



TOWN OF BLADENSBURG COUNCIL WORK SESSION MEETING | DECEMBER 8, 2025

December 08, 2025 at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

AGENDA

Public Access Virtual via live stream of the Town's Facebook and YouTube pages:

<https://www.youtube.com/channel/UCoflhVTBeID3c9oH8GYSW0g>

<https://www.facebook.com/Bladensburgmd>

1. **Call to Order – 1 min**
2. **Approval of Agenda – 1 min**
3. **Approval of Minutes**
 - [A.](#) **Town Council Work Session Minutes | November 10, 2025 (2 minutes)**
4. **Unfinished Business**
5. **New Business**
 - [A.](#) **Information Memo | Anacostia Trails Heritage Area (ATHA) Update | December 2025 (15 Minutes)**
 - [B.](#) **Emergency Ordinance 11-2026 | Approval of a budget adjustment and authorization for the Administrator to purchase a 2025 Chevrolet Truck and Plow to come from Highway User Funds proceeds in an amount not to exceed \$63,283. (5 Minutes)**
 - [C.](#) **Resolution 08-2026 | Resolution of Council support for the application for funds for FY 2026 Residential Energy Equity Grant Program with the Port Towns. (5 Minutes)**
 - [D.](#) **Information Memo | Rules of Procedure Virtual Attendance and Consent Agenda | December 2025 (5 Minutes)**
 - [E.](#) **Information Memo | Law Enforcement Officers Retirement Plan (LEOPS) Review | Update December 2025 (5 Minutes)**
 - [F.](#) **Information Memo | Data Center Update | December 2025 (5 Minutes)**

G. **Information Memo** | Composting Update | December 2025 (5 Minutes)

H. **Information Memo** | GovPilot Module Update | December 2025 (3 Minutes)

I. **Information Memo** | Bostwick House Update – December 2025 (3 Minutes)

J. **Information Memo** | Washington Metropolitan Council of Governments (COG) Update |
December 2025 (2 Minutes)

6. **Adjournment**



TOWN OF BLADENSBURG WORK SESSION | NOVEMBER 10, 2025

November 10, 2025, at 5:30 PM

4229 Edmonston RD, Bladensburg, MD 20710

MINUTES

1. Call to Order

Mayor James called the meeting to order at 5:30 PM.

2. Approval of Agenda

Mayor James called for a motion to approve the agenda.

Council Member Blount made a motion to approve the agenda, which Council Member McBryde seconded. The motion passed unanimously with a vote of 4-0.

Mayor James noted that Council Member Dixon was enroute to the 7 PM meeting but requested to be excused.

3. Approval of Minutes | Approval of Work Session Minutes – October 20, 2025

Mayor James called for a motion to approve the minutes from the October 20, 2025, Work Session. Council Member Brown made a motion to approve the minutes, which Council Member McBryde seconded. The motion passed unanimously with a vote of 4-0.

4. Unfinished Business

A. ORDINANCE 08-2026 | AN ORDINANCE TO ENACT THE FISCAL YEAR 2026-2027 BUDGET PROCESS

Treasurer Tinelli shared the proposed budget calendar for Fiscal Year 2027 with the mayor and council, noting that this is the second year of the ordinance in our efforts to provide greater transparency in the budget process.

5. Financial Business- None

6. New Business

A. Council Presentation | Flood Mitigation Project: Edmonston Channel and Quincy Run – Public Outreach – November 2025 Update

Town Administrator Bailey-Hedgepeth introduced Joanna Smith from DPW&T, along with some members from the Clean Water Partnership. The team shared that the flood mitigation initiative in Bladensburg is progressing with phased construction focused first on critical storage and culvert capacity improvements to reduce flood risk to vulnerable homes. Additionally, the project is currently targeting 29 homes that are at risk during 100-year storms. They provided a detailed overview, which includes maps and photos of the area. The next step will be an outreach effort to those homes and properties that will be affected.

B. Council Presentation | Department of Environment and Clean Water Partnership Grant | Tree Canopy Update – November 2025

Town Administrator Bailey-Hedgepeth introduced Carole Barth from the Department of the Environment. Ms. Barth provided a detailed presentation on the work they have done so far and the implementation plan for urban tree planting in the area, which will occur this winter. Mr. David Wooten, who was also part of the presentation, shared that this grant will enable the planting of 446 native trees this winter to improve community health in low-canopy areas, with maintenance ensured. This process will allow the Town to expand its overall tree canopy and provide a sustainable landscape for future generations.

C. Council Action | Funding Request for Ambulance Staffing Stipend | Bladensburg Fire Department – FY 2026

Chief Sumner shared the presentation, highlighting additional calls for service from January 2024 to October 2025; other EMS units responded to 3,174 calls in Bladensburg, reflecting a significant reliance on external support. The stipend program incentivizes EMTs to consistently staff shifts, addressing volunteer shortages caused by competing full-time jobs. Council members expressed strong support, noting the importance of local ambulance presence, especially for the aging population, and the financial relief the tax differential offers. The Town Administrator and Town Treasurer recommended partial funding of \$20,000 for FY 2026, with discussion on the program for FY 2027 to be included as part of the budget process. Staff also

reported that they reached out to other municipalities to research this funding and will provide additional information as part of the FY 2027 budget process to the Town Council.

- D. Council Action** | Approval for a contract with Fleur de Lis L.L.C. for on-call Commercial Real Estate Advisory Services for signature and execution by Town Administrator.

Jarryd Hawkins suggested and recommended that the town approve a contract with Fleur de Lis L.L.C., a commercial real estate firm led by Monique Anderson Walker, to provide brokerage services focused on property acquisition in Bladensburg, emphasizing regional expertise and personalized attention. The firm was selected over a larger competitor due to a better understanding of Prince George's County markets and a commitment to tailored service. The Town Administrator provided answers regarding the contact and noted that the request will be approved pending review and approval by the Town Attorney.

- E. Council Action** | Approval of a Contract with Calvert Ready Mix, an amount not to exceed \$44,486.50 for Sidewalk and Curb Repairs using CDBG PY 50 Funds on Taussig Street.

Town Clerk Watson and Public Works Supervisor Mr. Hall announced that the Town continues to utilize remaining funds from the PY51 grant for street repairs, awarding a contract of approximately \$44,486.50 to Calvert Ready Mix for work on the opposite side of 56th Street, with a focus on high-quality workmanship and safety compliance. This is the third street project funded under PY51, with close to \$60,000 remaining for further use. The Town is monitoring bid responses and may consider reprogramming remaining funds or issuing additional RFPs for subsequent projects.

- F. Resolution 07-2026** | A Resolution of the Mayor and Town Council of the Town of Bladensburg, Maryland, establishing and approving the schedule of fees and fines for various municipal services and violations

Town Administrator Bailey-Hedgepeth shared that this resolution will formalize fee additions related to parking enforcement, including vehicle booting, tagging, late fees, and collection fees, streamlining the Town's Fine schedule process. These fees align with previously passed ordinances and will be codified in a single resolution to simplify future amendments. The

resolution enables single-meeting approvals without requiring repeated postings, thereby enhancing administrative efficiency.

G. Information Memo | United States 250th Anniversary | Update November 2025 Forgon due to time and will be held for the 7 PM meeting.

H. Information Memo | Legislative Update | November 2025

This Informational item was submitted as written, and no discussion was had on this matter. The report is attached to the agenda for public review.

I. Information Memo | Green Team Update | November 2025

This Informational item was submitted as written, and no discussion was had on this matter. The report is attached to the agenda for public review.

J. Information Memo | Washington Metropolitan Council of Governments (COG) Update | November 2025

This Informational item was submitted as written, and no discussion was had on this matter. The report is attached to the agenda for public review.

K. Information Memo | Bostwick House - November 2025

This Informational item was submitted as written, and no discussion was had on this matter. The report is attached to the agenda for public review.

L. Information Memo | DRAFT ALPR Agreement with RedSpeed | Update November 2025

This Informational item was submitted as written, and no discussion was had on this matter. The report is attached to the agenda for public review.

7. Adjournment

Mayor James called for a motion to adjourn the meeting. Council Member Brown moved to adjourn, and Council Member Blount seconded the motion. The motion passed unanimously (4-0), and the meeting was adjourned at 6:54 PM.



######

Meagan Baco is available to provide further insights if you have any questions or would like additional details.	
Budgeted Item: Yes ☐ No ☐ NA ☒ Budgeted Amount: One-Time Cost: NA Ongoing Cost: NA	Continued Date:
Council Priority: Yes ☐ No ☐	Approved Date:

Anacostia Trails Heritage Area

Anacostia Trails Heritage Area is the state-certified cultural tourism investment district in Prince George's County, Maryland

**Presentation to:
Town of Bladensburg**

**Meagan Baco
Executive Director**

December 2025



- Established 2001
- Private 501c3 nonprofit
- Full-time professional staff
- Countywide service area
- Grantmaker (and grantee)
- Partnership-powered

*ARTS**history*

“

Community tourism refers to travel experiences sustainably led by communities within their communities to benefit their communities.

”

*culture**nature*



Projects in Bladensburg

1. Investment and coordination of historical interpretation and visitor experiences at Bladensburg Waterfront Park
2. Financial and technical assistance towards reinvisioning the highest and best use of historic Bostwick
3. Regional marketing of the entire Anacostia watershed and Anacostia Trail system to national, state, and regional audiences

Projects

- Bladensburg Battlfield listed on the National Register of Historic Places
- New National Park Service-funded report on historical interpretation of Bladensburg-area
- Financial support awarded to This Could Go Boom!



Prince George's 250



Genealogy
Resources



Historic
Research



Bike
Tours



Block
Party



Questions?
meagan@anacostiatrails.org

Anacostia Trails Heritage Area is the state-certified cultural tourism investment district in Prince George's County, Maryland

Presentation to:
Town of Bladensburg

Meagan Baco
Executive Director

December 2025



Agenda Item Summary Report

Meeting Date: December 8, 2025

Submitted by:

Purnell Hall, Public Works Supervisor
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Emergency Ordinance 11-2026: Approval of a budget adjustment and authorization for the Administrator to purchase a 2025 Chevrolet Truck and Plow to come from Highway User Funds proceeds in an amount not to exceed \$63,283.

Emergency Ordinance 11-2026: Approval of a budget adjustment and authorization for the Administrator to purchase a 2025 Chevrolet Truck and Plow to come from Highway User Funds proceeds in an amount not to exceed \$63,283.

Work Session Item ☒ **X]**
Council Meeting Item ☒ **X]**

Documentation Attached:

Quotations
Vehicle Specifications
11-2026 Ordinance

Recommended Action:

Council Approval is required for the Town Administrator to make this purchase using Highway User Funds.

Item Summary: This will allow the Public Work Department to replace one truck in it aging fleet to provide a new vehicle for all-year use and assist in the plowing and clearing of snow on Town Streets before the upcoming winter season

In evaluating this purchase, the Town contacted Criswell, who provided Montgomery County Bid Pricing for a **2025 Chevrolet 3500 SRW W/T - 4WD Crew Cab Gas Engine.**

Company	Product/ Shipping	Total Price
Criswell – Fleet Sales	2025 Chevrolet SRW W/T 4WD Crew Cabin	\$56,443
S & S Performance Auto	Pro Plus Ultra Mount	\$6,840
Total		\$63,283.00

Staff will be available to answer any questions about this matter.

Budgeted Item: Yes ☐ No ☒ **X]**

Budgeted Amount: \$63,283.00

One-Time Cost: Yes

Ongoing Cost:

Council Priority: Yes ☐ No ☐ **X]**

Continued Date:

Approved Date:

TOWN OF BLADENSBURG
4229 Edmonston Road
Bladensburg, Maryland

ORDINANCE NO. 11-2026: FISCAL YEAR 2024 BUDGET AMENDMENT

AN EMERGENCY ORDINANCE TO AMEND THE OPERATING BUDGET OF THE TOWN OF BLADENSBURG, MARYLAND, FOR THE 2026 FISCAL YEAR (JULY 1, 2025, THROUGH JUNE 30, 2026).

WHEREAS, the Town Administrator of the Town of Bladensburg has made a recommendation to the Mayor and Town Council to amend the FY 2026 Budget to reallocate funds as part of this Fiscal Year and

WHEREAS, the Mayor and Town Council of the Town of Bladensburg have determined that it is in the best interest of the Town to pass this as Budget Amendment Ordinance at the December 8, 2025, Town Council meeting.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Mayor and Town Council of the Town of Bladensburg that the following amendments are made to the general operating budget for Fiscal Year 2026 for the purchase of Roadway equipment using Highway User Funds:

1. Increase Highway User Fund expenses by **\$63,283.00** for the expenses associated with purchasing Roadway equipment for the plowing and maintaining roads and authorize the Town Administrator to make this purchase.

Overall Budget Impact: **\$63,283.00**

AND BE FURTHER ENACTED AND ORDAINED that upon passage, this Ordinance shall be authenticated by the signature of the Mayor and Town Clerk and shall be recorded in a book kept for that purpose. In addition, this Ordinance shall be published by posting a certified copy of it in the Town Hall for ten (10) days following its adoption pursuant to Article II, Section 209 of the Charter of the Town of Bladensburg, Maryland, and will be effective on the 8th day of December 2025.

ATTEST: By Order of the Mayor and Town Council

Michelle Hedgpeth, Town Administrator	Takisha James, Mayor
First Reading: December 8, 2025	
Second Reading: -	
Adopted: December 8, 2025	
Effective: December 8, 2025	

S & S Auto Performance, Inc.

Distributor of Western Snow Plows & Ice Control Equipment

Distributor of Buyers Snowdogg Plows & Saltdogg Spreaders

1528 Lincoln Drive Units A-F

Annapolis, MD 21401

410-263-5066 phone 410-280-5241 fax

www.snsauto.net :website snsauto@verizon.net :email

Snow Plow Quote Sheet

Date: 11/19/25Quotes Valid for 30 Days On In Stock ItemsPrices Quoted are Cash or Check, **Credit Card Purchases are an additional 4%**

Prices Quoted Do not include removal of any old equipment, brush guards etc.

Name: P. HallCompany Name: TOWN OF BLADENSBURGPhone # 301-792-0134 Fax # _____Email: PHALL@BLADENSBURG.MD.GOV

Truck Information:

Year: _____ Make: Ram Model: 3500

Plow Information:

Control Option: Cab Command Joy Stick

Plow Style:

Western: Suburbanite/ Midweight/ Pro/ Pro Poly/ Pro Plus/HW/MVP 3/ Wideout/ Prodigy
Skid Steer Pro Plus/ Skid Steer Prodigy

Buyers: MD/ EX/Flared V/XP810

Mount Style: Ultramount/ Unimount/ Suburbanite/ BuyersSnowplow \$ 6833.00

Acc. Shoes, Deflector, Rubber Edge, Back Drag Edge, Wings, Curb Guard \$ _____

8-10 WIDE-OUT \$8948.00 plow

Sub Total \$ 6833.00- \$809.00 Municipal Discount \$ 593.00

\$600.00 INSMH

Tax: \$ _____

\$8739.00

Installation: \$ 600.00Total \$ 6840.00

SHPE 2000 \$4824.00

\$350.00

\$5174.00



Criswell Fleet Sales

Scott Silverman | 301-948-5460 | fleet-man@msn.com

Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete)

Selected Model and Options

MODEL	
CODE	MODEL
CK30943	2025 Chevrolet Silverado 3500HD 4WD Crew Cab 172" Work Truck
COLORS	
CODE	DESCRIPTION
GAZ	Summit White
BODY CODE	
CODE	DESCRIPTION
E63	Durabed, pickup bed (STD)
REAR WHEEL CONFIGURATION	
CODE	DESCRIPTION
SRW	Single Rear Wheels (STD)
EMISSIONS	
CODE	DESCRIPTION
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington state requirements
ENGINE	
CODE	DESCRIPTION
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)
TRANSMISSION	
CODE	DESCRIPTION
MKM	Transmission, Allison 10-speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)
GVWR	
CODE	DESCRIPTION
G3I	GVWR, 11,700 lbs. (5307 kg) with single rear wheels (STD) (Included and only available with CK30943 model and (L8T) 6.6L V8 gas engine. Requires single rear wheels.)

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Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete)

AXLE

CODE	DESCRIPTION
GT4	Rear axle, 3.73 ratio (STD) (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)

PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION
1WT	Work Truck Preferred Equipment Group includes standard equipment

WHEELS

CODE	DESCRIPTION
PYT	Wheels, 18" (45.7 cm) painted steel (STD) (Requires single rear wheels.)

TIRES

CODE	DESCRIPTION
QF6	Tires, LT275/70R18E all-terrain, blackwall (STD) (Requires single rear wheels.)

SPARE TIRE

CODE	DESCRIPTION
ZYG	Tire, spare LT275/70R18 all-terrain, blackwall (STD) (Included and only available with (QF6) LT275/70R18E all-terrain, blackwall tires with (E63) Durabed, pickup bed single rear wheel models. Available to order when (ZW9) pickup bed delete and (QF6) LT275/70R18E all-terrain, blackwall tires are ordered with single rear wheel models. Not available with dual rear wheels.)

PAINT

CODE	DESCRIPTION
GAZ	Summit White

SEAT TYPE

CODE	DESCRIPTION
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

SEAT TRIM

CODE	DESCRIPTION
H2G	Jet Black, Vinyl seat trim

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RADIO

CODE	DESCRIPTION
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION
PCV	WT Convenience Package includes (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear-window defogger, (DBG) power trailer mirrors with heated upper glass and manual extending/folding (Required on Regular Cab models with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. (DBG) trailering mirrors may be upgraded to (DWI) trailering mirrors or (DLN) mirrors. Not available with CC30943 or CC30953 dual rear wheel models with (ZW9) pickup bed delete. Not available with (KSG) Adaptive Cruise Control.)
VYU	Snow Plow Prep/Camper Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. Contact GM Upfitter Integration at www.gmupfitter.com for plow installation details and assistance. Note: if ordered for Camper usage, recommend ordering (UY2) Trailering wiring provisions (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (F60) Heavy Duty Front Spring/Camper Package.)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep/Camper Package. Free flow on (L8T) 6.6L V8 gas engine.)
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep/Camper Package.)

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Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
U01	Lamps, Smoked Amber roof marker, (LED) (Included with (ANQ) Alaskan Snow Plow Special Edition. Standard with dual rear wheels. Not available with (YF5) California state emissions requirements on single rear wheels.)
DBG	Mirrors, outside power-adjustable vertical trailing with heated upper glass lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Standard on Regular Cab models. Not available with (PCV) WT Convenience Package on Regular Cab. Included and only available with (PCV) WT Convenience Package on Double and Crew Cab models.)
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.
CGN	Chevytec spray-on bedliner Black (does not include spray-on liner on tailgate due to Black composite inner panel) (Included with (Z6A) Gooseneck / 5th Wheel Prep Package or (ANQ) Alaskan Snow Plow Special Edition. Not available with (ZW9) pickup bed delete or (NHT) Max Trailing Package. Available with Ship Thru code (SQE), (TCE) or (TCH), not available with any other Ship Thru code.)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)

Options Total

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Section 5, Item B.

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Optional Equipment

NOTE	
CODE	DESCRIPTION
**	** DUE TO SEMICONDUCTOR SUPPLY SHORTAGES, FEATURE AVAILABILITY WILL CHANGE THROUGHOUT THE MODEL YEAR. SEE THE WINDOW LABEL OF A SPECIFIC VEHICLE TO DETERMINE ITS CONTENT **
BODY CODE	
CODE	DESCRIPTION
E63	Durabed, pickup bed (STD)
ZW9	Pickup bed, delete includes capped fuel fill, (SFW) Back-up alarm calibration, (9J4) rear bumper delete, (9L3) spare tire delete and spare tire carrier delete. (Requires long bed model and 17" or 18" wheels.) *CREDIT*
REAR WHEEL CONFIGURATION	
CODE	DESCRIPTION
SRW	Single Rear Wheels (STD)
DZW	Dual Rear Wheels includes LED hip marker lights (Requires long bed model and (G9Y) 14,000 lbs. (6350 kg) GVWR.) *Upon selection of this option the base price will change*
EMISSIONS	
CODE	DESCRIPTION
FE9	Emissions, Federal requirements
NE1	Emissions, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington state requirements
YF5	Emissions, California state requirements
NC7	Emissions override, Federal (for vehicles ordered by dealers in Federal emission states with (YF5) or (NE1) emissions - Not required for vehicles being shipped to California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia or Washington) (Requires (YF5) California state emissions requirements or (NE1) Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia or Washington state emissions requirements.)

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Section 5, Item B.

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EMISSIONS

CODE	DESCRIPTION
NB8	Emissions override, California (allows a dealer in states that require California emissions - California, Colorado, Connecticut, Delaware, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Virginia or Washington - to order Federal emissions for a vehicle that will be registered in a state that has Federal emission requirements). Do not use for vehicles that will be registered in California, Colorado, Connecticut, Delaware, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Virginia or Washington. (Requires (FE9) Federal emissions requirements. Not available in Maine or Vermont.)
NB9	Emissions override, state-specific (for dealers ordering vehicles in (YF5) or (NE1) emission states - California, Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington) (Allows a California dealer (YF5 emissions) to order (NE1) emissions with (NB9) emissions override code for registration in (NE1) states; or, a Colorado, Connecticut, Delaware, Maine, Maryland, Massachusetts, Minnesota, Nevada, New Jersey, New York, Oregon, Pennsylvania, Rhode Island, Vermont, Virginia and Washington dealer (NE1 emissions) to order (YF5) emissions with (NB9) emissions override code for registration in California.)

