

# City of Glenarden Charter Review Committee



Public Hearing  
Thursday, October 20, 2022  
at 6:30PM

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# Background

# Charter Review Committee Process



## Align with Current Practices

Update as necessary for current practices. For example, virtual/hybrid meetings. Ensure amendments are properly incorporated.

## Align with State & Fed Regulations

Ensure the Charter is up to date with state and federal regulations.

## Align Roles & Responsibilities

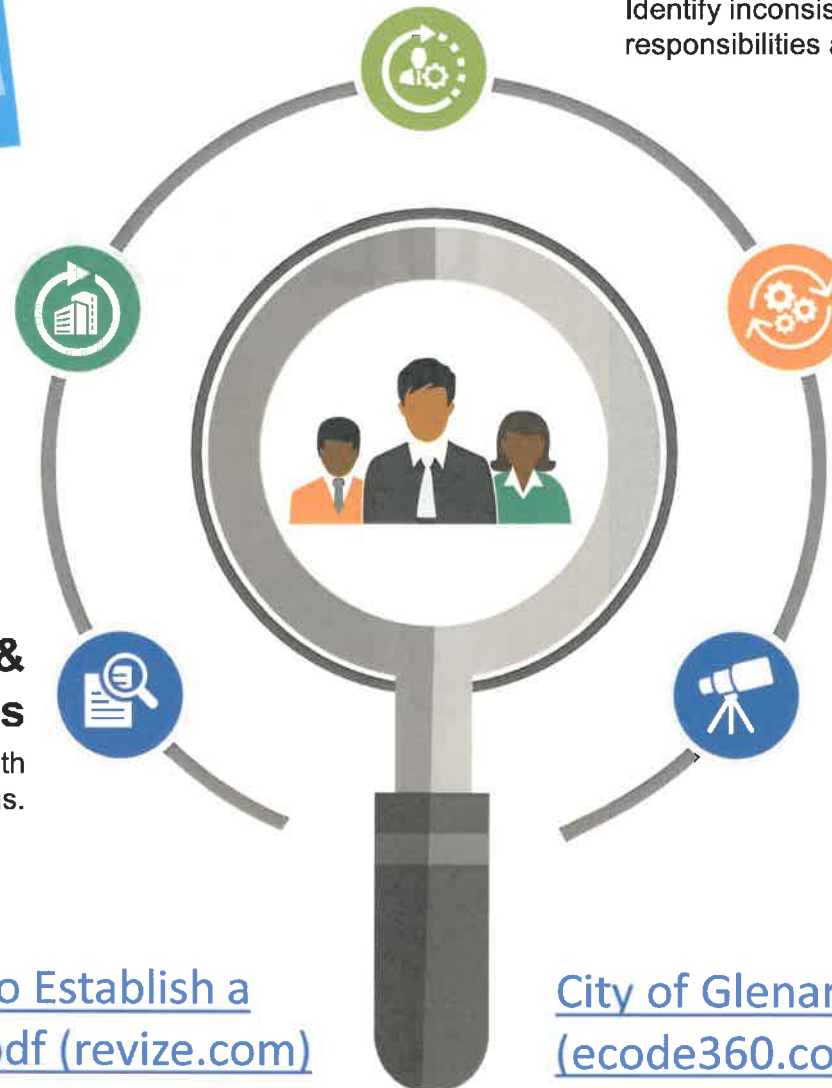
Identify inconsistencies in roles & responsibilities and resolve.

## Align Processes

Identify inconsistencies in process and resolve.

## Align with Vision

Ensure strategic vision and plan for the City is consistent with the Charter.



[R-34-2022 A Resolution to Establish a Charter Review Process.pdf \(revize.com\)](#)

[City of Glenarden, MD Charter \(ecode360.com\)](#)

# Forms of Government

- (1) Strong Mayor-Council; (2) Weak Mayor-Council; (3) Commissioner Form; (4) Council-Manager
- Identified Strengths and Weaknesses of each form of government
- Many municipalities in Maryland are “hybrids”, that is their charters contain elements of more than one form of government.
- What forms of government are reflected in the City’s Charter?

# Governmental Structure History

- [1939 Charter.pdf](#)
- **May 17, 1939, House Bill 851, Sec.4.** “And be it further enacted, That the government of said town [Glenarden] shall be vested in the Mayor and Common Council, composed of the Mayor and four councilmen to be elected at large as hereinafter provided...”
- **May 17, 1939, House Bill 851, Secs.6-21** go on to enumerate the responsibilities of the Mayor and Council as a single body.
- [R-01-95 CHARTER AMENDMENT TO REPEAL AND REPLACE THE GLENARDE.pdf](#)
- **April 11, 1995, R-1-95 Charter Amendment to Repeal and Replace the Glenarden Charter** “Whereas, the present Charter of Glenarden was enacted in 1976; Whereas, this historic document has limitations of content, form, and language that hinder the ability of the City to carry out its mandated functions; Whereas, a new Charter has been developed by the Council to improve the governance of the City...”



# Challenges

# City of Glenarden Roles per Charter

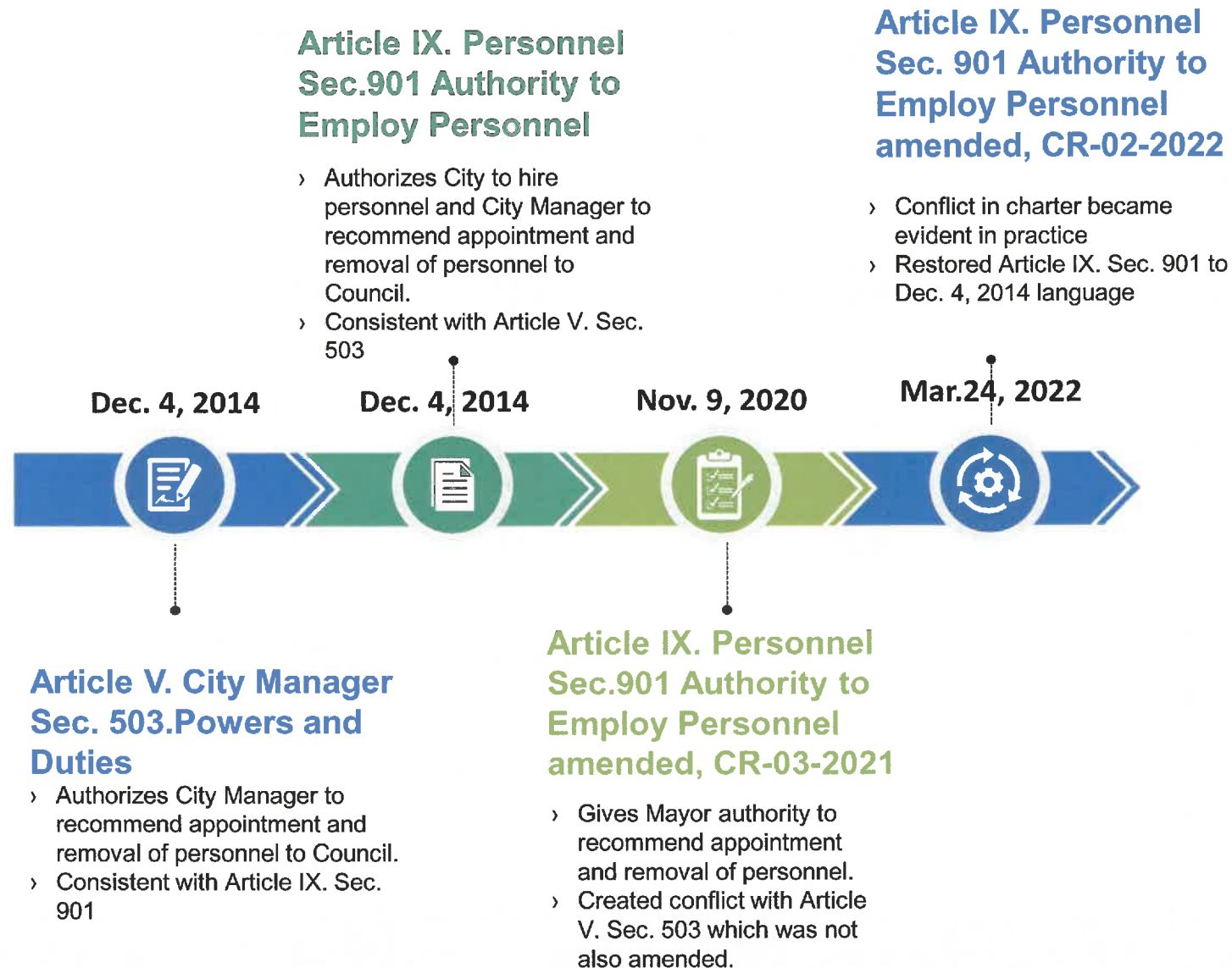




# Responsibilities (as of June 2021)

Activity	City Manager	Mayor	Council
<b>Budget</b>			
Prepare	<input checked="" type="checkbox"/>		
Present		<input checked="" type="checkbox"/>	
Amend & Approve			<input checked="" type="checkbox"/>
Administer	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Personnel</b>			
Recommend Hire/Fire	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Manage day-to-day	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Approve Hire/Fire			<input checked="" type="checkbox"/>
<b>Resolutions</b>			
Create/Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve			<input checked="" type="checkbox"/>
Execute	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
<b>Ordinances</b>			
Create/Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve			<input checked="" type="checkbox"/>
Execute	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

# Charter Inconsistency Illustrated



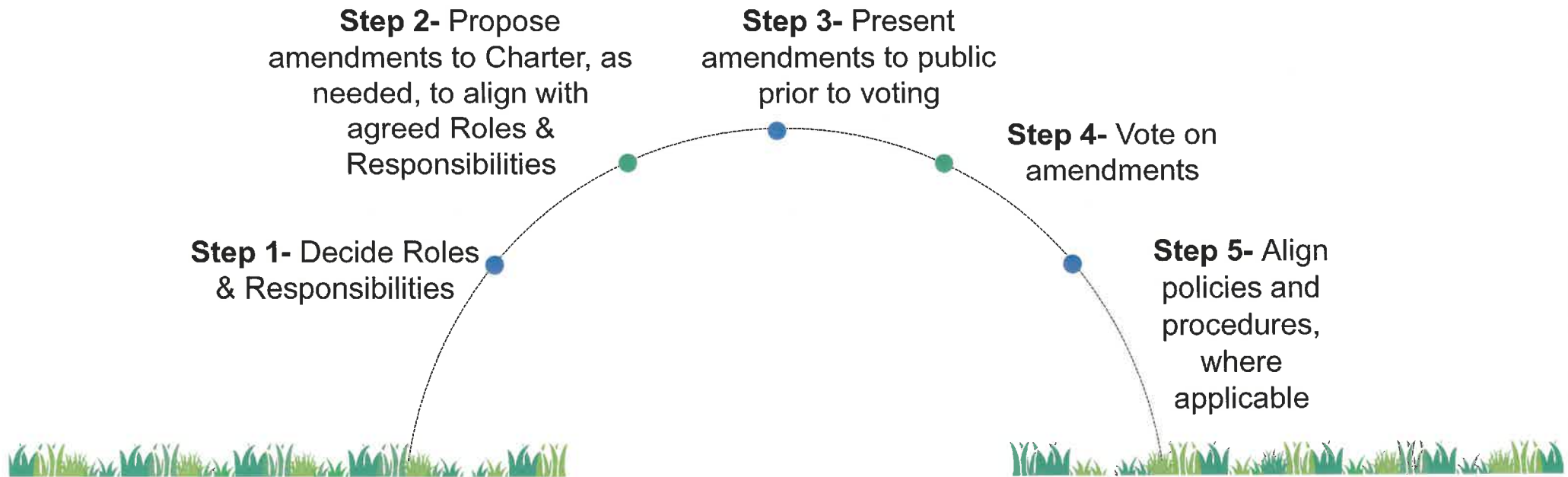
# Responsibilities (as of June 2022)

Activity	City Manager	Mayor	Council
<b>Budget</b>			
Prepare	<input checked="" type="checkbox"/>		
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Amend & Approve			<input checked="" type="checkbox"/>
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<b>Ordinances</b>			
Create/Request	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Approve			<input checked="" type="checkbox"/>
Execute	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



# Vision for Change

# Closing the Gap



## Where We Are

- › Discord
- › Inefficiency
- › Ambiguity

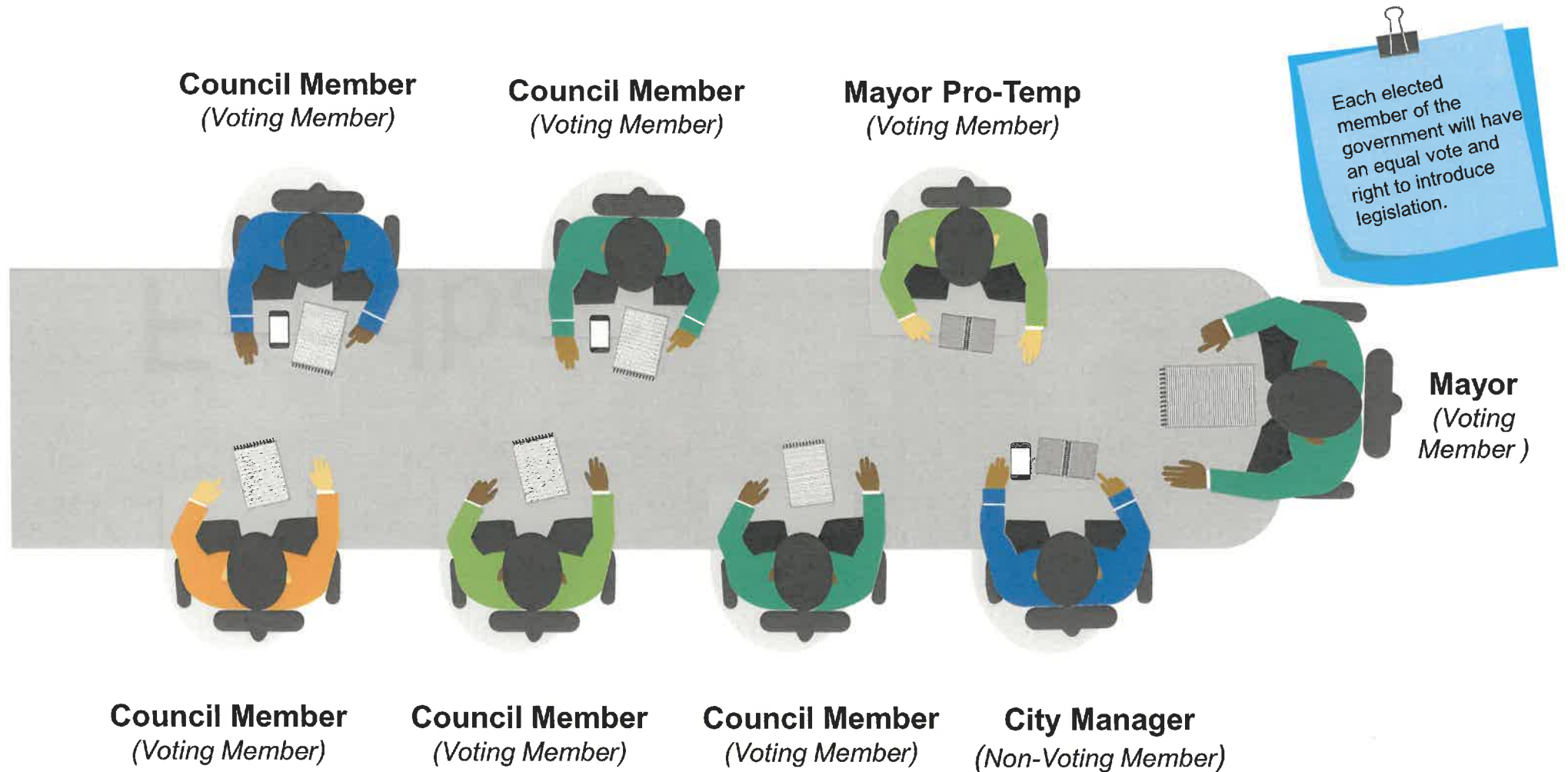
## Where We Want To Be

- › Harmony
- › Efficiency
- › Clarity



# Proposed Change

# Proposed Governance Structure



*There will be 7 voting members of the governing body.  
This form is aligned to the original form of government in 1939.*



# Feedback



**R-34-2022 A Resolution to Establish a Charter Review Process**

**City Council of the City of Glenarden, Maryland  
2022 Legislation**

**Resolution Number:** R-34-2022  
**Introduced By:** Erika L. Fareed, Councilmember  
**Co-Sponsors:** Angela D. Ferguson, Council Vice President  
**Public Hearing:** Tuesday, May 17, 2022  
**Session:** Regular Meeting  
**Date of Introduction:** Tuesday, June 21, 2022

**A Resolution to Establish a Charter Review Process**

**WHEREAS**, the Glenarden City Council has responsibility to ensure that the City Charter is reflective of enacted Charter Amendments, is compatible with current County, State, and Federal law and, is supportive of the needs of City Residents and Officials; and

**WHEREAS**, the ultimate objective of the City Charter is to balance control with organizational and process flexibility and discretion;

**WHEREAS**, it is beneficial for the City Charter to be reviewed periodically to ensure consistency and clarity; and

**WHEREAS**, a comprehensive review of the City Charter is a weighty activity that requires serious consideration and participation from impacted parties;

**NOW, THEREFORE BE IT RESOLVED** by the City Council of the City of Glenarden, Maryland, sitting in **Regular Session this 21<sup>st</sup> day of June, 2022** that the following procedures will govern the Charter Review Process:

- (1) The Charter will be reviewed at the end of each annual session to ensure that all legislation enacted in that session has been incorporated.
- (2) The Charter will undergo a comprehensive review, section by section, every 10 years starting July 2022.
- (3) The schedule for the Charter Review will be published by June 30 of the year in which the comprehensive review is due.
- (4) The Charter Review shall be completed by December 31 of the year in which the comprehensive review is due.

**R-34-2022 A Resolution to Establish a Charter Review Process**

- (5) A Charter Review Committee consisting of three (3) Councilmembers will be responsible for creating the schedule and facilitating the review process.
- (6) The Charter Review deliberations will take place during a 2-hour public meeting separate from the Work Session and Regular Meeting. Citizens may provide comments during the last 30 minutes of the meeting.
- (7) No action is to be taken during the Charter Review meetings. Charter Review Committee members are required to attend the Charter Review meetings. Other Councilmembers, the Mayor, and City Manager may attend at their discretion.
- (8) It is recommended that an attorney who is knowledgeable on the Charter Review and Amendment process be present at the Charter Review meetings.
- (9) After each Charter Review meeting, the Charter Review Committee will be responsible to prepare any amendments, if necessary.
- (10) Any Charter Amendments identified will be presented as Charter Amendment Resolutions at the next Work Session following the Charter Review meeting, further discussed with the public at a Public Hearing following the Work Session and voted on at a Regular Meeting following the Public Hearing. Any other public notification requirements stipulated by local, state, or federal law must also be performed.
- (11) The initial Charter Review session commencing July 2022 will be advised by Karen P. Ruff, Esq. of Levan Ruff, LLC for 5 hrs. per month (including the 2hr review meetings) at a discounted rate of \$200/hr. for a total of 30hrs and \$6,000 for the review period to be paid with American Rescue Plan Act funds. The legal advisor can be replaced at any time at the will of the council.
- (12) This Resolution shall take effect immediately following approval by the Council.

Date Approved: June 21, 2022

ATTEST:



Victoria Lewis, Council Clerk

City Council of Glenarden



Derek D. Curtis, II, Council President

**R-34-2022 A Resolution to Establish a Charter Review Process**

Angela D. Ferguson  
Angela D. Ferguson, Council Vice President

Erika L. Fareed  
Erika L. Fareed, Councilwoman

Kathleen J. Guillaume  
Kathleen J. Guillaume, Councilwoman

NO  
Maurice A. Hairston, Councilman

ABSTAIN  
James A. Herring, Councilman

NO  
Robin F. Jones, Councilwoman

Votes:  
Yea 4  
Nay 2  
Abstain 1

## Chapter C. Charter

### Article I. GENERAL CORPORATE POWERS.

#### Section 101. Enumeration.

This Charter is the municipal corporation Charter of the City of Glenarden, the corporate name of which is "The City of Glenarden." The municipal corporation here continued, under its corporate name, has all the privileges of a body corporate, by that name to sue and be sued, to plead and be impleaded in any court of law or equity, to have and use a common seal and to have perpetual succession, unless the Charter and the corporate existence are legally abrogated.

