are surplus to the needs of the department. The City Administrator shall transfer  
10 serviceable surplus goods between using departments in lieu of filling requisitions for the purchase  
11 of new or additional stock of the same or similar articles, unless such transfer is contrary to the  
12 best interests of the City as determined by the City Administrator.  
13

14 B. The City Administrator shall provide a report on disposed equipment/goods to the City  
15 Council on a semi-annual basis.  
16

17 **§ 6-35 Method of sale.**

18 A. Except as provided in this article, all goods which have become surplus, obsolete or  
19 unusable and whose current estimated value is \$10,000 or more shall be sold to the highest  
20 responsible bidder by the competitive bid or proposal procedures prescribed in this Chapter except  
21 that the goal shall be to obtain the highest price from prospective purchasers. The City  
22 Administrator may waive the competitive bid or proposal procedures and sell such property by  
23 auction or by private sale after reasonable public notice when the return to the City is expected to  
24 be increased or the nature of the goods is such as to make competitive bid or proposal procedures  
25 impractical.  
26

27 B. Goods which have been found by the City Administrator to have become surplus, obsolete  
28 or unusable, and whose current value is estimated to be less than \$10,000 may be disposed of by  
29 the methods described in regulations the City Administrator may establish. Such dispositions shall,  
30 wherever feasible, be based on competitive price quotations and shall be made to a responsible  
31 purchaser offering the highest price. The City Administrator is authorized to sell by auction such  
32 property to the highest responsible bidder, after public notice, when, in the City Administrator's  
33 opinion, the return to the City is expected to increase by this procedure. In order to produce the  
34 highest return for the disposition of such personal property, the City Administrator may select from  
35 the following disposition methods the method which will yield the greatest return under the  
36 circumstances of each disposition:  
37

- 38 1. Competitive sealed bids;
- 39 2. Competitive sealed proposals;
- 40 3. Competitive auction sale;
- 41 4. Trade-in or exchange for goods which are of current need; and
- 42 5. Competitive negotiations.

43 **§ 6-36 Worthless items.**

1 In the event that the City Administrator or their designee determines the goods offered for disposal  
2 have no real or scrap value, they may be disposed of as refuse.  
3

4 **AND BE IT FURTHER ORDAINED** that if any provision of this Ordinance or the  
5 application thereof to any person or circumstance is held invalid for any reason, such invalidity  
6 shall not affect the other provisions or any other applications of the Ordinance which can be given  
7 effect without the invalid provision or applications, and to this end, all the provisions of this  
8 Ordinance are hereby declared to be severable;

9 **AND BE IT FURTHER ORDAINED** that this Ordinance shall take effect on\_\_\_\_\_,  
10 2024;

11 **AND BE IT FURTHER ORDAINED** that a fair summary of this ordinance shall  
12 forthwith be published twice in a newspaper having general circulation in the City and otherwise  
13 be made available to the public.

14 **INTRODUCED** by the City Council of the City of Hyattsville, Maryland, at a regular  
15 public meeting on \_\_\_\_\_, 2024.

16 **ADOPTED** by the City Council of the City of Hyattsville, Maryland, at a regular public  
17 meeting on \_\_\_\_\_, 2024.

18  
19  
20 Adopted: \_\_\_\_\_.

21  
22  
23  
24 Attest: \_\_\_\_\_  
25 Laura Reams, City Clerk

\_\_\_\_\_

Robert S. Croslin, Mayor

26  
27  
28  
29 ¶ indicate deletions

30 Underline/CAPS/**BOLD** indicate additions

31 Asterisks \* \* \* Indicate matter retained in existing law but omitted herein.

32



SL1



# City of Hyattsville



Procurement-Related Charter  
Amendment – April 1, 2024



# Purpose

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## Update the Charter and Code to Incorporate Procurement Best Practices

- Place overarching procurement provisions in the Charter and move more specific provisions to the Code. Charter provisions will focus on the respective roles of the Mayor and Council, City Administrator, and Treasurer.
- The updated provisions will require greater transparency of procurement operations and regular reporting to Council.
- The Code provisions will update procurement methods to reflect the options to use electronic submissions and transactions as well as remote meetings and bid openings. They will also adjust dollar thresholds to reflect the impact of inflation over time.

# Charter Amendment

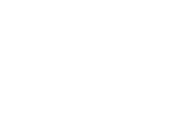


.....