ENGINE

CODE	DESCRIPTION
L8T	Engine, 6.6L V8 with Direct Injection and Variable Valve Timing, gasoline (401 hp [299 kW] @ 5200 rpm, 464 lb-ft of torque [629 N-m] @ 4000 rpm) (STD)
L5P	Engine, Duramax 6.6L Turbo-Diesel V8, B20-Diesel compatible (470 hp [350.5 kW] @ 2800 rpm, 975 lb-ft of torque [1322 Nm] @ 1600 rpm) (Regular Cab model requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)

TRANSMISSION

CODE	DESCRIPTION
MKM	Transmission, Allison 10-speed automatic (STD) (Standard with (L8T) 6.6L V8 gas engine.)
MGM	Transmission, Allison 10-speed automatic (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Not available with (PTO) Power Take-Off.)
MGU	Transmission, Allison 10-speed automatic with integrated Power Take-Off (PTO) (Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Included and only available with (PTO) Power Take-Off.)

GVWR

CODE	DESCRIPTION
G3I	GVWR, 11,700 lbs. (5307 kg) with single rear wheels (STD) (Included and only available with CK30943 model and (L8T) 6.6L V8 gas engine. Requires single rear wheels.)

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Criswell Fleet Sales

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Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete)

GVWR	
CODE	DESCRIPTION
JGT	GVWR, 12,250 lbs. (5557 kg) with single rear wheels (Included and only available with CK30943 model and (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Requires single rear wheels.)
G9Y	GVWR, 14,000 lbs. (6350 kg) with dual rear wheels (Included and only available with dual rear wheels and long bed model.)
AXLE	
CODE	DESCRIPTION
GT4	Rear axle, 3.73 ratio (STD) (Requires (L8T) 6.6L V8 gas engine. Not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
GU6	Rear axle, 3.42 ratio (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
PREFERRED EQUIPMENT GROUP	
CODE	DESCRIPTION
1WT	Work Truck Preferred Equipment Group includes standard equipment
WHEELS	
CODE	DESCRIPTION
PYT	Wheels, 18" (45.7 cm) painted steel (STD) (Requires single rear wheels.)
PYV	Wheels, 18" (45.7 cm) machined aluminum with Silver painted accents, 6-spoke (Requires single rear wheels.)
PTW	Wheels, 18" (45.7 cm) High Gloss Black aluminum (Included and only available with (ANQ) Alaskan Snow Plow Special Edition. Not available with dual rear wheels.)
PYW	Wheels, 17" (43.2 cm) painted steel (Requires dual rear wheels.)
Q21	Wheels, 18" (45.7 cm) Polished forged aluminum (Available on dual rear wheels only. Requires (QHY) LT235/80R18 blackwall all-terrain tires. Includes (P06) Wheel trim.)
TIRES	
CODE	DESCRIPTION
QF6	Tires, LT275/70R18E all-terrain, blackwall (STD) (Requires single rear wheels.)
QZT	Tires, LT235/80R17E all-terrain, blackwall (Requires dual rear wheels.)
QHY	Tires, LT235/80R18 all-terrain, blackwall (Available on dual rear wheels only. Requires (Q21) 18" polished forged aluminum wheels.)

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SPARE TIRE

CODE	DESCRIPTION
ZYG	Tire, spare LT275/70R18 all-terrain, blackwall (STD) (Included and only available with (QF6) LT275/70R18E all-terrain, blackwall tires with (E63) Durabed, pickup bed single rear wheel models. Available to order when (ZW9) pickup bed delete and (QF6) LT275/70R18E all-terrain, blackwall tires are ordered with single rear wheel models. Not available with dual rear wheels.)
ZZT	Tire, spare LT235/80R17E all-terrain (Included and only available with (QZT) LT235/80R17E all-terrain, blackwall tires with (E63) Durabed, pickup bed dual rear wheel models. Available to order with (ZW9) pickup bed delete with (QZT) LT235/80R17E all-terrain, blackwall tires with dual rear wheel models.)
ZAE	Tire, spare LT235/80R18 blackwall all-terrain (Available on dual rear wheels only. Requires (QHY) LT235/80R18 blackwall all-terrain tires.)

PAINT

CODE	DESCRIPTION
G7C	Red Hot
GAZ	Summit White
GBA	Black
GXD	Sterling Gray Metallic
GXP	Lakeshore Blue Metallic

SEAT TYPE

CODE	DESCRIPTION
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)

SEAT TRIM

CODE	DESCRIPTION
H2G	Jet Black, Vinyl seat trim
H1T	Jet Black, Cloth seat trim

RADIO

CODE	DESCRIPTION
IOR	Audio system, Chevrolet Infotainment 3 system, 7" diagonal HD color touchscreen, AM/FM stereo Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)

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ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION
ANQ	Alaskan Snow Plow Special Edition includes (VYU) Snow Plow Prep/Camper Package, (PTW) 18" High gloss Black aluminum wheels, (CGN) Chevytec spray-on bedliner, (U01) roof marker lamps and (DMQ) Alaskan decal (Includes (PTW) 18" High Gloss Black aluminum wheels and (QF6) LT275/70R18E all-terrain, blackwall tires. Requires 4WD model. Not available with dual rear wheels, (ZW9) pickup bed delete or in the state of California.)
Z6A	Gooseneck / 5th Wheel Prep Package -- Hitch platform to accept Gooseneck or 5th Wheel hitch. Includes hitch platform with tray to accept ball, stamped bed holes with removable caps installed and bed mounted 7-pin trailer harness (similar to UY2 harness). (Includes (CGN) Chevytec spray-on bedliner. Not available with (ZW9) pickup bed delete)
PCV	WT Convenience Package includes (QT5) EZ Lift power lock and release tailgate, (AKO) tinted windows, (C49) rear-window defogger, (DBG) power trailer mirrors with heated upper glass and manual extending/folding (Required on Regular Cab models with (L5P) Duramax 6.6L Turbo-Diesel V8 engine. (DBG) trailering mirrors may be upgraded to (DWI) trailering mirrors or (DLN) mirrors. Not available with CC30943 or CC30953 dual rear wheel models with (ZW9) pickup bed delete. Not available with (KSG) Adaptive Cruise Control.)
PQA	WT/CX Safety Package includes (UD5) Front and Rear Park Assist, (UKC) Lane Change Alert with Side Blind Zone Alert, (UFG) Rear Cross Traffic Alert and (VJH) Chrome rear bumper (Requires (ZLQ) WT Fleet Convenience Package or (PCV) WT Convenience Package. Requires (C49) rear-window defogger, (KI4) 120-volt power outlet, (KC9) 120-volt bed-mounted power outlet and (DWI) trailer mirrors. Not available with (ZW9) pickup bed delete.)
Z71	Z71 Off-Road Package includes (Z71) Off-Road suspension with off-road tuned twin tube Rancho shocks, (JHD) Hill Descent Control and (NZZ) skid plates (transfer case and oil pan) (Requires 4WD model. "4X4" decals on bed are replaced with "Z71" fender badge. Not available with dual rear wheels or (ZW9) pickup bed delete.)
VYU	Snow Plow Prep/Camper Package includes (KW5) 220-amp alternator, includes increased front GAWR on Heavy Duty models, (NZZ) skid plates (transfer case and oil pan), pass through dash grommet hole and roof emergency light provisions. Contact GM Upfitter Integration at www.gmupfitter.com for plow installation details and assistance. Note: if ordered for Camper usage, recommend ordering (UY2) Trailering wiring provisions (Requires 4WD model. Upgradeable to (KHF) Dual alternators (220-amp primary, 170-amp auxiliary). Included with (ANQ) Alaskan Snow Plow Special Edition. Not available with (F60) Heavy Duty Front Spring/Camper Package.)

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
FHS	E85 FlexFuel capable (Requires (L8T) 6.6L V8 gas engine. Not available with Regular Cab or (ZW9) pickup bed delete.)
K05	Engine block heater (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
UF3	High idle switch (Not available with (PTO) Power Take-Off.)
PTO	Power Take-Off (4WD only. Requires (L5P) Duramax 6.6L Turbo-Diesel V8 engine. Includes (MGU) 10-speed transmission. Not available with (KSG) Adaptive Cruise Control.)

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ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
—	Battery, heavy-duty dual 730 cold-cranking amps/70 Amp-hr maintenance-free with rundown protection and retained accessory power (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
K4Z	Battery, auxiliary, 700 cold-cranking amps/70 Amp-hr (Requires (L8T) 6.6L V8 gas engine and either (KW5) 220-amp alternator or (KHF) dual alternators. Not available with (KW7) 170-amp alternator.)
KW5	Alternator, 220 amps (Included with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (VYU) Snow Plow Prep/Camper Package. Free flow on (L8T) 6.6L V8 gas engine.)
KHF	Alternators, dual, 220-amps primary, 170-amps auxiliary (Requires (K4Z) auxiliary battery with (L8T) 6.6L V8 gas engine.)
UY2	Trailer wiring provisions for trailering, 5th wheel and gooseneck trailer, includes additional 7-way wiring harness located at the rear of the pickup bed attached to the rear frame cross member (Not available with (Z6A) Gooseneck / 5th Wheel Prep Package or (ZW9) pickup bed delete.)
NZZ	Skid Plates protect the oil pan, front axle and transfer case (Included with (Z71) Z71 Off-Road Package or (VYU) Snow Plow Prep/Camper Package.)
—	Suspension, Off-Road includes twin-tube shocks (Included and only available with (Z71) Z71 Off-Road Package.)
F60	Heavy Duty Front Spring/Camper Package Note: If ordered for Camper usage, recommend ordering (UY2) Trailering wiring provisions (Not available with (VYU) Snow Plow Prep/Camper Package. CK30943 DRW model is not available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
K40	Exhaust brake (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
—	Capped Fuel Fill (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine or (ZW9) pickup bed delete.)
9C2	Governor, electronic speed sensor set to 65 MPH Provides electronic software to limit maximum road speed to 65-MPH. Cruise control limited to 60 MPH. (Not available with SEO (5M7) Speedometer calibration, SEO (9B9) 70mph governor or SEO (9D7) 75 mph governor. Requires (QF6) or (QZT) all-terrain, blackwall tires.)
9B9	Governor, electronic speed sensor set to 70 MPH Provides electronic software to limit maximum road speed to 70-MPH. Cruise control limited to 65 MPH. (Not available with SEO (5M7) Speedometer calibration, SEO (9C2) 65mph governor or SEO (9D7) 75mph governor. Requires (QF6) or (QZT) all-terrain, blackwall tires.)
9D7	Governor, electronic speed sensor set to 75 MPH Provides electronic software to limit maximum road speed to 75-MPH. Cruise control limited to 70 MPH. (Not available with SEO (5M7) Speedometer calibration, SEO (9C2) 65mph governor or SEO (9B9) 70mph governor. Requires (QF6) or (QZT) all-terrain, blackwall tires.)

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ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION
5M7	Speedometer calibration, provisions Provides an owners manual supplement listing of speedometer calibrations to be programmed into the powertrain control module (PCM), after sale, to accommodate tire size changes utilized by railroad equipment. See Upfitter Integration website www.gmupfitter.com Technical Bulletins section for calibration listing and instructions. (Requires (L8T) 6.6L V8 gas engine. Not available with SEO (9C2), (9B9) or (9D7) governors.)

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
P03	Wheel trim, painted center caps (Requires dual rear wheels.)
P06	Wheel trim, Chrome trim skins and chrome center caps (Requires dual rear wheels. Included with (Q21) 18" Polished forged aluminum wheels.)
V46	Bumper, front chrome (Requires (VJH) Chrome rear bumper with (E63) Durabed, pickup bed. Available with (ZW9) pickup bed delete.)
VJH	Bumper, rear chrome (Requires (V46) Chrome front bumper. Included with (PQA) WT Safety Package.)
9J4	Bumper, rear, delete (Included and only available with (ZW9) pickup bed delete.)
BHP	Winter Grille Cover (Included and only available with (L5P) Duramax 6.6L Turbo-Diesel V8 engine.)
UF2	LED Cargo Area Lighting located in pickup bed, activated with switch on center switch bank or key fob (Not available with (ZW9) pickup bed delete.)
U01	Lamps, Smoked Amber roof marker, (LED) (Included with (ANQ) Alaskan Snow Plow Special Edition. Standard with dual rear wheels. Not available with (YF5) California state emissions requirements on single rear wheels.)
DBG	Mirrors, outside power-adjustable vertical trailering with heated upper glass lower convex mirrors, integrated turn signals, manual folding/extending (extends 3.31" [84.25mm]) (Standard on Regular Cab models. Not available with (PCV) WT Convenience Package on Regular Cab. Included and only available with (PCV) WT Convenience Package on Double and Crew Cab models.)
DWI	Mirrors, outside power-adjustable vertical trailering with heated and auto-dimming upper glass lower convex mirrors, turn signal indicators, puddle lamps, perimeter lighting, auxiliary lighting, power folding/manual extending (extends 3.31" [84.25mm]) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. Includes (DD8) auto-dimming rearview mirror. (DD8) auto-dimming mirror will be upgraded to (DRZ) Rear Camera Mirror or (DRC) Partial video display rearview mirror when (UVO) Bed View Camera is ordered.)
DLN	Mirrors, outside heated power-adjustable, manual folding (Passenger mirror includes flat glass, not convex) smaller non-trailer mirror, 11.2" (284.73mm) x 7.15" (181.69mm) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. Not available with dual rear wheels.)
AKO	Glass, deep-tinted (Included with (PCV) WT Convenience Package.)

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ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
DMQ	Decal, Alaskan Snow Plow Special Edition (Included and only available with (ANQ) Alaskan Snow Plow Special Edition.)
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)
QK2	Tailgate, Multi-Flex with six functional load/access features, NOTE: Auto release can be disabled if ball hitch is installed. See Owner's manual for details (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. Not available with (ZW9) pickup bed delete.)
QT5	Tailgate, gate function manual with EZ Lift includes power lock and release (Included and only available with (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.
CGN	Chevytec spray-on bedliner Black (does not include spray-on liner on tailgate due to Black composite inner panel) (Included with (Z6A) Gooseneck / 5th Wheel Prep Package or (ANQ) Alaskan Snow Plow Special Edition. Not available with (ZW9) pickup bed delete or (NHT) Max Trailering Package. Available with Ship Thru code (SQE), (TCE) or (TCH), not available with any other Ship Thru code.)
5Z4	Spare wheel, carrier and lock delete (Requires long bed model. Includes (9L3) Spare tire delete. Not available with (5H1) 2 additional keys for a single key system or (ZW9) pickup bed delete.) *CREDIT*
9L3	Spare tire delete (Included and only available with (ZW9) pickup bed delete or (5Z4) spare wheel, carrier and lock delete.)
01U	Special Exterior Color All normally body colored non-sheet metal parts will be black including front fender extensions, cab spoiler on Double & Crew cabs and LT trim door handles. May require extended lead time.
9V5	Paints, solid, Woodland Green All normally body colored non-sheet metal parts will be black including front fender extensions, cab spoiler on Double & Crew cabs and LT trim door handles. May require extended lead time. (Requires (01U) Special Exterior Color.)
9W3	Paints, solid, Wheatland Yellow All normally body colored non-sheet metal parts will be black including front fender extensions, cab spoiler on Double & Crew cabs and LT trim door handles. May require extended lead time. (Requires (01U) Special Exterior Color.)
9W4	Paints, solid, Tangier Orange All normally body colored non-sheet metal parts will be black including front fender extensions, cab spoiler on Double & Crew cabs and LT trim door handles. May require extended lead time. (Requires (01U) Special Exterior Color.)
TGK	Special Paint (Requires (01U) Special Exterior Color.)
9M4	Decal and nameplate delete, tailgate (Not available with SEO (8F2) ornamentation delete or (ZW9) pickup bed delete.)
9R1	Decal delete, Pickup bed (Requires 4WD models only. Not available with SEO (8F2) ornamentation delete or (ZW9) pickup bed delete.)

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ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION
8F2	Ornamentation, delete (Not available with (9R1) pickup bed decal delete or (9M4) tailgate nameplate and decal delete.)

ADDITIONAL EQUIPMENT - ENTERTAINMENT

CODE	DESCRIPTION
U2K	SiriusXM Trial Subscription (IMPORTANT: The SiriusXM trial subscription is not provided on vehicles that are ordered for Fleet Daily Rental ("FDR") use. Trial subscription is subject to the SiriusXM Customer Agreement and privacy policy, visit www.siriusxm.com which includes full terms and how to cancel. All fees, content, features, and availability are subject to change.)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
R6P	3 Years SiriusXM (Requires SiriusXM and TRE or SRE order type. Not available with a Fleet or Government order type. SiriusXM Extended Service subscription will stop at the end of the applicable subscription period unless you decide to continue service. Plan is non-transferable and non-refundable. Service subject to the SiriusXM Customer Agreement and Privacy Policy, visit siriusxm.com/terms to see complete terms and how to cancel which includes online methods or calling 1-866-635-2349. Some services, content and features are subject to device capabilities, an active data connection enabled in the vehicle and location availability. All fees, content and features are subject to change. Content varies by subscription plan. SiriusXM and related logos are trademarks of Sirius XM Radio Inc. and its respective subsidiaries.)
B30	Floor covering, color-keyed carpeting
B32	Floor mats, rubberized vinyl, front (Included and only available with (B30) color-keyed carpeting.
B33	Floor mats, rubberized-vinyl rear (Included and only available with (B30) color-keyed carpeting. Not available with Regular Cab models.
KGU	Universal Vehicle Module Includes module, customer interface harness and instructions. Provides vehicle data over an open CAN network (J1939). 10 switchable inputs/outputs and Custom Configuration Tool to integrate upfit equipment controls. Software features that support Auto Vehicle Start, Shutdown Inhibit, Fast Idle and Snow Plow.
KSG	Adaptive Cruise Control
9L7	Upfitter switch kit, (5) Provides 3-30 amp and 2-20 amp configurable circuits to facilitate installation of aftermarket electrical accessories. Kit with all required parts will be shipped loose with the truck for installation by the dealer or upfitter at customer expense. Installation instructions and technical assistance available at www.gmupfitter.com .
KI4	Power outlet, interior, 120-volt (400 watts shared with (KC9) bed mounted power outlet) (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package.)
UBI	USB Ports, rear, dual, charge-only (Requires Double or Crew Cab, (KI4) 120-volt power outlet. Beginning with the start of production certain vehicles will be forced to include (RFO) Not Equipped with USB ports rear.)

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ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION
RFO	Not Equipped with USB ports rear, see dealer for details (Beginning with the start of production certain vehicles will be forced to include (RFO) Not Equipped with USB ports rear.) *CREDIT*
KC9	Power outlet, bed mounted, 120-volt (400 watts shared with (KI4) interior power outlet) (Included and only available with (KI4) Power outlet. Not available with (ZW9) pickup bed delete.)
C49	Defogger, rear-window electric (Included with (PCV) WT Convenience Package.)
DD8	Mirror, inside rearview auto-dimming (Included and only available with (DWI) trailer mirrors.
DRC	Mirror, inside rearview auto dimming with partial video display includes bed view camera view of cargo bed (Required and only available with (UVO) Bed View Camera.)
DRZ	(DISCONTINUED) Rear Camera Mirror inside rearview auto-dimming with full camera display (Requires (PCV) WT Convenience Package or (ZLQ) WT Fleet Convenience Package. Replaces (D31) manual tilt rearview mirror. Replaces (DD8) auto-dimming rearview mirror when (DWI) trailer mirrors are ordered. Not available on Regular Cab models or with (ZW9) pickup bed delete.)
5Y1	Seats, Driver and passenger front individual seats Driver and passenger front individual seats derived from a 40-20-40 split bench seat with the 20% section removed. Also removes the USB port and auxiliary power outlet when (AZ3) bench seat is ordered. Does not include a floor console. All exposed floor area will remain untrimmed. (Not available with (B30) color-keyed carpeting.)
5H1	Key equipment, two additional key fobs. Provides two additional spare key fobs for a total of (4). NOTE: programming of key fobs is at customer's expense. (Requires (SAF) spare tire lock. Not available with SEO (5Z4) spare wheel, carrier and lock delete or (ZW9) pickup bed delete.)
8S3	Backup alarm, 97 decibels (Not available with SEO (SFW) back-up alarm calibration, (NHT) Max Trailering Package, (Z6A) Gooseneck / 5th Wheel Package or (UY2) trailer wiring provisions.)
SFW	Back-up alarm calibration This calibration will allow installation of an aftermarket back-up alarm by disabling rear perimeter lighting (Included with (ZW9) pickup bed delete. Not available with (8S3) back-up alarm or (UY2) trailer wire provisions.)

ADDITIONAL EQUIPMENT - SAFETY-MECHANICAL

CODE	DESCRIPTION
JHD	Hill Descent Control (Included and only available with (Z71) Z71 Off-Road Package.)

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ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION
R9Y	Mobile Service Plus. MobileService+ is a suite of service conveniences for 1 year Mobile Service, Pick-up and Delivery, and Loaner with Drop off. MobileService+ van will come to your home to perform select services or pick up your vehicle and return it once the service is completed at the dealership. Cost of part and labor are not included. (Required and only available for dealers who have a BFU of 284, except for orders with (R9W) Deleted Mobile Service Plus. Requires TRE, SRE, FBC, FNR or Fleet order types. Not available with (R9V) Mobile Service Plus for 3 years.)
R9V	Mobile Service Plus. MobileService+ is a suite of service conveniences for 3 years Mobile Service, Pick-up & Delivery, and Loaner with Drop off. MobileService+ van will come to your home to perform select services or pick up your vehicle and return it once the service is completed at the dealership. Cost of part and labor are not included. (Required and only available for dealers who have a BFU of 284, except for orders with (R9W) Deleted Mobile Service Plus. Requires TRE, SRE or Fleet order types. Not available with (R9Y) Mobile Service Plus for 1 year.)
R9W	Deleted Mobile Service Plus. Delete MobileService+ service conveniences - Mobile Service, Pick-up & Delivery, and Loaner with Drop Off. By selecting R9W, you acknowledge that you are forgoing the margin and the ability to receive MobileService+ allowances (Requires a dealer with a BFU of 284. Requires TRE, SRE or Fleet order types.)
UD5	Front and Rear Park Assist, ultrasonic (Included and only available with (PQA) WT/CX Safety Package. Not available with (ZW9) pickup bed delete.)
UVO	Bed View Camera camera in the CHMSL to show a view of the cargo bed, display located in rearview mirror (Not available with Regular Cab model, (DRZ) Rear Camera Mirror or (D31) rearview mirror. Not available with (DD8) auto-dimming rearview mirror when (DWI) trailer mirrors are ordered. Requires (DRC) Inside rearview mirror.)
UFG	Rear Cross Traffic Alert (Included and only available with (PQA) WT Safety Package.)
UKC	Lane Change Alert with Side Blind Zone Alert (Included and only available with (PQA) WT Safety Package. Not available with (ZW9) pickup bed delete.)
UJM	Tire Pressure Monitoring System with Tire Fill Alert (does not apply to spare tire) (Standard on dual rear wheel models only.)
R9L	Deleted OnStar Basics (OnStar Fleet Basics for Fleet) (Requires (UE1) OnStar. Included and only available on vehicles being shipped to Puerto Rico, the Virgin Islands, or Guam. *CREDIT*
5N5	Rear Camera Kit Kit includes camera, fixed position bracket & 19 ft cable with attachment clips. Rear camera radio calibration provided from the factory. See Upfitter Integration Bulletin for installation instructions at www.gmupfitter.com (Requires (ZW9) pickup bed delete.)