### Article II. CORPORATE LIMITS.

#### Section 201. Description; public filing of corporate limits.

- (a) The limits of the City of Glenarden shall be as they existed immediately prior to the date of this Charter, subject to all rights, reservations, limitations, and conditions as may be set forth in all prior resolutions of annexation and in the Charter of the City in effect immediately prior to this Charter, and as may be hereafter amended as provided by law.
- (b) The courses and distances showing the exact corporate limits of the City shall be filed at all times with the Clerk of the Circuit Court for Prince George's County and the Director of the Department of Legislative Reference of the Maryland General Assembly. In addition, a copy of the courses and distances describing the corporate boundaries shall be on file in the City in a suitable book or place, properly indexed and reasonably available for public inspection during normal business hours.

### Article III. ORGANIZATION OF COUNCIL.

#### Section 301. Composition; terms of office.

- (a) Number; selection; length of term. All legislative powers of the City are vested in a Council consisting of seven Councilmembers, who shall be elected as hereinafter provided and who shall hold office for a term of two years, or until their successors take office, except that beginning with the election in May 2013, the term of office for all Councilmembers shall be four years, or until their successors take office.  
[Amended 3-11-2013 by Res. No. CR-05-2013]
- (b) Beginning and end of term. The regular term of Councilmembers shall begin one hour after the start of the regular Council meeting on the second Monday in June following their election and shall expire upon the seating of their successors. Councilmembers holding office at the time this Charter becomes effective shall continue to hold office for the term for which they were elected or until their successors take office under the provisions of this Charter.

## Section 302. Qualifications of Councilmembers.

[Amended 5-13-2013 by Res. No. CR-06-2013; 1-9-2017 by Res. No. CR-07-2017; 10-10-2017 by Ord. No. CR-02-2018]

Councilmembers shall be at least 21 years of age, shall have resided in the City for at least one year immediately preceding their election, and shall be qualified voters of the City pursuant to Section 702 of this Charter. Any person who has claimed a principal residence outside of the corporate limits of the City of Glenarden in filings with the State of Maryland, including as part of an application for the homestead tax credit, is not a resident for purposes of this section for the time period claimed.

## Section 303. Salary of Councilmembers.

Each Councilmember shall receive an annual salary which shall be equal for all Councilmembers and shall be as specified from time to time by an ordinance passed by the Council in the regular course of its business, provided, however, that the salary specified at the time any Councilmember takes office shall not be changed during the term for which that Councilmember was elected. The ordinance making any change in the salary paid to the several Councilmembers, either by way of increase or decrease, shall be finally ordained prior to the election of the members to whom the salary increase shall apply.

## Section 304. Meetings.

- (a) The newly elected Council shall meet on the second Monday in June following its election for the purpose of organization, after which the Council shall meet regularly at such times as may be prescribed by its rules but not less frequently than once each month except, however, that during the months of July and August the regularly scheduled meetings may be canceled by a majority of the members of the Council. Special meetings shall be called by the Clerk to the Council upon the request of the Mayor, President of the Council, or a majority of the members of the Council.
- (b) Closed sessions. The Council may meet in closed session or adjourn an open session to a closed session only to:
  - (1) Discuss:
    - (i) The appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees or officials over whom it has jurisdiction; or
    - (ii) Any other personnel matter that affects one or more specific individuals;
  - (2) Protect the privacy or reputation of individuals with respect to a matter that is not related to public business;
  - (3) Consider the acquisition of real property for a public purpose and matters directly related thereto;
  - (4) Consider the investment of public funds;
  - (5) Consider the marketing of public securities;
  - (6) Consult with legal counsel to obtain legal advice;
  - (7) Consult with staff, consultants or other individuals about pending or potential litigation;
  - (8) Conduct collective bargaining negotiations or consider matters that relate to the negotiations;
  - (9) Discuss public security, if the Council determines that public discussion would constitute a risk to the public or to public security, including:

- (i) The deployment of police services and staff; and
  - (ii) The development and implementation of emergency plans;
- (10) Conduct or discuss an investigative proceeding on actual or possible criminal conduct;
- (11) Comply with a specific constitutional, statutory, or judicially imposed requirement that prevents public disclosures about a particular proceeding or matter;  
[Amended 4-11-2011 by Res. No. CR-01-2011]
- (12) Before a contract is awarded or bids are opened, discuss a matter directly related to a negotiating strategy or the contents of a bid or proposal, if public discussion or disclosure would adversely impact the ability of the Council to participate in the competitive bidding or proposal process;
- (13) Consider a matter that concerns a proposal for a business or industrial organization to locate, expand or remain in the state; or  
[Added 4-11-2011 by Res. No. CR-01-2011]
- (14) Prepare, administer or grade a scholastic, licensing or qualifying examination.  
[Added 4-11-2011 by Res. No. CR-01-2011]
- (c) Procedure for closing sessions. Before the Council meets in closed session, a majority of the Councilmembers present and voting must vote in favor of closing the session. The vote must be conducted and recorded in accordance with State law, and a written statement of the reason for closing the meeting must be made in accordance with State law.

## Section 305. President and Vice President.

- (a) President. At its organizational meeting on the second Monday of June following its election, the Council shall select from its members a President of the Council. The President of the Council shall preside over all meetings of the Council and shall perform other duties as specified by the Council by resolution.
- (b) Vice President. At its organizational meeting on the second Monday of June following its election, the Council shall select from its members a Vice President of the Council who shall execute the duties of the President in the absence of the President.

## Section 306. Quorum.

A majority of the members of the Council shall constitute a quorum for the transaction of business but no ordinance shall be approved nor any other action taken without the favorable votes of at least four members of the Council.

## Section 307. Rules and order of business; journal; votes in public meeting; roll call votes; minutes.

- (a) Procedure of Council. The Council shall determine its own rules and order of business. It shall keep a journal of its proceedings and enter therein yeas and nays upon final action on any question, resolution, or ordinance, or at any other time if required by any one member. The journal shall be open to public inspection. No action requiring a vote of the Council shall be taken except in a public meeting. All votes of the Council on ordinances shall be taken by roll call. All other votes of the Council shall be by roll call only at the request of any Councilmember.
- (b) Copy of minutes. A duplicate copy of the minutes of all regular and special meetings of the Council shall be posted in bound cumulative form within 30 days in the administrative office and shall be

open to public inspection during regular working hours.

- (c) Copy for Councilmembers. Each Councilmember shall be given a complete copy of the minutes of each meeting of the Council, regular and special, that occurs while he or she is a member of the Council.

## Section 308. Procedure for enactment of resolutions and ordinances.

### (a) Definitions.

- (1) Resolution shall mean a formal expression of opinion, will or intent of the Council adopted by a vote of the Council and, unless otherwise required by law, is without the force of an ordinance.
- (2) Ordinance shall mean a legislative enactment adopted in a manner prescribed by this section, that shall have the full force of law.

- (b) A resolution may be introduced by any Councilmember at any regular or special meeting of the Council. Unless otherwise required by law, a resolution may be enacted by the Council only after a public hearing has been held. A resolution may not be passed on the same day as the public hearing, but may be passed at any regular or special meeting of the Council held not less than six days after the public hearing. A resolution shall be enacted by the affirmative vote of at least four members of the Council.

[Amended 3-20-2017 by Res. No. CR-04-2017]

- (c) An ordinance may be introduced by any Councilmember at any regular or special meeting of the Council. No ordinance shall be passed at the meeting at which it is introduced. An ordinance may not be passed until after a public hearing has been held and an ordinance may not be passed on the same day as the public hearing. At any regular or special meeting of the Council, held not less than six nor more than 60 days after the public hearing, the proposed ordinance shall be passed, or passed as amended, or rejected, or its consideration deferred to some specified future date. In cases of emergency the provision that an ordinance may not be passed at the meeting at which it is introduced may be suspended by the affirmative votes of five members of the Council.

[Amended 3-20-2017 by Res. No. CR-04-2017]

- (d) All ordinances passed by the Council shall be promptly delivered by the Clerk to the Mayor for his or her approval or disapproval. If the Mayor approves any ordinance, he or she shall sign it. If the Mayor disapproves any ordinance, he or she shall not sign it. The Mayor shall return all ordinances to the Clerk within six days after delivery to him or her (excluding the first day, including the last day, and excluding any Sunday) with his or her approval or disapproval. Any disapproved ordinance shall not become a law unless subsequently passed by a favorable vote of five-sevenths of the whole Council within 35 calendar days from the time of the return of the ordinance. If the Mayor fails to return any ordinance within six days of its delivery, it shall be deemed to be approved by the Mayor and shall become law in the same manner as an ordinance signed by him or her.
- (e) Every ordinance, unless it is passed as an emergency ordinance, shall become effective at the expiration of 20 calendar days following approval by the Mayor or passage by the Council over the Mayor's veto. An emergency ordinance shall become effective on the date specified in the ordinance, but no ordinance shall become effective until approved by the Mayor or passed over his or her veto by the Council.

## Section 309. File of ordinances.

- (a) Each proposed ordinance shall be posted in the Municipal Center until it is approved or disapproved pursuant to this article.

- (b) Ordinances currently in effect shall be permanently filed by the Clerk and shall be kept available for public inspection.

## Article IV. THE MAYOR.

### Section 401. Election; term of office.

[Amended 1-14-2013 by Res. No. CR-01-2013; 1-14-2013 by Res. No. CR-02-2013]

- (a) Selection and term. The Mayor shall be elected as hereinafter provided and shall hold office for a term of two years or until a successor is elected and qualified, except that beginning with the election in May 2013, the term of office for the Mayor shall be four years, or until a successor is elected and qualified. The newly elected Mayor shall take office one hour after the start of the regular Council meeting on the second Monday in June following his or her election. The Mayor holding office shall continue to hold office for the term for which he or she was elected or until a successor takes office under the provisions of this Charter.<sup>[1]</sup>

[1] *Editor's Note: Former Subsection (b), Term limits, was repealed 11-12-2019 by Res. No. CR-02-2020.*

### Section 402. Qualifications.

[Amended 5-13-2013 by Res. No. CR-06-2013]

The Mayor shall be at least 21 years of age, shall have resided in the City for at least one year immediately preceding election, and shall be a qualified voter of the City pursuant to Section 702 of this Charter. Any person who has claimed a principal residence outside of the corporate limits of the City of Glenarden in filings with the State of Maryland, including as part of an application for the homestead tax credit, is not a resident for purposes of this section for the time period claimed.

### Section 403. Salary.

The Mayor shall receive an annual salary as set from time to time by an ordinance passed by the Council in the regular course of business. No change shall be made in the salary for any Mayor during the term for which he or she was elected. The ordinance making any change in the salary paid to the Mayor, either by way of increase or decrease, shall be finally ordained prior to the election of the Mayor to whom the salary increase shall apply.

### Section 404. Powers and duties generally.

[Amended 2-10-2014 by Res. No. CR-01-2014; 12-8-2014 by Res. No. CR-01-2015]

- (a) The Mayor shall see that the ordinances of the City are faithfully executed and shall be the chief executive officer of the City government.
- (b) The Mayor each year shall report to the Council the condition of municipal affairs and make such recommendations as he or she deems proper for the public good and the welfare of the City.
- (c) The Mayor shall have the power to veto ordinances passed by the Council as provided in Section 308(d).
- (d) The Mayor shall have such other powers and perform such other duties as may be prescribed by this Charter or as may be required by the Council, not inconsistent with this Charter.
- (e) The Mayor shall attend all Council meetings and make monthly reports to the Council and citizens.



- (f) The Mayor may not incur any expense, nor enter into any contract, on behalf of the City without prior approval of the Council.

## Section 405. Acting Mayor.

- (a) When the Mayor is absent for a period of less than 30 days, the President of the Council shall serve as acting Mayor until the return of the Mayor.
- (b) When both the Mayor and the President of the Council are absent from the City, and the period of such absence is less than 30 days, the duties of acting Mayor shall be exercised by the Vice President of the Council.
- (c) In those instances where the duties of Mayor are exercised by either the President or the Vice President of the Council pursuant to this section, such duties shall include the co-signing of City checks and drafts, the execution of contracts and other legal documents on behalf of the City, the approving or disapproving of legislation or ordinances passed by the Council, and the administering of oaths of office.
- (d) While acting as Mayor, the Council President shall not perform the legislative functions of the President of the Council. Upon return of the Mayor, the President of the Council shall resume his or her position as President of the Council.

## Article V. CITY MANAGER.

### Section 501. Creation of Office.

[Amended 4-9-2018 by Ord. No. CR-07-2018]

The Mayor or the Council shall appoint and the Council shall confirm a City Manager. The City Manager shall be appointed solely on the basis of executive and administrative qualifications. The City Manager need not be a resident of the City or State at the time of appointment but may reside outside the City limits while in office only with the approval of the Mayor or Council. The City Manager shall not participate in election campaigns for City office or run for any elective City office while serving as City Manager.

### Section 502. Authority.

[Amended 9-12-2005 by Res. No. CR-01-2006; 1-9-2017 by Res. No. CR-09-2017; 11-13-2017 by Ord. No. CR-04-2018; 11-9-2020 by Res. No. CR-01-2021]

The City Manager shall be the chief administrative officer of the City and shall be responsible to the Mayor for the administration of all City affairs placed in his or her charge by the Mayor or under this Charter.

### Section 503. Powers and duties.

The City Manager shall:

- (a) Administer the personnel affairs of the City.
- (b) Be responsible for the enforcement of all personnel rules and regulations adopted by the Council.
- (c) Exercise administrative control over all City departments and agencies. In accordance with this Charter, he or she shall recommend to the Council appointment and removal of department and

agency heads and all subordinate officers and employees of the offices, departments and agencies of the City government on the basis of merit and supervise all other City employees.  
[Amended 12-8-2014 by Res. No. CR-01-2015]

- (d) Issue all work requests through the department head involved unless the department head is incapacitated or unavailable.
- (e) Attend all meetings of the Council in an advisory capacity.
- (f) Assist in the preparation of the annual City budget by coordinating the requests and suggestions of the Mayor, the Council, department and agency heads, and other concerned City personnel; drafting a proposed budget; and assisting the Mayor in preparation of the annual budget message as required by Section 804(b) of this Charter.
- (g) Make reports, as the Mayor or Council may require, concerning the financial condition and future needs of the City, the operation of the City's departments and agencies subject to his or her administrative control, or any other matters the Mayor or Council may designate. These reports may include recommendations as the City Manager deems necessary.
- (h) Authorize all purchases of supplies and equipment, in line with the established budget and the availability of specifically allotted funds as authorized by the Council.  
[Amended 12-8-2014 by Res. No. CR-01-2015]
- (i) Perform other duties as the Mayor or Council may require or as may be required elsewhere in this Charter.

## Section 504. Annual performance evaluation.

- (a) The City Manager shall be subject to separate annual performance evaluations to be performed by the Mayor and Council.
- (b) The performance and evaluation criteria shall be prepared by the Mayor and adopted by the Council and may be periodically revised by the Mayor with the approval of the Council.

## Section 505. Removal from office.

The Mayor and Council may remove the City Manager from office in accordance with the following procedures:

- (a) The Mayor shall submit to the Council a resolution to consider removal of the City Manager, which must state the reasons for removal, a copy of which shall be delivered to the City Manager as soon as practicable. The Mayor's resolution to consider removal of the City Manager shall not require the approval of the Council. After submitting to the Council a resolution to consider removal of the City Manager, the Mayor may suspend the City Manager from duty with pay for a period not to exceed 45 days pending Council action on a final resolution of removal.
- (b) Alternatively, the Council shall adopt by an affirmative vote of a majority of all its members a resolution to consider removal of the City Manager which must state the reasons for removal and may suspend the City Manager from duty with pay for a period not to exceed 45 days. Such resolution and suspension shall not require the approval of the Mayor. A copy of the resolution to consider removal shall be delivered to the City Manager as soon as practicable.
- (c) Within five days after a copy of the resolution to consider removal is delivered to the City Manager, he or she may file with the Council a written request for a hearing. This hearing shall be held at a closed-session Council meeting not later than 20 days after the request is filed. The City Manager may file with the Council a written reply to the resolution to consider removal not later than five days before the hearing.  
[Amended 3-12-2012 by Res. No. CR-06-2012]

- (d) The Council may adopt a final resolution of removal which may be made effective immediately, by affirmative vote of a majority of all its members, at any time after five days from the date when a copy of the resolution to consider removal was delivered to the City Manager, if a closed-session hearing has not been requested, or any time after the closed session hearing if one has been requested.

[Amended 3-12-2012 by Res. No. CR-06-2012; 5-12-2014 by Res. No. CR-03-2014]

## Section 506. Acting City Manager.

[Added 9-12-2005 by Res. No. CR-02-2006]

The Mayor may recommend and the Council may confirm a qualified City Administrative Officer as acting City Manager to exercise the power and perform the duties of the manager during any temporary absence or disability of the manager. The Council may revoke such designation at any time and appoint another officer of the City as acting City Manager.

## Article VI. GENERAL POWERS OF COUNCIL.

### Section 601. General grant of powers.

- (a) General powers. In addition to all powers granted to the Council by this Charter or any other provision of the law, the Council may exercise any power or perform any function which is not now or hereafter denied to it by the Constitution of Maryland, this Charter, or any applicable law passed by the General Assembly of Maryland. The enumeration of powers and functions in this Charter or elsewhere shall not be deemed to limit the power and authority granted by this section.
- (b) Exercise of powers. All the powers of the City shall be exercised in the manner prescribed by this Charter, or, if the manner is not prescribed, then in such manner as may be prescribed by ordinance.

### Section 602. Enumeration of specific powers.

- (a) Specific powers. The Council shall have the following express ordinance-making powers.
- (1) Advertising. To provide for advertising for the purposes of the City and to print and publish statements as to the business of the City. The Council shall publish all official and legal business of the City in a newspaper of general circulation within the City.
  - (2) Aisles. To regulate and prevent the obstruction of aisles in public halls, churches and places of amusement, and to regulate the construction and operation of the doors and means of egress therefrom.
  - (3) Amusements. To provide in the interest of the public welfare for licensing, regulating, or restraining theatrical or other public amusements.
  - (4) Animals. To regulate the keeping of dogs, cats and other animals in the City and to provide, wherever the County does not license or tax dogs and cats, for the licensing and taxing of them and to provide for the disposition of homeless dogs and cats and dogs and cats on which no license fee or taxes are paid.
  - (5) Appropriations. To appropriate municipal monies for any purpose within the powers of the Council.
  - (6) Auctioneers. To regulate the sale of all kinds of property at auction within the City and to license auctioneers.

