

**Chapter 4**  
**ADMINISTRATION OF GOVERNMENT**

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[HISTORY: Adopted by the Mayor and Council of the City of Hyattsville 12-1-69. Sections 4-1A, 4-7, 4-10 and Art. II amended and § 4-8 added at time of adoption of Code; see Ch. 1, General Provisions, Art. I. Other amendments noted where applicable.]

GENERAL REFERENCES

- Charter
- Code of Ethics - See Ch. 10.
- Fire Department - See Ch. 14.
- Police Department - See Ch. 30.
- Health and Sanitation Committee - See Ch.65.
- Parks and Recreation Committee - See Ch. 84.

**§ 4-1. Mayor.**

The Mayor is hereby authorized and empowered to execute and sign all contracts made by the City Council, which contracts shall be attested by the Clerk, who shall affix the Seal of the city thereto.

Pursuant to § C2-5 of the Charter of the city, the annual salary of the Mayor shall be four thousand five hundred dollars<sup>3</sup> (\$4,500.). [Amended 2-19-74; 2-20-79 by HB No. 1-79; Amended 12-2-91 by HB No. 7-91]

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<sup>3</sup> *The Compensation of the Mayor has subsequently been amended by Hyattsville Resolution 5-91, Hyattsville Bill 7-91 and Hyattsville Bill 99-01. Copies are available in the office of the City Clerk.*

**§ 4-2. City Administrator. [Added 2-17-81 by HB No. 2-81]**

The City Administrator shall perform such duties as are enumerated in the City Charter, Code and Personnel Manual. In the absence of the City Administrator, such duties shall be performed by such person or persons as the Mayor and Council shall designate.

**§ 4-3. City Council.**

Preparation and filing of annual financial statement. The City Council shall prepare and file among the records of the city annually a statement showing the amount of all moneys at the disposal of the City Council for public expenditure during each year terminating on the 30th day of June, the amount actually expended and for what purpose, together with the liabilities and credits of the city. Surrender of books, records and other city property to successors. The members of the City Council shall turn over to their successors after each election, when they shall have qualified and entered on the duties of their office, all the books, papers and records and other city properties in their possession.

Pursuant to § C2-6 of the Charter of the city, the annual salary of each City Councilmember shall be three thousand dollars<sup>4</sup> (\$3,000.) per year. [Amended 2-19-74; 2-20-79 by HB No. 1-79; Amended 12-2-91 by HB No. 7-91]

**§ 4-4. City Clerk; City Treasurer. [Amended 3-2-70; 5-19-80 by HB No. 11-80]**

A. Purchase orders. The Treasurer shall sign all purchase orders, with the exception of bids and contracts as provided in § C5-21 of the Charter.

B. Payment of bills.

(1) The Treasurer shall pay all bills against the City Council, upon the orders of the City Council, when such bills shall be presented to him with a warrant properly signed by the liaison to the Finance Officer, provided that, in the absence of or in case of the inability of the Council liaison to the Finance Officer to function, the Mayor may sign such warrants as may be necessary for the payment of bills and report the same to the Council Committee for its records.

(2) If the city would be entitled to a discount by paying any bill within ten (10) days of its receipt, the procedures set forth in Subsection B(1) hereof shall not apply, and said bill shall be paid immediately by the Treasurer upon presentation of a warrant signed by the head of the appropriate city department and the City Administrator. [Added 10-20-80 by HB No. 18-80]

C. Application and issuance of permits.

(1) Except as otherwise provided, when any person shall desire the issuance of any permit for which a fee shall be charged or a deposit required, application therefor shall be made to the City Clerk, who, if the applicant is entitled to such permit, shall issue the required permit on payment of the stipulated fee.

(2) The City Clerk shall procure and provide such blanks or forms as may be necessary to carry out the provisions of this section and shall pay the cost or expense thereof out of any funds in the treasury provided for the expenses of the City Clerk's office.

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<sup>4</sup> *The Compensation of City Councilmembers has subsequently been amended by Hyattsville Resolution 5-91, Hyattsville Bill 7-91 and Hyattsville Bill 99-01. Copies are available in the office of the City Clerk.*

D. The City Treasurer shall render to the City Council annually a report of all moneys received, disbursed and on hand up to and including the 30th day of June of each year and of all accounts receivable and payable at that date.

E. Pursuant to § C5-3 of the Charter of the city, the Treasurer shall provide a corporate surety bond in the amount of fifty thousand dollars (\$50,000.).