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Data Version: 26904. Data Updated: Nov 4, 2025 6:49:00 PM PST.



Criswell Fleet Sales

Scott Silverman | 301-948-5460 | fleet-man@msn.com

Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete)

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION
PDE	LPO, Assist Step and Truck Bed Cover Value Package III includes (RVQ) Black 6" rectangular assist steps, LPO and (VOZ) Hard Folding Truck Bed Cover by RealTruck Advantage, LPO, (dealer-installed)
PDW	LPO, Assist Step and Truck Bed Cover Value Package I includes (VQO) Black work step, LPO and (VPB) Soft rolling Truck Bed Cover, LPO, (dealer-installed)
PDB	LPO, Dark Essentials Package includes (RIK) Black Silverado nameplates, along with where applicable, Trim Badges, LPO, (SFZ) Black bowtie, LPO and (SB7) Black tailgate CHEVROLET lettering, LPO, (dealer-installed) (Not available with (ZW9) pickup bed delete. Does not replace Chrome Duramax Badge on hood.)
SNO	LPO, Hitch Package Gooseneck ball and chain tiedown kit with case, (dealer-installed) (Requires (Z6A) Gooseneck / 5th Wheel Prep Package. Not available with (ZW9) pickup bed delete.)
VXH	LPO, Assist steps, chromed tubular, 6" rectangular (dealer-installed) (Not available with any other assist steps.)
RVQ	LPO, Black tubular assist steps, 6" rectangular (dealer-installed) (Not available with any other assist steps.)
VQO	LPO, Black work step (dealer-installed) (Not available with any other assist steps.)
VTP	LPO, Assist steps, commercial (dealer-installed) (Not available with any other assist steps.)
VXW	LPO, Off-Road High Clearance Steps (dealer-installed) (Not available with Regular Cab or any other assist steps.)
VQK	LPO, Molded splash guards, Black (dealer-installed) (Not available with dual rear wheels or (ZW9) pickup bed delete.)
S41	LPO, Rear wheelhouse liners (dealer-installed) (Only available with dual rear wheels. Not available with (ZW9) pickup bed delete.)
VQZ	LPO, Polished exhaust tip (dealer-installed) (Requires (L8T) 6.6L V8 gas engine.)
SFZ	LPO, Black Bowtie Emblem, front (dealer-installed) (Included with (PDB) Dark Essentials Package, LPO.)
RIK	LPO, Black nameplates (dealer-installed) (Included and only available with (PDB) Dark Essentials Package, LPO.)
SB7	LPO, Black tailgate lettering (Included and only available with (PDB) Dark Essentials Package, LPO. Not available with (ZW9) pickup bed delete.)
VPB	LPO, Soft rolling Truck Bed Cover (dealer-installed) (Included and only available with (PDW) Assist Step and Truck Bed Cover Value Package I, LPO.)
5JY	LPO, Soft Folding Truck Bed Cover by RealTruck Advantage (Not available with any other truck bed cover.)

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Criswell Fleet Sales

Scott Silverman | 301-948-5460 | fleet-man@msn.com

Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete) (✔)

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION
VOZ	LPO, Hard Folding Truck Bed Cover by RealTruck Advantage (dealer-installed) (Not available with any other truck bed cover.)
RIA	LPO, All-weather floor liners 1st and 2nd rows on Crew Cab and Double Cab, 1st row only on Regular Cab, (includes Chevrolet Bowtie logo on front mats) (Requires (B30) color-keyed carpeting. Not available with (Z71) Z71 Off-Road Package.

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION
8X8	Label, fasten seat belts "Fasten Seat Belts" reminder label on right hand and left hand front side door glass (Requires Crew Cab 4WD model.)

SHIP THRU CODES

CODE	DESCRIPTION
TVY	Ship Thru, Produced and shipped to Anchorage VDC then to TK Services and returned to Anchorage VDC for shipping to final destination (Available only to orders with a final Ship-To Code for State of Alaska Dealers only)
VUI	Ship Thru, Produced in Flint Assembly and shipped to Auto Truck Group, Roanoke, IN and Returned to Ft. Wayne Assembly for shipping to final destination
VEW	Ship Thru, Produced in Flint Assembly and shipped to Canfield Equipment in Warren, MI. Returned to Lansing Delta for shipping to final destination.
VUD	Ship Thru, Produced in Flint Assembly and shipped to Knapheide Truck Equipment in Flint, MI. Returned to Flint Assembly for shipping to final destination.
VCB	Ship Thru, Produced in Flint Assembly and shipped to Monroe Truck Equipment in Flint. Returned to Flint Assembly for shipping to final destination.
VDK	Ship Thru, Produced in Flint Assembly and shipped to Royal Truck Body, Flint, MI. Returned to Flint Assembly for shipping to final destination
VFW	Ship Thru, Produced in Flint Assembly and shipped to NBC Truck Equipment Roseville, MI. Returned to Flint Assembly for shipping to final destination.
VHR	Ship Thru, Produced in Flint Assembly and shipped to Reading Equipment and Distribution Pontiac, MI. Returned to Lansing Delta for shipping to final destination.
TCL	Ship Thru, Produced in Flint Assembly and shipped to Kerr Industries, Warren, MI. Returned to Flint Assembly for shipping to final destination
TDE	Ship Thru, Produced in Flint Assembly and shipped to Monroe Truck Equipment, MI, Then to TK Services, AK for shipping to final destination
TZS	Ship Thru, Produced in Flint Assembly and shipped to Alt. Fuel Innovations LLC, Kansas City, MO. Returned to Fairfax Assembly for shipping to final destination

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Criswell Fleet Sales

Scott Silverman | 301-948-5460 | fleet-man@msn.com

Section 5, Item B.

Vehicle: [Retail] 2025 Chevrolet Silverado 3500HD (CK30943) 4WD Crew Cab 172" Work Truck (Complete)

SHIP THRU CODES

CODE	DESCRIPTION
SQE	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to GFX for (CGN) Spray-on Bedliner then to Adrian Steel, Toledo, OH. Returned to Flint Assembly for shipping to final destination. (Requires (CGN) spray-on bedliner. Not available with any other Ship Thru Code.)
SQG	Ship thru, Produced in Flint Assembly and shipped to Adrian Steel, Toledo, OH. Returned to Flint Assembly for shipping to final destination.
TCE	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to Auto Truck Group, Roanoke, IN and returned to Ft. Wayne Assembly for shipping to final destination (Requires (CGN) Chevytec spray-on bedliner. Not available with any other Ship Thru code.)
TCH	Ship Thru, for Orders with (CGN) Spray-on Bedliner, Produced in Flint Assembly and shipped to Reading Truck Equipment, Pontiac, MI and returned to Flint Assembly for shipping to final destination (Requires (CGN) Chevytec spray-on bedliner. Not available with any other Ship Thru code.)

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Data Version: 26904. Data Updated: Nov 4, 2025 6:49:00 PM PST.



Outlook

FW: New Truck Quote

From Purnell Hall <phall@bladensburgmd.gov>

Date Wed 11/5/2025 10:01 AM

To Michelle Bailey-Hedgepeth <mbaileyhedgepeth@bladensburgmd.gov>; Vito Tinelli <vtinelli@bladensburgmd.gov>

Cc Purnell Hall <phall@bladensburgmd.gov>

1 attachment (91 KB)

sales_proposal - 2025-11-05T095129.262.pdf;

Good morning Team, below is a good quote.

Thanks

Purnell Hall

From: Scott Silverman <ssilverman@criswellauto.com>

Sent: Wednesday, November 5, 2025 9:56 AM

To: Purnell Hall <phall@bladensburgmd.gov>

Subject: New Truck Quote



**251351
1GC4KSE79SF348439**

**In-stock 2025 Chevrolet 3500 SRW W/T
4WD Crew Cab Gas Engine
See specifications attached
\$56,443 Montgomery County Contract Price**

Scott Silverman
Fleet Sales Manager
Criswell Automotive
Gaithersburg, MD

301-948-5460 Office
240-876-8233 Mobile
ssilverman@criswellauto.com

Please update my email address to ssilverman@criswellauto.com if you are still using fleet-man@msn.com.





Agenda Item Summary Report

Meeting Date: December 8, 2025	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
Item Title: RESOLUTION 08-2026 Resolution of Council support for the application for funds for FY 2026 Residential Energy Equity Grant Program with the Port Towns.	
A RESOLUTION OF SUPPORT FOR THE PORT TOWNS JOINT APPLICATION TO THE MARYLAND ENERGY ADMINISTRATION FY 2026 RESIDENTIAL ENERGY EQUITY GRANT PROGRAM	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Resolution 08-2026
Recommended Action:	
Approval for the Town Administrator to apply for grants for Town Projects	
Item Summary: The proposed resolution authorizes the Town of Bladensburg to support and participate in a joint Port Towns application, alongside Colmar Manor, Cottage City, and Edmonston, to the Maryland Energy Administration's FY 2026 Residential Energy Equity Grant Program. The MEA program anticipates \$25.2 million in available statewide funding to expand access to energy efficiency upgrades, electrification technologies, and residential solar installations for income-qualified households. The Port Towns seek to develop a unified program that reduces energy burdens, improves home comfort, and expands renewable energy options for residents most affected by rising utility costs. Energy efficiency improvements lower household energy consumption, while solar installations offer long-term savings and allow residents to benefit from Maryland's net metering law, which enables excess energy to be sold back to the grid. The resolution would authorize the Town Administrator to coordinate with partner municipalities and supporting organizations to prepare and submit the required application before the December 18, 2025, 3:00 p.m. deadline. Adoption of this resolution advances local sustainability priorities and strengthens regional collaboration to support vulnerable residents. The Town Administrator will be available to answer any questions about this matter.	
Budgeted Item: Yes [] No [X] Budgeted Amount: \$ TBD One-Time Cost: Yes Ongoing Cost:	Continued Date:
Council Priority: Yes [] No []	Approved Date:

**Town of Bladensburg, Maryland****RESOLUTION NO. 08-2026**

Date Introduced: December 8, 2025

Date Adopted: December 8, 2025

Date Effective: December 8, 2025

A RESOLUTION OF SUPPORT FOR THE PORT TOWNS JOINT APPLICATION TO THE MARYLAND ENERGY ADMINISTRATION FY 2026 RESIDENTIAL ENERGY EQUITY GRANT PROGRAM

WHEREAS, the Maryland Energy Administration (MEA) has announced the FY 2026 Residential Energy Equity Grant Program, providing an anticipated \$25.2 million in funding to expand access to energy efficiency, electrification, and solar technologies for income-qualified residents; and

WHEREAS, the purpose of the Residential Energy Equity Grant Program is to reduce household energy burdens through building and home efficiency upgrades, improve indoor comfort and health, advance zero-emission technologies, and expand the availability of renewable energy solutions such as rooftop solar; and

WHEREAS, energy efficiency improvements directly reduce the amount of energy a household consumes, thereby lowering monthly utility costs and freeing income for other essential expenses; and

WHEREAS, the addition of solar energy further enhances long-term savings by generating electricity at minimal operating cost, and Maryland's net metering law enables participating residents to sell excess energy back to the grid, increasing cost savings and supporting grid resilience; and

WHEREAS, eligible applicants for the FY 2026 Residential Energy Equity Grant Program include non-profit organizations, municipalities, and counties seeking to design and implement programs that deliver meaningful energy benefits to income-qualified residents; and

WHEREAS, the Port Towns of Bladensburg, Colmar Manor, Cottage City, and Edmonston seek to jointly develop and administer a collaborative program that expands access to energy efficiency upgrades, electrification technologies, and residential solar installations for eligible residents across the four municipalities; and

WHEREAS, the MEA requires that applications be submitted by **December 18, 2025, at 3:00 p.m.**, in accordance with the official Funding Opportunity Announcement; and

WHEREAS, the Town Council of Bladensburg recognizes that participation in this grant opportunity will advance local sustainability goals, provide financial relief to residents most affected by high energy costs, and meaningfully improve the quality of housing within the community.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF BLADENSBURG, that the Town hereby fully supports the joint Port Towns application to the Maryland Energy Administration’s FY 2026 Residential Energy Equity Grant Program; and

BE IT FURTHER RESOLVED, that the Town Administrator is authorized to collaborate with the Port Towns, partner organizations, and relevant agencies to prepare, submit, and administer all necessary documents required to advance this joint application; and

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately upon adoption.

Adopted this ____ day of _____, 2025, by the Mayor and Town Council of the Town of Bladensburg.

Attest:

Michelle Bailey Hedgepeth, Acting Town Clerk

Takisha D. James, Mayor



Agenda Item Summary Report

Meeting Date:
December 8, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Information Memo | Rules of Procedure Virtual Attendance and Consent Agenda – December 2025

This is an introduction item and a memo on the use of a consent agenda or consent package.

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Copies of other Rules
Town of Bladensburg Rules of Procedure

Recommended Action:

This memo is for **INFORMATION ONLY**, no action is required by the Town Council, and serves as an update on the recent meeting and on Town Staff's actions regarding the project.

Item Summary: This item recommends two changes to the Council rules of procedure.

1. **Formalized language for Virtual Attendance** – This language was adopted from other local MD municipalities, who made this allowance after the pandemic
2. **Consent Agenda** – This would add the Consent Agenda item, which would consolidate routine and non-controversial items into a single motion. This has been explained in more detail.

Consent Agenda Overview

A Consent Agenda, sometimes referred to as a “consent calendar” or “consent package,” is a meeting tool that consolidates routine, non-controversial items into a single agenda item. These items are presented for approval in a single motion and vote, eliminating the need for multiple discussions on matters that do not require debate.

Typical Consent Agenda items include:

- Approval of meeting minutes from previous sessions
- Routine financial reports
- Resolutions of Support and Awareness
- Standard administrative approvals
- Committee reports not requiring deliberation
- Informational correspondence with no action required

How It Works:

1. Staff and/or an agenda committee identify routine items for inclusion.
2. At the meeting, the Mayor introduces the Consent Agenda.
3. Any Councilmember may request that an item be removed for individual discussion.
4. The remaining items are approved collectively with one motion and a vote.

Benefits to Council and the Public:

- **Efficiency:** Saves time by consolidating approvals of routine matters.
- **Focus:** Frees up time for strategic discussion and decision-making on more substantive issues.
- **Streamlined Process:** Simplifies procedural steps and enhances meeting productivity.

Rules of Procedure Revisions

In addition to introducing the Consent Agenda, Town staff recommend updates to the Council’s Rules of Procedures. These include:

- **Remote Attendance & Hybrid Meetings:** Clarifying how Councilmembers may participate remotely when necessary.
- **Consistency Updates:** Correcting minor discrepancies and ensuring procedures align with current best practices.
- **Council Input:** Providing an opportunity for Councilmembers to suggest additional revisions or clarifications.

As part of our research, Town staff have collected recent revisions from the following municipalities: the City of Frederick, the Town of Cheverly, the Town of Capitol Heights, and the City of Aberdeen. These examples will be used as references in preparing draft amendments.

The Town Administrator will be able to answer questions from the Council.

Budgeted Item: Yes ☐ No ☐ NA	Continued Date:
Budgeted Amount:	
One-Time Cost: NA	
Ongoing Cost: NA	
Council Priority: Yes ☐ No ☐	Approved Date:

**RULES OF PROCEDURE
FOR THE
TOWN COUNCIL
OF THE
TOWN OF BLADENSBURG, MARYLAND**



**Last Approved by Mayor and Town Council
December 9, 2019**

Revised: November 10, 2025

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ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT

1.1 Authority

Article II, Section 207 - Rules of the Town Charter of the Town of Bladensburg, Maryland, grants the Town Council the right to determine its own rules of procedure; the following rules are enumerated under and by authority of said provision.

1.2 Applicability

The rules of procedure adopted by the Town Council are applicable to Town Council meetings.

1.3 Amendment

These rules may be amended or new rules adopted, by a majority vote of the members of the Town Council present.

1.4 Recession and Suspension of Rules

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Town Council present.

ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICES

2.1 Meetings Shall be Public

A meeting occurs when a quorum of the Mayor and Town Council convenes to consider or transact public business.

All meetings of the Town Council shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Council from meeting in closed session as outlined in The Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

Maryland Open Meetings Act

The Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a) provides “Whenever a public body meets in open session, the general public is entitled to attend”. That means that members of the public may come to a meeting and observe it. With one exception pertaining to the closing of a meeting, it does not mean that they are entitled to speak (City of New Carrollton v Rogers, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Ordinarily, the

management of the public comment period is up to the presiding officer. See, e.g. 9 OMCB Opinions 232, 233(2015) (stating that the Act does not regulate the presiding officer's decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012)

2.2 Regular Meetings

Regular meetings. The Council shall meet at such time as may be prescribed by ordinance or resolution, but not less frequently than once each month unless the Council at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open meetings of the Council shall be open to the public, and the rules of the Council shall provide that citizens of the Town have a reasonable opportunity to be heard at any such meetings, pursuant to Article II, Town Government, Section 205-Meetings (b). Special meetings or work sessions are not regular meetings of the Council, but shall be open to the public unless closed according to state law.

Regular meetings of the Town Council shall ordinarily be on the second Monday of each month at 7:00 PM. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

2.3 Work Sessions

Purpose. Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council.

The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolution, should not be done at a work session.

Regular Work Sessions shall ordinarily be on the second Monday of each month at 5:30 P M. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate, pursuant to Article II, Town Government, Section 205-Meetings (c) Work sessions are not regular meetings and no opportunity need be provided under Section 205 of the Charter for citizens to speak; or under the Maryland Open Meetings Act, Chapter 3-A-The Right to "attend" a meeting, Section 3-303(a).

2.4 Special Meetings

Special meetings are called by the Town Clerk upon written request of the Mayor, or two or more of the Council Members. Any such notice shall state the subject to be considered at the special meeting and no other subject shall be considered, except by unanimous consent of all members present.

2.5 Emergency Meetings

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the

meeting is convened. Notice shall be provided also to the media and public by electronic notification.

2.6 Closed Sessions

The Mayor and Town Council may close a meeting to the public by a vote in open session under the circumstances, conditions and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting – Section 3-305-306 (c). Notice of Closed Session shall be given as required by law.

2.7 Recessed Meetings

No meeting shall be recessed for a longer period of time than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Council.

2.8 Information Meetings

The Mayor and Town Council may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Mayor and Town Council will determine the rules governing presentations at such meetings.

2.9 Public Hearings.

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. Council may deliberate or take action on the matter at hand upon the closing of the public hearing.

2.10 Roll Call and Attendance

A. ~~A.~~ A majority of the members of the council then in office shall constitute a quorum.

B. ~~B.~~ Before the council proceeds with the business before it, the Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.

C. ~~C.~~ Members must be physically present at the council chamber dais to vote. Proxy or absentee voting is not permitted.

2. 11 Remote Attendance

The Town Council recognizes the benefits of the fullest practicable attendance and participation by its members. However, in limited instances, the business of the Council may benefit from a Council member's remote participation by means of audio or video conferencing ("remote attendance").

- (a) Remote attendance by a member is considered an appearance towards a quorum.
- (b) Remote attendance by members should be announced by the presiding officer and will be reflected in the meeting minutes.
- (c) Council members attending remotely will participate and vote during the meeting as if they were physically present at the meeting. To ensure proper recording on a vote when a member is attending remotely, a roll call vote will be used. The Council member's vote must be audibly provided so that any participant may hear their vote. The presiding officer will confirm the vote.
- (d) Council members appearing remotely shall comply with all applicable laws and procedures, including these Rules, as if they were physically present at the meeting.

Nonemergency circumstances. Under nonemergency circumstances, remote attendance is intended to be an alternative and relatively infrequently used method for participation by Council members. Remote attendance protocol and procedures under nonemergency circumstances are as described in this section.

- (a) Generally, remote attendance is permitted at workshops, business meetings, regular meetings, special meetings, and closed meetings.
- (b) In no event may a Council member attend remotely unless necessary equipment is available. "Necessary equipment" means any telephone or other device equipped with a speaker function capable of broadcasting the member's voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Council member to pose and answer questions. To ensure necessary equipment is available, a Council member seeking to attend a meeting remotely must contact the Town Clerk by 12 p.m. on the day of the meeting.

Emergency circumstances. One or more Council members may remotely attend a meeting (including workshop, regular meeting, special meeting, or closed session) via remote attendance under limited circumstances as set forth herein. There is no limit to the number of times a member may attend a meeting by remote attendance, and no limit to the number of members who may participate by remote attendance in a meeting. Remote attendance may occur during emergency circumstances as described in this section.