- (7) Band. To establish a municipal band, symphony orchestra or other musical organization, and to regulate by ordinance the conduct and policies thereof.
- (8) Billboards. To license, tax and regulate, restrain or prohibit the erection or maintenance of billboards within the City, the placing of signs, bills and posters of every kind and description on any building, fence, post, billboard, pole, or other place within the City.
- (9) Bridges. To erect and maintain bridges.
- (10) Buildings. To make reasonable regulations in regard to buildings and signs to be erected, constructed, or reconstructed in the City, and to grant building permits for them, to formulate a building code and a plumbing code and to appoint a building inspector and a plumbing inspector, and to require reasonable charges for permits and inspections; to authorize and require the inspection of all buildings and structures and to authorize the condemnation thereof in whole or in part when dangerous or insecure, and to require that such buildings and structures be made safe or be taken down. Building permits for multiple-family dwellings, subdivisions, commercial and industrial construction shall not be granted without a majority vote of approval of the whole Council.
- (11) Cemeteries. To regulate or prohibit the interment of bodies within the municipality and to regulate cemeteries.
- (12) Codification. To provide for the codification of all ordinances.
- (13) Community services. To provide, maintain and operate community and social services for the preservation and promotion of the health, recreation, welfare, and enlightenment of the inhabitants of the City.
- (14) Cooperative activities. To make agreements with other municipalities, counties, districts, bureaus, commissions, and governmental authorities for the joint performance of or for cooperation in the performance of any governmental functions.
- (15) Curfew. To prohibit the youth of the City from being in the streets, lanes, alleys, or public places at unreasonable hours of the night.
- (16) Dangerous conditions. To compel persons about to undertake dangerous improvements to execute bonds with sufficient sureties conditioned that the owner or contractor will pay all damages resulting from such work which may be sustained by any persons or property.
- (17) Departments. To create, change, and abolish, offices, departments, or agencies, other than the offices, departments and agencies established by this Charter; to assign additional functions or duties to offices, departments or agencies established by this Charter, but not including the power to discontinue or assign to any other office, department, or agency any function or duty assigned by this Charter to a particular office, department, or agency.
- (18) Elevators. To require the inspection and licensing of elevators and to prohibit their use when unsafe, dangerous, or unlicensed.
- (19) Explosives. To regulate or prevent the storage of gunpowder, oil, or any other explosive or combustible matter; to regulate or prevent the use of firearms, fireworks, bonfires, explosive, or any other similar things which may endanger persons or property.
- (20) Filth. To compel the occupant of any premises or building situated in the City, if it has become filthy or unwholesome, to abate or cleanse the condition; and after reasonable notice to the owners or occupants to authorize such work to be done by the proper officers and to assess the expense thereof against the property making it collectible by taxes or against the occupant or occupants.
- (21) Finances. To levy, assess, and collect ad valorem property taxes; to expend municipal funds for any public purpose; and to have general management and control of the finances of the City.

- (22) Fire. To suppress fires and prevent the dangers thereof and to establish and maintain a fire department; to contribute funds to volunteer fire companies serving the City; to inspect building for the purpose of reducing fire hazards, to issue regulations concerning fire hazards, and to forbid and prohibit the use of fire-hazardous buildings and structures permanent or until the conditions of City fire-hazard regulations are met; to install and maintain fire plugs where and as necessary, and to regulate their use; and to take all other measures necessary to control and prevent fires in the City.
- (23) Food. To inspect and to require the condemnation of food products, if unwholesome, and to regulate the sale of any food products.
- (24) Franchises. To grant and regulate franchises to water companies, electric light companies, gas companies, telephone companies, transit companies, taxicab companies, cable television companies, and all public communication systems which may be deemed advantageous and beneficial to the City, subject, to the limitations and provisions of Article 23 of the Annotated Code of Maryland. No franchise shall be granted for a longer period than 50 years.
- (25) Garbage. To prevent the deposit of any unwholesome substance either on private or public property, and to compel its removal to designated points; to require slops, garbage, ashes and other waste or other unwholesome materials to be removed to designated points, or to require the occupants of the premises to place them conveniently for removal.
- (26) Grants-in-aid. To accept gifts and grants of federal or state funds from the federal or state governments or any agency thereof, and to expend the funds for any lawful public purpose, agreeably to the conditions under which the gifts or grants were made.
- (27) Hawkers. To license, tax, regulate, suppress, and prohibit hawkers and itinerant dealers, peddlers, pawnbrokers, and all other persons selling any articles on the streets of the City, and to revoke such licenses for any action or threat of action by such a licensee in the course of his or her occupation which causes or threatens harm to inhabitants of the City or to their welfare or happiness.
- (28) Health. To protect and preserve the health of the City and its inhabitants; to appoint a public health officer, and to define and regulate his or her powers and duties; to prevent the introduction of contagious diseases into the City; to establish quarantine regulations, and to authorize the removal and confinement of persons having contagious or infectious diseases; to prevent and remove all nuisances; to inspect, regulate, and abate any buildings, structures, or places which cause or may cause unsanitary conditions or conditions detrimental to health; but nothing herein shall be construed to affect in any manner any of the powers and duties of the Secretary of Health and Mental Hygiene, the County Board of Health or any public, general or local law relating to the subject of health.
- (29) House numbers. To regulate the numbering of houses and lots and to compel owners to renumber them or in default thereof to authorize and require the work to be done by the City at the owner's expense, such expense to constitute a lien upon the property collectible as tax monies.
- (30) Licenses. Subject to any restrictions imposed by the public general laws of the state, to license and regulate all persons beginning or conducting transient or permanent business in the City for the sale of any goods, wares, merchandise, or services; to license and regulate any business, occupation, trade, calling, or place of amusement or business; to establish and collect fees and charges for all licenses and permits issued under the authority of this Charter.
- (31) Liens. To provide that any valid charges, taxes or assessments made against any real property within the City shall be liens upon the property to be collected as municipal taxes are collected.
- (32) Lights. To provide for the lighting of the City.
- (33) Livestock. To regulate and prohibit the running at large of cattle, horses, swine, fowl, sheep, goats, dogs or other animals; to authorize the impounding, keeping, sale and redemption of

such animals when found in violation of the ordinance in such cases provided.

- (34) Markets. To obtain by lease or rent, own, construct, purchase, operate, and maintain public markets within the City.
- (35) Minor privileges. To regulate or prevent the use of public ways, sidewalks, and public places for signs, awnings, posts, steps, railings, entrances, racks, posting handbills and advertisements, and display of goods, wares, and merchandise.
- (36) Noise. To regulate or prohibit unreasonable noise.
- (37) Nuisances. To prevent or abate by appropriate ordinance all nuisances in the City which are so defined by common law, by this Charter, or by the laws of the State of Maryland, whether they be herein specifically named or not; to regulate, to prohibit, to control the location of, or to require the removal from the City of all trading in, handling of, or manufacture of any commodity which is or may become offensive, obnoxious, or injurious to the public comfort or health. In this connection the City may regulate, prohibit, or require the removal from the City of such things as stockyards, slaughterhouses, cattle or hog pens, tanneries, and renderies. This listing is by way of enumeration, not limitation.
- (38) Obstructions. To remove all nuisances and obstructions from the streets, lanes and alleys and from any lots adjoining thereto, or any other places within the limits of the City.
- (39) Parking facilities. To license and regulate and to establish, obtain by purchase, by lease or by rent, own, construct, operate, and maintain parking lots and other facilities for off-street parking.
- (40) Parking meters. To install parking meters on the streets and public places of the City in such places as by ordinance they determine, and by ordinance prescribe rates and provisions for the use thereof.
- (41) Parks and recreation. To establish and maintain public parks, gardens, playgrounds, and other recreational facilities and programs to promote the health, welfare, and enjoyment of the inhabitants of the City.
- (42) Police force. To establish, operate, and maintain a police force.
- (43) Police powers. To prohibit, suppress, and punish within the City all vice, gambling and games of chance; prostitution and solicitation therefor and the keeping of bawdy houses and houses of ill fame; all tramps and vagrants; all disorder, disturbances, annoyances, disorderly conduct, obscenity, public profanity, and drunkenness.
- (44) Property. To acquire by conveyance, purchase or gift, real or leasable property for any public purposes; to erect buildings and structures thereon for the benefit of the City and its inhabitants; and to convey any real or leasehold property when no longer needed for the public use, after having given at least 20 days' public notice of the proposed conveyance; to control, protect and maintain public buildings, grounds and property of the City.
- (45) Public ways and sidewalks. To regulate the use of City streets, roads, alleys, and sidewalks and all structures in, under or above such public ways and sidewalks; to require the owner or occupant of premises to keep the sidewalks in front thereof free from snow or other obstructions and prescribe hours for cleaning sidewalks.
- (46) Quarantine. To establish quarantine regulations in the interest of the public health.
- (47) Regulations. To adopt by ordinance and enforce within the corporate limits police, health, sanitary, fire, building, plumbing, traffic, speed, parking, and other similar regulations not in conflict with the laws of the State of Maryland or with this Charter.
- (48) Sweepings. To regulate or prevent the throwing or depositing of sweepings, dust, ashes, offal, garbage, paper, handbills, dirty liquids, or other unwholesome materials into any public way or on any public place or private property in the City.

- (49) Taxicabs. To license, tax and regulate public hackers, taxi cab drivers, drivers, porters, and all other persons pursuing like occupations.
  - (50) Vehicles. To regulate and license vehicles not subject to the licensing power of the State of Maryland.
  - (51) Voting machines. To purchase, lease, borrow, install, and maintain voting machines for use in City elections.
- (b) Enumeration not exclusive. The enumeration of powers in this section is not to be construed as limiting the powers of the City to the several subjects mentioned.

## Section 603. Code of Ethics.

[Amended 9-12-2011 by Res. No. CR-02-2011]

The Council shall adopt, by ordinance, a Code of Ethics that complies with Title 15, Subtitle 8, of the State Government Article, Annotated Code of Maryland, as amended.

## Section 604. Enforcement.

To assure the observance of the ordinances of the City, the Council has such powers as are provided by state law and this Charter.

# Article VII. REGISTRATION, NOMINATION, AND ELECTION PROCEDURES.

## Section 701. Board of Elections.

[Amended 11-14-2016 by Res. No. CR-02-2017]

- (a) There shall be a Board of Elections consisting of 10 members who shall be appointed by the Mayor with the approval of the Council on or before the first Monday in February of the year immediately preceding a regular City election. Except as provided in Subsection (c) of this section, the Mayor may fill a vacancy on the Board caused by the departure of a member by resignation or otherwise and such person's term shall begin upon his or her appointment and continue until the last day preceding the first Monday in February of the year preceding a regular City election.
- (b) The terms of members of the Board of Elections appointed under Section 701(a) shall begin on the first Monday in February in the year in which they are appointed and run for four years.
- (c) Notwithstanding the provisions of Subsection (a) of this section, if there exist any vacancies on the Board of Elections within six months of a regular election, or at any point prior to a special election, the City Council shall appoint as many citizens as are required to ensure a complement of 10 members. The Council shall appoint a minimum of two representatives who reside in each ward and have been nominated for appointment by their respective Councilmember. The term of any person appointed by the City Council to fill a vacancy shall begin upon such person's appointment and continue until the last day preceding the first Monday in February of the year preceding a regular City election.
- (d) Members of the Board of Elections shall be qualified voters of the City pursuant to Section 702 of this Charter. The Board shall appoint one of its members as Supervisor of the Board, and another as Assistant Supervisor of the Board of Elections; the other eight members shall be known as judges. No member of the Board shall hold or be a candidate for any elective office during his or her term of office. Vacancies on the Board shall be filled by the Mayor with the approval of the

Council for the remainder of the unexpired term. The compensation of the members of the Board shall be determined by the Council.

## Section 702. Voters.

Every person who meets all the following requirements may vote in City elections:

- (a) Is a citizen of the United States;
- (b) Is at least 18 years of age;  
[Amended 11-14-2016 by Res. No. CR-01-2017; 12-11-2017 by Ord. No. CR-03-2018]
- (c) Has resided within the corporate limits of the City for the 30 days immediately preceding the next City election; and
- (d) Is registered in accordance with the provisions of this Charter.

## Section 703. Registration of voters.

- (a) Registration by the Prince George's County Board of Elections shall be deemed registration for City elections, provided that the person so registered meets the voter qualifications enumerated in this Charter. The Glenarden Board of Elections shall accept the list of registered voters provided by the Prince George's County Board of Elections as a valid registration list for the City.
- (b) City registration forms shall be made available at the Municipal Center during normal business hours for any Glenarden resident who chooses not to register with Prince George's County. If necessary for the performance of registration or the convenience of the citizens of the City, the Mayor may designate specific days as registration days.
- (c) Each person who is qualified to vote pursuant to Section 702 of this Charter and who registers in the City, shall be issued a City voter identification card showing his or her name and address with signature.
- (d) The Glenarden Board of Elections shall maintain a supplemental voting list of persons who register to vote in the City. It shall be the duty of the Glenarden Board of Elections to keep the supplemental registration lists up to date in accordance with state law. The Council is hereby authorized and directed, by ordinance, to adopt and enforce any provisions necessary to establish and maintain a system of permanent registration, and to provide for a re-registration when necessary.
- (e) No person shall be entitled to vote in a City election unless he or she is duly registered to vote at least 30 days prior to that election. Registered voters whose residency changes from one ward to another ward during the 30 days prior to an election shall be entitled to vote in their old ward only.

## Section 704. Absentee voting.

[Amended 1-14-2013 by Res. No. CR-04-2013]

Any qualified voter registered to vote in the elections of the City of Glenarden who may be unavoidably absent from the City or who is otherwise prevented from being present and personally voting at the polls on any municipal election day is entitled to vote by absentee ballot in a manner prescribed by ordinance.

## Section 705. Nominations; certifications of candidates.

Any person desiring to become a candidate for Mayor or Councilmember shall, at least 30 days before election, file or cause to be filed with a member of the Board of Elections a petition stating that he or she



is a candidate for the office, which petition shall be signed by such candidate and endorsed by at least 15 persons entitled to vote in the next City election. Upon the filing of such petition, the candidate shall pay a fee to the Board of Elections. The filing fee shall be set from time to time by ordinance of the Council and shall be the same for all candidates. The Board shall certify candidates for the regular City election at least 25 days prior to the date set for such election. No person shall file for nomination to more than one elective City public office or hold more than one elective City public office at any one time.

## **Section 706. Election of Mayor and Councilmembers.**

[Amended 1-14-2013 by Res. No. CR-02-2013; 3-11-2013 by Res. No. CR-05-2013]

An election for Mayor and Councilmembers, under this Charter, shall be held on the first Monday in May, in the year 2013, and on the same day and month in every fourth year thereafter.

## **Section 707. Ward representation.**

[Amended 1-9-2017 by Res. No. CR-06-2017; 10-10-2017 by Ord. No. CR-01-2018; amended 11-9-2020 by Res. No. CR-02-2021]

- (a) Beginning with the election in May 2021 a voting district or ward system shall be utilized within the City to elect one Councilmember for each of the three wards. Four Councilmembers and the Mayor shall be elected at large.
- (b) Three individual councilmanic districts/wards are hereby established within the City and the number of Councilmembers elected to represent each ward shall be as follows:
  - (1) Ward I shall be represented by one Councilmember.
  - (2) Ward II shall be represented by one Councilmember.
  - (3) Ward III shall be represented by one Councilmember.
- (c) The boundaries of the three wards shall be as follows:
  - (1) Ward I: all properties within the City that lie west of Martin Luther King, Jr. Highway.
  - (2) Ward II: all properties within the City that lie between Martin Luther King, Jr. Highway and Brightseat Road.
  - (3) Ward III: all properties within the City that lie east of Brightseat Road.
- (d) In addition to the residency requirement in Section 302 of this Charter, the following residency requirements prevail for ward candidates:
  - (1) A candidate shall have resided in the ward from which he or she is to be a candidate for at least 90 days.
  - (2) A change of residence from one ward to another does not negate the representation from the previous ward until the next regular or special election.
  - (3) In the event of dual residence, a person may be a candidate from only one ward.
  - (4) A candidate may only be elected to represent the ward in which he or she resides.

## **Section 708. Places for election; listing of candidates; hours polls to be open.**

It is the duty of the Board of Elections to provide for each special and general election a suitable place or places for voting and voting machines. The voting machines for each ward shall show the names of all councilmanic candidates nominated for elective office from that ward, as well as the mayoral and at-large councilmanic candidates, arranged in alphabetical order by office with no party designation of any kind. The Board of Elections shall keep the polls open from 7:00 a.m. to 8:00 p.m. on election days.

## Section 709. Special elections.

- (a) All special City elections shall be conducted by the Board of Elections in the same manner and with the same personnel, as far as practicable, as City general elections.
- (b) In the event a special election is required pursuant to Section 710, said special election shall be held 30 days after the general election unless the 30th day falls on a Saturday, Sunday or legal holiday, in which case the special election shall be held on the following day.
- (c) Special elections required to fill vacancies in office pursuant to Section 714 of this Charter shall be held 30 days from the date of the vacancy, except where the 30th day falls on a Saturday, Sunday or legal holiday, in which case, the special election shall be held on the following day which is not a Saturday, Sunday or legal holiday.
- (d) The Mayor or Councilmember elected pursuant to this section shall take office in the month following the special election at the first regular or special meeting of the Council.
- (e) The vote count for a special election for Mayor or Councilmember shall be the same as provided under Section 710 of this Charter.

## Section 710. Vote count.

- (a) After the closing of the polls, the Board of Elections shall determine the votes cast for each candidate or question and shall certify the results of the election to the Clerk of the Council who shall record the results in the minutes of the Council.
- (b) The candidate for Mayor with a majority of the votes cast in the general election for this office shall be declared elected as Mayor. In the event no candidate for Mayor receives a majority of the votes cast in the general election, there shall be a special election between the two candidates who receive the highest number of votes in the general election; the candidate receiving the majority of the votes cast in the special election shall be declared elected as Mayor.
- (c) The candidate for the at-large Council position who receives the highest number of votes for the at-large position shall be declared elected as at-large. If there are to be other candidates elected at-large, then the candidate for the at-large position who receives the second highest number of votes for the at-large Council position shall also be declared elected for an at-large Council position. If there are additional at-large Council positions to be filled, the above process is to be continued until all the at-large positions for Councilmember have been declared filled.
- (d) The candidate for each ward who receives the highest number of votes for that ward shall be declared elected. If there is more than one Councilmember position to be filled from either or all wards, then the candidate with the next highest number of votes cast for that ward shall be declared elected.
- (e) In the event of a tie between any candidates for an elected seat, in which the tie has a bearing on who shall be declared elected, these candidates will participate in a special election pursuant to Section 709.

## Section 711. Preservation of ballots.

All ballots used in any City election shall be preserved for at least two years from the date of the election.

## Section 712. Suspension of elected officials.

Any person who holds an elective office under this Charter who during a term of office is convicted of or enters a plea of nolo contendere to any crime which is a felony or which is a misdemeanor related to the official's public duties and responsibilities and involves moral turpitude for which the penalty may be incarceration in any penal institution shall be suspended from office and the office shall be filled in accordance with the Constitution and laws of Maryland and the provisions of this Charter.

## Section 713. Vacancies in elective office.

- (a) Existence of vacancy. A vacancy in the office of Mayor or Councilmember shall exist upon the death, resignation, recall, or removal of the official or upon forfeiture of the office by the official in accordance with the provisions of this section.
- (b) Resignation. In the event the Mayor or a Councilmember has reason to believe that he or she will be unable to perform the duties of the office as required by this Charter, he or she shall have the right to submit a written resignation. Upon the acceptance of such resignation, the Council shall, by resolution, declare the office vacant and proceed to fill such vacancy pursuant to the applicable provisions of this Charter.
- (c) Recall. The Mayor or a Councilmember may be recalled from office for specific failure to properly perform the duties of the office in accordance with the following procedure:
  - (1) A petition, signed by not less than 25% of the registered voters of the City, for officials elected at-large, or by not less than 25% of the registered voters of the ward, for officials elected by ward, shall be presented to the Council at a regular Council meeting. The petition shall state the name and office of the official to be recalled and the justification for the recall. A separate petition shall be required for each official for whom recall is sought.
  - (2) Upon receipt of a petition to recall an official, the Council shall refer the petition to the Board of Elections for verification of the appropriate number of registered voters' signatures. The Board of Elections shall return the petition with written findings to the Council at the next regular Council meeting. At this meeting, if the Board of Elections has authenticated the petition, the Council shall set a date for a special election to be held within 60 days providing for a vote for or against the recall. In the case of a petition to recall an official elected to represent a ward, only voters registered to vote in that ward shall be eligible to cast votes at the special election.
  - (3) If the majority of the votes cast at the special election are for the recall, the office shall be declared vacant.
- (d) Removal of Mayor or a Council member. If the Mayor or a Council member fails to exercise the duties of office for a period of 90 consecutive days, the Council by a five-sevenths vote of its membership may adopt a resolution declaring the office of Mayor or Council member to be vacant because of the failure of the Mayor or Council member to perform. Any such vacancy shall be filled pursuant to Section 714 of this Charter.  
[Amended 9-8-2008 by Res. No. CR-02-2009]
- (e) Forfeiture of office. Any person holding elective office under this Charter shall immediately forfeit the office if the person ceases to be a resident of the City. Any person who has claimed a principal residence outside of the corporate limits of the City of Glenarden in filings with the State of Maryland, including as part of an application for the homestead tax credit, is not a resident for purposes of this section for the time period claimed.  
[Amended 5-13-2013 by Res. No. CR-06-2013]

## Section 714. Filling of vacancies in elective offices.

- (a) Mayor. In the case of a vacancy in the office of Mayor as provided in Section 713, the vacancy shall be filled in the following manner:
- (1) Where there are less than 90 days remaining in the unexpired term of Mayor, the President of the Council shall serve as Mayor until the expiration of the term of office, and the Vice President of the Council shall become President of the Council. The seat of the former President of the Council shall be declared vacant, to be filled pursuant to Subsection (b) of this section. After selection of a new Councilmember pursuant to this section, the Council shall select a new Vice President from among its members.
  - (2) Where there are more than 90 days remaining in the unexpired term of Mayor, the Council shall by resolution, adopted by the affirmative vote of a majority of its membership, set a date and time for a special election to fill such vacancy in a manner prescribed by Section 709 of this Charter. The Mayor so elected shall have all the titles, powers, duties and emoluments of that office.
- (b) Council. If a vacancy occurs on the Council the vacancy shall be filled in the following manner:
- (1) When there are less than 90 days remaining in the unexpired term, the remaining members of the Council, within 30 days of the vacancy, shall select a resident to fill the unexpired term. This appointment shall be effective immediately. All qualifications of office contained in Section 302 and Section 707(d) of this Charter shall pertain to a Councilmember appointed to fill a vacancy under this section.
  - (2) In all other events, the Council shall cause to be held a special election as prescribed in Section 709 of this Charter to fill the vacancy.