**All purchases and contracts for the City of Hyattsville shall be made in accordance with the City Code.**

**The City Administrator shall sign all City contracts in accordance with the City Code.**

**The City Administrator shall purchase materials, equipment, supplies and services when not in excess of the dollar amount prescribed by the City Council and, in accordance with the City Code, enter into contracts necessary for the operation and maintenance of the City.**



# Approval Steps



## **Charter Amendment**

April 1, 2024: Public hearing at 6 PM, Council discussion during the 7 PM meeting

April 15, 2024: Scheduled Adoption of the Charter Amendment Resolution

June 4, 2024: Effective Date of the Charter Amendment Resolution

## **City Code Amendments**

Council to consider and adopt City Code amendments during April to be effective by the date of the Charter amendment

# Code Revisions



.....

As presented to Council on November 6, 2023, the procurement provisions of the City Code are proposed to be updated as follows:

- Updated dollar amounts
- Improved reporting requirements
- Inclusion of modern purchasing processes
- Clarification of purchases that are exempt from competitive bidding

# New Dollar Amounts



## Proposed New Thresholds for Code:

- **\$50,000 or greater – requires Council approval, up from \$10,000; threshold reflects inflation, focuses on more important purchases and is consistent with the trend of area municipalities**
- **\$30,000 or greater – formal contract required; competitive bidding required**
- **\$3,500 or greater – requires three quotes**

# Reporting Required



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A report to the Council is to be required at least twice every fiscal year concerning:

- All procurements between \$30,000 and \$50,000 in value
- All multi-year contracts with a single-year value of \$10,000 or more or a combined value of \$30,000 or more over the term of the contract
- All emergency procurements of \$10,000 or more in value



# Modern Processes



.....

The rise of many forms of electronic purchasing transactions requires new procedures and controls.

Modern purchasing operations now also include the availability of online plan sets, bid submissions and remote bid openings.

# Exempt Purchases



Purchases that would be exempt from competitive bidding are listed below; Council approval is still required if threshold levels are reached.

- Purchases under \$30,000
- Professional services
- Emergency procurements (but special reporting requirements)
- Sole source procurements
- Cooperative purchases and rider contracts
- Products or services that are immediately available which would allow the City to take advantage of a special sale or other advantageous opportunity

# Exempt Procurement



Other goods or services that are exempt from competitive bidding:

- Purchases for water, sewer, electric, postage or other utility services
- Sales, rental or purchases of land and rights of way
- Employment contracts and employee relocation costs
- Temporary labor agreements
- Goods purchased from a public auction sale
- Acquisition of works of art for public display
- Travel, subscriptions, courses, conventions, membership dues
- Procurement of instructional or educational services or for social, cultural or recreational programs or events

# Other Elements

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## **Emphasis on Equity**

Long before a purchase is made, equity is to be considered regarding the type of product or service that is needed, how advertising for the purchase of the good or service should be done, and how the evaluation of proposals or specifications should be handled.

## **Administrative Regulations to be Prepared**

Administrative regulations will have more stringent dollar amounts and procedures than in the Code. They will assist staff by providing step by step processes that look to the intent of the Council Goals and outlining the required assessments needed before a purchase.



— “ —————

**Thank you!**

————— ” —



# City of Hyattsville

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

## Agenda Item Report

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**File #:** HCC-262-FY24

4/1/2024

10.d.

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Submitted by: Nate Groenendyk  
Submitting Department: City Clerk  
Agenda Section: Discussion

**Item Title:**  
**Open FY25 Budget Discussion**

**Suggested Action:**  
Open discussion to provide time for follow-up items pertaining to the FY25 Budget.

**Summary Background:**  
The FY25 budget was introduced on March 27, 2024.

**Next Steps:**  
Council Discussion

**Fiscal Impact:**  
Please see budget documents on the City's website at [Hyattsville.org/budget](http://Hyattsville.org/budget).

**City Administrator Comments:**  
For discussion.

**Community Engagement:**  
Community members are encouraged to submit comment on the budget to [cityclerk@hyattsville.org](mailto:cityclerk@hyattsville.org) or to their individual Councilmembers.

**Strategic Goals:**  
Goal 2 - Ensure the Long-Term Economic Viability of the City

**Legal Review Required?**  
N/A