- (a) Remote attendance by one or more members is permitted, and may be required by the Mayor in lieu of in-person attendance, when action on an agenda item requires immediate action, remedy or discussion, and one or more of the following circumstances exists:

2.11 Quorum

A. Majority of the members elected to the Council shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

B. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order or vote; except that a vote to adjourn, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except on matters involving the consideration of his own official conduct or when his financial interests are involved, pursuant to Article II – Quorum-Section 208 of the Town Charter.

2.12 Loss of a Quorum

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Presiding Officer or a Council member shall declare the meeting recessed until a quorum is reestablished.

B. Upon reestablishment of the quorum, the Mayor and the Town Council shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the Presiding Officer, a quorum cannot be obtained within a reasonable period of time; the Presiding Officer shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Mayor and the Town Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

2.14 Conflict of Interest

a. A Council member prevented from voting by a conflict of interest shall file a conflict of interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

b. A Council member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend Closed Sessions regarding the matter.

2.15 Presiding Officer

The Mayor shall serve as the Presiding Officer for all meetings of the Town Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer. In the absence of the Mayor Pro Tem, the Town Clerk shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

2.16 Place of Meeting

a. All meetings of the Mayor and Town Council, unless otherwise determined, shall be held at the Town of Bladensburg Town Hall, Council Chambers 4229 Edmonston Road, Bladensburg,

Maryland. In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

2.17 Notice of the Meeting

a. Written notice of all public meetings of the Town Council shall be posted on the bulletin board at Town Hall, posted on the Town's website and Cable Channel. The notice will show the date, time, place and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

2.18 Conduct of Meetings

Councilmembers shall be recognized by the presiding officer before speaking. Other persons at the meeting of the Mayor and Council may speak when called upon or authorized.

2.19 Dissents and Protests

Any member shall have the right to express dissent from or protest against any ordinance, resolution, or act of the Council and the reason therefor entered into the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Council no later than the next regular meeting following the date of passage of the ordinance.

2.20 Courtesy, Decorum, Conduct and Order

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and members of the Town Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings.

1. Before a council member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly. Public comments will be limited to three (3) minutes. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous (*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session*).
2. If a person fails to request to speak before speaking, the Mayor shall rule them 'out of order' and remind them that they do not have the floor. While the Council is in session,

all council members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the Town Council should not leave their seats during a meeting without first obtaining permission of the Mayor, or making a motion to recess.

3. Every person desiring to speak shall address the entire Council and shall not single out a member of the Council, the audience or a staff member and confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
4. Call for orders of the day, this is simply another way of saying, “let’s return to the agenda.” If a council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
5. A member of Council indulging in any language or conduct unbecoming a Councilmember shall be called to order by the presiding officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules.
6. Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s) at a public Council meeting. Any concerns about conduct or performance of any Town employee(s) or Council appointee(s) shall be brought to the attention of the Town Administrator, or a Closed session of the Council may be requested to discuss the personnel matter.
7. Members of the Council shall not take positions on either national or foreign political issues that do not affect the Town.
8. Demonstration or Disorder Among Bystanders – If any confusion, demonstration or disorder arises in the Council Chambers, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.
9. Town Administrator and Members of Staff – The Town Administrator shall have the right to take part in the discussion of all matters coming before the Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.
10. Members of the public may speak for three (3) minutes, (during Public Comment Time) at Regular Town Council meetings of the Mayor and Town Council according to procedures established by the Mayor and Council.
 - a. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in.

- b. Each speaker is limited to one presentation per meeting and a maximum timed limit of three (3) minutes.
- c. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
- d. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
- e. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
- f. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
- g. Proper respect, decorum, and conduct shall prevail at all times. Impertinent, slanderous, or personal attacks are strictly prohibited and violators may be removed from the council chambers.
- h. No placards, banners or signs may be displayed in the council chambers or Town Hall. Exhibits relating to a presentation are acceptable.
- i. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

2.21 Council May Discipline its Own Members

In the event a council member violates the Charter, these rules or any other ordinance of the Town, or acts in a manner that causes embarrassment or disgrace to the Town of Bladensburg, the Town Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Town Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the Town Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action*. The Town Council chooses to take no action.
2. *Private Censure*. The Town Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the closed session.
3. *Public Censure*. The Town Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

2.22 Motions – when reduce to writing

Every motion or proposition shall be reduced to writing on the call of any member, and shall a motion be made and seconded shall be deemed in possession of the Town Council and shall be read by the Town Clerk previous to debate, and may be withdrawn at any time previous to the vote being taken.

2.23 Other Motions

1. Motion to Adjourn – This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. Motion to Recess – This motion, if passed, requires the Council to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
4. Motion to Remove from the Table – This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.
5. Withdraw a Motion during the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

2.24 Rules of Discussion of pending questions

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the Town Administrator who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

VOTING

3.1 Voting Rules

When a question is put, every Council member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Council. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the Town and State Ethic Laws.
2. When the vote could or may show bias for or against a person, organization or business that the member has a close personal relationship with thus reflecting poorly on the member and office such members holds.

3. When any member has a direct financial gain or personal gain from the outcome of the vote.

All voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay”. A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Council.

3.2 Voting Disqualification.

1. A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased.
2. A member shall openly state an abstention due to a conflict of interest or bias.
3. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required.
4. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest.
5. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter. However, the member may remain on the dais for Consent Calendar items if the member states the abstention from the vote due to the described conflict of interest before the Consent Calendar is voted on in one motion.

MINUTES AND RECORD KEEPING

4.1 Minutes of Meetings

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, *minutes shall not be available until approved by the Council in a regular meeting.* Approved minutes are also posted on the Town’s website. Minutes of closed sessions of the Council held in accordance with applicable state law *shall not be open to public inspection and shall remain sealed.*

4.2 Record of Meetings

The Town Clerk or the Town Clerk's designee shall be responsible for minutes of each Regular Meeting and Work session of the Mayor and Town Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

1. All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
2. Copies of resolutions, new or revised ordinances or other actions approved by the Mayor and Town Council.

SUSPENSION AND AMENDMENT OF RULES

5.1 Suspension of Rules

Any provisions of these rules not governed by federal, state law or the Town Charter may be temporarily suspended by a super majority vote of the Town Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Town Council and shall have received preliminary approval of the Town Council at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a majority vote to preliminary approve the amendment.

5.2 Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any council member.

1. *Warning* - The Mayor may order any person (council member, staff member or audience member) in violation of these rules to be silent.
2. *Removal* - If, after receiving a warning from the Mayor, the person continues to disturb the good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.
3. *Motion to Enforce*. Any council member may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Council shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

THE AGENDA

6.1 Agenda.

1. The agenda shall outline the established order of business.
2. The Town Administrator shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the Town Administrator a description of the item in time for inclusion with the printed agenda.
3. At least two days before each regular meeting, the Town Clerk shall provide each member of Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
 - a. *Under Section 3-302 (C) of the Maryland Open Meetings Act, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted on. The Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.*
4. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.

5. All meeting agendas and amendments to the agenda shall be approved by the Town Council at the beginning of the meeting. Items on the agenda can be reordered by the Mayor and Town Council during the scheduled meeting.
6. Items of routine business that generally require no discussion by Council may be placed on a Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
7. All meeting agenda and amendments shall be approved the Mayor and Town Council at the beginning of the meeting. Items on the agenda can be approved by the Mayor and Town Council during the scheduled meeting.
8. Agendas for Regular Meetings and Work sessions shall be published on the Friday prior to the meeting.
9. Consent Agenda: The items on the consent agenda may be accepted by the consent of the Council by a single vote, unless any individual should request the item be removed for further discussion. Any item pulled for discussion will be considered by the Council after a vote on the consent agenda.

6.2 Order of Business

- I. Call to Order
- II. Opening Prayer (non-denominational)
- III. Pledge of Allegiance
- IV. Approval of Minutes
- V. Public Comments
- VI. Mayor & Council Reports
- VII. Staff Reports
- VIII. Unfinished Business
- IX. Financial Business
- ~~IX.~~X. Consent Agenda
- ~~X.~~XI. New Business
- ~~XI.~~I. Adjournment

WORK SESSION POLICIES AND PROCEDURES

7.1 Purpose.

Purpose. Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, should not be done at a work session.** The following rules shall prevail for the call and conduct of work session meetings.

7.2 Agenda.

Only a limited number of matters shall be considered by the Town Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

7.3 Documents and Exhibits to be Presented.

When possible, staff shall make available to the Town Council all documents, exhibits, maps, plans, architectural drawings, specifications or other similar documents at least 72 hours before the beginning of the session.

7.4 Technical Questions.

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. Council may, through the Town Administrator, request the attendance of such staff members or outside experts as may be required to answer such questions.

7.5 Audience Comments or Questions.

Audience comments or questions will not be considered at a work session.

GENERAL

Council Requests

8.1 Council Requests

Council requests that deal with policy issues and council requests that may be construed as direction shall be directed to the Town Administrator, except for general inquiries or questions, in which case the council may go to the department directors or key staff in the Town Administrators Office.

8.2 Council Requests for Funding

Council requests requiring funding must go through the Town Administrator and Town Treasurer. The Town Administrator and Town Treasurer shall respond in a timely manner.

8.3 Use of Staff Resources.

A request for use of staff time, other than standard requests for information from department heads, by the Mayor or a Councilmember must be made through the Town Administrator unless already approved by the Mayor and Council.

PUBLIC STATEMENTS BY MAYOR AND COUNCIL

9.1 Representation or position by Mayor or Councilmember.

When the Mayor or a Councilmember gives a statement in their elected capacity on an issue affecting the Town, the Mayor or Councilmember shall first identify the adopted position of Mayor and Council with respect to that subject, if any. Thereafter, the Mayor or Councilmember may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Councilmember expressly acknowledges that such statements do not represent the position of the Town.

As the Mayor and Town Council, we have fully read and understand the above Rules and Procedures governing the Town of Bladensburg's Public Meetings and agree to abide by the Rules and Procedures adopted by the Town Council on _____

Takisha James, Mayor

Date _____

Marilyn Blount, Council Member

Date

Kalisha Dixon, Council Member

Date _____

Trina Brown, Council Member

Date _____

Carroll McBryde, Council Member

Date _____

Attested et al:

Michelle Bailey Hedgepeth, Acting Town Clerk

Date



COUNCIL RULES OF PROCEDURE

Adopted January 8, 2024, Amended March 25, 2024,
Amended May 20, 2024, Amended January 27, 2025

I. Meetings - General Information

A. Types of Meetings of the Council

1. Regular Meetings: Regular Meetings shall be held on the second and fourth Monday of each month except City holidays, and such additional days as the Council may determine. The Council may cancel any meeting on an affirmative vote of at least three (3) members if, and only if, this vote is held at least seven (7) calendar days before the canceled meeting. The reason for cancellation shall be stated in the motion to cancel and shall be recorded in the Minutes. The Mayor shall cancel any session scheduled for a date when City Hall is closed for business. Notice of cancellation shall appear prominently on the City's website and Facebook page, in a conspicuous location at City Hall, and by any other means of notification available to the City that the Council deems appropriate as quickly as possible.
2. Regular Work Sessions shall be held on the third Monday of each month as needed. The same rules shall apply regarding cancellation in Item 1 of this section. Alternate Work Sessions may be scheduled when the third Monday coincides with a holiday when City Hall is closed or as needed. Seven (7) calendar days' notice shall be given.
 - a) Appendix A shall guide the Council in conducting effective Work Sessions.
3. Special Meetings
 - a) Special Meetings may be called by the Mayor, giving a minimum of seven (7) calendar days' notice to the Council. Alternatively, two (2) or more Council members may request a Special Meeting by sending a written or email communication to the Mayor and City Clerk. If two (2) or more members of the Council make a written request to the Mayor for a Special Meeting, the Mayor shall call a Special Meeting within five (5) calendar days after receiving the request.
 - b) The Mayor shall give a minimum of seven (7) calendar days' notice prior to any Special Meeting of the Council unless, in the judgment of the Mayor or of the Council members requesting a Special Meeting, an Emergency Meeting is required.
 - c) Emergency Meetings: Reasonable notice shall be given to the public in accordance with the State of Maryland Open Meetings Act.
4. Closed Meetings: Meetings may be closed upon the affirmative vote of at least three (3) members of the Council in accordance with the State of Maryland Open Meetings Act.

B. Time and Place of Meetings

1. All Regular Meetings of the Council shall be scheduled to convene at City Hall at 7:00 PM unless a different time or place shall be authorized by the affirmative vote of at least three (3) members of the Council.
2. No meeting shall continue past the hour of 11:00 PM unless these Rules of Procedure are suspended.

C. Quorum

1. Three (3) members of the Council, which may include the Mayor, constitute a quorum for the transaction of business.

D. Voting

1. All voting, except on procedural motions, shall be by roll call, which shall be recorded in the Minutes. Each member of the Council shall be called to vote. The Mayor shall be called last to cast a vote and shall only vote to break a tie, which includes establishing a third vote in favor of a motion if the remainder of the quorum only consists of two (2) Council members. The Council may elect to table an agenda item for consideration until a future meeting if only two (2) Council members and the Mayor are present to conduct business. Any member may explain his or her vote prior to casting.
2. No ordinance shall be approved, nor any action taken upon an ordinance without the favorable votes of a majority of the whole number of members of the Council.
3. The Mayor may only make a motion to close a meeting in accordance with the Maryland Open Meetings Act.

E. Presiding Officer: The Mayor shall be the presiding officer of all meetings of the City Council. In the absence of the Mayor, the Council President shall preside for the tenure of the meeting.

1. During the Legislative Session of the Agenda, the Mayor shall recognize the Council President for legislative matters of the Council. The Council President may offer for introduction, resolutions or ordinances of the Council and advance legislation.

F. Rules of Procedure: The current edition of Robert's Rules of Order Newly Revised shall govern all parliamentary proceedings except where they are in conflict with these Rules or other laws applicable in this City.

G. Notice of Meetings

1. The City Clerk shall give such notice as required by law of all Council Meetings, hearings, and sessions in accordance with the State of Maryland Open Meetings Act.
2. Notice shall be prominently displayed on the City's website, on the City's Facebook page, in a conspicuous location on City Hall and by any other means of notification available to the City that the Council deems appropriate.

H. Public Comment

1. The general public is encouraged and invited to attend all meetings of the City Council; however, no person shall be allowed to address the Council until the appropriate time on the Agenda and then after recognition by the Mayor or the Presiding Officer. Not more than three (3) minutes shall be given to any individual speaking unless the Council determines otherwise. Section H.1 does not apply to Closed Meetings in accordance with the Maryland Open Meetings Act.
2. Any person speaking shall state the following: name, home address, and organization represented, if applicable.
3. The Mayor or the Presiding Officer, independently or upon motion of the Council, may order the removal of any person who disrupts the business of the Council, after warning.
4. All comments shall be directed to the Mayor or the Presiding Officer and shall not be addressed to others in attendance unless permitted by the Mayor or the Presiding Officer.
5. Members of the Council will not be expected to immediately respond to any subject brought to their attention. The Mayor may respond or may permit individual members of the Council to respond.

II. Council Agenda

- A. The Mayor shall ensure that an appropriate agenda is prepared for each Council Meeting, to include all matters requested by a member of the Council and delivered to the Council members at least four (4) days preceding the meeting by email, in writing, or other media in advance of the meeting. Items that are determined by the Mayor or a majority of the Council that require emergency action may be added to the agenda at any time with notification delivered to the entire Council.
 - 1. The Legislative Session shall be set by the Council President in collaboration with the Mayor and Council members. All pieces of legislation shall have at least two (2) sponsors. The Council President shall circulate Administrative legislative requests to the Council for sponsorship prior to introduction. The Mayor and City Clerk shall be notified whenever a piece of legislation has secured the adequate sponsors for introduction.
 - 2. The Legislative Session shall be divided into two sections: Legislation Under Consideration and Pending Legislation. Legislation Under Consideration is for ordinances and resolutions that have action items before the Council during the meeting such as introduction, amendments, or adoption. Pending Legislation is for ordinances and resolutions that have been introduced but have no action by the Council during that meeting.
- B. Copies of the Agenda will be available for the public at the meeting. The Agenda will be posted on the City's website and other accepted public notification sites as indicated within these Rules of Procedure.

III. Meeting Order of Business

- A. Call to Order
- B. Roll Call
- C. Opening Prayer
- D. Pledge of Allegiance
- E. Approval of the Minutes
- F. Statement of Closed Meeting
- G. Presentations
- H. Public Hearings
- I. Public Comment (each person may speak up to 3 minutes)
- J. Legislative Session
 - 1. Legislation Under Consideration
 - 2. Pending Legislation
- K. Unfinished Business
- L. New Business
- M. Updates from Staff
- N. Public Comment (each person may speak up to 3 minutes)
- O. Business of the Council
 - Liaison Reports
- P. Business of the Mayor
- Q. Announcements
- R. Closed Meeting – TBD
- S. Adjournment

IV. Council Minutes

- A. Minutes of the Council shall be maintained by the City Clerk. A copy of the approved Minutes shall be posted in their entirety on the City's website, available to the public at City Hall for inspection during normal working days of the City Government and by any other means of publication available to the City that the Council deems appropriate.
- B. All votes by roll call shall be recorded in the Minutes.

V. Motions in Meetings

- A. When a motion has been made and seconded, the Mayor shall restate the motion. Motions may be made orally or in writing, but a motion shall be reduced to writing only upon request of the Mayor or Presiding Officer. Motions shall, whenever possible, be stated affirmatively. Prior to being voted upon, the maker and seconder may withdraw their respective procedural actions.
- B. Recusal: No member shall vote on any question when prohibited by the City's Ethics Ordinance.

VI. Suspension and Amendment of Rules

- A. Except as otherwise provided, these Rules may be suspended by a vote of three (3) members of the Council present at the meeting, subject to the requirements of the Charter or other law.
- B. These rules may be amended by an affirmative vote of four (4) Council members in office at any regular meeting on notice of the amendment proposed at a meeting at least seven (7) calendar days prior.
- C. These rules shall continue in effect from year to year without necessity for re-adoption except that, upon election of a new Mayor and Council, rules are to be adopted by that Council, per the Charter.

VII. Liaisons

- A. The Council President shall nominate and the Council by majority vote shall approve one or more of its members as liaisons to Aberdeen City Government bodies and to non-governmental bodies as designated.
- B. The Council liaisons shall report to the Council at the first meeting of each month during the Agenda Items, "Business from Council Members" or "Business from the Mayor." The report shall include:
 - 1. Name of the body
 - 2. Meetings held since last report
 - 3. Scheduled meeting dates within next 60 days
 - 4. Business conducted at last meeting
 - 5. Announcements from the body
- C. There may be liaisons to the following:
 - 1. Economic Development Commission
 - 2. Aberdeen Fire Department
 - 3. Aberdeen Main Street
 - 4. Parks & Recreation Board
 - 5. Planning Commission
 - 6. Aberdeen Chamber of Commerce
 - 7. Aberdeen Historical Museum
 - 8. Harford County Council
 - 9. Boys & Girls Clubs of Harford & Cecil Counties– Aberdeen Branch
 - 10. Maryland General Assembly

11. Aberdeen Proving Ground
12. Harford County Public Schools

Appendix A: Work Session Structure:

Work Sessions are intended as opportunities for the body to deliberate openly and remain focused on clear goals and objectives. This could be setting a direction based off of information shared, outlining a vision, presenting a solution to a pending matter, providing collaborative feedback, and/or asking questions to relevant city matters. These are also opportunities to discuss draft or pending legislation subject to the request of the Mayor or any Council member. Work Sessions are not intended simply for visual presentation purposes such as PowerPoints unless the Council is being asked to provide feedback or ask questions to a presentation previously shared electronically or via hard copy. In person presentations may be considered on a case by case basis.

In order to better prepare and maximize the available time, Work Session agendas should be prepared for public viewing by close of business Thursday before a regularly scheduled Monday meeting. Good faith efforts shall be made to provide all supporting documents for discussion by this deadline as well.

Effective Work Sessions keep to the items on the agenda unless an emergency or time sensitive item requires attention. Agenda items should be given a designated amount of time to consider/ discuss during the meeting in an effort to stay focused on the matters prepared. Not all items on the agenda may require the same amount of time nor should conversations be cut off at the precise moment of designated time. This is simply a tool to help keep the agenda within a 2-hour window. If time allows, other matters may be brought to the body's attention including updates from the Mayor. This does not apply to any Closed Session that may be included on the agenda.

Preparing for a Work Session is a team effort between the Mayor, Council and staff. Requested Work Session topics for Monday work sessions should be shared with at least the Mayor and Council President no later than close of business on the Tuesday prior to the scheduled meeting whenever possible, with supporting documents provided no later than noon on the Thursday before the meeting. When a Work Session is scheduled on a day other than a Monday, the deadlines shall shift one day forward (weekend days shall not count towards these deadlines so long as 48 hours are provided for the release of the agenda). These rules do not apply to Emergency Sessions where good faith efforts shall be made to share information in advance. It is expected that the Mayor and all Council members will have reviewed all supporting documents in advance of the meeting and, when able, will have submitted questions to the body and appropriate staff in advance in an effort to save time and receive the most appropriate response during the meeting.

At the end of each Work Session, all participants should have a clear understanding of next steps, objectives, and any assigned work due, if applicable. Work Sessions shall be held on the third Monday of each month as needed and can be scheduled at other times subject to need and if a third Monday coincides with a holiday that City Hall is closed. Notice of, or request for a Work Session, shall be subject to the approved Council Rules of Procedure.

MAYOR AND COUNCIL RULES OF PROCEDURE

SECTION 1 – AUTHORITY AND ADMINISTRATION

1.1 Authority

- a. The Town Council may determine its own rules and order of business as authorized by the Charter and Code of the Town of Cheverly. The Mayor and Council Rules of Procedure shall be in effect upon adoption of the resolution by the Mayor and Council and remain in compliance with the Charter and Code of the Town of Cheverly and the Constitution and laws of the State of Maryland.
- b. These Rules shall govern the order and conduct of deliberative and legislative meetings of the Mayor and Council and related Council work.
 - i. To the extent these Rules of Order do not address an issue of parliamentary procedure, Robert's Rules of Order Newly Revised may be used as a guide to resolve the issue.
 - ii. When present, the Town Attorney shall serve as parliamentarian. In the absence of the Town Attorney, the Town Administrator shall serve as parliamentarian.