## Section 715. Regulation and control.

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

## Section 716. Penalties.

Any person who (a) fails to perform any duty required of him or her under the provisions of this article or any ordinances passed hereunder, (b) in any manner willfully or corruptly violates any of the provisions of this article or any ordinance passed hereunder or (c) willfully or corruptly does anything which will or will tend to affect fraudulently any registration, nomination, or election, shall be deemed guilty of a misdemeanor. Any appointed officer or employee of the City government who is convicted of a violation of the provisions of this section shall immediately cease to hold such office or employment.

## Article VIII. FINANCE.

### Section 801. City Treasurer.

[Amended 5-10-2005 by Res. No. CR-28-2005]

There shall be a City Treasurer appointed by the Mayor with the approval of the Council. The Treasurer shall serve at the pleasure of the Mayor and the Council. The Treasurer shall be the chief financial officer of the City. The financial powers of the City, except as otherwise provided by this Charter, shall

be exercised by the Treasurer with oversight by the City Manager. The Council President or designee shall be the only one(s) authorized to request information from the Treasurer on behalf of the Council.

## Section 802. Powers and duties of Treasurer.

Under the supervision of the City Manager, the Treasurer shall have the authority and shall be required to:

- (a) Assist the City Manager in preparation of an annual budget to be submitted by the Mayor to the Council.
- (b) Supervise and be responsible for the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded. In no event may the Treasurer issue any check, make use of a credit or debit card, or make any other expenditure without approval of the Councilmembers authorized to sign checks.  
[Amended 12-8-2014 by Res. No. CR-01-2015]
- (c) Maintain a general accounting system for the City in such form as the Council may approve, not contrary to state law.
- (d) Submit at the end of each fiscal year, and at such other times as the Council, Mayor, or City Manager may require, a financial report to the Council through the Mayor.
- (e) Ascertain that all taxable property within the City is assessed for taxation.
- (f) Collect all taxes, special assessments, license fees, liens, and all other revenues (including utility revenues) of the City, and all other revenues for whose collection the City is responsible and receive any funds receivable by the City.
- (g) Have custody of all public monies belonging to or under the control of the City, except funds in the control of any set of trustees, and have custody of all bonds and notes of the City.
- (h) Do such other things in relation to the fiscal or financial affairs of the City as the Mayor, City Manager, or the Council may require or as may be required elsewhere in this Charter.

## Section 803. Fiscal year.

The City shall operate on an annual budget. The fiscal year of the City shall begin on the first day of July and shall end on the last day of June in the following year. The fiscal year constitutes the tax year, the budget year, and the accounting year.

## Section 804. Budget — Submission; message; hearing.

- (a) Submission of budget. On or before the 15th day of April of each year, the Mayor shall submit to the Council a budget for the ensuing fiscal year and an accompanying message.
- (b) Budget message. The Mayor's message shall explain the budget both in fiscal terms and in terms of work programs. It shall outline the proposed financial policies of the City for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues together with the reasons for such changes, summarize the City's debt position and include such other material as the Council may require or the Mayor deems desirable.
- (c) Council action on budget. Upon receipt of the proposed budget from the Mayor, the Council shall publish in one or more newspapers of general circulation in the City the general summary of the proposed budget and tax levy, and a notice stating:

- (1) The times and places where copies of the message and budget are available for inspection by the public.
- (2) The time and place, not less than two weeks after such publication, for a public hearing on the budget. Copies of the budget shall be made available for distribution to the public at least two weeks prior to hearing.

## Section 805. Budget contents.

- (a) The budget shall provide a complete financial plan of all City funds and activities for the ensuing fiscal year and, except as required by law or this Charter, shall be in such form as the Mayor deems desirable or the Council may require. In organization, the budget shall follow the most feasible combination of expenditure classification by fund, organization unit, program, purpose or activity. It shall begin with a clear general summary of its contents; shall show in detail all estimated income, indicating the proposed property tax levy, and all proposed expenditures, including debt service for the ensuing fiscal year; and shall be so arranged as to show comparative figures for actual and estimated income and expenditures of the current fiscal year and actual income and expenditures of the preceding fiscal year.
- (b) The budget shall indicate in separate sections:
  - (1) Proposed expenditures for current operations during the ensuing fiscal year, detailed by offices, departments and agencies in terms of their respective work programs, and the method of financing such expenditures;
  - (2) Proposed capital expenditures during the ensuing fiscal year, detailed by office, departments, and agencies when practicable, and the proposed method of financing each such capital expenditure; and
  - (3) Anticipated net surplus or deficit for the ensuing fiscal year of each utility, business, or enterprise owned or operated by the City; subsidiary budgets for each such enterprise giving detailed income and expenditure information shall be attached as appendices to the budget.
- (c) Copies of the budget and of any capital improvement programs as adopted by the Council shall be public records and shall be made available to the public, and open to public inspection at the Municipal Center during normal business hours.
- (d) The total of proposed expenditures in the budget shall not exceed the total of estimated revenue.

## Section 806. Budget amendments before adoption.

After the public hearing, the Council may adopt the budget with or without amendment. In amending the budget, it may add or increase programs or amounts and may delete or decrease any programs or amounts, except expenditures required by law or for debt service or for estimated deficit, provided that no amendment to the budget shall increase the authorized expenditures to an amount greater than the total of estimated revenue.

## Section 807. Budget adoption.

- (a) The Council shall adopt the budget by ordinance on or before the second Monday in June of the fiscal year currently ending. Adoption of the budget shall be by a favorable vote of at least a majority of the Council.
- (b) Adoption of the budget by the Council shall constitute appropriation of the amounts specified therein as expenditures from the funds indicated and shall constitute a levy of the property tax therein proposed.

- (c) If the Council fails to adopt the budget by the second Monday in June, the budget for the current fiscal year shall be deemed adopted for the ensuing fiscal year as if it had been enacted by ordinance until the Council adopts a new budget.

## **Section 808. Budget amendments after adoption.**

- (a) Supplemental appropriations. If during the fiscal year the Mayor certifies that there are available for appropriation revenues in excess of those estimated in the budget, the Council by ordinance enacted by the affirmative vote of at least two-thirds of the entire Council may make supplemental appropriations for the year up to the amount of such excess.
- (b) Emergency appropriations. To meet a public emergency affecting life, health, property or the public peace, the Council may make emergency appropriations. Such appropriations may be made by emergency ordinances in accordance with the provisions of Section 308 of this Charter. To the extent that there are no available unappropriated revenues to meet such appropriations, the Council may by such emergency ordinance authorize the issuance of emergency notes, which may be renewed from time to time, but the emergency notes and renewals of any fiscal year shall be paid not later than the last day of the fiscal year next succeeding that in which the emergency appropriation was made.
- (c) Reduction of appropriations. If at any time during the fiscal year it appears probable to the Mayor that the revenues available will be insufficient to meet the amount appropriated, he or she shall report to the Council without delay, indicating the estimated amount of the deficit, any remedial action taken, and his or her recommendations as to any other steps to be taken. The Council shall then take such further action as it deems necessary to prevent or minimize any deficit and for that purpose it may by ordinance reduce one or more appropriations.
- (d) Transfer of appropriations. At any time during the fiscal year the City Manager may transfer part of any unencumbered appropriation balance within an expenditure classification. Upon written request by the Mayor, the Council may, by ordinance adopted by the affirmative vote of at least two-thirds of the entire Council, transfer part or all of any unencumbered appropriation balance from one expenditure classification to another.
- (e) Limitations; effective date. No appropriation for debt service may be reduced or transferred, and no appropriation may be reduced below any amount required by law to be appropriated or by more than the amount of the unencumbered balance thereof. The supplemental and emergency appropriations and reduction or transfer of appropriations authorized by this section may be made effective immediately upon adoption.

## **Section 809. Budget administration.**

- (a) Work programs and allotments. At such time as the City Manager shall specify, each department, office or agency shall submit work programs for the ensuing fiscal year showing the requested allotments of its appropriation by periods within the year. The City Manager shall review and authorize such allotments with or without revision as early as possible in the fiscal year. The Manager may revise such allotments during the year if he or she deems it desirable and shall revise them to accord with any supplemental, emergency, reduced or transferred appropriations made pursuant to Section 808.
- (b) Fees received. All fees received by an officer or employee of the City government in an official capacity shall belong to the City government and be accounted for to the City.
- (c) Custody of public monies. All public monies, bonds, and notes belonging to or under the control of the City shall be given to and remain in the custody of the Treasurer. The Treasurer shall provide a bond with such corporate surety and in such amount as the Council by ordinance may require. All taxes, special assessments, license fees, liens, and all other revenues of the City or receivable by the City shall be collected by and remain in the custody of the Treasurer.

- (d) Checks. All checks issued in payment of salaries or other municipal obligations shall be issued and signed by the Treasurer, Mayor, and a Councilmember selected by the Council.
- (e) Payments and obligations prohibited. No payment shall be made or obligation incurred against any allotment or appropriation except in accordance with appropriations duly made and unless the City Manager or his designee first certifies that there is sufficient unencumbered balance in such allotment or appropriation and that sufficient funds therefrom are or will be available to cover the claim or meet the obligation when it becomes due and payable. Any authorization of payment or incurring of obligation in violation of the provisions of this Charter shall be void and any payment so made illegal; such action shall be cause for removal of any officer who knowingly authorized or made such payment or incurred such obligation, and he or she shall be liable to the City for any amount so paid. However, except where prohibited by law nothing in this Charter shall be construed to prevent the making or authorizing of payments or making of contracts for capital improvements to be financed wholly or partly by either the issuance of bonds or the issuance of construction notes, or to prevent the making of any contract or lease providing for payments beyond the end of the fiscal year provided, that such action is made or approved by ordinance.

## Section 810. Lapse of appropriations.

Every appropriation, except an appropriation for a capital expenditure, shall lapse at the close of the fiscal year to the extent that it has not been expended or encumbered. An appropriation for a capital expenditure shall continue in force until the purpose for which it was made has been accomplished or abandoned if three years pass without any disbursement from or encumbrance of the appropriation.

## Section 811. Taxation.

- (a) Notice of tax levy. Immediately after the adoption of the budget is made by the Council in each year, the Treasurer shall give notice of the making of the levy by posting a notice thereof in some public place or places in the City. The Treasurer shall arrange with the Prince George's County Office of the Maryland Department of Assessments and Taxation to include City taxes on the property tax bill sent to each taxpayer. Failure to give or receive any notice required by this section shall not relieve any taxpayer of the responsibility to pay on the dates established by this Charter all taxes levied on his or her property.
- (b) Taxable property. The City Manager shall ascertain that all taxable property within the City is assessed for taxation. All real property and all tangible personal property within the corporate limits of the City, or personal property which may have a situs there by reason of the residence of the owner therein, is subject to taxation for municipal purposes, and the assessment used shall be the same as that for state and county taxes. No authority is given by this section to impose taxes on any property which is exempt from taxation by the Constitution or any laws of the State of Maryland.
- (c) Overdue taxes. The taxes provided for in Section 807 of this Charter are due and payable on the first day of July in the year for which they are levied and are overdue and in arrears on the first day of the following October. They shall bear interest while in arrears at the rate prescribed by state law until paid. All taxes not paid and in arrears after the first day of the following January shall be collected as provided in Subsection (d).
- (d) Sale of tax delinquent property. A list of all property on which the City taxes have not been paid and which are in arrears as provided by Subsection (c) of this section shall be turned over by the Treasurer to the County official responsible for the sale of tax delinquent property as provided in state law. All property listed thereon if necessary shall be sold for taxes by this county official in the manner prescribed by state law.
- (e) Tax relief. The Council may by ordinance enact tax relief in accordance with Maryland law.



## Section 812. Borrowing.

- (a) Authority. The City shall have the power to borrow money for any proper public purpose and to evidence such borrowing by the issue and sale of general obligation bonds, notes, and other evidences of indebtedness in the manner prescribed in Sections 31 through 39 of Article 23A of the Annotated Code of Maryland, except that said bonds may be sold at either: (1) public sale or (2) private sale without advertisement or publication of notice of sale or solicitation of competitive bids, any public general or public local law to the contrary notwithstanding, if the ordinance actually authorizing the issuance of said bonds shall so specify. All general obligation bonds, notes, or other evidences of indebtedness shall be authorized by ordinance before being issued.
- (b) Indebtedness limitation; limit on borrowing power. Such sums of money as may be borrowed under the authority of this section shall not exceed at any one time a total of 5% of the assessed valuation of the property in said City for tax purposes.
- (c) Payment of indebtedness. The power and obligation of the City to pay any and all general obligation bonds, notes, or other evidences of indebtedness issued by it under the authority of this Charter shall be unlimited and the City shall levy ad valorem taxes upon all the taxable property of the City for the payment of such bonds, notes or other evidences of indebtedness and interest thereon, without limitation of amount. The faith and credit of the City is hereby pledged for the payment of the principal of and the interest on all general obligation bonds, notes, or other evidences of indebtedness issued under the authority of this section, whether or not such pledge be stated in the bonds, notes, or other evidences of indebtedness, or in the ordinance authorizing their issuance.

## Section 813. Tax anticipation borrowing.

- (a) Authority. During the first six months of any fiscal year, the City may borrow in anticipation of the collection of the property tax levied for that fiscal year, and may issue tax anticipation notes or other evidences of indebtedness as evidence of such borrowing. Such tax anticipation notes or other evidences of indebtedness shall be first lien upon the proceeds of such tax and shall mature and be paid not later than six months after the beginning of the fiscal year in which they are issued.
- (b) Limitation. No tax anticipation notes or other evidences of indebtedness of the City shall exceed 50% of the property tax levy for the fiscal year in which the notes or other evidences of indebtedness are issued.
- (c) Issuance and sale. All tax anticipation notes or other evidences of indebtedness shall be authorized by ordinance before being issued. The Council shall have the power to regulate all matters concerning the issuance and sale of tax anticipation notes.

## Section 814. Revenue bonds.

- (a) Authority. The City shall have the power to issue revenue bonds for one or more revenue-producing projects that serve a proper public purpose. Prior to issuance of revenue bonds, the Council shall enact an ordinance stating the public purpose for which the proceeds of the revenue bonds are to be expended.
- (b) Payment of indebtedness. Revenue bonds shall be made payable, as to both principal and interest, solely from the income, proceeds, revenues, and funds derived from the project or projects for which they were issued. Notwithstanding the authority granted to the Mayor and Council by Section 812 of this Charter, the faith and credit of the City may not be pledged for the payment of revenue bonds.

## Section 815. Short-term loans.

- (a) Authority. The City shall have the power to borrow from time to time upon the credit of said corporation such sum or sums as may be necessary for carrying out of municipal purposes, but the aggregate amount of such sums borrowed under the authority of this section shall at no time exceed \$125,000. Any short-term note or certificate of indebtedness executed pursuant to this subsection shall be authorized by ordinance before being used.
- (b) Promissory notes. In case money is so borrowed, the corporation shall issue the promissory note or notes or certificate or certificates of indebtedness of said corporation therefor, to be executed by the Mayor and the Treasurer of Glenarden under the seal of said corporation thereto affixed as evidence or evidences of indebtedness for said sum or sums so borrowed; and the sum or sums so borrowed and interest thereon shall be repaid from time to time as funds shall become available for the purpose from the funds of said City. The term of said notes or certificates shall not exceed five years. They may be sold by private negotiation, and the interest rate to be applied to them shall not exceed the maximum limit as specified for the sale of municipal bonds by the Annotated Code of Maryland.

## Section 816. Construction loans.

- (a) Authority. The City shall have the power to borrow money for capital improvements and to evidence such borrowing by the issuance of one or more notes, and to secure the payment of such note or notes by the giving of a mortgage (or mortgages) on the property as improved.
- (b) Repayment. In the case of money so borrowed, the note or notes so issued, and any mortgage given to secure payment of the same shall be signed by the Mayor and the seal of the municipal corporation thereto affixed and the sum or sums so borrowed and interest thereon shall be repaid from time to time as funds shall become available for the purpose from the funds of the City. The term of such notes shall not exceed 20 years.
- (c) Procedures.
  - (1) Whenever the Council of Glenarden determines that a need exists for borrowing money to finance a capital improvement for the City, and further determines to borrow money pursuant to this section, the Council shall first enact an ordinance which shall state the public purpose upon which the loan proceeds are to be expended, the principal amount of the loan, the maximum rate of interest that the City will pay on said principal amount and the term of years over which the loan is to be repaid.
  - (2) Such ordinance shall contain the following form of notice which notice shall be published in one newspaper of general circulation in the City by two insertions thereof over a period of not less than 10 days next preceding the date fixed for submission of written responses by interested banks or financial institutions:

### Notice of Solicitation for Construction Loan

The City of Glenarden, Maryland, a municipal corporation organized under the laws of the State of Maryland, is soliciting a construction loan to finance the following capital improvement: \_\_\_\_\_ the loan is to be in the principal amount of \_\_\_\_\_ dollars, repayable within \_\_\_\_\_ year(s), with interest not to exceed \_\_\_\_\_ percent per annum. The City has authority by virtue of Section 816 of its Charter to secure the payment of the loan by giving a mortgage on the property to be improved. Any bank or financial institution interested in negotiating such a loan with the municipal corporation should send written notification of such interest to the Glenarden City Manager at: James R. Cousins, Jr. Municipal Center, 8600 Glenarden Parkway, Glenarden, Maryland 20706, on or before \_\_\_\_\_ o'clock \_\_\_\_\_ M on the \_\_\_\_ day of (Month), (Year). Such notification should be in a sealed envelope and contain the following notation: "Notification of Interest in Construction Loan."

All such notifications shall be opened promptly at the time and place designated, the names of the banks and financial institutions recorded, and within a period of not more than 10 days thereafter, the City Manager shall cause construction loan applications to be filed with all such

interested banks and financial institutions. Upon receipt of loan commitments, the City Manager shall submit the same to the Council for a determination as to the bank or financial institution with which the construction loan shall be placed. Such determination shall be made in favor of the bank or financial institution that is able to lend such funds on terms deemed by the Council to be most favorable to the City.

- (3) At any time prior to the acceptance of a loan commitment by the City, or at any time prior to the City's execution of a construction loan note or a mortgage as authorized by this section, if the Council determines that another mode of financing would be more beneficial to the City, it shall have the right to pursue such other method, and to so notify any banks or financial institutions which have responded to its notice soliciting a construction loan.
- (4) Before any construction loan note is executed on behalf of the City, the Council shall by ordinance authorize the execution of the specific construction loan note, and shall incorporate by reference into the enabling ordinance the terms of such note. Likewise, before any mortgage is executed to secure the payment of a construction loan note made pursuant to this section, the Council shall, by ordinance, authorize the execution of the specific mortgage and shall incorporate by reference into the enabling ordinance the terms of such mortgage.