## **SPECIAL COMMITTEES AND CITY DEPARTMENTS**

### **ARTICLE II**

#### **ADMINISTRATION OF GOVERNMENT**

##### **§ 4-5. Creation of special committees; nominations. [Amended 3-3-08 by HO-2008-03]**

A. The Mayor may create special committees, commissions, and task forces as he deems necessary. Nominations to said bodies shall be made by the Mayor and approved by the Council.

B. The Mayor shall provide the following information to Council regarding any new committees, commission or task force:

- (1) A mission statement, including the purpose, scope, and deliverables required;
- (2) The frequency of meetings, the minimum number of meetings per year and whether it is permanent or temporary (in which event an estimated time for its existence shall be included);
- (3) The composition of its members, any applicable qualifications, the scope of participation by council liaison, council members, or city staff and whether participation by all wards is recommended or required;
- (4) The term of office of members including renewal/reappointment dates and times;
- (5) The applicable grounds for removal of any member and the city bodies with such removal authority

C. Each special committee, commission, or task force is required to do the following:

- (1) Notify the public in advance of all meetings;
- (2) Maintain minutes for each meeting;
- (3) Provide the City Administrator and Council with a copy of the minutes for each meeting;
- (4) Notify the City Administrator and Council if a scheduled meeting is cancelled;
- (5) Comply with the Open Meetings Act, currently codified at State Gov't Article §§10-501-10-512;
- (6) Close meetings only in accordance with the Open Meetings Act;
- (7) Notify the City Administrator and Council in the event a member is involuntarily removed;
- (8) Notify the Council in the event the special committee, commission, or task force dissolves prior to the expiration of its term, including the reason for the dissolution.

- D. The City Clerk shall maintain a list of the members of each special committee, commission, or task force, and the time for appointment or replacement.
- E. The names of all members nominated for each committee, commission or task force shall be publicized prior to council vote.
- F. The City Council shall have the authority to remove any person from any committee, commission or task force for good cause after affording the person reasonable notice and the opportunity to be heard by Council or its designee.

## ARTICLE III

### Personnel Regulations

#### **§ 4-7. Personnel Manual.<sup>5</sup>**

The city's personnel rules, regulations and policies shall be kept in the form of a Personnel Manual, which may be changed from time to time by resolutions of the City Council as it deems desirable or necessary in accordance with the city's merit system.

#### **§ 4-8. Prohibitions and penalties regarding merit system.**

A. Prohibitions. If a merit system is adopted, no person in the classified service of the city or seeking admission thereto shall be appointed, promoted, demoted, removed or in any way favored or discriminated against because of his sex, race or political or religious opinions or affiliations or any other factors not related to ability to perform the work, no person shall willfully or corruptly commit or attempt to commit any fraud preventing the impartial execution of the personnel provisions of the Charter or of the rules and regulations made thereunder, no person seeking appointment to or promotion in the classified service of the city shall either, directly or indirectly, give, render or pay any money, service or other valuable thing to any person for or on account of or in connection with his appointment, proposed appointment, promotion or proposed promotion, no person shall orally, by letter or otherwise solicit or be in any manner concerned in soliciting any assessment, subscription or contribution for any political party or political purpose whatever from any person holding a position in the classified service of the city, and no person holding a position in the classified service of the city shall make any contribution to the campaign funds of any political party or any candidate for public office in the City of Hyattsville or take any part in the management, affairs or political campaign of any political party or candidate for public office in the City of Hyattsville further than in the exercise of his right as a citizen to express his opinion and to cast his vote. [Amended 9-9-90 by HB 6-90]

B. Penalties. Any person who, by himself or with others, willfully and corruptly violates any of the provisions of this section shall, upon conviction thereof, be punished by a fine of not more than one hundred dollars (\$100.) or by imprisonment for a term not exceeding thirty (30) days, or by both such fine and imprisonment. Any person who is convicted under this section shall, for a period of five (5) years, be ineligible for appointment to or employment in a position in the city service and shall, if he is an officer or employee of the city, immediately forfeit the office or position he holds.

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<sup>5</sup> *Editor's Note: The Personnel Manual referred to herein is on file and open to public inspection in the office of the Administrator.*

**§ 4-9. Participation in social security system.**

Commencing July 1, 1960, all employees of the city, except elected officials and those under contract, shall be participants in the social security system, and regular required deductions from their pay will be made accordingly.

**§ 4-10. Report of injury.**

Every employee of the city shall report fully and accurately and as soon as possible any injury he may receive while on duty as a city employee. For the protection of both the employee and the city, it is essential that the proper forms be filed promptly and that proper medical attention be given as soon as possible. Forms and instructions for dealing with these matters are obtainable at the City Office.