1.2 Administration

- a. At a Work session scheduled within two weeks of one or more elected officials taking office, orientation shall be provided in order to discuss the role of Council, review meeting procedures, and give an overview of the Town Budget. Newly sworn-in elected officials shall be provided with a hard copy of the Town Charter, Code, and Budget.
- b. The Town Council shall review and readopt these rules, with or without amendments, within sixty (60) days following the regularly scheduled biennial election of Council Members.
- c. The presiding officer is responsible for ensuring that all elected and appointed officials and members of the public adhere to these Rules.
- d. Any Council Member may request that the presiding officer enforce these rules.

1.3 Suspension

a. Any rule contained herein may be suspended by five affirmative votes of Town Council Members present and voting.

1.4 Amendment

a. These rules of procedure of the council will be placed on the agenda of the first Work session of the council following the seating of the newly elected Council Members for review, and adopted at the subsequent town meeting. A copy of the rules adopted shall be distributed to each Council Member. The council may alter or amend its rules at any time by five affirmative votes of Town Council Members present and voting, after notice has been given of the proposed alteration or amendment.

SECTION 2 – CONDUCT OF MEETINGS

2.1 Frequency and Type

a. Meetings shall be scheduled in accordance with the Charter and Code of the Town of Cheverly and in compliance with the Open Meetings Act of the State of Maryland.

b. All portions of all meetings are open to the public unless some portion is closed in compliance with the Open Meetings Act of the State of Maryland.

i. Elected officials bear primary responsibility for compliance with that Law.

ii. The Mayor, Town Administrator, and at least three Ward Council Members shall be trained in Open Meetings Act compliance at least once during each Council term.

c. The Town Council will make every effort to schedule meetings on the second and fourth Thursday of every month.

i. “Regular meetings” as envisioned in C-13(A1) shall generally be held on the second Thursday of every month.

ii. “Work Sessions” as envisioned in C-13(A2) shall generally be held on the fourth Thursday of every month.

Special meetings of the Town Council may be convened either by the Mayor or, if the Mayor declines or does not act, by agreement of any four Ward Council Members. In either case, at least 72 hours’ notice must be given by the Town Clerk to the public and to Town Council Members, whenever possible.

i. Special meetings shall consider only the one item on its agenda.

- ii. If a special meeting must be called with less than 72 hours' notice, the Town will use multiple communication channels such as the website, email, and phone alerts to share the meeting's purpose and agenda as soon as possible.
 - iii. Unless the meeting is closed, resident input shall be welcomed in accordance with 4.7 of these Rules.
- e. While C-13(A2) allows the Town Council to conduct the full range of town business at a Work Session, the Town Council will make every effort to take votes on substantive matters only during the Action Items portion of the Regular Meeting agenda, except in cases of urgency or to meet an immediate deadline. Exception is made for votes to direct staff to draft or investigate something that will be voted on later, or to send a matter to committee for a recommendation.
- f. The Town Administrator shall ensure that every meeting of the Town Council is noticed to the public including on the Town's website and physically at the Community Center. The Town Administrator shall likewise publish the agenda including supporting documentation for every Town Council Meeting as early as is practicable.

2.2 Presiding Officer

- a. The Mayor shall preside over all meetings of the Town Council (C-11B).
- b. In the Mayor's absence, the Vice Mayor shall preside for the duration of that meeting.
- c. In the absence of both the Mayor and Vice Mayor from a meeting, the Town Administrator shall call the meeting to order and the remaining Ward Council Members constituting a quorum shall elect a Mayor Pro Tem from among the Ward Council Members present who shall preside for the duration of that meeting.

2.3 Attendance and Quorum

- a. Quorum to conduct public business shall be the presiding officer and three additional Ward Council Members, participating virtually or in person.
- b. The Town Administrator shall ensure that the Town Council operates and offers means of electronic participation for Town Council Members and the public.
- c. Proxy voting is not permitted.
- d. Minutes of every Town Council Regular Meeting and Work Session, prepared by the Town Clerk, shall be approved by the Town Council and shall reflect the attendance of Council Members during all agenda items on which a vote was taken.

e. The Town Council shall favorably consider excusing the absence of the Mayor or any Ward Council Member absent from the entirety of a meeting.

2.4 Translation and Interpretation

a. Regular Meetings and Work Sessions shall be simultaneously interpreted into American Sign Language and captioned for recording and broadcast or rebroadcast.

b. Requests for translation of published materials, or interpretation during meetings, in a spoken language other than English shall be favorably considered by the Town Administrator when the request is made at least 72 hours in advance of the meeting.

SECTION 3 – MEETING AGENDAS

3.1 Standing Agenda Items

a. Regular Meetings shall include:

- Call to Order
- Pledge of Allegiance
- Approval of the Agenda
- Resident Input
- Matters Involving Guest Speakers/Elected Official
- Town Administrator's Report
- Consent Calendar
- Action Items
- Discussion Items
- Agenda Items for Future Meetings
- Adjournment

b. Regular Meetings can additionally include:

- Approval of Prior Meetings' Minutes (if not included in the Consent Agenda)
- Police Chief's Report
- Public Works Director's Report
- Public Recognitions or Presentations
- Committee Reports
- Mayor and Council Announcements

c. Work Sessions shall include:

- Call to Order
- Pledge of Allegiance
- Approval of the Agenda
- Town Administrator's Report
- Discussion Items
- Agenda Items for Future Meetings
- Adjournment

d. Work Sessions can additionally include:

- Consent Calendar
- Action Items
- Resident Input

3.2 Agenda Creation

a. The Mayor shall, during the first quarter of the fiscal year, publish an annual agenda calendar that includes budget, mandated hearings, seasonal, recognitions, and other anticipated significant demands on agenda bandwidth.

b. The Mayor and the Town Administrator will jointly propose to The Town Council a written meeting agenda at least 24 hours in advance of any public posting. All agendas, minutes, and supplemental materials should be reviewed by Council prior to meetings. Typos and other minor edits should be communicated to town staff in advance of meetings.

c. Every effort will be made to have agenda items that involve guests or young people at the top of the meeting agenda.

d. All speakers (including Mayor & Council, Town Staff, Residents, and Guests) at any town meeting must speak slowly and clearly and directly into a microphone. Guests and invited speakers will be reminded of this before the meeting.

e. Council Member(s) desiring to add an item to the agenda shall (1) make that proposal verbally or in writing to the Mayor and Town Administrator at least eight days in advance of any meeting whenever possible; or (2) propose adding the item to the agenda during the specific agenda section Approval of the Agenda. Proposed agenda items will be considered without partiality.

f. The Mayor and Town Administrator will jointly write and publish the Consent Agenda, which shall consist of matters routine in nature and unlikely to prompt debate or inquiry. The presiding officer, or the Town Council by majority vote, may remove an item from the Consent Agenda and vote it separately.

g. Action Items require formal approval by the Town Council at the current meeting or specified future meeting. Action Items shall have been discussed at a previous meeting, in accordance with the Town Charter. The Town Administrator, and where necessary the Town Attorney or relevant advisory committee, shall have provided to the Town Council their recommendation on each action item.

SECTION 4 – RULES OF ORDER DURING MEETINGS

4.1 Meeting Requirements

a. At every meeting the Town Council shall vote, and that vote shall be recorded by the Town Clerk, to approve the agenda; to approve prior meetings' minutes (if not included on the Consent Agenda); to approve the Consent Agenda; to approve each individual Action Item; and to adjourn the meeting.

b. Council Members shall vote in the affirmative or in the negative, or shall abstain, or shall vote present, on every vote for which they are present.

4.2 Motions

a. Motions – Procedure – Withdrawal prior to vote.

i. When a motion is made and seconded it shall be deemed to be in possession of the council and shall be stated by the presiding officer or, if in writing, read by the Town Clerk previous to debate. The motion may be withdrawn by the maker and the second prior to a vote.

b. Motions – Administration.

i. The presiding officer may, at his/her discretion, call any member to take the chair to allow him/her to address the council, make a motion, or discuss any other matter at issue.

c. Motions – Order of priority.

i. A motion to lay any matter on the table shall be first in order and, on all questions, the last amendment, the most distant day, and the largest sum shall be put first.

d. Motions – Restricted when.

i. When a question or motion is before the council, no other motion shall be received, unless it is to amend, postpone, lay on the table, consider the main question, or to adjourn.

e. Motions to reconsider.

i. Motions to reconsider must be by a member who voted with the majority and at the same or the next succeeding meeting of the council.

f. Motion to extend.

i. Motions to extend the meeting can be solicited by the chair when meetings will be longer than three hours.

4.3 Discussion

a. Once a motion has been made and seconded, debate/discussion begins.

b. All members must be recognized by the chair before speaking. The member who made the motion has the option to speak first during discussion.

b. Each member has the opportunity to speak once before any member speaks again.

d. Discussion is limited to Mayor & Council and Town Administrator.

e. Once discussion is over, and voting has begun, Council should refrain from additional commentary about the vote. Any explanation as to why a member is voting a certain way should happen during discussion or in another forum.

4.4 Voting

a. Voting – Requirements.

i. All members present will be asked to vote on every order of business that is brought up for a vote except as to matters with respect to which such Council Member or the mayor discloses a reason for a disqualifying interest. A disqualifying interest will not affect the presence of a quorum to enact business.

b. Voting – Abstention.

i. In the event a member abstains from voting, that member shall announce his/her intention to abstain. An abstention shall not affect the presence of a quorum. An abstention shall not be considered as either a vote for or against the matter.

c. Voting – Tie votes.

i. Except when voting to appoint an elected official or to select the vice mayor, the mayor shall vote only in case of a tie, unless prohibited through a disqualifying interest.

d. Voting – Disqualification – Member responsibilities.

i. A Council Member shall disqualify himself/herself from participating on any issue if personal financial interest or other influences will prevent or appear to prevent him/her from exercising fair-minded independent judgment on the facts and established policy.

e. Voting – Disqualification – Procedures.

i. Should a Council Member be aware of circumstances which might appear to disqualify himself/herself from council action, he/she can either disqualify himself/herself or explain the circumstances before the council. Should the council be aware of circumstances which might appear to disqualify the member, the council may request the disqualification of the member. Any member who is asked to stand down by the remaining members of the council shall evaluate the advice and act in the best interest of the Town.

f. Voting – Majority vote – Motions.

i. All actions of business or policy shall be made by four affirmative votes. The mayor may cast the fourth affirmative vote. Each vote shall be preceded by a motion, a second, and an opportunity for discussion.

4.5 Discussion Items

a. Discussion Items are important Town issues not requiring formal action by The Town Council in the next sixty days. Discussion of items listed under Discussion Items shall be limited to fifteen minutes each.

4.6 Resident Input

a. During Resident Input the presiding officer will call speakers to the podium in the order in which they requested recognition. The presiding officer will remind speakers of the rules for Resident Input.

i. The presiding officer will ask speakers to state their name and ward, to direct their comments to The Town Council as a body.

ii. Speakers may speak for up to three minutes. Input can address a specific agenda item or raise a new matter.

iii. Unused time may not be transferred to another speaker.

The presiding officer may, at their discretion, briefly clarify factual misunderstandings raised during public comment. They may also request that town staff or Council Members follow up with the resident following the meeting as appropriate. No other response will occur during the meeting.

v. The presiding officer will make a good faith effort to solicit input from residents participating virtually (e.g., via Zoom). Technical issues or other unforeseen challenges may occasionally make it difficult to do so.

b. Residents may provide input during the designated “Resident Input” agenda item, as well as during specific agenda items identified in advance for public input by the Mayor, with input from Council Members upon request. For those items, resident input must be invited before a motion is made. Once a motion is on the table, public input is not permitted.

c. During Town Work Sessions, resident input is welcomed during any agenda item.

i. Resident Input does not occur until all Mayor & Council questions and discussions have completed. All speakers must be recognized by the presiding officer.

ii. Residents have one opportunity for input per agenda item, limited to three minutes. All resident input should be germane to that agenda item.

iii. As much as possible, input should be directed to Mayor & Council. Questions asked directly of guests should be posed at the beginning of the resident’s input to facilitate accurate timing. The presiding officer has the option to respond to input or redirect questions as appropriate.

d. Residents who prefer to submit written comments may email them to townhall@cheverly-md.org. Comments submitted electronically by 5:00 PM on the day of the meeting will be shared with the Mayor and Council before the meeting begins. At the discretion of the presiding officer, in consultation with Council, some or all submitted comments may be read aloud during the meeting as time permits.

4.7 Announcements

a. During the specific agenda section Mayor and Council Announcements, the presiding officer will afford each elected official three minutes to speak. Unused time may not be transferred to another elected official. Formal Town Council business will not be conducted.

SECTION 5 – REPRESENTATIONS

5.1 Representations

- a. The Mayor shall represent the decisions and policies of The Town Council in all forums.
- b. The Mayor may delegate to any Ward Council Member, the Town Administrator, any member of the Town staff, or any representative of a Town Organization, the authority to represent the decisions and policies of The Town Council.
- c. Paragraphs a and b shall not constrain an individual Elected Official from expressing their opinion as their own in any forum. Individual Council Members will be careful to specify that their opinion is non-binding on the Town or The Town Council and not made on its behalf.

SECTION 6 – TOWN STAFF

6.1 Chain of Communication

- a. The Town Administrator shall be the first point of contact for elected officials seeking information or action on any Town service, operation, or issue, including the Town Attorney.

**RULES OF PROCEDURE
FOR THE
TOWN OF CAPITOL HEIGHTS, MARYLAND**

Approved by _____
Date _____

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ARTICLE 1. AUTHORITY, APPLICABILITY, AMENDMENT

1.1 Authority

The Charter of the Town of Capitol Heights, Section 210, provides that the Mayor & Council shall determine its own rules of procedure for meetings. Rules pertaining to open meetings are in accordance with the provisions of the Maryland Open Meetings Act, Annotated Code of Maryland, State Government Article I, Section 10-501, et seq. The following set of rules shall be in effect upon their adoption by the Mayor & Council-and shall remain in effect Until such time as they are amended or new rules adopted in the manner provided by these mines.

1.2 Applicability

The rules of procedure adopted by the Council are applicable to Town Council meetings.

1.3 Amendment

These rules may be amended, or new rules adopted, by a majority vote of the members of the Council present. (if necessary, Mayor will vote to break tie).

1.4 Recession and Suspension of Rules

A motion to suspend these rules and procedures may be brought pursuant to a majority vote of the members of the Council present.

ARTICLE 2. GENERAL RULES OF PROCEDURES AND POLICES

2.1 Meetings Shall be Public.

A meeting occurs when a quorum of the Mayor and Council convenes to consider or transact public business.

All meetings of the Mayor & Council shall be governed by the Maryland Open Meetings Act and shall ordinarily be public, and notices thereof shall be posted as provided under the Maryland Open Meetings Act, General Provisions Article, Title 3, Annotated Code of Maryland, Section 3-302. Except in the case of an emergency meeting, notice of all meetings shall be given at least 24 hours in advance. Nothing in this section precludes the Mayor & Council from meeting in closed session as outlined in The Maryland Open Meetings Act. The information required in 3-306 of the Open Meetings Act as to notice to the public of the time, vote, persons present and topics discussed shall be appended to the minutes of the next public meeting.

Maryland Open Meetings Act

The Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a) provides “Whenever a public body meets in open session, the general public is entitled to attend”. That means that members of the public may come to a meeting and observe it. With one exception pertaining to the closing of a meeting, it does not mean that they are entitled to speak (City of New

Carrollton v Rogers, 287 Md 56, 72 (1980) (While the Act does not afford the public any right to participate in the meetings, it does assure the public the right to observe the deliberative process and the making of decisions by the public body at open meetings). So, unless the public body is governed by laws that require the particular body to receive public comment, the decision of whether to allow members of the public to speak is up to the public body. Ordinarily, the management of the public comment period is up to the presiding officer. See, e.g., 9 OMCB Opinions 232, 233(2015) (stating that the Act does not regulate the presiding officer's decisions on whether to allow a member of the public to speak). Complaints about the manner in which a presiding officer conducts a public comment period thus do not state Open Meetings Act violations. 8 OMCB Opinions 84, 85 (2012)

2.2 Regular Meetings

Regular meetings. The Mayor & Council shall meet at such time as may be prescribed by ordinance or resolution, but not less frequently than once each month unless the Council at the meeting immediately preceding, by a majority vote, cancels the next regularly scheduled meeting. All regular open meetings of the Mayor & Council shall be open to the public, and the rules of the Council shall provide that citizens of the Town have a reasonable opportunity to be heard at any such meetings, pursuant to Article II, Town Government, Section 205-Meetings (b). Special meetings or work sessions are not regular meetings of the Mayor & Council but shall be open to the public unless closed according to state law.

Regular meetings of the Mayor & Council shall ordinarily be on every other Monday of each month at 7:00 PM. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate.

2.3 Work Sessions

Purpose. Town Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Town Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolution, should not be done at a work session.**

Regular Work Sessions shall ordinarily be on the second Monday of each month at 7:00 P M. The Council may, by majority vote at a regular meeting, change the days or times of meetings as circumstances may necessitate, pursuant to TOCH Charter, Section 208-Meetings (c) Work sessions are not regular meetings and no opportunity need be provided under Section 208 of the Charter for citizens to speak; or under the Maryland Open Meetings Act, Chapter 3-A-The Right to “attend” a meeting, Section 3-303(a).

2.4 Special Meetings

Special meetings are called by the Town Clerk upon written request of the Mayor, or two or more of the Council Members. Any such notice shall state the subject to be considered at the special

meeting and no other subject shall be considered, except by unanimous consent of all members present.

2.5 Emergency Meetings

In case of an emergency or urgent public necessity, which shall be expressed in the meeting notice, it shall be sufficient if members receive, and notice is posted two (2) hours before the meeting is convened. Notice shall be provided also to the media and public by electronic notification.

2.6 Closed Sessions

The Mayor and Council may close a meeting to the public by a vote in open session under the circumstances, conditions and for reasons set forth in the Maryland Open Meetings Act, Closing a Meeting – Section 3-305-306 (c). Notice of Closed Session shall be given as required by law.

2.7 Recessed Meetings

No meeting shall be recessed for a longer period than until the next regular meeting except when required information has not been received, or, in the case of work sessions or special meetings, to a date certain by motion agreed to by the Council.

2.8 Information Meetings

The Mayor and Council may hold information meetings to present information to, and obtain feedback from, residents of the Town. The Mayor and Council will determine the rules governing presentations at such meetings.

2.9 Public Hearings.

This section is only used when a statutorily required public hearing is part of the order of business. The Mayor shall first request staff comments. The Mayor shall open the public hearing and receive citizen input in the following order: proponents, then opponents. While the public hearing is open, Mayor & Council may ask questions of the speakers, but may not deliberate or argue with the public on the matter at hand. Those speaking at a public hearing are required to follow the rules established herein for citizen comments. Upon conclusion of citizen comments, the Mayor shall close the public hearing. The Council may deliberate or act on the matter at hand upon the closing of the public hearing.

2.10 Roll Call and Attendance

- A. A majority of the members of the council then in office shall constitute a quorum.
- B. Before the council proceeds with the business before it, the Town Administrator and Town Clerk shall conduct a roll-call and note the members present for the minutes. The late arrival of members shall be entered into the minutes.
- C. Members must be physically present at the Council chamber dais to vote. Proxy or absentee voting is not permitted.

2.11 Quorum

A. Majority of the members elected to the Council shall constitute a quorum to do business, but a lesser number may adjourn from time to time and compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

B. The affirmative vote of a majority of the members elected to the Council shall be necessary to adopt any ordinance, resolution, order, or vote; except that a vote to adjourn, or regarding the attendance of absent members, may be adopted by a majority of the members present.

C. No member shall be excused from voting except on matters involving the consideration of his own official conduct or when his financial interests are involved, pursuant to– Quorum- Section 209 of the Town Charter.

2.12 Loss of a Quorum

A. Once a meeting has been properly convened with the presence of a quorum and the number of persons necessary to constitute a quorum is no longer present, the Mayor or a Council member shall declare the meeting recessed until a quorum is reestablished.

B. Upon reestablishment of the quorum, the Mayor and the Council shall resume consideration of the matter before it at the time of the recess.

C. If, in the opinion of the Mayor, a quorum cannot be obtained within a reasonable period of time; the Mayor shall declare the meeting adjourned until the next scheduled meeting.

D. At that next meeting, after taking up the usual preliminary matters, the Mayor and the Council shall resume its consideration of the matter that was before it when it previously adjourned. This shall not prevent any Council member from moving to table, defer, postpone, or make any other appropriate motion with respect to any pending matter.

2.14 Conflict of Interest

a. A Council member prevented from voting by a conflict of interest shall file a conflict-of-interest statement with the Town Clerk as soon as possible after the posting of an agenda which contains a conflict; unless a prior conflict of interest statement has already been filed with the Town Clerk.

b. A Council member prevented from voting by a conflict shall step down from the dais and take a seat in the audience, shall not vote on the matter, shall not participate in discussions regarding the matter or attempt to influence the Council's deliberation of the matter in any way, shall not attend Closed Sessions regarding the matter.

2.15 Presiding Officer

a. The Mayor shall serve as the Presiding Officer for all meetings of the Council. In the absence of the Mayor, the Mayor Pro Tem shall serve as the Presiding Officer. In the absence of the Mayor Pro Tem, the Town Clerk shall call the meeting to order if a quorum of the Council is present and the first order of business shall be for the Council to elect by majority vote, a temporary Presiding Officer from the members seated and in attendance. The temporary Presiding Officer shall serve in such capacity until the meeting is adjourned.