## Section 817. Previous issues.

All bonds, notes or other evidences of indebtedness validly issued by the City previous to the effective date of this Charter and all ordinances passed concerning them are hereby declared to be valid, legal, and binding and in full force and effect as if herein fully set forth.

## Section 818. Contract procedure.

[Amended 9-8-2008 by Res. No. CR-01-2009; amended 11-12-2019 by Res. No. CR-01-2020]

- A. All supplies material, equipment, construction of public improvements and contractual services, except as otherwise provided in this Charter, when the estimated cost thereof shall exceed \$6,000, shall be purchased by formal written contract from the bidder who offers the lowest or best bid as determined by the Mayor or Council as provided in this Charter, after due notice inviting bids.
- B. Any purchase more than \$2,000 but less than \$6,000 requires that notice be given to the City Council three days prior to purchase.
- C. In lieu of the contract bid process required by this section, and in place of Section 821(a), (b) and (c) of this Charter, whenever a federal, state, county or local government, or any agency thereof, whose purchasing policies are comparable to those of the City of Glenarden, has conducted a bid and awarded a contract, the City may purchase by contract the bid item at the bid price from the successful bidder, subject to the approval of the Mayor or Council. Prior to the City's purchase of an item, service or material from a successful bidder of another jurisdiction, the City Manager shall obtain a copy of the jurisdiction's purchasing policies.

## Section 819. Notice inviting bids.

- (a) Newspaper. Notice inviting bids shall be published at least once in a newspaper of general circulation within the City at least five days preceding the last day set for the receipt of bids.
- (b) Scope of notice. The newspaper notice required herein shall include a general description of the articles or services to be purchased or sold, shall state where bid forms and specifications may be secured, and the time and place for opening bids.

- (c) Vendors list. The City Manager shall also solicit sealed bids from all responsible prospective suppliers and contractors who have requested that their names be added to a "vendors list" which the City Manager shall maintain, by sending them a copy of such newspaper notice or such notice as will acquaint them with the proposed purchase or sale. In any case invitations sent to the vendors on the vendor's list shall be limited to commodities that are similar in character and ordinarily handled by the trade group to which the invitations are sent.
- (d) Bulletin board. The City Manager shall also advertise all pending purchases or sales by a notice posted on the public bulletin board in the Municipal Center.

## **Section 820. Bid deposits.**

When deemed necessary by the City Manager or required by the Council, bid deposits shall be prescribed in the public notices inviting bids. Unsuccessful bidders shall be entitled to return of security deposit where the City Manager has required such. A successful bidder shall forfeit any security deposit required by the City Manager upon failure on the bidder's part to enter a contract within 10 days after the award.

## **Section 821. Bid opening procedure.**

- (a) Sealed. Bids shall be submitted sealed to the City Manager and shall be identified as bids on the envelope.
- (b) Opening. Bids shall be opened in public at the time and place stated in the public notice.
- (c) Tabulation. A tabulation of all bids received shall be posted for public inspection.
- (d) Bidders in default to City. The City Manager shall not accept the bid of a contractor who is in default on the payment of taxes, licenses, or other monies due to the City.

## **Section 822. Rejection of bids.**

The Mayor shall have the authority, upon approval of the Council, to reject all bids, parts of all bids, or all bids for any one or more suppliers or contracted services included in the proposed contract, when the public interest will be served thereby.

## **Section 823. Award of contract.**

- (a) Authority in Mayor. The Mayor shall have authority to recommend the award of contracts within the context of this Charter.
- (b) Lowest responsible bidder. Contracts shall be awarded with the approval of the Council, to the lowest responsible bidder. In determining the "lowest responsible bidder," in addition to price, the following factors shall be considered:
  - (1) The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - (2) Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay and interference;
  - (3) The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - (4) The quality of performance of previous contracts or services;

- (5) The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  - (6) The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - (7) The quality, availability and adaptability of the suppliers, or contractual services to the particular use required;
  - (8) The ability of the bidder to provide future maintenance and service for the use of the subject of the contract; and
  - (9) The number and scope of conditions attached to the bid.
- (c) Minimum number of bids. All open market purchases shall wherever possible, be based on at least three competitive bids, and shall be awarded to the lowest responsible bidder in accordance with the standards set forth in this section.
- (d) Award to other than low bidder. When the award is not to the low bidder, a full and complete statement of the reasons for recommending another award shall be prepared by the Mayor and provided to the Council with the other papers relating to the transaction.
- (e) Tie bids.
- (1) Local vendors. If all bids received are for the same total amount or unit price, quality and service being equal, the contract shall be recommended for award to a local bidder.
  - (2) Outside vendors. Where Subsection (e)(1) of this section is not in effect, the Mayor shall recommend award of the contract to one of the tie bidders by the results of drawing lots in public.
- (f) Performance bonds. The Mayor shall be authorized to require a performance bond, before entering a contract, in such amount as he or she shall find reasonably necessary to protect the best interests of the City, provided that such bond is not less than 10% of the contract.

## **Section 824. Prohibition against subdivision.**

No contract or purchases shall be subdivided to avoid the requirements of this Charter.

## **Section 825. Professional services exception.**

Expenditures for contracts involving technical or professional services, such as consulting and supervising engineers, architects, attorneys at law, and certified public accountants, are exempt from the provisions of the bidding procedures required by this Charter, provided however, that all contracts for exempt technical or professional services shall be awarded only after notice inviting potential contractors to submit proposals has been given in at least one newspaper of general circulation in the City at least five days prior to the awarding of any contract, and shall be first approved by the Council.

## **Section 826. Emergency exception.**

Notwithstanding any other provision of this Charter, any supplies, purchases or contractual services involving any emergency as clearly found by the Council, may be exempted from the bidding requirements.

## **Section 827. Multiyear contract authority.**

Notwithstanding any other provision of this Charter or City ordinances, the Mayor is hereby authorized to negotiate a multiyear contract, not to exceed three years, for review and approval by the Council. No such multiyear contract shall be authorized without the express approval of the Council.

## **Section 828. Disposition of City property; surplus property.**

- (a) The Mayor, with consent of the Council, may declare any unusable, obsolete or outmoded personal property or equipment belonging to the City as surplus property and sell such surplus property to the general public to the highest bidder or offeror.
- (b) The method for disposal of property being so declared is through a periodic surplus list placed in the Municipal Center and by circulation throughout the City with the monthly City meeting notice.
- (c) The notice shall identify the means of acquisition to be by bid, informal offer or specified auction date.
- (d) All revenues collected from the sale of surplus property shall be deposited with the Treasurer.

## **Section 829. Minority participation.**

The Council shall develop guidelines to encourage minority participation in the City's procurement process to provide a proportionate share of procurement contracts to minority business enterprises.

## **Section 830. Annual audit.**

The financial books and accounts of the City shall be audited annually as required by Article 19 of the Annotated Code of Maryland. The results of such audit including copies of the audit, management letters or any pertinent audit documents are to be presented, simultaneously, by the auditor to the Mayor and Council. The audit shall also be summarized and published annually in a newspaper of general circulation in the City within 30 days after receipt by the Mayor and Council.

## **Section 831. Additional audits.**

The Council shall provide for additional financial or management audits as needed.

## **Section 832. Annual performance evaluation.**

[Added 5-10-2005 by Res. No. CR-28-2005]

- (a) The City Treasurer shall be subject to separate annual performance evaluations to be performed by the Mayor and Council with input from the City Manager.
- (b) The performance and evaluation criteria shall be prepared by the Mayor and adopted by the Council and may be periodically revised by the Mayor with the approval of the Council.

## **Section 833. Removal from office.**

[Added 5-10-2005 by Res. No. CR-28-2005]

The Mayor and Council may remove the City Treasurer from office in accordance with the following procedures:

- (a) The Mayor shall submit to the Council a resolution to consider removal of the City Treasurer, which must state the reasons for removal, a copy of which shall be delivered to the City Treasurer as soon as practicable. The Mayor's resolution to consider removal of the City Treasurer shall not require the approval of the Council. After submitting to the Council a resolution to consider removal of the City Treasurer, the Mayor may suspend the City Treasurer from duty with pay for a period not to exceed 45 days pending Council action on a final resolution of removal.
- (b) Alternatively, the Council shall adopt by an affirmative vote of a majority of all of its members a resolution to consider removal of the City Treasurer, which must state the reasons for removal and may suspend the City Treasurer from duty with pay for a period not to exceed 45 days. Such resolution and suspension shall not require the approval of the Mayor. A copy of the resolution to consider removal shall be delivered to the Treasurer as soon as practicable.
- (c) Within five days after a copy of the resolution to consider removal is delivered to the City Treasurer, he or she may file with the Council a written request for a hearing. This hearing shall be held at a closed-session Council meeting not later than 20 days after the request is filed. The City Treasurer may file with the Council a written reply to the resolution to consider removal not later than five days before the hearing.  
[Amended 3-12-2012 by Res. No. CR-05-2012]
- (d) The Council may adopt a final resolution of removal which may be made effective immediately, by affirmative vote of a majority of all its members, at any time after five days from the date when a copy of the resolution to consider removal was delivered to the City Treasurer, if a closed-session hearing has not been requested, or any time after the closed session hearing if one has been requested.  
[Amended 3-12-2012 by Res. No. CR-05-2012; 5-12-2014 by Res. No. CR-03-2014]

## Article IX. PERSONNEL.

### Section 901. Authority to employ personnel.

[Amended 12-8-2014 by Res. No. CR-01-2015; 11-9-2020 by Res. No. CR-03-2021]

The Mayor, on the recommendation of the City Manager and with the approval of the Council, shall appoint the heads of all offices, departments, and agencies of the City government as established by this Charter or by ordinance. All office, department, and agency heads shall serve at the pleasure of the Mayor. All subordinate officers and employees of the offices, departments and agencies of the City government shall be appointed and removed by the Mayor, in accordance with existing rules and regulations, as well as in any merit system which may be adopted by the Council.

### Section 902. Clerk to Council.

There shall be a Clerk to the Council who shall be appointed by the President of the Council with the approval of a majority of the Council and who shall serve at the pleasure of the Council. The Clerk shall attend every meeting of the Council and keep a full and accurate account of the proceedings of the Council. The Clerk shall keep such other records and perform such other duties as may be required by this Charter or the Council. There may also be a Deputy Clerk to the Council who shall be appointed by the President of the Council with the approval of a majority of the Council and who shall serve at the pleasure of the Council. The Deputy Clerk to the Council shall perform the duties of the Clerk in the absence of the Clerk to the Council.

### Section 903. City Attorney.

[Amended 2-10-2014 by Res. No. CR-02-2014; 1-9-2017 by Res. No. CR-10-2017; 12-11-2017 by Ord. No. CR-05-2018]

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

## **Section 904. Merit system.**

The City may provide by ordinance for appointments and promotions in administrative service on the basis of merit and fitness. To carry out this purpose the Council may adopt such rules and regulations governing the operation of a merit system as it deems desirable or necessary. Among other things these rules and regulations may provide for competitive examinations, the use of eligible lists, a classification plan, a compensation plan, a probation period, appeals by employees included within the classified service from dismissal or other disciplinary action, and vacation and sick leave regulations.

## **Section 905. Compensation of employees.**

The compensation of all officers and employees of the City shall be set from time to time by an ordinance passed by the Council, subject to the restrictions imposed upon establishing the salaries of the Councilmembers and Mayor.

## **Section 906. Employee benefit programs.**

The Council by ordinance may provide for or participate in hospitalization or other forms of benefit or welfare programs for its officers and employees, and may expend public monies of the City for such programs.

## **Section 907. Removal of Chief of Police.**

[Added 2-10-2014 by Res. No. CR-01-2014]

The Mayor and Council may remove the Chief of Police from office in accordance with the following procedures:

- (a) The Mayor shall submit to the Council a resolution to consider removal of the Chief of Police, which must state the reasons for removal, a copy of which shall be delivered to the Chief of Police as soon as practicable. The Mayor's resolution to consider removal of the Chief of Police shall not require the approval of the Council. After submitting to the Council a resolution to consider removal of the Chief of Police, the Mayor may suspend the Chief of Police from duty with pay for a period not to exceed 45 days pending Council action on a final resolution of removal.
- (b) Alternatively, the Council shall adopt by an affirmative vote of a majority of all of its members a resolution to consider removal of the Chief of Police, which must state the reasons for removal, and may suspend the Chief of Police from duty with pay for a period not to exceed 45 days. Such resolution and suspension shall not require the approval of the Mayor. A copy of the resolution to consider removal shall be delivered to the Chief of Police as soon as practicable.
- (c) Within five days after a copy of the resolution to consider removal is delivered to the Chief of Police, he or she may file with the Council a written request for a hearing. This hearing shall be held at a closed-session Council meeting no later than 20 days after the request is filed. The Chief of Police may file with the Council a written reply to the resolution to consider removal not later than five days before the hearing.



- (d) The Council may adopt a final resolution of removal, which may be made effective immediately, by affirmative vote of a majority of all its members, at any time after five days from the date when a copy of the resolution to consider removal was delivered to the Chief of Police, if a closed-session hearing has not been requested, or any time after the closed-session hearing, if one has been requested.

[Amended 5-12-2014 by Res. No. CR-03-2014]

## **Article X. PUBLIC WAYS AND SIDEWALKS.**

### **Section 1001. Definition of public ways.**

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

### **Section 1002. Control of public ways.**

The City shall have control of all public ways in the City except such as may be under the jurisdiction of the Maryland State Highway Administration. Subject to the laws of the State of Maryland and this Charter, the City may do whatever it deems necessary to establish, operate, and maintain in good condition the public ways of the City.

### **Section 1003. Public ways; powers.**

The City may:

- (a) Establish, regulate, and change from time to time the grade lines, width and construction materials of any City public way or part thereof, bridges, curbs, and gutters.
- (b) Grade, lay out, construct, open, extend, and make new City public ways.
- (c) Grade, straighten, widen, alter, improve, or close up any existing City public way or part thereof.
- (d) Pave, surface, repave, or resurface any City public way or part thereof.
- (e) Install, construct, repair, and maintain curbs and/or gutters along any City public way or part thereof.
- (f) Construct, reconstruct, maintain, and repair bridges.
- (g) Name City public ways.
- (h) Have surveys, plans, specifications, and estimates made for any of the above projects or parts thereof.

### **Section 1004. Sidewalks; powers.**

The City may:

- (a) Establish, regulate, and change from time to time the grade lines, width, and construction materials of any sidewalk or part thereof on City property along any public way or part thereof.
- (b) Grade, lay out, construct, reconstruct, pave, repave, repair, extend, or otherwise alter sidewalks on City property along any public way or part thereof.

- (c) Require and order the owner of any property abutting on any public way in the City to perform any projects authorized by this section at the owner's expense according to reasonable plans and specifications. If after due notice, the owner fails to comply with the order within a reasonable time, the City may do the work, and the expense may be a lien on the property and be collected in the same manner as City taxes or by suit of law, upon determination of the Council.

## Section 1005. Special assessments — Power of City.

The City may levy and collect taxes in the form of special assessments upon property in a limited and determinable area for special benefits conferred upon the property by the installation or construction of water mains, sanitary sewer mains, stormwater sewers, curbs, and gutters and by the construction and paving of public ways and sidewalks or parts thereof, and it may provide for the payment of all or any part of the above projects out of the proceeds of the special assessment. The cost of any project to be paid in whole or in part by special assessments may include the direct cost thereof, the cost of any land acquired for the project, the interest on bonds, notes, or other evidences of indebtedness issued in anticipation of the collection of special assessments, a reasonable charge for the services of the administrative staff of the City, and any other item of cost which may reasonably be attributed to the project.

## Section 1006. Same — Procedure.

- (a) Cost. The part of the project cost to be paid by special assessment shall be apportioned to each property according to the front foot benefit or some other equitable basis determined by the Council.
- (b) Maximum amount. The amount assessed against any property for any project or improvement shall not exceed the value of the benefits accruing to the property therefrom, nor shall any special assessment be levied which causes the total amount of special assessments levied by the City and outstanding against any property at any time, exclusive of delinquent installments, to exceed 25% of the assessed value of the property after giving effect to the benefit accruing thereto from the project or improvement for which assessed.
- (c) Procedure. All special assessment charges shall be levied by the Council by ordinance. Before levying any special assessment charges, the Council shall hold a public hearing. The City Manager shall cause notice to be given stating the nature and extent of the proposed project, the kind of materials to be used, the estimated cost of the project, the portion of the cost to be assessed, the number of installments in which the assessment may be paid, the method to be used in apportioning the cost and the limits of the proposed area of assessment. The notice shall also state the time and place at which all persons interested, or their agents or attorneys, may appear before the Council and be heard concerning the proposed project and special assessment. Such notice shall be given by sending a copy thereof by mail to the owner of record of each parcel of property proposed to be assessed and to the person in whose name the property is assessed for taxation and by publication of a copy of the notice at least once in a newspaper of general circulation in the City. The City Manager shall present at the hearing a certificate of publication and mailing of copies of the notice, which certificate shall be deemed proof of notice, but failure of any owner to receive the mailed copy shall not invalidate the proceedings. The date of hearing shall be set at least 10 and not more than 30 days after the City Manager shall have completed publication and service of notice as provided in this section. Following the hearing the Council, in its discretion, may vote to proceed with the project and may levy the special assessment.
- (d) Appeals. Any property owner aggrieved by the levying of any special assessment under the provisions of this section shall have the right to appeal to the Circuit Court of the County within 30 days after the levying of an assessment by the Council.
- (e) Payments. Special assessments may be made payable in annual or more frequent installments over such period of time, not to exceed 10 years, and in such manner as the Council may

determine; the Council shall determine on what date installments shall be due and payable. Interest may be charged on installments at the rate to be determined by the Council.

- (f) When due. All special assessment installments are overdue six months after the date on which they become due and payable. All special assessments shall be liens on the property and all overdue special assessments shall be collected in the same manner as City taxes or by suit at law.
- (g) Collection. All special assessments shall be billed and collected by the City Treasurer.

## Article XI. CITY PROPERTY.

### Section 1101. Acquisition, possession and disposal.

The City may acquire real, personal, or mixed property within the corporate limits of the City for any public purpose by purchase, gift, bequest, devise, lease, condemnation, or otherwise and may sell, leave, or otherwise dispose of any property belonging to the City. All municipal property, funds, and franchises of every kind belonging to or in the possession of the City (by whatever prior name known) at the time this Charter becomes effective are vested in the City, subject to the terms and conditions thereof.

### Section 1102. Condemnation.

The City may condemn property of any kind, or interest therein or franchise connected therewith, in fee or as an easement, within the corporate limits of the City, for any public purpose. Any activity, project, or improvement authorized by the provisions of this Charter or any other state law applicable to the City is a public purpose. The manner of procedure in case of any condemnation proceeding shall be that established in the Real Property Article, Title 12, Annotated Code of Maryland.

### Section 1103. City buildings.

The City may acquire, obtain by lease or rent, purchase, construct, operate, and maintain all buildings and structures it deems necessary for the operation of the City government.

## Article XII. GENERAL PROVISIONS.

### Section 1201. Oath of office.

[Amended 11-14-2016 by Res. No. CR-03-2017]

- (a) Before entering upon the duties of their offices, the Clerk to the Council, the Treasurer, the City Manager, all department heads designated by the Council, and the members of the Board of Elections, and all other persons appointed to any office of profit or trust in the City government, shall take and subscribe before the Mayor the following oath or affirmation: "I, \_\_\_\_\_ do swear (or affirm, as the case may be) that I will support the Constitution of the United States; and that I will be faithful and bear true allegiance to the State of Maryland, and support the Constitution and Laws thereof; and that I will, to the best of my skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office of \_\_\_\_\_, according to the Constitution and Laws of this State."
- (b) The Mayor and each Councilmember, prior to assuming office, shall take an oath before any officer of the State of Maryland duly authorized and willing to administer such oath that he or she shall support the Constitution of the United States, will be faithful and bear true allegiance to the State of

Maryland and support the Constitution and Laws thereof, and will, to the best of his or her skill and judgment, diligently and faithfully, without partiality or prejudice, execute the office that he or she assumes, according to the Constitution and Laws of this State.

## **Section 1202. Official bonds.**

The Treasurer and such other officers or employees of the City as the Council or this Charter may require, shall give bond in such amount and with such surety as may be required by the Council. The premiums on such bonds shall be paid by the City.

## **Section 1203. Prior rights and obligations.**

All rights, titles, and interests held by the City or any other person or corporation at the time this Charter is adopted, in and to any lien acquired under any prior Charter of the City, are hereby preserved for the holder in all respects as if this Charter had not been adopted, together with all rights and remedies in relation thereto. This Charter shall not discharge, impair, or release any contract, obligation, duty, liability, or penalty whatever existing at the time this Charter becomes effective. All suits and actions, both civil and criminal, pending, or which may hereafter be instituted for causes of action, now existing or offenses already committed against any law or ordinance repealed by this Charter, shall be instituted, proceeded with, and prosecuted to final determination and judgment as if this Charter had not become effective.

## **Section 1204. Enforcement and penalties.**

- (a) The Council shall have the power to declare that a violation of any City ordinance shall be punishable as a misdemeanor and to affix penalties thereto of less than or equal to the maximum misdemeanor penalty prescribed by Article 23A, Section 3 of the Annotated Code of Maryland. Unless otherwise explicitly provided all violations of City ordinances shall be a misdemeanor.
- (b) The Council may declare that a violation of a City ordinance shall be a municipal infraction, unless that violation is declared to be a felony by state law or other ordinance, and affix penalties thereto of less than or equal to the maximum municipal infraction penalty prescribed by Article 23A, Section 3 of the Annotated Code of Maryland. For the purposes of this Charter, a municipal infraction is a civil offense.
- (c) Each day a violation continues shall constitute a separate offense.
- (d) Any person receiving a citation for a municipal infraction may choose to stand trial for the infraction in a manner prescribed by Article 23A, Section 3 of the Annotated Code of Maryland.

## **Section 1205. Effect of Charter on existing ordinances.**

- (a) All ordinances, resolutions, rules, and regulations in effect in the City at the time this Charter becomes effective which are not in conflict with the provisions of this Charter shall remain in effect until changed or repealed according to the provisions of this Charter.
- (b) All ordinances, resolutions, rules, and regulations in effect in the City at the time this Charter becomes effective which are in conflict with the provisions of this Charter are repealed to the extent of such conflict.

## **Section 1206. Separability.**

If any section or part of a section of this Charter is held invalid by a court of competent jurisdiction, this holding shall not affect the remainder of this Charter or the context in which such section or part of section so held invalid appears, except to the extent that an entire section or part of a section may be inseparably connected in meaning and effect with the section or part of a section to which such holding shall directly apply.

## **Article XIII. BOARDS, COMMISSIONS AND ADVISORY COMMITTEES.**

### **ATTACHMENTS**

**Ca Appendix I** 

### **Section 1301. Establishing of boards, commissions, and advisory committees.**

[Added 5-10-2005 by Res. No. CR-27-2005; 4-9-2018 by Ord. No. CR-08-2018; amended 4-9-2018 by Res. No. CR-08-2018]

From time to time, the Mayor and Council may establish boards, commissions and advisory committees. The members of any such boards, commissions and advisory committees shall be appointed by the Mayor or Council, with the approval of the City Council. Board, commission and advisory committee members will be residents of the City. Any board, commission or advisory committee established by the Council shall promptly adopt written bylaws, subject to the approval of the Mayor or Council. Each board, commission or advisory committee shall keep appropriate minutes of their proceedings, a copy of which shall be provided to the Council Clerk, and shall make periodic reports as requested by the Mayor or Council. Board, commission or advisory committee members who have completed a term may remain in office until such time as a replacement is appointed.

**[Charter as adopted by Res. No. R-01-95, effective April 4, 1995]**

# **FORMS OF MUNICIPAL GOVERNMENT ESSENTIAL ELEMENTS**

**MML**

## **STRONG MAYOR-COUNCIL**

- Mayor is totally separate from council
- Mayor serves as chief executive officer/head of administration
- Mayor oversees and manages the day-to-day operation of government
- Mayor appoints department heads who serve at the pleasure of the mayor
- Mayor creates and executes the budget
- Council approves the budget
- Council serves as the policymaking and legislative body and approves ordinances
- Mayor has the power to veto ordinances
- Council has the power to override vetoes
- Mayor is responsible for seeing that policies are implemented, and ordinances enforced

## **WEAK MAYOR MAYOR-COUNCIL**

- Mayor serves as ceremonial leader
- Mayor presides over council meetings
- Mayor often serves as member of the council, may vote on issues and has no veto authority
- Mayor has limited administrative powers and together with council appoints department heads
- Mayor and council together create and implement the budget
- Mayor and council together create and implement policies and ordinances

### COMMISSIONER FORM

- Commissioners have both legislative and administrative roles
- Commissioners serve as department heads
- Commissioners draft budgets for their own departments
- Commissioners together approve, implement and oversee budgets
- Commissioners enact and enforce local policies and ordinances

### COUNCIL-MANAGER

- Council serves as the legislative and policy arm of government
- Manager is the chief administrative and/or executive officer, drafting and monitoring the budget, implementing policy, enforcing ordinances and overseeing day-to-day operations

### MAYORAL-ADMINISTRATIVE CONTINUUM

- Most municipalities draw elements from more than one form of government
- If a strong mayor government were at one end of a continuum and a weak mayor form were on the other end, most municipalities would reflect a variety of elements that would place them at various points along the continuum.

### PREVALANCE OF MUNICIPAL GOVERNMENT TYPES IN MARYLAND

- Strong mayor - 24 municipalities (15%) embrace all four elements of strong mayor form - another 25 (16%) embrace three out of four elements
- Commissioner - about 30 - (19% of municipalities)
- Pure council-manager - 28 total municipalities (18%)
- The rest (32%) of municipalities are hybrids that share elements of more than one government form

been paid, and as evidence of said transfer, the Clerk to the Commissioners of Dorchester County, and in case property is in a city or town, also Clerk to the Commissioners of said city or town, shall stamp upon said deed his certificate thereof, and no deed shall be received for record without said certificate or certificates. At the time of submitting the deed to the Clerk to the County Commissioners, or if the land be in a city or town, to the Clerk to the Commissioners of the city or town the person or persons offering the same shall furnish said clerk or clerks, with a statement of the buildings, if any, upon the land conveyed by said deed. The Clerk of the Circuit Court shall not record or accept for record any deed without the certificate of the Clerk to the Commissioners of Dorchester County, and if said property is in the corporate limits of a city or town, a certificate from the Clerk to the Commissioners of such town or city, as prescribed by Section 203. If the Clerk of the Circuit Court shall receive for record any deed in violation of the provisions of this section, he shall be subject to a penalty of twenty-five (\$25.00) dollars for each deed so recorded. All Acts or part of Acts inconsistent herewith are hereby repealed.

SEC. 2. *And be it further enacted*, That this Act shall take effect June 1, 1939.

Approved May 11, 1939.

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#### CHAPTER 650.

(House Bill 851)

AN ACT to incorporate the Town of Glenarden, comprising the subdivisions of Glenarden and Glenarden Heights, in Prince George's County, Maryland; to provide for the government thereof; to grant certain powers to said municipal corporation; to require the County Commissioners to pay over to said town a certain portion of the taxes levied for county roads and bridges; to require the State Roads Commission to pay over to said municipality a certain portion of the gasoline tax funds allotted to Prince George's County, and to provide for the submission of this Act to the qualified voters of said town for adoption or rejection, and to appoint a committee to conduct such referendum and the first election of officers to be held hereunder.

SECTION 1. *Be it enacted by the General Assembly of Maryland*, That the citizens of the subdivisions of Glenarden and



Glenarden Heights, in Prince George's County, Maryland, are hereby made a body corporate by the name of "Mayor and Common Council of Glenarden", and by that name may have perpetual succession, sue and be sued, have and use a common seal, purchase, hold, sell, lease, mortgage, pledge and dispose of real, personal and mixed property for the benefit of said town.

SEC. 2. *And be it further enacted*, That the boundaries of said town shall be the boundaries of the subdivisions of Glenarden and of Glenarden Heights, and shown by the plats of said subdivisions duly recorded among the Land Records for Prince George's County, Maryland.

SEC. 3. *And be it further enacted*, That all citizens of the United States of the age of 21 years or over, who shall have resided within the limits of said town not less than one year immediately preceding any regular town election, shall be entitled to register, and thereafter to vote at any election held in said town under the provisions of any act requiring an election to be held in said town for any town purpose whatsoever, so long as they remain on the registration books of said town. Upon loss of citizenship or actual removal from said town a voters name shall be stricken from the registration books. The registration books and ballots, and the manner of registering and voting and of striking names from the registration books, shall be substantially the same as is provided by the General Election Laws of Maryland, except as modified by this Act.

SEC. 4. *And be it further enacted*, That the government of said town shall be vested in the Mayor and Common Council, composed of the Mayor and four councilmen to be elected at large as hereinafter provided, each of whom shall be a registered voter of said town and own real property in said town in his or her own name or jointly with spouse to the assessed value of at least Five Hundred Dollars, or be purchasing real property in said town, assessed at Five Hundred Dollars or more, under a contract recorded among the Land Records of Prince George's County, and in which property such person individually or jointly with spouse shall have an equity of at least Five Hundred Dollars, and who shall have resided within the corporate limits of said town for at least one year next preceding such election, and shall be an actual resident thereof at the time of election. If, at any time, such person shall remove from the town, or cease to have an equity of at least Five Hundred Dollars in real estate of said town, his or her office shall automatically become vacant.

SEC. 5. *And be it further enacted*, That the election of the Mayor and Councilmen (except as herein provided for the first election to be held hereunder), shall be held on the first Monday in May in each year at a place to be designated by the Mayor and Common Council, at which elections the polls shall remain open from seven o'clock A. M. to seven o'clock P. M.

On or before the first day of April in each and every year, the Mayor and Common Council shall appoint two qualified voters of said town not holding any other office thereunder as Supervisors of Election, and two Clerks of Election. Such Supervisors of Election shall also act as registrations officials and judges of election at any election held during the year succeeding their appointment. In case of a vacancy occurring the Mayor and Common Council shall appoint a qualified person to fill such vacancy, except that when such vacancy occurs, or any such person fails or refuses to act at a time too close to an election to convene the Mayor and Common Council, then such vacancy shall be filled by the remaining election officials to hold office until the next meeting of the Mayor and Common Council. The said Supervisors of Election shall appoint by at least ten printed or typewritten notices posted in at least ten conspicuous places in said town, at least five days before the first registration day, two days for registration in each and every year, which shall be not less than fifteen days nor more than thirty days before the first Monday in May in such year, on which days the said Supervisors of Election shall sit as registration officials at some easily accessible place in said town to be named in said advertisement from the hours of seven A. M. to seven P. M. At least three days shall intervene between the two registration days herein provided for. The Supervisors of Election acting as registration officials at the first of said registration days herein provided for, whenever an affidavit is made before them by any registered voter of said town that any name upon said books is not entitled to be thereon, shall note said name, and shall by placing in the United States mail addressed to said voter at the place of residence set out in said registration books with sufficient postage prepaid, a notice that his or her name has been noted for striking off, and that they will act thereon on the second day of registration, and notify the party who has been noted that they will act upon his or her right to remain upon said registration books on said second day of registration. The said Supervisors of Election may also on said first registration day take such action with regard to any name of their own motion. On the second of said registration days, the said Supervisors of Election shall pass upon

all of the names noted as above set out, and after hearing such evidence as may be presented before them, shall determine whether such name shall remain upon said books, or shall be stricken off, and in case they shall decide that any of such names shall be stricken off, they shall draw a line in red ink through such names on the registration books, and shall write in red ink at the end of said line the words "stricken off" and the date. Any person desiring to become a candidate for Mayor or Councilman shall at least ten days before election, file or cause to be filed with one of the Supervisors of Election a petition stating that he or she is a candidate for the office, and reciting the numbers of the liber and folio where the deed or contract referred to in the preceding section is recorded among the Land Records of Prince George's County, which petition shall be signed by such candidate, and indorsed by at least fifteen persons entitled to vote in the next town election. Upon the filing of such petitions, the Mayor and Common Council shall print such persons names upon the ballot with a square opposite each, the names of the candidates for Mayor to be in one group and appearing in alphabetical order, and with the instruction to the voters to "vote for one", and the candidates for councilman to be in another group with the names appearing in alphabetical order and with the instruction to the voters to "vote for four." At least five days before any election the said Mayor and Common Council shall cause to be posted in ten or more public places in said town notices of said election, designating the place of voting, the hours the polls are open, and the names of the Judges and Clerks, and the names of the candidates for the respective offices. Immediately upon the closing of the polls the ballots shall be publicly counted and the Supervisors of Election shall within two days thereafter make a true and correct return of the votes so cast in a sealed envelope to the Mayor, and within seven days after such election the Mayor and Common Council shall meet and canvass said returns and declare those qualified persons receiving the highest number of votes for their respective offices duly elected. In case two or more persons shall have received the same number of votes so that there is no choice for office, the Mayor and Common Council shall cast the deciding vote and declare which one of the tied candidates are elected.

SEC. 6. *And be it further enacted*, That the Mayor and Councilmen elected shall hold office for one year from the second Monday in May or until their successors shall be elected or appointed, and qualified as herein provided. In case any person elected Mayor or Councilman shall fail to qualify within thirty days after election day, or in case of any va-

cancy, the Mayor and remaining councilmen shall appoint a qualified person to fill said vacancy, to hold office for such term or unexpired term. All vacancies in the office of Mayor or of Councilmen caused by absence from its session for more than three consecutive meetings without excuse satisfactory to the majority of the remaining councilmen, or the councilmen and Mayor as the case may be, shall be filled as other vacancies. The Mayor and Councilmen shall serve without pay. The Mayor and Common Council may pass rules and regulations for their own proceedings while in session.

SEC. 7. *And be it further enacted,* That the Mayor and Common Council shall hold their meetings in public in some convenient place in said town from time to time as occasion may require, or upon the call of the Mayor or a majority of the councilmen; not less, however, than once in every month.

SEC. 8. *And be it further enacted,* That the said Mayor and Common Council shall appoint a clerk and a treasurer, or a combined clerk-treasurer, in which latter case the treasurer shall also act as clerk, and who in addition to his or her duties as treasurer shall keep the minutes of their proceedings in a well bound book which shall be open to the inspection of the public, and such clerk and/or treasurer shall perform such other duties as the Mayor and Common Council may direct.

SEC. 9. *And be it further enacted,* That the Mayor and Common Council shall appoint one or more town policemen, and/or special officers, for said town, who shall be vested with as full power and authority as a constable in criminal and misdemeanor cases within the said town limits, and who shall perform such duties as may be required of them, by said Mayor and Common Council, and who shall preserve the peace and good order of said town. They may make arrests for the violation of the public general and public local laws as well as the ordinances of the town, and shall have authority to retain custody outside of the town over persons arrested, while in the course of taking them to a Justice of the Peace and to jail.

SEC. 10. *And be it further enacted,* That the Mayor and Common Council shall have power to appoint a health officer, a fire marshal, a corporation counsel, and such inspectors and employees as they may determine, and shall fix their compensation. All the appointees of the Mayor and Common Council shall hold their office or positions at the pleasure of the Mayor and Common Council. The Mayor and Common Council may appoint the same person to perform the duties of more than one position.

SEC. 11. *And be it further enacted*, That before any elective or appointive officer of said town shall enter upon his or her duties, he or she shall take the constitutional oath of office before some officer authorized to administer oaths in Prince George's County, and a certificate of such oath shall be filed with the Clerk of said Mayor and Common Council which shall become a part of the records of said town.

SEC. 12. *And be it further enacted*, That the treasurer shall give bond to the Mayor and Common Council in such sum and with such surety or sureties as the Mayor and Common Council may require, conditioned for the faithful performance of the duties of his or her office.

SEC. 13. *And be it further enacted*, That the Mayor and Common Council may pass such ordinances as they may deem necessary or advisable for the good government, welfare, health, sanitation, safety, morals and improvement of said town, and for the preservation of peace and good order therein, and to prevent and remove all nuisances; they shall have supervision over the streets, roads, alleys, sidewalks and public places of said town; they may install stop signs and other traffic signs, except on or at entrance to state roads and enact ordinances to require obedience to such signs; they may change the names of streets, roads, and alleys within the town and assign house numbers to all buildings; they may adopt ordinances to regulate the keeping of dogs and other animals within the town, and for this purpose may impose license fees; they may provide for fire protection; they may impose licenses for the operating or conducting of places of amusement or entertainment, or for the operating or conducting of any business or industry, and fix the fees to be paid on the granting of such license; they may adopt building, electrical and oil burner regulations; they may provide minimum and maximum penalties for the violations of their ordinances, not, however, to exceed a maximum penalty of One Hundred Dollars and thirty days in jail, besides costs, for any one violation, and may provide for the commitment of convicted persons to the county jail or lock-up, under sentence or for non-payment of fine and costs.

SEC. 14 *And be it further enacted*, That the Mayor and Common Council shall have power to levy, on or before the first Monday of June in each year, the tax year commencing on the first day of July, a tax not to exceed twenty-five cents per One Hundred Dollars (\$100.00) assessed value based upon the State and County assessments on all real and personal property as the needs of the town may require. Pro-

vided however, that the Mayor and Common Council shall have the power by ordinance to exempt not exceeding \$500.00 of household goods of each person from taxation. Such tax shall be in default after the first day of October of each year and shall thereafter bear interest at one per centum (1%) per month until paid. The Treasurer of said town shall calculate the amount of taxes due by each person and shall render a bill to the address given on such lists of assessments either by depositing the same in the mail or otherwise, or if the address of any such person is unknown, to the best address ascertainable. All taxes on real estate not paid by the first day of March next succeeding their levy shall be collected in the following manner: The Treasurer shall make up a list of the unpaid taxes, and shall advertise the same in some newspaper published in Prince George's County, once in each of three successive weeks, and give notice in said advertisement that on a day to be named therein not later than one month from the date of the first insertion therein, he will sell the properties therein named to the highest bidder for cash. Such notice shall set out the name or names of the respective owners of real estate, a brief description of the location of the property, and the amount of taxes, interest, penalties and costs for which the same is liable. Each piece of real estate so in default shall bear a charge of \$2.50 to cover the costs of advertising, and to cover the cost of verifying the names of the owners of such real estate in the Land Records of the County, which shall be a lien on the real estate, and collected as other town taxes are collected, and with the same interest and penalties.

No piece of real estate offered at tax sale by said Town Treasurer shall be sold for less than the total of the taxes, interest, penalties and costs for which it is liable. If such a bid for the same be not made, it shall be considered and recorded as sold to The Mayor and Common Council of Glenarden for the total amount thereof. In such case it shall remain on the assessment books of the Town of Glenarden and be taxed as other property thereon; but not resold at the succeeding annual tax sales.

Any real estate sold under the provisions of this Act may be redeemed within two years after the published date of the sale thereof by the payment of the total amount of the taxes, interest, penalties and costs for which the same was sold, interest at twelve per centum per annum on the amount of such sale from the date of sale, as published, to the time of redemption, and all subsequent taxes, interest, penalties and costs which shall have accrued thereon.

The sales of all real estate made by the said Town Treasurer for taxes so due and unpaid to the said Town of Glenarden

shall be reported by him, under a general oath as to their fairness, to the Circuit Court for Prince George's County, sitting in equity. Said sales shall be listed in separate paragraphs. The Clerk of said Court, upon receiving said report, shall docket a suit in the equity docket of said Court in the name of the "Town Treasurer of Glenarden," as plaintiff, against each of the persons or corporations named in said report of sales, as defendants.

The Circuit Court for Prince George's County is hereby vested with full and complete jurisdiction to hear and determine suits docketed upon said Town-Treasurer's report as proceedings in rem as fully and completely as it can hear and determine equity suits within its general jurisdiction.

The said Town-Treasurer's report of sales shall be considered and treated by the Court as if it were a bill in equity. Upon the filing of said report the said Court, through its Clerk, shall issue an order of publication against each of the persons or corporations named in said report, which order of publication shall be drawn and published in accordance with the provisions of the Laws of Maryland authorizing service of process upon non-resident defendants by publication. Upon it appearing to the satisfaction of the Court that said order of publication has been duly published and that the time fixed by law for the defendants to appear and answer has expired, the Court shall proceed to hear, and determine all questions raised as to said tax sale or sales and shall enter such decree or decrees as the nature of the case may require. A substantial compliance with the provisions of this Act by the said Town-Treasurer in making such tax sale or sales and reporting the same to the Court shall be deemed to be sufficient compliance therewith.