2.16 Place of Meeting

a. All meetings of the Mayor and Council, unless otherwise determined, shall be held at the **Town of Capitol Heights, Mayor & Council Chambers, 1 Capitol Heights BLVD, Capitol Heights, Maryland.** In addition to the customary forms of notification, the notice of change in meeting place shall be prominently posted on the door of the regularly scheduled meeting place.

2.17 Notice of the Meeting

a. Written notice of all public meetings of the Mayor & Council shall be posted on the bulletin board at Town Hall, posted on the Town's website. The notice will show the date, time, place, and topic(s) of such meetings and shall include a proposed agenda and, if applicable, a notice that portions of the meeting may be closed.

2.18 Conduct of Meetings

Council members shall be recognized by the Mayor or presiding officer before speaking. Other persons at the meeting of the Mayor and Council may speak when called upon or authorized.

2.19 Dissents and Protests

Any member shall have the right to express dissent from or protest any ordinance, resolution, or act of the Council and the reason therefor entered into the minutes. Such dissent or protest must be filed in writing, couched in respectful language, and presented to Mayor & Council no later than the next regular meeting following the date of passage of the ordinance.

2.20 Courtesy, Decorum, Conduct and Order

These rules of order are meant to promote an atmosphere of courtesy and decorum appropriate for the efficient discussion of business. It is the responsibility of the Mayor (and members of the Council) to maintain that atmosphere of courtesy and decorum. The Mayor should always ensure that debate and discussion focus on the item and the policy in question, not on the personalities of the participants of the discussion. Debate on policy is healthy; debate on personalities is not. In order to assist in the creation and maintenance of that atmosphere the following rules shall govern all meetings.

1. Before a Council member, staff member or an audience member may speak, they must first be recognized by the Mayor. Upon recognition the person requesting to speak shall hold the floor and shall make their point clearly and succinctly public comments will be limited to three (3) minutes. Persons making inappropriate, disrespectful and/or, personal attacks, overly redundant or slanderous remarks may be barred by the Mayor from further comment before the Council during the meeting. Audience members who wish to speak during an agenda must first sign-up on the sign-in sheet and submit it to the Town Clerk. The Mayor has the right to cut a speaker off if the discussion becomes too personal, too loud, too crude, inappropriate, disrespectful, redundant, or slanderous (*Maryland Open Meetings Act-Section 3-303 allows for the presiding officer or public body to remove an*

individual from a meeting if the Presiding Officer determines the behavior of the individual is disrupting an open session).

2. If a person fails to request to speak before speaking, the Mayor shall rule them ‘out of order’ and remind them that they do not have the floor. While the Council is in session, all Council members must preserve order and decorum. A person shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of any Mayor & Council meeting, whether a Regular meeting, Special meeting or a work session, nor disturb any other person while speaking or refuse to obey the orders of the Mayor. Members of the Council should not leave their seats during a meeting without first obtaining permission of the Mayor or making a motion to recess.
3. Every person desiring to speak shall address the entire Mayor & Council and shall not single out a member of the Council, the audience or a staff member and confine themselves to the items on the agenda, avoiding all personal attacks and indecorous language.
4. Call for orders of the day, this is simply another way of saying, “let’s return to the agenda.” If a Council member believes the discussion has strayed from the agenda. The motion does not require a vote. If the Mayor discovers that the discussion has strayed from the agenda, he or she simply returns to the business of the day.
5. A member of Council indulging in any language or conduct unbecoming a Council member shall be called to order by the presiding officer and, in such case; the offending member shall lose the floor and shall not proceed without the approval of a majority of the members present. The Council may, by majority vote, expel a member from a meeting for disorderly conduct or violation of Council rules.
6. Council Members shall not raise personnel matters pertaining to alleged improper performance or conduct of any Town employee(s) or Council appointee(s) at a public Mayor & Council meeting. Any concerns about conduct or performance of any Town employee(s) or Council appointee(s) shall be brought to the attention of the Town Administrator, or a Closed session of the Mayor & Council may be requested to discuss the personnel matter.
7. Members of the Council shall not take positions on either national or foreign political issues that do not affect the Town.
8. Demonstration or Disorder Among Bystanders – If any confusion, demonstration, or disorder arises in the Mayor & Council Chambers, the presiding officer may, upon his or her initiative or upon the request of any member, enforce order. If the offending person(s) be a spectator, such person(s) may be ejected from the Chambers. If any member of the Council shall object to the ruling of the presiding officer, such member shall have the right to appeal to the Council.
9. Town Administrator and Members of Staff – The Town Administrator shall have the right to take part in the discussion of all matters coming before the Mayor & Council, and other members of staff shall be entitled to take part in discussions of the Council relating to their respective offices.

1. Members of the public may speak for three (3) minutes, (during Public Comment Time) at Regular Council meetings of the Mayor and Council according to procedures established by the Mayor and Council.
 - a. A sign-up sheet will be placed on the side table in the room for people to sign-in if they wish to speak. They will be called to speak at the podium in the order in which they were signed-in.
 - b. Each speaker is limited to one presentation per meeting and a maximum timed limit of three (3) minutes.
 - c. If the subject matter does not pertain to Town business the Mayor shall advise the individual and/or make recommendations as to how they may get the issue addressed.
 - d. Citizens speaking on agenda items shall restrict their comments to the subject matter listed.
 - e. Citizens speaking on non-agenda items shall only speak on matters pertaining to Town business or issues which the Council would have the authority to act upon if brought forth as an agenda item.
 - f. Council may not act upon or discuss any issue brought forth as a non-agenda item; except to: Make a statement of specific factual information given in response to the inquiry, or a recitation of existing policy in response to the inquiry.
 - a. Proper respect, decorum, and conduct shall always prevail. Impertinent, slanderous, or personal attacks are strictly prohibited, and violators may be removed from the Mayor & Council chambers.
 - b. No placards, banners or signs may be displayed in the Mayor & Council chambers or Town Hall. Exhibits relating to a presentation are acceptable.
 - c. Arguing, intimidation or other disruptive behavior is prohibited. Discussion and/or debate are acceptable only on items specifically listed on the agenda.

2.21 Council May Discipline its Own Members.

In the event a Council member violates the Charter, these rules, or any other ordinance of the Town, or acts in a manner that causes embarrassment or disgrace to the Town of Capitol Heights, the Council on supermajority vote may discipline the offending member.

Such action may only take place after an executive session is held to discuss the offense. The offending member shall be present at the executive session to answer any questions asked by members of the Council or make other statements as he or she may desire to make in his or her defense. If the offending member refuses to attend the executive session, the remaining members of the Council may proceed in his or her absence.

The outcome of the executive session may be as follows and shall be made publicly in open session in accordance with the Maryland Open Meetings Act:

1. *No Action.* The **Council** chooses to take no action.

2. *Private Censure.* The Council may choose to privately censure the offending member, leaving their comments to the offending member left in the confines of the closed session.
3. *Public Censure.* The Council may choose to publicly censure the offending member through a resolution passed by supermajority vote and entered into the public record.

2.22 Motions – when reduce to writing.

Every motion or proposition shall be reduced to writing on the call of any member, and shall a motion be made and seconded shall be deemed in possession of the Council and shall be read by the Town Clerk before debate, and may be withdrawn at any time before the vote being taken.

2.23 Other Motions

1. Motion to Adjourn – This motion, if passed, requires the Council to immediately adjourn to its next regularly scheduled meetings. This motion requires a simple majority.
2. Motion to Recess – This motion, if passed, requires the Council to immediately take a recess. Normally the Mayor will determine the length of the recess which could last for a few minutes to several hours. It requires a simple majority vote.
3. Motion to Table – This motion, if passed, requires discussion of the agenda item to be halted immediately, and the agenda to be placed on hold. The motion may contain a specific time to bring the item up again, or it may not specify a time. If no time is specified, the item shall be placed on the agenda at the following Council meeting.
4. Motion to Remove from the Table – This motion, if passed, allows the Council to remove an item previously placed on hold. A vote in favor of removing an item from the table must be made before the Council can take action on an item that was tabled.
5. Withdraw a Motion during the debate and discussion of a motion, the original maker of the motion on the floor, at any time, may interrupt the speaker to withdraw his or her motion. The motion is immediately deemed withdrawn and discussion on the motion shall cease. Council members are free to make the same motion or another motion.

2.24 Rules of Discussion of pending questions

After the previous question has been seconded and the main questions ordered, the member who has introduced, or the Town Administrator who has reported on the matter under consideration, shall have ample time to discuss the proposition pending, at the close of which the vote shall be taken.

VOTING

3.1 Voting Rules

When a question is put, every Council member present shall vote either in the affirmative or a negative, or abstain if there is a conflict of interest on the matter being voted on before the Council. Any member shall be entitled to abstain so long as such member gives a reason for abstaining and such reason falls within one of the following:

1. When the vote would or could be considered improper pursuant to the town and State Ethic Laws.
2. When the vote could or may show bias for or against a person, organization, or business that the members have a close personal relationship with thus reflecting poorly on the member and office such members hold.
3. When any member has a direct financial gain or personal gain from the outcome of the vote.

All voting shall be made by voice vote. All votes will be taken by a “roll call” by the Town Clerk and shall be stated as a “yea” or “nay”. A record of the “yeas” and “nays” shall be entered upon the minutes of the proceedings of the Council members.

3.2 Voting Disqualification.

A member shall not vote upon any matter on which the member is disqualified due to a conflict of interest, or any quasi-judicial action regarding that in which the member is biased. A member shall openly state an abstention due to a conflict of interest or bias. A member who is abstaining due to a financial conflict of interest shall publicly identify the financial interest in detail sufficient to be understood by the public, except that disclosure of the exact street address of a residence is not required. As to any other conflict of interest, the member's determination may be accompanied by an oral or written disclosure of the conflict of interest. A member who is disqualified by a conflict of interest in any matter shall not remain on the dais during the discussion and shall not vote on that matter. However, the member may remain on the dais for Consent Calendar items if the member states the abstention from the vote due to the described conflict of interest before the Consent Calendar is voted on in one motion.

MINUTES AND RECORD KEEPING

4.1 Minutes of Meetings

Minutes of regular meetings, special meetings, public hearings, public meetings, and work sessions shall be made available to the Public by the Town Clerk. However, minutes shall not be available until approved by the Council in a regular meeting. Approved minutes are also posted on the Town’s website. Minutes of closed sessions of the Mayor & Council held in accordance with applicable state law shall not be open to public inspection and shall remain sealed.

4.2 Record of Meetings

The Town Clerk or the Town Clerk's designee shall be responsible for minutes of each Regular Meeting and Work session of the Mayor & Council and for maintaining the official record, which shall include all Council actions. Minutes shall include:

All motions made, the name of the motion maker and second, the method and outcome of the votes taken, names of guests and their affiliation; and
Copies of resolutions, new or revised ordinances or other actions approved by the Mayor & Council.

SUSPENSION AND AMENDMENT OF RULES

5.1 Suspension of Rules

Any provisions of these rules not governed by federal, state law or the Town Charter may be temporarily suspended by a super majority vote of the Council and may be amended in a similar fashion if such amendment was introduced at the previous regular meeting of the Council and shall have received preliminary approval of the Council at such meeting. For the purpose of this section, preliminary approval shall mean a motion and a second with a majority vote to preliminary approve the amendment.

5.2 Enforcement of Rules and Procedures

The following provisions may be used to enforce the good order of the meeting. The action may be taken by the Mayor under his or her own action, or upon a motion to enforce by any Council members.

Warning - The Mayor may order any person (Council member, staff member or audience member) in violation of these rules to be silent.

Removal - If, after receiving a warning from the Mayor, the person continues to disturb the good order of the meeting, the Mayor may order the person to leave the meeting. If the person does not leave the room, the Mayor may have the individual removed by the Police.

Motion to Enforce. Any Council members may move to require the Mayor to enforce these rules and the affirmative vote of a simple majority of the Council shall require the Mayor to do so. A motion to enforce is an allowable interruption and is not debatable.

THE AGENDA

6.1 Agenda.

1. The agenda shall outline the established order of business.
2. The Town Administrator shall include on the agenda any item at the request of any member of Council, provided that the member of Council shall have furnished to the Town Administrator a description of the item in time for inclusion with the printed agenda.
3. At least two days before each regular meeting, the Town Clerk shall provide the Mayor & Council a copy of the agenda for the forthcoming meeting, together with copies of all ordinances, resolutions, and background material of matters to be considered at the meeting.
 - a. *Under Section 3-302 (C) of the Maryland Open Meetings Act, the ability to observe does not mean that the public body must provide to the audience copies of the documents being reviewed by the members. However, the public must be given a grasp of what is being discussed and acted on. The Compliance Board has advised that an oral summary or general description of the documents in question will ordinarily serve this purpose.*

4. Copies of the agenda shall be posted on the Town website and on the bulletin board in the Municipal Building the Friday prior to each regular meeting. A reasonable number of copies of the agenda shall be available to the public at the Council meeting or earlier upon request, as available.
5. All meeting agendas and amendments to the agenda shall be approved by the Council at the beginning of the meeting. Items on the agenda can be reordered by the Mayor & Council during the scheduled meeting.
6. Items of routine business that generally require no discussion by Council may be placed on a Consent Agenda of a Regular Meeting. Any member of the Council may remove an item from the Consent Agenda and place it under Action Items.
7. All meeting agenda and amendments shall be approved the Mayor & Council at the beginning of the meeting. Items on the agenda can be approved by the Mayor & Council during the scheduled meeting.
8. Agendas for Regular Meetings and Work sessions shall be published on the Friday prior to the meeting

6.2 Order of Business

Call to Order
 Opening Prayer (non-denominational)
 Pledge of Allegiance
 Approval of Minutes
 Public Comments
 Mayor & Council Reports
 Staff Reports
 Unfinished Business
 Financial Business
 New Business
 Adjournment

WORK SESSION POLICIES AND PROCEDURES

7.1 Purpose.

Purpose. Mayor & Council may call and hold work sessions for the purpose of conducting a detailed and thorough exploration of matters that may properly come before the Mayor & Council. **The work session is a meeting subject to the Open meetings Act. However, the formal adoption or passage of Ordinances, Charter Amendments, Budget Amendments, Legislation or Resolutions, should not be done at a work session.** The following rules shall prevail for the call and conduct of work session meetings.

7.2 Agenda.

Only a limited number of matters shall be considered by the Mayor & Council during a work session, and sufficient time for consideration of such matters shall be provided. An abbreviated agenda order shall be used for all work session agendas.

7.3 Documents and Exhibits to be Presented.

When possible, staff shall make available to the Mayor & Council all documents, exhibits, maps, plans, architectural drawings, specifications or other similar documents at least 72 hours before the beginning of the session.

7.4 Technical Questions.

All questions of a technical nature, which require a detailed explanation for understanding, may be considered in a work session. The Mayor & Council may, through the Town Administrator, request the attendance of such staff members or outside experts as may be required to answer such questions.

7.5 Audience Comments or Questions.

Audience comments or questions will not be considered at a work session.

GENERAL

Mayor & Council Requests

8.1 The Mayor & Council Requests

The Mayor & Council requests that deal with policy issues and the Mayor & Council requests that may be construed as direction shall be directed to the Town Administrator, except for general inquiries or questions, in which case the Mayor & Council may go to the department directors or key staff in the Town Administrators Office.

8.2 The Mayor & Council Requests for Funding

The Mayor & Council requests requiring funding must go through the Town Administrator and Town Treasurer. The Town Administrator and Town Treasurer shall respond in a timely manner.

8.3 Use of Staff Resources.

A request for use of staff time, other than standard requests for information from department heads, by the Mayor or a Council member must be made through the Town Administrator unless already approved by the Mayor and Council.

PUBLIC STATEMENTS BY MAYOR & Council

9.1 Representation or position by Mayor or Council member.

When the Mayor or a Council member gives a statement in their elected capacity on an issue affecting the Town, the Mayor or Council member shall first identify the adopted position of Mayor & Council with respect to that subject, if any. Thereafter, the Mayor or Council members may provide a statement of personal opinion or comment (including a minority or opposing viewpoint), provided the Council member expressly acknowledges that such statements do not represent the position of the Town.

As the Mayor and Council, we have fully read and understand the above Rules and Procedures governing the Town of Capitol Heights Public Meetings and agree to abide by the Rules and Procedures adopted by the Mayor & Council on April 05, 2023

THE CITY OF FREDERICK
CITY COUNCIL
RULES OF PROCEDURE

1.0. GENERAL.

1.1. Authority. These Rules of Procedure (the "Rules") are established by the City Council of The City of Frederick (the "Council") pursuant to Art. II, § 11 of the Charter of the City of Frederick (the "Charter"), authorizing the Council to establish rules of procedure to govern the transaction of its business.

1.2. Purpose. These Rules are issued as a guide to assist the Council in the orderly and efficient conduct of all matters it considers in its exercise of the powers and duties set forth in the Maryland Code, the City Charter, and the Frederick City Code, 1966 (as amended).

1.3. Time. For purposes of these Rules, unless the context indicates otherwise, "days" means calendar days.

2.0. OFFICERS AND MEMBERS.

2.1. Presiding officer. The City Council President will preside over meetings of the Council and vote on all questions. In the absence of the City Council President, the City Council Vice President will preside at a meeting. The presiding officer retains the right to vote on any question.

2.2. Attendance. Each Council member has a duty to attend all meetings. The Council may compel the attendance of absent members in a manner and under penalties as provided by ordinance.

3.0. OPEN MEETINGS.

3.1. Compliance with law. All meetings of the Council will be held in compliance with applicable state and local law, including the Maryland Open Meetings Act, the Charter, and these Rules.

3.2. Public notice. In addition to any other forms of notice required by law, reasonable public notice of meetings and agendas will be given via the City's website. Any notice required under these Rules to be posted on the City's website may be made via the most contemporary forms of communication, such as through social media, in addition to the website posting.

3.3. Location. Generally, meetings will be held at City Hall, 101 North Court Street, Frederick. However, meetings may be held in the Municipal Office Annex, 140 West Patrick Street, Frederick, or other locations at the direction of the City Council President.

4.0. REGULAR AND SPECIAL MEETINGS.

4.1. Schedule. Generally, regular monthly meetings will be held on the first and third Thursdays of each month. However, a meeting may be scheduled on a different date to account for holidays or other such events.

4.2. Agendas and order of business. The City Clerk will prepare each meeting agenda and cause it to be delivered to each member of the Council at least 48 hours before a meeting. Unscheduled items not requiring public notice may be added to the agenda during the meeting if

they are presented in writing and their addition is approved by the majority of the Council members present. Discussion of such items will be recorded in the minutes. The presiding officer may change the order of the items before and during a meeting.

4.3. Consent agenda. The consent agenda may include items of a routine and non-controversial nature, as determined by the City Clerk. The consent agenda may include contracts for operating capital purchase items as long as the operating capital purchase item has been previously approved in the budget. The contract must reflect the quantity and type of item that was approved in the budget and may not exceed the dollar value approved in the budget.

4.4. Special meetings. Special meetings may be called as necessary by a majority of the City Council.

5.0. LEGISLATIVE STANDING COMMITTEES.

5.1. Purpose and formation. Standing committees, as determined by the City Council President (or a majority of the City Council?) will workshop ordinances and propose amendments to legislation and policies. The Council President, in consultation with the Council Vice President and City Attorney, will assign legislation under Council consideration and City operations to the relevant committee for review and oversight.

5.2. Committees. Initially, the three standing committees will be Land Use and Community Development; Housing, Health, and Public Safety; and Government Operations. The Council Vice President shall serve as the chair of the Government Operations committee.

5.3. Composition. Each committee will be composed of three Council members appointed by the Council President, with a quorum established when two members are present. Council members not part of a particular committee may participate in meetings but may not vote. Council members may serve on up to two committees. The Council President may remove or reassign members, except for the Government Operations committee.

5.4. Committee chairs. The Council President will select the chair of each committee from its members to preside over meetings and formulate agendas in partnership with the Council President. The Council President may not serve as a committee chair.

5.5. Duration. Once formed, standing committees will continue until otherwise determined by a majority of the City Council.

6.0. SPECIAL COMMITTEES.

6.1. Purpose and formation. The Council President, with the approval of the Council, may form special committees focused on emergent policy areas or community needs. Special 6.2. Except as otherwise provided in this section, special committees are subject to Rule 5.0 above.

6.2. Duration. Special committees expire at the end of a term. They may be reconstituted in a subsequent term in accordance with Rule 6.1.

7.0. CLOSED MEETINGS.

Closed meetings will be held in accordance with the Open Meetings Act. The Council may not take final action on an ordinance, resolution, regulation, or policy in a closed meeting.

8.0. REMOTE ATTENDANCE.

8.1. Generally. The City recognizes the benefits of the fullest practicable attendance and participation by its members. However, in limited instances, the business of the Council may benefit from a Council member's remote participation by means of audio or video conferencing ("remote attendance").

(a) Remote attendance by a member is considered an appearance towards a quorum.

(b) Remote attendance by members should be announced by the presiding officer and will be reflected in the meeting minutes.

(c) Council members attending remotely will participate and vote during the meeting as if they were physically present at the meeting. To ensure proper recording on a vote when a member is attending remotely, a roll call vote will be used. The Council member's vote must be audibly provided so that any participant may hear their vote. The presiding officer will confirm the vote.

(d) Council members appearing remotely shall comply with all applicable laws and procedures, including these Rules, as if they were physically present at the meeting.

8.2. Nonemergency circumstances. Under nonemergency circumstances, remote attendance is intended to be an alternative and relatively infrequently used method for participation by Council members. Remote attendance protocol and procedures under nonemergency circumstances are as described in this section.

(a) Generally, remote attendance is permitted at workshops, business meetings, regular meetings, special meetings, and closed meetings.

(b) In no event may a Council member attend remotely unless necessary equipment is available. "Necessary equipment" means any telephone or other device equipped with a speaker function capable of broadcasting the member's voice clearly and sufficiently enough to be heard by those in attendance at the meeting. The device must allow the Council member to pose and answer questions. To ensure necessary equipment is available, a Council member seeking to attend a meeting remotely must contact the City Clerk by 12 p.m. on the day of the meeting.