An appeal from a final decree of said Court may be taken by any party having an interest in any piece of real estate described in said report, to the Court of Appeals of Maryland, but such appeal shall apply only to the real estate of the parties appealing, the decree or decrees rendered in said cause otherwise to remain in full force and effect.

Said appeals shall be taken and perfected as now required by law.

Whenever the Court shall set aside any sale for taxes so reported, the taxes, interest and penalties accrued against each separate piece of real estate in reference to which said sale has been set aside, shall remain a lien upon said real estate and, unless paid, shall be advertised for sale by the said Town-Treasurer at the next annual tax sale.

The Mayor and Common Council of Glenarden shall pay to the Clerk of the Circuit Court for Prince George's County,

upon the filing of any report of tax sales, a fee of Five Dollars in full payment of the costs of the said Clerk in such cause.

Within thirty (30) days after any such tax sale, the said Town-Treasurer shall deliver to the purchaser or purchasers (except the Town of Glenarden) of any real estate sold by him at such tax sales, a certificate which shall set forth the name or names of the owner or owners of the real estate so sold; a description of said real estate; the name or names of the purchaser or purchasers; the amount of the purchase price; and that said real estate may be redeemed within two years from the date of sale upon the payment of the said Town-Treasurer of amount of said sale, together with interest at the rate of twelve (12) per centum per annum on said purchase price.

The Town-Treasurer of Glenarden is hereby authorized and directed to execute and deliver to the purchaser or purchasers (except the Town of Glenarden) of any real estate so sold for taxes, and not set aside by the Court, a deed to the real estate so sold and not redeemed within the time herein limited. Said deed shall vest in the purchaser or purchasers of any piece or pieces of real estate at any such tax sales, a fee simple title therein. Said deed shall recite the name or names of the owner or owners of said real estate at the time the same was sold; a description of the real estate; the purchase price, the fact that the same has not been redeemed within the time limited by this Act, that the sale thereof has been ratified by the Court, and that said deed, under the provisions of this Act, vests a fee simple title in the purchaser or purchasers of said real estate, their heirs and assigns.

Upon the redemption of any real estate sold for taxes under the provisions of this Act, the said Town-Treasurer shall collect and pay to the purchaser or purchasers thereof interest on the purchase price at the rate of twelve (12) per centum per annum accruing between the date of any such sale and the date of such redemption.

Upon the demand of any owner or owners of real estate so sold for taxes, the said Town-Treasurer shall pay to him or them the difference between the amount of the purchase price of any piece or pieces of real estate so sold at tax sale and the taxes, interest, penalties and costs, and all accrued taxes, interest, penalties, and costs on said real estate due and payable to the said Town of Glenarden.

Taxes on personal property shall be collected as debts are collected, including suit and execution before a Justice of the Peace of Prince George's County.



Whenever any real estate shall have been bought in, as herein provided, by the Town of Glenarden, at any tax sale made under the provisions of this Act and the same shall not have been redeemed within the time provided for the redemption thereof, and not set aside by the Court for defects in the levying of such taxes, the said Treasurer of Glenarden, as an additional and cumulative means of enforcing the payment of taxes, interest, penalties and costs against real estate, which have accrued prior to the date of this Act, or which shall hereafter accrue, and in no wise in derogation of the remedy hereby given, may, after the time of redemption has expired, file a plenary proceeding in equity in the Circuit Court for Prince George's County, Maryland, to reaffirm and finally establish a lien upon said respective pieces of real estate so sold to the town, for the taxes, interest, penalties and costs so charged against the same and to obtain a decree for the enforcement thereof. The owner or owners of each piece of real estate upon which such taxes, interest, penalties and costs are sought to be enforced, shall be made parties defendant in said suits, and if residents of the State of Maryland shall be personally served with process, and if non-residents shall be served with process, by publication, as is provided by law in other equity cases.

The said Court is hereby given jurisdiction to hear and determine such causes, establish such liens and decree the enforcement thereof. If said Court shall determine that said taxes were legally levied or made by said Mayor and Common Council of Glenarden, any defect or irregularity in the tax sale or in the proceeding upon the report thereof shall not be a defense to any such suits, all such decrees shall be enforced by the sale of the real estate through a trustee appointed by the Court in the same manner as decrees of said Court are authorized to be enforced by law. From the proceeds of the sale there shall be paid the proper costs and expenses of such Court proceedings and sale; second, all Town, Sanitary Commission, Park and Planning Commission, County and State taxes and assessments with interest, penalties and costs, and the balance, if any, paid to the owner or owners of record or to a mortgagee or lienholder thereon, as their interest may appear. If the proceeds of sale of any piece of real estate should be insufficient to pay in full the Town, Sanitary Commission, Park and Planning Commission, County and State taxes and assessments against the same, then such balance of proceeds shall be pro-rated between the Town, Sanitary Commission, Park and Planning Commission, County and State, in proportion to the amount due at the time of distribution to each of such jurisdictions on such pieces of

real estate. Such payment shall constitute a full satisfaction of all such taxes and assessments, and the purchaser shall take title to said property free and clear of past due taxes or assessments.

SEC. 15. *And be it further enacted*, That the County Commissioners of Prince George's County shall, and they are hereby directed to, return and pay over annually to the Treasurer of the Mayor and Common Council of said Town of Glenarden, three-fourths ( $\frac{3}{4}$ ) of the full amount of the road and bridge tax levied and collected each fiscal year from property within the said Town of Glenarden in the same amount and manner as is now or may hereafter be required by law to be paid to incorporated towns in said County, and the State Roads Commission shall pay annually, including the fiscal year ending Sept. 30, 1939, to the Treasurer of said Town, .092 per cent of such gasoline taxes as may be allotted to Prince George's County for County roads, the money so returned to be expended by the said Mayor and Common Council of Glenarden for improving, maintaining lighting and repairing the roads, streets, lanes and alleys in said town.

SEC. 16. *And be it further enacted*, That the Mayor and Common Council shall not issue bonds or borrow any money, except as may be authorized by General, Local or Special Act of the General Assembly of Maryland.

SEC. 17. *And be it further enacted*, That the Treasurer of said Mayor and Common Council of Glenarden shall deposit all funds coming into his hands as such together with all interest accruing thereon, in such depository or depositories, as may be directed by the Mayor and Common Council, to his credit as such Treasurer, and that the Treasurer of said Mayor and Common Council shall not dispose of any of the funds coming into his hands as such Treasurer unless upon check duly signed by him as Treasurer and countersigned by the Mayor of said town, or some member of the Council duly authorized by an ordinance passed by the Mayor and Common Council and duly recorded among the minutes thereof.

SEC. 18. *And be it further enacted*, That for the purpose of determining whether the citizens of said Town of Glenarden desire to incorporate, there shall be held an election on the first Monday in May, 1939, under the supervision of the committee hereinafter named, the manner and procedure of which shall be as follows:

The Committee to conduct such election shall consist of Alfred Perkins and Daniel Weldon as Judges of Election,

and Samuel Lewis and William Thompson as Clerks of Election, and if any of said Committee are unable or decline to serve, the remaining members of said Committee are empowered to select some resident voter of said town to fill his place.

The qualifications of voters on the referendum election shall be the same as those herein before set forth in regard to general elections.

The said Committee shall, not less than five (5) days before said referendum election, post in five (5) conspicuous places in the said town a typewritten or printed notice notifying all the residents of said town who are qualified to vote under this Act that an election will be held on the date fixed in this Act at a certain place and between certain hours, which notice shall contain the said date, the hours that the polls will remain open and the location of the polling place or places, and a statement that the election is to be held for the purpose of deciding whether or not to adopt this charter and form an incorporated town.

The said Committee, shall provide and furnish the place or places where such an election shall be held, the booths, ballot-boxes, and sufficient number of printed ballots, upon which on one line the words "For Incorporation," shall be printed, and on another line the words "Against Incorporation" shall be printed, with squares opposite each.

Said election shall be conducted as nearly as practicable as an election for County officers, is conducted in all ways not specially provided for in this Act, and on the closing of the polls the said Committee shall canvass said votes and publicly announce the result of said canvass. In the event that the majority of the votes cast are for incorporation, this act shall immediately become effective, and in the event that a majority of said votes are against incorporation, it shall be null and void. The Judges of Election shall certify the results of this election to the Secretary of State of Maryland.

SEC. 19. *And be it further enacted*, That if this charter is adopted by the citizens of said Glenarden under the provisions of the referendum above set forth, then the same committee that conducted the referendum election with the same powers of filling vacancies thereon shall on the 15th and 20th days of May, 1939, conduct a registration of voters in the manner in this Act provided for. They shall receive petitions of candidates for the office of Mayor and Councilmen on or before May 22, 1939. They shall post the notices of election in this Act provided for on or before May 25, 1939, and on the first Monday in June, hold another election for the election of the first Mayor and Common Councilmen provided for herein in the manner and form prescribed herein for gen-

eral elections, except that the said committee shall canvass the votes cast and publicly announce the result thereof. The candidate for Mayor having the largest number of votes shall be declared by said committee as the first Mayor, and the four candidates for councilmen having the largest number of votes shall be declared the first Common Council for said Town of Glenarden, and upon their taking the oath herein prescribed shall become the Mayor and Councilmen for said Town. The Mayor and Council may make their first levy for taxes on or before June 20, 1939.

SEC. 20. *And be it further enacted*, That should any section, sections, part and/or parts of a section of this Act be held to be invalid for any reason whatever, such holding shall not be construed as affecting the validity of any remaining section or part of a section of this Act, it being the legislative intent that the remainder of this Act shall stand and would have been passed notwithstanding such invalidity and/or elimination of any portion and/or portions hereof.

SEC. 21. *And be it further enacted*, That this Act is hereby declared to be an emergency law and necessary for the immediate preservation of the public health and safety, and being passed by a yea and nay vote supported by three-fifths (3/5) of all the members elected to each of the two Houses of the General Assembly, the same shall take effect from the date of its passage.

Approved May 17, 1939.

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#### CHAPTER 651.

(House Bill 472)

AN ACT to repeal and re-enact, with amendments, Chapter 199 of the Acts of the General Assembly of Maryland of 1935. This re-enactment being an entire new charter for the Town of Fairmount Heights in Prince George's County, and changing numerous provisions therein and granting additional powers.

SECTION 1. *Be it enacted by the General Assembly of Maryland*, That Chapter 199 of the Acts of the General Assembly of Maryland is hereby repealed and re-enacted, with amendments, so as to provide a new charter for the Town of Fairmount Heights.

CITY OF GLENARDEN, MARYLAND

RESOLUTION:

CHARTER AMENDMENT TO REPEAL AND  
REPLACE THE GLENARDEN CHARTER

RESOLUTION NO:

R-1-95

SESSION (Regular/Special):

Regular

INTRODUCED BY:

Councilman Williams

1 WHEREAS, the present Charter of Glenarden was enacted in 1976;

2 WHEREAS, this historic document has limitations of content,  
3 form, and language that hinder the ability of the City to carry out  
4 its mandated functions;

5 WHEREAS, a new Charter has been developed by the Council to  
6 improve the governance of the City;

7 WHEREAS, the new Charter proposed by the Council reorganizes  
8 the Charter into twelve articles, each pertaining to related  
9 topics; replaces gender-exclusive language with gender-neutral  
10 language; omits the lengthy technical description of the City's  
11 boundaries; requires the affirmative vote of at least four Council  
12 members in order for the Council to take action; provides that the  
13 Mayor and Council, rather than a citizen committee, perform annual  
14 evaluations of the manager; provides that City voter registration  
15 forms shall be available during business hours, rather than  
16 quarterly, for voters who choose not to register with the County;  
17 provides for voter recall of elected officials; provides that  
18 vacancies on the Council that occur within 90 days of a term's end,  
19 rather than within one-half the term plus 60 days, be filled by  
20 Council appointment; provides for the Council to enact tax relief  
21 in accordance with Maryland law; establishes authority and  
22 procedures for issuing revenue bonds; specifically enables the  
23 Council to provide for financial and management audits as  
24 necessary; and removes obsolete provisions pertaining to urban  
25 renewal.

26 NOW, THEREFORE BE IT RESOLVED, by the City Council of  
27 Glenarden, Maryland sitting in Regular Session this 13th day of  
28 February, 1995, that the present Charter of Glenarden as found in  
29 Volume 3 of the Municipal Charters of Maryland, 1990 Edition, as  
30 amended be repealed and a new Charter be enacted, as contained in  
31 the attached true copy entitled "Charter of the City of Glenarden,  
32 Prince George's County, Maryland."

33 AND BE IT FURTHER RESOLVED, that the Charter of the City of  
34 Glenarden hereby enacted shall become effective on April 11, 1995,  
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36

1 RESOLUTION:

CHARTER AMENDMENT TO REPEAL AND  
REPLACE THE GLENARDEN CHARTER

2 RESOLUTION NO:

R-1-95

3 SESSION (Regular/Special):

Regular

4 INTRODUCED BY:

Councilman Williams

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8 unless a proper Petition for Referendum shall be filed as provided  
9 by Section 13, Article 23A of the Annotated Code of Maryland on or  
10 before April 1, 1995, and provided a complete and exact copy of  
11 this Resolution shall be continuously posted at the James R.  
12 Cousins Municipal Center through April 1, 1995, and provided  
13 further that a fair summary of the proposed amendment shall be  
14 published in Prince George's Post, a newspaper of general  
15 circulation serving the City of Glenarden, once in each of the four  
16 weeks commencing February 20, 1995.  
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19 ATTEST:

CITY COUNCIL OF GLENARDEN, MARYLAND

20  
21 *Garnette M. Proctor*  
22 Garnette Proctor  
23 Clerk to the Council  
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*Walter S. Swindell*  
Walter S. Swindell, Chairman

*Elaine A. Carter*  
Elaine A. Carter, Vice-Chair

*Edward D. Brown*  
Edward D. Brown, Councilman

*Linda M. Carter*  
Linda M. Carter, Councilwoman

*James E. Davenport*  
James E. Davenport, Councilman

*Iris H. McConnell*  
Iris H. McConnell, Councilwoman

*Donjuan L. Williams*  
Donjuan L. Williams, Councilman

City of Glenarden, Maryland  
2015 Legislation

Charter Resolution #: CR-01-2015  
Sponsor: Councilman James Herring, Councilwoman Carolyn Smallwood  
Co-Sponsor:  
Session: Regular Session  
Date of Introduction: December 8, 2014

Charter Resolution

A CHARTER RESOLUTION TO AMEND ARTICLE IV "THE MAYOR", SECTION 404, "POWERS AND DUTIES GENERALLY"; ARTICLE V, "CITY MANAGER", SECTION 503, "POWERS AND DUTIES"; ARTICLE VIII, "FINANCE", SECTION 802, "POWERS AND DUTIES OF TREASURER"; AND ARTICLE IX, "PERSONNEL", SECTION 901, "AUTHORITY TO EMPLOY PERSONNEL"

WHEREAS, the City of Glenarden is a municipal corporation of the State of Maryland, operating under Article XI-E of the Constitution of Maryland and §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, as amended; and

WHEREAS, the City Council has a fiduciary responsibility to the City of Glenarden; and

WHEREAS, the City Council has the responsibility to ensure that the residents of the City are provided services; and

WHEREAS, the Mayor has refused to ensure that the city finances are reported correctly and has failed to ensure that the services are provided to the residents of City; and

WHEREAS, the Council has determined that certain powers with respect to finances and management of personnel should be exercised by or under the supervision of the Council and not the Mayor.

NOW, THEREFORE BE IT RESOLVED AND ORDAINED that Article IV "The Mayor", Section 404 "Powers and duties generally" be repealed, re-enacted and amended to read as follows:

Section 404 Powers and duties generally.

(a) \* \* \*

(b) ~~[The Mayor, on the recommendation of the City Manager and with the approval of the Council, shall appoint the heads of all offices, departments, and agencies of the City government as established by this Charter or by ordinance. All office, department, and agency heads shall serve at the pleasure of the Mayor. All subordinate officers and employees of the offices, departments and agencies of the City government shall be~~

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: Indicate matter added to existing law.  
: Indicate matter deleted from law.  
: Indicate matter remaining unchanged in existing law

Page 2

~~appointed and removed by the Mayor, in accordance with rules and regulations in any merit system which may be adopted by the Council.]~~

~~[(e)]~~ \* \* \*  
~~[(d)]~~ C \* \* \*  
~~[(e)]~~ D \* \* \*  
~~[(f)]~~ E \* \* \*

F. THE MAYOR MAY NOT INCUR ANY EXPENSE, NOR ENTER INTO ANY CONTRACT, ON BEHALF OF THE CITY WITHOUT PRIOR APPROVAL OF THE COUNCIL.

**BE IT RESOLVED AND ORDAINED** that Article V "City Manager", Section 503 "City Powers and duties" be repealed, re-enacted and amended to read as follows:

#### Section 503 Powers and duties

The City Manager shall:

~~(a) - (b)~~ \* \* \*

(b) Be responsible for the enforcement of all personnel rules and regulations adopted by the Council.

(c) Exercise administrative control over all City departments and agencies. In accordance with this Charter, he or she shall recommend to the ~~[Mayor]~~ COUNCIL appointment and removal of department and agency heads AND ALL SUBORDINATE OFFICERS AND EMPLOYEES OF THE OFFICES, DEPARTMENTS AND AGENCIES OF THE CITY GOVERNMENT on the basis of merit and supervise all other City employees.

(d) - (g) \* \* \*

(h) Authorize all purchases of supplies and equipment, in line with the established budget and the availability of specifically allotted funds AS AUTHORIZED BY THE COUNCIL.

(i) \* \* \*.

**BE IT RESOLVED AND ORDAINED** that Article IX "Personnel", Section 901 "Authority to employ personnel" be repealed, re-enacted and amended to read as follows:

#### Section 901 Authority to employ personnel

The City may employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or other state law and to operate the City government. NOTWITHSTANDING ANY OTHER PROVISION OF THIS CHARTER, ALL HEADS OF ALL OFFICES, DEPARTMENTS AND AGENCIES OF THE CITY GOVERNMENT AND ALL SUBORDINATE OFFICERS AND EMPLOYEES OF THE OFFICES, DEPARTMENTS AND AGENCIES OF THE CITY GOVERNMENT SHALL, UPON RECOMMENDATION OF THE CITY MANAGER, BE APPOINTED AND REMOVED BY THE COUNCIL.

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: Indicate matter deleted from law.  
: Indicate matter remaining unchanged in existing law



**BE IT RESOLVED AND ORDAINED** that Article VIII "Finance", Section 802 "Powers and duties of Treasurer" be repealed, re-enacted and amended to read as follows:

Under the supervision of the City Manager, the Treasurer shall have the authority and shall be required to:

(a) \* \* \*

(b) Supervise and be responsible for the disbursement of all monies and have control over all expenditures to assure that budget appropriations are not exceeded. IN NO EVENT MAY THE TREASURER ISSUE ANY CHECK, MAKE USE OF A CREDIT OR DEBIT CARD, OR MAKE ANY OTHER EXPENDITURE, WITHOUT APPROVAL OF THE COUNCIL MEMBERS AUTHORIZED TO SIGN CHECKS.

(c) - (h) \* \* \*

**NOW, THEREFORE BE IT FURTHER RESOLVED AND ORDAINED**, by the City Council of Glenarden, Maryland that the amendment to the Charter of the City of Glenarden, hereby proposed by this enactment, adopted this 8<sup>th</sup> day of December, 2014, shall be and become effective upon the fiftieth (50<sup>th</sup>) day after its adoption by the City Council unless petitioned to referendum in accordance with §4-301 *et seq.* of the Local Government Article, Annotated Code of Maryland, within forty (40) days following its adoption. A complete and exact copy of this Charter Resolution shall be posted in the City offices located at 8600 Glenarden Parkway, Glenarden, Maryland for forty (40) days following its adoption by the Council and a fair summary of the Charter Resolution shall be published in a newspaper having general circulation in the City not less than four (4) times, at weekly intervals, also within the forty (40) day period following its adoption by the City.