8.3. Emergency circumstances. One or more Council members may remotely attend a meeting (including workshop, regular meeting, special meeting, or closed session) via remote attendance under limited circumstances as set forth herein. There is no limit to the number of times a member may attend a meeting by remote attendance and no limit to the number of members who may participate by remote attendance in a meeting. Remote attendance may occur during emergency circumstances as described in this section.

(a) Remote attendance by one or more members is permitted, and may be required by the City Council President in lieu of in-person attendance, when action on an agenda item requires immediate action, remedy or discussion, and one or more of the following circumstances exists:

(i) Due to public health emergency, natural disaster, or other local or state emergency, there is a pressing need for action by the Council to address the emergency; or

(ii) There has been a national, state or City declaration of emergency issued.

8.4. Quasi-judicial hearings. Remote attendance is allowed during a quasi-judicial hearing, but only if the following requirements are met:

(i) All members and individuals attending the hearing can hear the member speak;

(ii) The member has already received, or is able to receive during the hearing, electronically or otherwise, all materials and documents presented in the hearing; and

(iii) The member is able to view all exhibits identified and referred to during the hearing, regardless of whether or not admitted into evidence.

9.0. OFFICIALS' CONDUCT AT MEETINGS.

During all meetings, Council members shall honor and adhere to the Code of Civility, which is attached hereto as Attachment 1. Failure to abide by the Code of Civility may result in censure of a member of the Council. Such censure must be approved by a unanimous vote of the remaining members of the Council and shall be read into the record at a public meeting of the Council.

10.0. DISCUSSION AND VOTING.

10.1. Parliamentary procedure. The rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order will govern the meetings of the Council in all cases to which they are applicable, provided that they are not in conflict with these Rules or any applicable law. A summary of the main types of motions and the most commonly used motions is attached hereto as Attachment 2.

10.2. Presiding officer. The presiding officer shall preserve order and decorum and shall decide all procedural questions and points of order, subject to reversal by a majority of the board members present.

10.3. Quorum. No action may be taken in the absence of a quorum. Except as otherwise provided by law, every ordinance, resolution, and official action must be approved by a majority of the members present and voting.

10.4. Discussion. Each Council member has an equal right to speak at all meetings but must be recognized by the presiding officer before speaking.

10.5. Consent agenda. The items on the consent agenda may be accepted by the consent of the Council by a single vote, unless any individual should request the item be removed for further discussion. Any item pulled for discussion will be considered by the Council after a vote on the consent agenda.

10.6. Motions. Only one subject will be before the Council at one time. Each item to be voted upon is proposed as a motion which requires a second before being put to a vote. Motions shall

be clear and concise and shall embody the intent of the maker. Once a motion is made and seconded, the presiding officer places the motion before the Council by restating the motion.

10.7. Results. Except as otherwise provided by law, questions put to a vote are decided by a majority of the members present and voting. A tie vote will be interpreted as a defeat of the motion upon which the vote was taken. Members' votes will be taken by hand or voice on each motion. The minutes will record the vote or abstention of each member.

11.0. PUBLIC CONDUCT.

11.1. Open Meetings Act. The Open Meetings Act, § 3-303, requires public bodies to adopt and enforce reasonable rules regulating the conduct of persons attending its meetings and the videotaping, televising, photographing, broadcasting, or recording of its meetings.

11.2. Public attendance. At any open session of the Council, the general public is invited to attend and observe.

11.3. Public participation. Except in instances when the Council expressly invites public testimony, questions, comments, or other forms of public participation, or when public participation is otherwise authorized by law, no member of the public attending an open session may participate in the session.

11.4. Time limits. The presiding officer may establish reasonable time limits and registration requirements for speakers at meetings so that all may have an opportunity to be heard. Representatives of established organizations with an interest in the matter at hand may, at the invitation of one or more Council members, provide a presentation at a workshop or public hearing.

11.5. Recording.

(a) A member of the public, including any representative of the news media, may record discussions of the Council at an open session by means of a tape recorder or any other recording device if the device does not create an excessive noise that disturbs members of the Council or other persons attending the session.

(b) The proceedings of the Council at an open session may be photographed, videotaped, broadcast, or televised by a member of the public, including any representative of the news media, by means of any type of camera, provided that the camera is operated without excessively bright artificial light or excessive noise that disturbs members of the Council or other persons attending the session.

(c) The presiding officer may restrict the movement of a person who is using a recording device, camera, or broadcasting or television equipment if such restriction is necessary to maintain the orderly conduct of the session.

(d) A recording of an open session made by a member of the public, or any transcript derived from such a recording, may not be deemed a part of the record of any proceeding of the Council.

11.6. Disruptive conduct. A person attending an open session of the Council may not engage in any conduct, including visual demonstrations such as the waving of placards, signs, or banners,

that disrupts the session or that interferes with the right of members of the public to attend and observe the session. The presiding officer may order any person who persists in such conduct or who violates any other regulation concerning the conduct of the open session to be removed from the session and may request police assistance to restore order. The presiding officer may recess the session while order is restored.

12.0. ORDINANCES.

12.1. Authority. In accordance with the Maryland Code, Local Government Article, the Council may adopt ordinances to assure the good government of the City; protect and preserve the City's rights, property, and privileges; preserve peace and good order; secure persons and property from danger and destruction; and protect the health, comfort, and convenience of the residents of the City.

12.2. Scope. This section applies to all ordinances except for special ordinances to amend the budget and ordinances enacted pursuant to a quasi-judicial process. With respect to Land Management Code text amendments, this section applies except as otherwise provided by state or City law.

12.3. Form. All ordinances must be in writing. The Council will enact the same format and arrangement of words as the proposed ordinance will read when it becomes law.

12.4. Format. The page header of an ordinance will include its title, the date of its introduction to the Council, and the name of each Council member introducing the proposed ordinance. Any ordinance deemed to be an emergency ordinance for referendum purposes will be designated as such on the page header. Any ordinance amending an existing ordinance or part of the Code will set out the language to be repealed or amended, indicate language to be omitted by enclosing it in brackets or by strikeout type, and indicate new language by underscoring or italics.

12.5. Filing. Every ordinance to come before the Council for consideration should be filed with the City Clerk at least 21 days before the Council introduces the ordinance at a public meeting. The City Clerk will provide copies of an ordinance to Council members at least 10 days before that meeting. Any item not timely filed with the City Clerk by the time specified will be placed on the agenda only if a majority of the Council members present at the meeting vote to consider the ordinance at that meeting.

12.6. Synopses. Any ordinance synopsis required under this section will be written in plain language intended to fairly apprise the public of the purpose of the ordinance; the synopsis should be comprehensible at the fifth grade reading level.

12.7. Presentation. Prior to any debate or consideration of an ordinance, the title of the ordinance and a synopsis thereof must be read out by the individual introducing the ordinance or the presiding officer.

12.8. Introduction.

(a) An ordinance may be introduced by one or more Council members at a regular or special meeting. The Council member introducing the ordinance will read it aloud. There will be no discussion or debate on the merits of the ordinance.

(b) Ordinances initiated by the Mayor or City staff will be introduced by the City Council President, unless another Council member wishes to introduce the ordinance.

12.9. Public notice. Within 5 days after the introduction of an ordinance, a copy of the ordinance, along with notice of the date, time, and place of next public meeting at which it will be considered, will be published on the City's website. The ordinance will remain on the website at least until it is enacted or removed from consideration.

12.10. Referral to committee. Following the introduction, the Council President may refer the ordinance to a standing or special committee for review and analysis.

12.11. Committee review. Once an ordinance is referred, the committee will conduct hearings to gather public input and, if relevant and desirable, expert testimony. The committee may propose amendments to the original ordinance. At the conclusion of its review, the committee will prepare a report, including its recommendations and any proposed amendments, and submit it for review by the full Council.

12.12. Second reading.

(a) Following committee review, the Council will consider an ordinance for a second time at a regular or special public meeting. Council members may debate the ordinance and propose further amendments.

(b) The Council may:

- (i)** Reject the ordinance from further consideration;
- (ii)** Defer further consideration and debate to a third and final meeting; or
- (iii)** Enact the ordinance, with or without amendments.

12.13. Third reading. The Council may consider an ordinance for a third and final time at a regular or special public meeting at least 7 days after the meeting at which it was previously discussed. The Council may:

- (i)** Reject the ordinance from further consideration; or
- (ii)** Enact the ordinance, with or without amendments.

12.14. Emergency ordinances. If an ordinance must be enacted and implemented immediately due to emergency circumstances, the ordinance will proceed in accordance with this section.

- (i)** By a unanimous vote, the Council may suspend the standard ordinance legislative process by declaring the specific circumstances as emergency circumstances.
- (ii)** Emergency ordinances may be passed in the same regular or special meeting at which they are introduced.

12.15. Expiration. An ordinance either rejected from consideration or for any other reason not enacted within 120 days after its introduction is void and may not be considered for one year after its introduction.

12.16. Mayoral veto. Within 10 days after the passage of an ordinance by the Council the City Clerk shall deliver the ordinance to the Mayor for approval or veto. If the Mayor takes no action to approve or veto the ordinance within 14 days after receipt, the ordinance shall be deemed approved as if the Mayor had approved it. If the Mayor approves the ordinance, it shall take effect in accordance with its effective date. If the Mayor vetoes the ordinance, the City Clerk shall return the ordinance, with the Mayor's written statement of the reasons for the veto, to the Council at the Council's next regular or special meeting. Within 30 days after its receipt of the vetoed ordinance, the Council may override the veto by an affirmative vote of two-thirds of the elected Council members.

12.17. Effective date. Except as otherwise provided by law or specified in the ordinance, an ordinance shall take effect immediately upon its approval by the Mayor or a successful vote by the Council to override a Mayoral veto.

12.18. Publication. Within 24 hours of passage, a copy an ordinance, along with a short synopsis, will be published on the City's website or through contemporary communication methods.

13.0. RESOLUTIONS.

13.1. Scope. This section applies to all resolutions. With respect to resolutions to amend the Charter, this section applies except as otherwise provided by state law.

13.2. Form. All resolutions must be in writing.

13.3. Format. The page header of a resolution will include its title, the date introduction to the Council, and the name of each Council member introducing the proposed resolution.

13.4. Filing. Every resolution to come before the Council for consideration should be filed with the City Clerk at least 21 days before the public meeting at which it is introduced. The City Clerk will provide copies of a resolution to Council members at least 10 days before that meeting. Any item not timely filed with the City Clerk by the time specified will be placed on the agenda only if a majority of the Council members present at the meeting vote to consider the resolution at that meeting.

13.5. Introduction and passage. A proposed resolution may be introduced by one or more Council members at a regular or special meeting. The Council may approve the resolution at that meeting, continue it to a specified future meeting, or decline to act on it.

13.6. Mayoral veto. Within 10 days after the passage of a resolution by the Council, the City Clerk shall deliver the resolution to the Mayor for approval or veto. If the Mayor takes no action to approve or veto the resolution within 14 days after receipt, the resolution shall be deemed approved as if the Mayor had approved it. If the Mayor approves the resolution, it shall take effect in accordance with its effective date. If the Mayor vetoes the resolution, the City Clerk shall return the resolution, with the Mayor's written statement of the reasons for the veto, to the Council at the Council's next regular or special meeting. Within 30 days after its receipt of the vetoed resolution, the Council may override the veto by an affirmative vote of two-thirds of the elected Council members.

13.7. Effective date. A resolution take effect immediately upon its approval by the Mayor or a successful vote by the Council to override a Mayoral veto.

13.7. Public posting. Within 5 days after the passage of a resolution, a copy of the resolution, along with a short synopsis, will be published on the City's website.

14.0. QUASI-JUDICIAL HEARINGS.

14.1. Scope. This section applies to all quasi-judicial public hearings conducted by the Council pursuant to State law or the City Code. The remainder of these Rules also apply to quasi-judicial hearings, to the extent practicable. In the event of a conflict between this section and any other rule provided in these Rules, the provisions of this section shall control.

14.2. Definition. Quasi-judicial decisions arise in those situations where the decision maker must investigate facts, draw conclusions from those facts, and exercise some element of discretion in applying standards that previously have been set in the law to a specific situation. In a quasi-judicial hearing, there must be a deliberative fact-finding process with testimony and the weighing of evidence. Written findings of fact and conclusions of law explaining the reasons for the body's decision, expressed in terms of the statutory factors applying to the type of decision, are required. The fact-finding process generally entails the holding of a hearing, the receipt of factual and opinion testimony and forms of documentary evidence, and a particularized conclusion as to the application or other matter at issue. Judicial review will be based on the substantial evidence test; i.e., the Council's decisions should be upheld if reasoning minds could reasonably reach the conclusion from facts in the record.

14.3. Order of presentation. The hearing will generally be conducted in the following order:

- * introduction of case by presiding officer
- * presentation of case by staff
- * presentation of case by applicant or agent
- * testimony in support of or in opposition to application
- * rebuttal by applicant or agent
- * Council discussion and motion
- * Council action.

14.4. Swearing of witnesses.

The presiding officer shall administer the following oath to all witnesses testifying in any quasi-judicial hearing:

"Do you solemnly swear or affirm that the responses given and statements made in this hearing will be the whole truth and nothing but the truth? If so, answer 'I do.'"

The oath may be administered *en masse* at the outset of the hearing to all prospective witnesses intending to testify on any case. Before giving testimony, each witness shall state his or her name and, if not previously sworn, shall so state. The oath will be administered individually to any witness who has not been sworn before that witness gives testimony. Any person refusing to be sworn will not be permitted to testify.

14.5. Time limits. The presiding officer may establish reasonable time limits and registration requirements for speakers at meetings, so that all may have an opportunity to be heard.

14.6. Rules of evidence. A hearing need not conform strictly to the rules of evidence or procedure that govern judicial proceedings. The Council will accept evidence with the goal of developing a full administrative record. The Council may consider any relevant evidence that assists in reaching a decision. Hearsay evidence, if relevant, may be accepted. The presiding officer may exclude from evidence any irrelevant, immaterial, or unduly repetitious material, and may otherwise conduct the hearing so that it proceeds in an orderly and fair manner. The presiding officer must rule on any objections to the admission of any evidence.

14.7. Cross-examination. Any person may request to cross-examine another speaker at the end of that speaker's testimony. A person wishing to cross-examine a speaker shall make the request prior to or immediately after the time that the speaker has concluded his or her testimony, and the failure to make such a timely request may be deemed a waiver of the right to cross-examine as determined by the presiding officer. The questions must not be preceded by any statements. Repetitious questions and examination on irrelevant matters will not be permitted.

14.8. Questions. Council members may ask questions at any time during the public hearing. If a Council member asks a question during an individual's testimony, any time spent responding to such questions will not count against the speaker's allotted time to testify.

14.9. Record. The Council will base its findings and decision on the record. The record will include the application, staff report, testimony presented during the public hearing and written comments presented at the hearing or received in accordance with this section, and any other testimony or evidence submitted prior to the closing of the record.

Lengthy written comments (hard copy or electronic) should be sent to the City Clerk at least three business days in advance of the hearing to ensure they are available to and considered by the Council and included in the record.

Any exhibit including, but not limited to, documents, models, or other demonstrative evidence presented at the public hearing must be assigned an exhibit number and marked and identified for the record by the City Clerk. Any exhibit introduced in the public hearing becomes a part of the record. The exhibit or an accurate representation of it must be given to the City for inclusion in the administrative record and becomes the property of the City and will not be returned.

Unless otherwise determined by the Council, the record will remain open until the Council orally votes to close the record or makes a final decision on the matter. If the Council closes the record by a duly adopted motion prior to the vote on the application, no additional evidence will be received except upon a vote of the Council for (1) good cause shown as to why the evidence was not presented while the record was open and (2) a showing that the evidence is material and relevant.

14.10. Ex parte communications. An ex parte communication is a communication regarding the subject hearing between a decision maker and a party or interested person that takes place without public notice and outside the record. Ex parte communications should be avoided in the context of a quasi-judicial hearing. Ex parte communications can be written or oral and can be by telephone call, personal contact, email, regular mail, or any other type of communication directed a single Council member or to some or all Council members. Council members should avoid telephone calls, emails and meetings with parties or interested persons. If a Council member receives unsolicited communications about a pending matter outside of the public hearing, the member must disclose and describe the communications at the earliest opportunity during the hearing on the matter.

14.11. Postponement or continuation. Any member of the Council may move to recess a hearing and continue it to another time. A motion to continue must be approved by a majority of the Council members present and voting. Any communication between elected officials, or between an elected official and City staff, that takes place between the end of the hearing and the beginning of the subsequent hearing, must be reduced to writing and made part of the public record. If the date, time, and place of a continued hearing is announced on the record, no further notice is required unless otherwise required by law.

15.0. RECORD.

The City Clerk shall keep a record of the Council’s proceedings and actions at all meetings. The record will include tape recordings and minutes and will be available for public inspection during ordinary business hours in the clerk’s office and on the City’s website. The minutes will be typed and distributed to Council members, and, once approved, will become part of the official record.

16.0 RECONSIDERATION.

16.1. Generally. An applicant may request that the Council reconsider a final action by the Council within 10 days after the final decision on the matter. A request for reconsideration should state the reconsideration based on mistake, inadvertence, surprise, fraud, or other good cause. Failure to comply with this requirement may result in rejection, at the Chairman’s discretion, of the request

16.2. Initial hearing. A request for reconsideration will be brought before the Council at the next public meeting. A motion to reconsider may be made only by a member of the Council who voted in the majority of the decision that is subject to the request for reconsideration. A decision to reconsider (a) does not require notice to the public or parties of record in any manner other than by publication on the City Council agenda, (b) may be taken without the appearance or testimony of the parties, and (c) is properly before the Council based only on the written request submitted.

16.3. Hearing on the merits. If the Council votes at the initial hearing to reconsider a matter, the City Clerk will schedule a public hearing as soon as practicable. At that hearing, the matter will be reconsidered on its merits in the same manner as the initial decision was made.

17.0. SUSPENSION AND AMENDMENT

17.1. Suspension of Rules. Any provision of these Rules not governed by the City Charter or the City Code may be temporarily suspended by an affirmative vote of a majority of the Council members present. The vote of any such suspension shall be taken and entered upon the record.

17.2. Amendment of Rules. These Rules may be amended, or new rules adopted, by a majority vote of all members of the Council.

APPROVED BY THE CITY COUNCIL:

City Council President

Date

ROBERT'S RULES IN SHORT: A GUIDE TO RUNNING AN EFFECTIVE MEETING

While groups sometimes proceed informally or by consensus, it is generally accepted that deliberative bodies operate much more effectively when they follow known rules of procedure. The Board of Aldermen's Rules of Procedure state that the rules of parliamentary practice as contained in the latest edition of Robert's Rules of Order will govern the meetings of the Board in all cases to which they are applicable, provided that they are not in conflict with the Rules or any applicable law.

Robert's Rules of Order (RR) were first established by General Henry M. Robert in 1876. The latest edition of RR is the 12th edition, released in September 2020. A complete copy of RR runs several hundred pages. Even abridged versions, which are quite useful, often run 200 pages. This guide will be much shorter.

RR defines the role of the chair, of members of the body, and establishes rules of procedure. These rules have been crafted and adjusted over the years to assist in effective meetings, and to balance carefully the rights of the majority to act and the rights of the minority to be heard, and in some cases, prevent action.

Robert's Rules of Order / Common Motions

This section will summarize some of the provisions of RR.

A. Proceed by Motion. The most basic element of RR is that matters come before the body by motion. A member makes a motion simply by saying "I move that " or "Move adoption of, " or "Move referral of," or "I move to amend ." It is not the form of the motion, but the substance of it which governs.

B. Role of the Chair. It is the obligation of the Chair to run an orderly meeting. Members of the body are not to speak until they have been recognized by the Chair. Except for a limited class of motions, a member may not interrupt another member when they have the floor. The Chair also rules on any votes and rules on any questions of proper procedure.

C. Types of Motions. Under RR, motions generally fall into one of four classes. These are:

1. The Main Motion: This is the matter that is before the body at that moment. Nearly all other motions bear some relation to the main motion.

2. Subsidiary Motions: These are a series of motions which propose to do something to or with the main motion. Examples include amendment, referral, laying on the table, calling the question. These motions are all subject to an order of precedence which will be discussed below. Note that what is the "main motion" for application of the rules of precedence may change during the course of consideration of a matter. For example, if the main motion is to adopt a resolution, and a member offers a subsidiary motion to amend the resolution, the proposal for amendment becomes the main motion for purposes of consideration of the order of precedence of other motions. That is, the motion to amend is subject to further amendment, referral, laying on the table, etc. It is only when that motion has been disposed of that the motion to adopt is then back before the body for consideration.

Board of Aldermen
 Rules of Procedure
 Attachment 2

3. Incidental Motions: Incidental motions relate to the pending matter, but generally relate to it in a procedural way such that the incidental motion must be dealt with before the body may return to either the main or subsidiary motion before it. Incidental motions take precedence over whatever motion is before the body, and in some instances, may be made when the mover does not have the floor. Examples of incidental motions are a point of order or procedure, appeal of a ruling on a point of order or procedure, a point of information, call for a roll call (division of the assembly), or a suspension of the rules.

4. Privileged Motions: These are very few motions that take precedence over all other motions. They include motion to recess, question of privilege, and a motion to adjourn.

D. Common Motions. An almost limitless number of motions may be made. RR lists at least 84 potential motions. Also refer to the accompanying "cheat sheet" attached hereto.

1. Adjourn: To end the meeting. Not debatable.

2. Adoption: This is to adopt the matter before the body.

3. Amendment: To modify the main motion before the body.

4. Division of Assembly / Roll Call: A call for division is the same as calling for a roll call vote. Any member may do this and the motion need not be seconded; it is simply granted when asked for. It is not debatable.