Date Approved: December 8, 2014

ATTEST:

Toni Taylor  
Toni Taylor, Clerk to the Council

City Council of Glenarden

Carolyn Smallwood  
Carolyn Smallwood, President

- NO -  
Elaine Carter, Vice President

Judy C. Diggs  
Judy Diggs, Councilwoman at Large

Deborah Eason  
Deborah Eason, Councilman - Ward 2

James Herring  
James Herring, Councilman - Ward 1

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-NO-

Jennifer Jenkins, Councilwoman – Ward 3

-NO-

Maxine Phifer, Councilwoman at Large

Yea -4-  
Nay -3-  
Abstain -0-

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⦿ Indicate matter added to existing law.  
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: Indicate matter remaining unchanged in existing law

City of Glenarden, Maryland  
2021 Legislation

Charter Resolution #: CR-03-2021  
Sponsor: Donjuan Williams, Councilman  
Co-Sponsor:  
Public Hearing: October 20, 2020  
Session: Regular Session  
Date of Introduction: November 9, 2020

Charter Resolution

**A CHARTER RESOLUTION TO AMEND ARTICLE IX "PERSONNEL",  
SECTION 901, "AUTHORITY TO EMPLOY PERSONNEL"**

**WHEREAS**, the City of Glenarden is a municipal corporation of the State of Maryland, operating under Article XI-E of the Constitution of Maryland and §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, as amended; and

**WHEREAS**, the City Council has a fiduciary responsibility to the City of Glenarden; and

**WHEREAS**, the City Council has the responsibility to ensure that the residents of the City are provided services; and

**NOW, THEREFORE BE IT RESOLVED AND ORDAINED** that Article IX "Personnel", Section 901 "Authority to Employ Personnel" be repealed, re-enacted and amended to read as follows:

Section 901 Authority to employ personnel.

THE MAYOR, ON THE RECOMMENDATION OF THE CITY MANAGER AND WITH THE APPROVAL OF THE COUNCIL, SHALL APPOINT THE HEADS OF ALL OFFICES, DEPARTMENTS, AND AGENCIES OF THE CITY GOVERNMENT AS ESTABLISHED BY THIS CHARTER OR BY ORDINANCE. ALL OFFICE, DEPARTMENT, AND AGENCY HEADS SHALL SERVE AT THE PLEASURE OF THE MAYOR. ALL SUBORDINATE OFFICERS AND EMPLOYEES OF THE OFFICES, DEPARTMENTS AND AGENCIES OF THE CITY GOVERNMENT SHALL BE APPOINTED AND REMOVED BY THE MAYOR, IN ACCORDANCE WITH EXISTING RULES AND REGULATIONS, AS WELL AS IN ANY MERIT SYSTEM WHICH MAY BE ADOPTED BY THE COUNCIL.

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: Indicate matter remaining unchanged in existing law

~~[The City may employ such officers and employees as it deems necessary to execute the powers and duties provided by this Charter or other state law and to operate the City government. Notwithstanding any other provision of this Charter, all heads of all offices, departments and agencies of the City government and all subordinate officers and employees of the offices, departments and agencies of the City government shall, upon recommendation of the City Manager, be appointed and removed by the Council.]~~

**NOW, THEREFORE BE IT FURTHER RESOLVED AND ORDAINED**, by the City Council of Glenarden, Maryland that the amendment to the Charter of the City of Glenarden, hereby proposed by this enactment, adopted this 9th day of **November 2020** shall be and become effective upon the fiftieth (50<sup>th</sup>) day after its adoption by the City Council unless petitioned to referendum in accordance with §4-301 *et seq.* of the Local Government Article, Annotated Code of Maryland, within forty (40) days following its adoption. A complete and exact copy of this Charter Resolution shall be posted in the City offices located at 8600 Glenarden Parkway, Glenarden, Maryland for forty (40) days following its adoption by the Council and a fair summary of the Charter Resolution shall be published in a newspaper having general circulation in the City not less than four (4) times, at weekly intervals, also within the forty (40) day period following its adoption by the City.

Date Approved: November 9, 2020

ATTEST:

M. Toni Taylor  
M. Toni Taylor, Clerk to the Council

City Council of Glenarden

Robin Jones  
Robin Jones, President

Angela D. Ferguson  
Angela D. Ferguson, Vice President

Deborah A. Eason  
Deborah A. Eason, Councilwoman

-NO-  
James A. Herring, Councilman

-NO-  
Carolyn Smallwood, Councilwoman

Donjuan Williams  
Donjuan Williams, Councilman

CR-02-2022 A Charter Resolution to Amend Article IX "Personnel", Section 901,  
"Authority to Employ Personnel"

City of Glenarden, Maryland  
2022 Legislation

**Charter Resolution #:** CR-02-2022  
**Sponsor:** Angela D. Ferguson, Council Vice President  
**Co-Sponsor:** Robin Jones, Councilwoman  
**Public Hearing:** Tuesday, March 15, 2022 and Thursday, March 24, 2022  
**Session:** Special Regular Session  
**Date of Introduction:** Monday, March 14, 2022

Charter Resolution

**A Charter Resolution to Amend Article IX "Personnel", Section 901, "Authority to Employ Personnel"**

**WHEREAS**, the City of Glenarden is a municipal corporation of the State of Maryland, operating under Article XI-E of the Constitution of Maryland and §5-201 *et seq.* of the Local Government Article, Annotated Code of Maryland, as amended; and

**WHEREAS**, the City Council has a fiduciary responsibility to the City of Glenarden; and

**WHEREAS**, the City Council has the responsibility to ensure that the residents of the City are provided services; and

**WHEREAS**, Section 503(c) outlines the employment responsibility of the City Manager; and

**WHEREAS**, it is in keeping with best government practices that the City Charter be consistent throughout.

**NOW, THEREFORE BE IT RESOLVED AND ORDAINED** that Article IX "Personnel", Section 901 "Authority to Employ Personnel" be repealed, re-enacted and amended to read as follows:

~~[The Mayor, on the recommendation of the City Manager and with the approval of the Council, shall appoint the heads of all offices, departments, and agencies of the City government as established by this Charter or by ordinance. All office, department, and agency heads shall serve at the pleasure of the Mayor. All subordinate offices and employees of the offices, departments and agencies of the City government shall be appointed and removed by the Mayor, in accordance with existing rules and regulations, as well as in an merit system which may be adopted by the Council.]~~

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Ordinance.

: Indicate matter added to existing law.  
: Indicate matter deleted from law.  
: Indicate matter remaining unchanged in existing law but not set forth in

CR-02-2022 A Charter Resolution to Amend Article IX "Personnel", Section 901,  
"Authority to Employ Personnel"

THE CITY MAY EMPLOY SUCH OFFICERS AND EMPLOYEES AS IT DEEMS  
NECESSARY TO EXECUTE THE POWERS AND DUTIES PROVIDED BY THIS  
CHARTER OR OTHER STATE LAW AND TO OPERATE THE CITY  
GOVERNMENT. NOTWITHSTANDING ANY OTHER PROVISION OF THIS  
CHARTER, ALL HEADS OF ALL OFFICES, DEPARTMENTS AND AGENCIES OF  
THE CITY GOVERNMENT AND ALL SUBORDINATE OFFICERS AND  
EMPLOYEES OF THE OFFICES, DEPARTMENTS AND AGENCIES OF THE CITY  
GOVERNMENT SHALL, UPON RECOMMENDATION OF THE CITY MANAGER,  
BE APPOINTED AND REMOVED-BY THE COUNCIL.

NOW, THEREFORE BE IT FURTHER RESOLVED AND ORDAINED, by the City  
Council of Glenarden, Maryland that the amendment to the Charter of the City of  
Glenarden, hereby proposed by this enactment, adopted this 24<sup>th</sup> day of  
March, 2022, shall be and become effective upon the fiftieth (50<sup>th</sup>) day after its  
adoption by the City Council unless petitioned to referendum in accordance with §4-301 *et*  
*seq.* of the Local Government Article, Annotated Code of Maryland, within forty (40) days  
following its adoption. A complete and exact copy of this Charter Resolution shall be  
posted in the City offices located at 8600 Glenarden Parkway, Glenarden, Maryland for  
forty (40) days following its adoption by the Council and a fair summary of the Charter  
Resolution shall be published in a newspaper having general circulation in the City not less  
than four (4) times, at weekly intervals, also within the forty (40) day period following its  
adoption by the City.

Date Approved: 3/24/2022

ATTEST:

Victoria Lewis, Clerk to the Council

City Council of Glenarden, MD

Derek D. Curtis, II, Council President


Angela D. Ferguson, Council Vice President

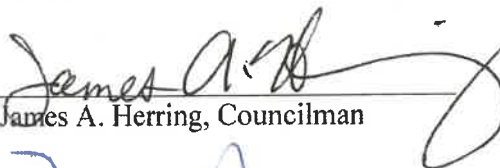
Erika L. Farced, Councilwoman

Kathleen J. Guillaume, Councilwoman

**CR-02-2022 A Charter Resolution to Amend Article IX "Personnel", Section 901,  
"Authority to Employ Personnel"**

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Maurice A. Hairston, Councilman

  
James A. Herring, Councilman

  
Robin Jones, Councilwoman

Votes:  
Yes 7  
No 0  
Abstain 0

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Ordinance.

⦿ Indicate matter added to existing law.  
: Indicate matter deleted from law.  
: Indicate matter remaining unchanged in existing law but not set forth in



## MUNICIPAL CHARTER OR ANNEXATION RESOLUTION REPOSITION FORM

Article 23A, § 9A of the Annotated Code of Maryland requires municipal officials to deposit certain municipal documents with the Department of Legislative Services. Please use this registration form for each resolution that alters the charter or the boundaries of your municipal corporation. Complete a separate form for each resolution, and mail the entire text of the resolution, along with this form to:

Georgeanne Carter, Legislative Counsel  
Municipal Resolution Reposition  
Department of Legislative Services  
90 State Circle  
Annapolis, MD 21401-1991

<u>City of Glenarden</u> Municipal Corporation	<u>Prince George's</u> County(ies)
<u>Angela D. Ferguson, Council Vice President</u> Name and Title of Official Submitting this Resolution	
<u>8600 Glenarden Parkway</u> Address	<u>(246) 398-2080</u> Phone
<u>Glenarden, Maryland</u>	<u>May 17, 2022</u> Date of Submitting this Resolution*
<u>20706-1522</u>	
<u>CR-02-2022</u> Resolution Number	<u>March 24, 2022</u> Date Enacted by Legislative Body
	<u>May 11, 2022</u> Effective Date**

1) For an annexation resolution, state the charter section (e.g., boundary description section, appendix) that is amended \_\_\_\_\_ OR state the charter section (e.g., general powers section) pursuant to which the property is annexed \_\_\_\_\_. (Enclose a copy of the metes and bounds description of the complete boundaries of your municipal corporation that includes the newly annexed property, including the number of acres and the point of beginning coordinates for the newly annexed property.)

For a charter resolution, state whether the entire charter is repealed and a new charter is adopted \_\_\_\_\_ OR state the specific section(s) that is added, repealed, renumbered, or repealed and reenacted with amendments Article IX Section 901. (Supersedes previous charter language.)

2) Number of votes cast by the legislative body for 7 and against 0 this resolution.

3) Will this resolution be petitioned to referendum? NO

If "yes", date of the referendum election (if known) \_\_\_\_\_

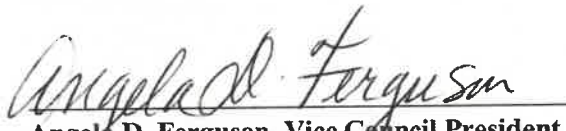
\* A resolution should be submitted to the Department of Legislative Services 10 days after the effective date of the resolution (Art. 23A, § 9A(c)). Generally, provided that a resolution is not petitioned to referendum, the effective date for a charter resolution is 50 days after enactment (Art. 23A, § 13(f)), and for an annexation resolution is no earlier than 45 days after enactment (Art. 23A, § 19(e)).




**CERTIFICATION OF EFFECT**

**I, HEREBY CERTIFY THAT THE FOREGOING CHARTER AMENDMENT RESOLUTIONS OF THE COUNCIL OF THE CITY OF GLENARDEN, DESIGNATED CHARTER AMENDMENT RESOLUTIONS CR-01-2022 AND CR-02-2022, WERE DULY INTRODUCED, READ AND WAS ADOPTED BY THE CITY COUNCIL AT A DULY ANNOUNCED PUBLIC MEETING AND THEREAFTER WERE POSTED AND ADVERTISED FOR FOUR SUCCESSIVE WEEKS, IN ACCORDANCE WITH THE APPLICATION PROVISIONS OF THE ANNOTATED CODE OF MARYLAND AND CHARTER OF THE CITY OF GLENARDEN, MARYLAND.**

**ATTEST:**

  
Angela D. Ferguson, Vice Council President  
City of Glenarden, Maryland  
Charter Amendment Resolution  
CR-01-2022 / CR-02-2022  
03/24/2022

  
Victoria Lewis, Council Clerk  
City of Glenarden, Maryland  
Charter Amendment Resolution  
CR-01-2022 / CR-02-2022  
03/24/2022

<b>DATE CHARTER RESOLUTIONS POSTED:</b>	<b>03/02/2022</b>
<b>DATE OF PUBLIC HEARING:</b>	<b>03/15/2022 and 03/24/2022</b>
<b>DATE OF INTRODUCTION:</b>	<b>03/14/2022</b>
<b>DATE PASSED POSTING:</b>	<b>03/24/2022</b>
<b>FOURTY (40) DAY-POSTING END DATE:</b>	<b>05/01/2022</b>

<b>CHARTER RESOLUTION FAIR SUMMARY</b>	
<b>FOUR WEEK ADVERTISEMENT DATES:</b>	<b>03/31/2022</b>
<b>PRINCE GEORGE'S POST</b>	<b>04/07/2022</b>
	<b>04/14/2022</b>
	<b>04/21/2022</b>

<b>EFFECTIVE FIFTIETH (50<sup>TH</sup> DAY) DATE:</b>	<b>05/11/2022</b>
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dition and subject to certain  
fecting the same, if any, and with no warranty of any kind.

**Terms of Sale:** A deposit of \$65,000 in the form of certified check, cashier's check or money order will be required of the purchaser at time and place of sale. Balance of the purchase price, together with interest on the unpaid purchase money at the current rate contained in the Deed of Trust Note from the date of sale to the date funds are received by the Sub. Trustees, payable in cash within ten days of final ratification of the sale by the Circuit Court. There will be no abatement of interest due to the purchaser in the event additional funds are tendered before settlement. **TIME IS OF THE ESSENCE FOR THE PURCHASER.** Adjustment of all real property taxes, including agricultural taxes, if applicable, and any and all public and/or private charges or assessments, to the extent such amounts survive foreclosure sale, including water/sewer, ground rent and front foot benefit charges, to be adjusted to date of sale and thereafter assumed by purchaser. Purchaser is responsible for any recapture of homestead tax credit. All transfer taxes and recordation taxes shall be paid by Purchaser. The purchaser shall be responsible for the payment of the ground rent escrow, if required. Condominium fees and/or homeowners association dues, if any, shall be assumed by the purchaser from the date of sale. Purchaser is responsible for obtaining physical possession of the property, and assumes risk of loss or damage to the property from the date of sale. The sale is subject to post-sale audit of the status of the loan with the loan servicer including, but not limited to, determination of whether the borrower entered into any repayment agreement, reinstated or paid off the loan prior to the sale. In any such event, this sale shall be null and void, and the Purchaser's sole remedy, in law or equity, shall be the return of the deposit without interest. If purchaser fails to settle within ten days of ratification, subject to order of court, purchaser agrees that property will be resold and entire deposit retained by Sub. Trustees as liquidated damages for all losses occasioned by the purchaser's default and purchaser shall have no further liability. The defaulted purchaser shall not be entitled to any surplus proceeds resulting from said resale even if such surplus results from improvements to the property by said defaulted purchaser. Sub. Trustees will convey either marketable or insurable title. If they cannot deliver one or the other, or if ratification of the sale is denied by the Circuit Court for any reason, the Purchaser's sole remedy, at law or equity, is return of the deposit without interest. **BIDDERS ARE STRONGLY ENCOURAGED TO FOLLOW CDC GUIDANCE AND WEAR A COVER OVER BOTH NOSE AND MOUTH AND PRACTICE SOCIAL DISTANCING AT THE AUCTION.** (Matter No. 199310-3)

PLEASE CONSULT [WWW.ALEXCOOPER.COM](http://WWW.ALEXCOOPER.COM) FOR STATUS OF  
UPCOMING SALES

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141515

(3-17,3-24,3-31)

## CITY OF GLENARDEN

On March 24, 2022, the Council of the City of Glenarden adopted Charter Resolution CR-01-2022, as introduced A Charter Resolution to Amend Article V, "City Manager," Section 502, "Authority" to Amend the line of Authority Respective to the City Manager for the Purpose of Clarifying the City Manager's role and responsibility to maintain the affairs of the City. The Council has determined that Article V, "City Manager," Section 502, "Authority", of the Charter of the City of Glenarden be and it is hereby be repealed, re-enacted and amended to read as follows:

*The City Manager shall be the chief administrative officer of the City and shall be responsible to the Mayor AND COUNCIL for the administration of all City affairs placed in his or her charge by the Mayor OR COUNCIL or under this Charter.*

The amendment will take effect upon the fiftieth (50) day after its passage by the City unless petitioned to referendum in accordance with Section 4-301 et seq. of the Local Government Article of the Annotated Code of Maryland within (40) days following its passage. For further information please contact the Council Clerk at 301-322-2100.

On March 24, 2022, the Council of the City of Glenarden adopted Charter Resolution CR-02-2022, as introduced A Charter Resolution to Amend Article IX, "Personnel," Section 901, "Authority to Employ Personnel" to Amend the line of Authority Respective to the City Manager for the Purpose of Clarifying the City Manager's responsibility to provide recommendations for employment and or appointment of city personnel. The Council has determined that Article IX, "Personnel," Section 901, "Authority to Employ Personnel" of the Charter of the City of Glenarden be and it is hereby be repealed, re-enacted and amended to read as follows:

*The city may employ such officers and employees as it deems necessary to execute the powers and duties provided by this charter or other state law and operate the city government. Notwithstanding any other provision of this charter all heads of all offices, departments and agencies of the city government and all subordinate officers and employees of the offices, departments and agencies of the city government shall, upon recommendation of the City Manager, be appointed and removed by the council.*

The amendment will take effect upon the fiftieth (50) day after its passage by the City unless petitioned to referendum in accordance with Section 4-301 et seq. of the Local Government Article of the Annotated Code of Maryland within (40) days following its passage. For further information please contact the Council Clerk at 301-322-2100.

141646

(3-31,4-7,4-14,4-21)

A COUNTY NEWSPAPER OF RECORD

# THE PRINCE GEORGE'S POST

(301) 627-0900  
(301) 627-6260 Fax

P.O. Box 1001  
Upper Marlboro, MD 20773

CITY OF GLENARDEN  
8600 GLENARDEN PARKWAY  
GLENARDEN, MARYLAND 20706  
ATTN VICTORIA LEWIS

301 773 2100

INVOICE 0141646

DATE 3/31/22

## CERTIFICATE OF PUBLICATION

THIS IS TO CERTIFY that the annexed legal advertisement has been published in THE PRINCE GEORGE'S POST for the number of insertions indicated in the invoice below.

*Brenda J. Borce*

Legal Advertising Manager

- INVOICE -

### DESCRIPTION

CHARTER RESOLUTION CR 01 2022

TOTAL  
AMOUNT

\$480<sup>00</sup>

Date or dates of publication

3/31/22, 4/7/22, 4/14/22 and 4/21/22

**THIS IS AN INVOICE — PAYMENT DUE IMMEDIATELY**

NOTICE: If receipted bill is required for verification of payment, return duplicate with remittance. Duplicate certification of publication has been mailed to the Register of Wills, Upper Marlboro, Md., if Notice to Creditors is involved.  
PLEASE SHOW INVOICE NUMBER ON REMITTANCE