5. Division of the Question / Separation: This is a request to have separate votes on different paragraphs or portions of the proposal before the body. It is not debatable but does require a second.

6. Lay on the Table / Take off the Table: This is a motion to temporarily defer consideration of a matter and then to ask that the matter be taken up again. It is often used, when, for some reason, a member of the assembly or some information necessary for consideration is temporarily unavailable. Motions to lay on the table or take off the table are not debatable. The motion is often made simply as a motion to "table." The motion should not be used if the intent is essentially to kill a proposal.

7. Place on File/Postpone Indefinitely: This is the equivalent of a motion to postpone or defer indefinitely. This is the motion to be used if the intent is to not adopt the matter before the Board, without explicitly voting it down.

8. Point of Information: This is an incidental motion in which a member of the assembly desires some information prior to proceeding to a vote on the matter before the body. It does not require a second and no vote is actually taken on the point of information. A member simply says "I rise to a point of information" or "Point of Information?" It is proper when another has the floor.

9. Point of Order or Procedure: This is another incidental motion and again is not subject to a second or a debate. It raises a question about the procedure being followed by the body. The ruling on the Point of Procedure is committed to the Chair of the body. If a member of the body disagrees with the ruling, they may appeal the ruling of the Chair to the full body. An appeal does require a second, and a majority of the body must disagree with the Chair's ruling for it to be reversed.

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Attachment 2

10. Point of Privilege: This is one of the privileged motions, and again does not require a second, nor is it debatable. This normally relates to some personal matter or something relating to the operation of the body, such as a room that is too hot, too cold, too loud, some confidential information which should not be discussed before the body, etc.

11. Previous Question: This is a motion requesting that the body immediately vote on whatever matter is otherwise before it; it cuts off debate and proceeds to an immediate vote. The motion can be made either by "calling the question", "moving the previous question," or simply stating "Question." The motion requires a second and is non-debatable and requires a two-thirds vote.

12. Recess. The motion asks that the body take a short break. The length of time of the recess should be established. This is a privileged motion, in that it takes precedence over almost all other pending motions. It requires a second, it is not debatable, and requires a majority vote.

13. Reconsideration: A motion for reconsideration asks that the body reconsider something it has already acted upon. It must be made either at the same meeting at which the matter was considered, or at the next succeeding meeting. Once made, the motion may be referred to a later meeting. A motion to reconsider may only be made by a member who voted on the winning side of the prior question. This normally will be a member in the majority, but if a matter fails because it does not reach the required majority, it may be that the motion for reconsideration may be made by a member who actually is less than a majority. For example, if a matter needing a 2/3 vote falls one vote short of 2/3, reconsideration may only be moved by a member of the minority. If the motion to reconsider is approved, the prior proposal is then again before the body.

14. Motion to Refer/Commit: This is a subsidiary motion which asks that a matter be referred to another body, or to another meeting of the same body. Called a motion to commit in RR.

E. Debate. Once a debatable motion is before the body, members of the body proceed to debate. In both the making of motions and in debating the motions, members should wait to be recognized by the Chair.

Precedence of Motions

Some common motions are listed in descending order of precedence, that is, a motion is not in order if it has a higher number than the pending matter.

Undebatable Motions

1. Adjourn
2. Recess
3. Question of Privilege
4. Lay on the Table
5. Previous Question
6. Limit or Extend Debate

Debatable Motions

7. Postpone to a Definite Time
8. Refer or Commit
9. Amend
10. Postpone Indefinitely / Place on File
11. Main Motion

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Rules of Procedure
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Incidental Motions (e.g., Point of Order, Point of Information, Suspend the Rules)) normally take precedence over whatever matter is pending.

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- ☐ adding words,
- ☐ striking words or
- ☐ striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.

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You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for orders of the day.

You want to take a short break.

Move to recess for a set period of time.

You want to end the meeting.

Move to adjourn.

You are confused about a procedure being used and want clarification.

Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.

Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You may INTERRUPT a speaker for these reasons only:

to get information about business – point of information

to get information about rules – parliamentary inquiry

if you can't hear, safety reasons, comfort, etc. – question of privilege

if you see a breach of the rules – point of order

if you disagree with the president of the board's ruling – appeal

CODE OF CIVILITY

Purpose: The intent of this Civility Code is to encourage respect, politeness, and orderly behavior among City officials, staff, and the public during all interactions. It does not limit anyone's freedom of expression but encourages open and positive communication while discouraging language and actions that are intimidating, harassing, or obscene.

The City of Frederick adopts the following Code of Civility principles for all persons participating in City business:

(1) Mutual Respect

- (A)** Speak and act politely, respectfully, and reasonably. Refrain from personal attacks, name-calling, and profanity. Do not use physical gestures that are intended to demean or harass another.
- (B)** Be a positive role model in all discussions. Listen actively and address others in the discussion with respect.
- (C)** Be considerate of others' time. Use your allotted time effectively and respect time limitations.
- (D)** When disagreeing with others, focus on the merits of the issue and not the individual. Recognize that people may have different opinions.
- (E)** If your perspective does not prevail, be willing to discuss the outcome constructively. Describe others' positions the way you would like others to describe yours.
- (F)** Understand and respect that the staff's role is to provide objective information and expert opinion, even if your personal views differ.

(2) Responsibility

- (A)** Enhance democratic processes individually and collectively. Be informed and prepared for public meetings. Encourage others to be informed and involved.
- (B)** Communicate clearly. Explain your reasoning, interests, goals, and intentions transparently.
- (C)** Distinguish your opinions from facts. Ensure your statements of fact are accurate and verifiable.
- (D)** Approach new information with inquiry and good faith. Recognize the value of consensus and approach all discussions with the goal of finding common ground.
- (E)** Be accountable for your words and actions. Recognize and apologize if you fall short of this code's standards.



Agenda Item Summary Report

Meeting Date: December 8, 2025	Submitted by: Michelle Bailey Hedgepeth, Town Administrator Vito Tinelli, Town Treasurer
Item Title: Information Memo Law Enforcement Officers Retirement Plan (LEOPS) Review Update December 2025	
Law Enforcement Officers Retirement Plan (LEOPS) Review Update December 2025 (Information Only) – Valuation Report	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Valuation Report November 2025 What is LEOPS?
Recommended Action:	
Information only, the Council may provide comments so that staff can inquire with LEOPS. This information has been provided for transparency purposes.	
Overview: Staff wanted to provide an update to the Council and the Police Department Team on the recent steps taken to gather more data on the LEOPS Program. This item provides the Council with an update on the process and possible recommendations. The Town currently pays 13% all employees in ECS. Traffic Enforcement Funding could absorb some of these costs, but this would be an ongoing expense for the Town and would require the use of General Fund dollars, potentially reallocation of funding from other areas, and would be an ongoing factor in the Department's expenses. The attached document is a preliminary valuation report regarding the transfer of 22 law enforcement officers from the Town of Bladensburg's Employees Combined System to the Law Enforcement Officers Retirement System, effective July 1, 2026. Employee Transfer from ECS to LEOPS The Town of Bladensburg received an estimate to transfer 22 law enforcement officers from the Employees' Combined System to the Law Enforcement Officers' Retirement System effective July 1, 2026. • 22 law enforcement officers will transfer from ECS to LEOPS. • Transfer effective date is July 1, 2026. • This is a partial withdrawal from ECS and entry into LEOPS. Asset Transfer Calculation Methodology The asset transfer to LEOPS is calculated using a specific methodology based on the participant funding ratio. • The Estimated Market Value of Assets for transferring employees is \$1,503,472. • Actuarial Value of Assets for transferring employees is \$1,488,352. • Calculation methodology follows Section 21-305.5 of the Maryland Code. New Entrant Liability and Credit The Town will contribute to LEOPS based on a calculated new-entrant unfunded liability credit. • The municipal LEOPS Basic Employer Cost Rate is 39.56% of payroll for FY 2027. • New entrant liability credit is \$2,288,796 as of July 1, 2027. • Amortization of the credit is \$186,636 annually over 25 years.	

Data and Assumptions for Valuation

The valuation is based on specific actuarial assumptions and data from the June 30, 2025, valuation.

- Assumed rate of investment return is 6.80%.
- Assumed rate of active member payroll growth is 3.00%.
- Transferring members identified from a file provided by SRA.

Required Disclosures and Limitations

The LEOPS Evaluation report is intended for specific parties and outlines potential future measurement differences.

- Report prepared for the Maryland State Retirement Agency and Town of Bladensburg.
- Future actuarial measurements may differ due to various factors.
- The actuary certifies the report's accuracy and compliance with professional standards.

Key Updates:

- **Earliest Transfer Date:** The Town of Bladensburg could enter the LEOPS Program on July 1, 2026, if it submits updated application materials and required data in fall 2025. Formal Council action will be necessary, as this involves allocating funds and transferring them from the current retirement account. If approved, it would occur in February/March 2026.

Recommendations:

- The Town Council should review the report in December, and the Town Administrator and Town Treasurer will provide information on how the Town would pay for the program.
 - Look at contributions by participants by either moving from Social Security or providing a percentage contribution.
 - Look at secondary deferred compensation plans and provide options to Council.
- If the Town Council intends to proceed with the LEOPS application for the FY 2026 transfer in January 2026, the Town Administrator and Town Treasurer will provide a Council item for approval.
- If the Town Council defers proceeding, they will have updated costs of the program to consider for future funding cycles.

Optimistic Outlook: The LEOPS Program remains a significant opportunity to enhance the Town's ability to attract and retain skilled officers while providing competitive retirement benefits. Moving forward with this timeline ensures the Town has ample time for accurate data collection and thoughtful financial planning.

Budgeted Item: Yes ☐ No ☐ NA Budgeted Amount: TBD – 39.5% FY 2027 One-Time Cost: Ongoing Cost: YES	Continued Date:
Council Priority: Yes ☒ No ☐	Approved Date:



November 13, 2025

Ms. Caitlin Box
Employer Services Manager
Maryland State Retirement Agency
120 East Baltimore Street – 16th Floor
Baltimore, Maryland 21202

Re: Town of Bladensburg – Employee Transfer – Preliminary Valuation

Dear Ms. Box:

It is our understanding that 22 law enforcement officers currently enrolled under the Town of Bladensburg (Location 8139) are to be transferred from the Employees' Combined System (ECS) to the Law Enforcement Officers' Retirement System (LEOPS). We understand the transfer will be effective July 1, 2026, and is considered a partial withdrawal from ECS and an entry into LEOPS. Assets to be transferred to LEOPS as well as a new entrant liability (or asset) are calculated for the transferring members.

Asset Transfer at Market Value

In order to calculate the assets transferring to LEOPS, we used the calculation methodology set forth in Section 21-305.5 for determining assets allocable to employees who elect to withdraw from a system. We applied that method to this situation to determine the assets allocable to the 22 employees who are being transferred. We believe that this method is reasonable for this purpose, although it is not actually dictated by statute. **If another method should be used, please let us know.**

The estimated Market Value of Assets attributable to the 22 transferring employees from the Town of Bladensburg is \$1,503,472, (the Actuarial Value is \$1,488,352). In order to calculate the assets attributable to the transferring employees, the June 30, 2025 Market Value of Assets were projected to June 30, 2026. The June 30, 2025 Participant Funding Ratio (PFR) of 80.35% for ECS was used for this valuation. This is the PFR for the fiscal year preceding the effective date of transfer calculated in accordance with Section 21-305.5 of the Maryland Code. The PFR was developed from the annual valuation as of June 30, 2025, of the MSRPS for participating Municipal Corporations. The following exhibits contain details of this calculation:

- Exhibit I – Description of the Withdrawal Calculation for Withdrawals from ECS
- Exhibit II – Calculation of the Participant Funding Ratio (PFR)
- Exhibit III – Calculation of the Asset Transfer at Withdrawal
- Exhibit IV – Summary of the Data Used in the Calculation (as of June 30, 2025)

Calculation of the New Entrant Liability (or Asset)

The Town of Bladensburg will contribute the municipal LEOPS Basic Employer Cost Rate for its transferring employees plus the calculated new entrant unfunded liability payment/(credit) shown in Exhibit VI. Consistent with historical practice, PGUs entering the System contribute the pooled Basic Employer Rate. Differences in the demographic characteristics of the members of the PGU compared to the total LEOPS Municipal System may result in higher or lower costs than if the PGU was valued individually. The fiscal year 2027 municipal LEOPS Basic Employer Cost Rate is 39.56% of payroll. The actual rates will change from year to year based on future gains and losses, benefit changes, and assumption changes.

As requested, we have completed the valuation with 100% recognition of past service for all participants. The past service recognition will count toward all past service used for benefits and eligibility purposes. The new entrant liability credit is a result of comparing the estimated Unfunded Actuarial Accrued Liability (UAAL) contribution rate of 11.15% (based on the demographics of the Town of Bladensburg that are transferring and after applying the \$1,503,472 transferred assets) to the 21.68% LEOPS Municipal UAAL estimated contribution rate as of June 30, 2026. The UAAL contribution rates are based on amortizing the UAAL as a level percentage of payroll over a closed 13-year period (the remaining amortization period for LEOPS Municipal used in the June 30, 2026 valuation).

The resulting new entrant credit is \$2,288,796 as of the fiscal year beginning July 1, 2027. This amount can be amortized with level dollar credits of \$186,636 over a 25-year period. All amortizations are over 25 years as provided by Section 21-306.1(d) of the Maryland Code. These annual credits are illustrated to begin December 31, 2027.

The following exhibits contain details of this calculation:

- Exhibit IV – Summary of the Data Used in the Calculation (as of June 30, 2025)
- Exhibit V – Calculation of the UAAL Contribution Rates and the New Entrant Payment/(Credit)
- Exhibit VI – New Entrant Payment/(Credit) Amortization Schedule

Data and Assumptions

The actuarial assumptions and applicable benefit provisions are the same as those adopted by the Board for first use in the actuarial valuation as of June 30, 2025. In particular, the assumed rate of investment return was 6.80% and the assumed rate of active member payroll growth was 3.00%.

The liability for transferring members is based on payroll and service from the actuarial valuation as of June 30, 2025. Transferring members were identified based on a file provided by SRA. Data and liabilities for the remaining members were from the valuation as of June 30, 2025. The calculations in this letter are based on assumptions and methods as described in the actuarial valuation as of June 30, 2025. All disclosures in the actuarial valuation report apply to the calculations in this letter.

The results of the final valuation will differ from the preliminary valuation based on such factors including, but not limited to: the extent actual experience differs from the assumptions used in the preliminary valuation, differences between the estimated and actual assets at June 30, 2026, future assumptions or benefit changes that are adopted and effective between the date of the preliminary valuation and the transfer date, or any differences or changes in the demographic data for LEOPS or the Town of Bladensburg from the information used in the preliminary valuation, which may require a payment instead of receiving a credit. If you have reason to believe that the assumptions used are unreasonable, you should contact the author prior to relying on the information conveyed herein.

Required Disclosures

This report was prepared at the request of the Town of Bladensburg and is intended for use by the Maryland State Retirement Agency (SRA) and the Town of Bladensburg and those designated or approved by the SRA or the Town of Bladensburg. This report may be provided to other parties only in its entirety and only with the permission of the SRA or the Town of Bladensburg. GRS is not responsible for unauthorized use of this report. The purpose of this valuation is to calculate the new entrant liability or credit and resulting amortization payments or credits to be made over a 25-year period for the Town of Bladensburg to enter into the municipal Law Enforcement Officers' Retirement System (LEOPS) as of July 1, 2026. This report should not be relied on for any purpose other than the purpose previously described.

Future actuarial measurements may differ significantly from the current measurements presented in this report due to such factors as the following: plan experience differing from that anticipated by the economic or demographic assumptions; changes in economic or demographic assumptions; increases or decreases expected as part of the natural operation of the methodology used for these measurements (such as the end of an amortization period or additional cost or contribution requirements based on the plan's funded status); and changes in plan provisions or applicable law. The actuary did not perform an analysis of the potential range of such future measurements in this actuarial valuation report.

This report was prepared using our proprietary valuation model and related software which, in our professional judgment, has the capability to provide results that are consistent with the purposes of the valuation and has no material limitations or known weaknesses. We performed tests to ensure that the model reasonably represents that which is intended to be modeled.

This report has been prepared by an actuary who has substantial experience valuing public employee retirement systems. We certify that, to the best of our knowledge, this report is complete and accurate and has been prepared in accordance with Maryland's Annotated Code and generally recognized and accepted actuarial principles and practices which are consistent with the Code of Professional Conduct and applicable Actuarial Standards of Practice as promulgated by the Actuarial Standards Board.

The signing actuary is independent of the plan sponsor.



Ms. Caitlin Box
November 13, 2025
Page 4

Brad Lee Armstrong is a Member of the American Academy of Actuaries (MAAA), and meets the Qualification Standards of the American Academy of Actuaries to render the actuarial opinions contained herein.

Please contact me if you have any questions or comments.

Sincerely,
Gabriel, Roeder, Smith & Company



Brad Lee Armstrong, ASA, EA, FCA, MAAA
Consulting Actuary

BLA:sc
Enclosure

cc: Jonathan Martin, Acting Executive Director
Anne Gawthrop, Director, Legislative Affairs
Jeff Tebeau, GRS



Description of Withdrawal Calculation

Withdrawals from ECS

Upon application of withdrawal by the Participating Governmental Unit (PGU) a special one-time calculation will be made by the actuary to determine: (1) whether any assets can be transferred out of the State System to a new successor plan on behalf of the withdrawing participants; and (2) whether a withdrawal liability needs to be assessed against the withdrawing PGU to fund liabilities remaining in the State System.

These determinations will be made as follows: At the time of withdrawal, an allocation of current State system assets, if any, will be made to all participants of the withdrawing PGU. This allocation will be based upon a determination made by the actuary in the preceding year's valuation which determines what portion of the actuarial value of total State System assets are available, if any, to cover the actuarial liabilities of all participants in the State System. This ratio will be called the "participant funding ratio" (PFR) and will be calculated as follows: The "adjusted actuarial value of assets" will be equal to the total actuarial value of assets less the present value of all future credits applied to over-funded PGUs, and plus the present value of all future (1) charges payable by under-funded PGUs, (2) special payments payable by prior new entrants, and (3) withdrawal liability payments due from PGUs who have withdrawn on or after July 1, 1997. The ratio of the "adjusted actuarial value of assets" to the total actuarial liability of the plan participants is the preliminary PFR for that valuation. If the preliminary PFR is less than 1.0, then the final PFR will equal the preliminary PFR. If the preliminary PFR is greater than 1.0 but less than 1.1, the final PFR will be set to 1.0. If the preliminary PFR is greater than 1.1, the final PFR will equal the preliminary PFR reduced by 0.1. That is, the final PFR will recognize any overfunding in excess of 110% of the liabilities. A separate PFR is calculated for those PGUs who declined to elect the enhanced pension system.

Once it is determined which participants of the withdrawing PGUs are electing to withdraw from the State System, and which elect to remain, the PFR from the prior year's valuation will be applied to the actuarial liabilities of each group to make the final determinations. Except for the transition amounts, which will be discussed on the following page, the assets available to be transferred out of the State System will be equal to the PFR times the actuarial liability attributable to withdrawing participants, less the outstanding balance, if any, of the future deficit charges and special payments owed by the withdrawing PGUs. This actuarial value of assets will be adjusted to a market value basis by applying the ratio of market value to the actuarial value of assets of the PGU plan as of the date of withdrawal.

The withdrawing PGU will continue to make normal cost, unfunded actuarial accrued liability contributions, and Retirement System surcharge payments for members who elect to remain within the State System. In addition, the PGU may make payments towards a withdrawal liability, calculated to fund the unfunded liability of those members remaining. The withdrawal liability for any withdrawing PGU shall be equal to the actuarial liabilities remaining in the State System on behalf of the remaining active participants multiplied by the complement of the PFR (i.e., $1 - \text{PFR}\%$), but not less than zero.

When the withdrawal rules were changed in 1997 there was a special, one-time calculation made to avoid windfalls due to the change.

To avoid the situation of a particular PGU receiving a sudden gain in position between the current and previous withdrawal rules, a transition amount was determined for each PGU who as of June 30, 1995 was determined to be “underfunded” and as a result have been assessed the payment charge described earlier. For each of these affected PGUs a transition amount was determined as of June 30, 1995 which is equal to the difference, if any, between the net position of the PGU between the current and previous rules for withdrawal. If a withdrawal action is initiated by one of the PGUs which has a transition amount, the remaining balance of the transition amount will be used to reduce the assets otherwise transferable. This transition amount is being written down at the rate of 4% per year until it is eliminated 25 years from June 30, 1995.

As just stated, the transition amount is the difference between the net position of the PGU before and after the current withdrawal rules were applied, as of the effective date of the current rules. The net position is equal to the difference between the assets available to be transferred and the withdrawal liability amount as of the effective date assuming all Pension System active participants of the PGU elected to withdraw and all former and active participants in the Retirement System elected to remain in the System.

Partial Withdrawals

In the case of a partial withdrawal, that is a withdrawal for which only a certain homogenous group of members (e.g., law enforcement officers, detention center officers, or firefighters) is eligible, the calculations for asset transfer follow the same rules as for a full withdrawal. The only difference is that a first step must be taken to allocate all surplus amounts, deficit amounts, transition amounts and special payment amounts between the eligible group and the ineligible group on the basis of the ratio of active accrued liabilities of these groups.

In case of a partial withdrawal, there is no calculation of withdrawal liability. Members of the withdrawal-eligible group who elect to remain with the plan are treated in the same fashion as employees of the PGU who were not eligible to withdraw. The PGU will continue the full Pooled contribution rate on the payroll of these members.

Exhibit II

**Employees Combined System
Participant Funding Ratio
as of June 30, 2025***

Numerator of the PFR		
(1)	Actuarial Value of Assets	\$ 5,790,342,300
(2)	New Entrant Liability	123,949
(3)	Deficit Allocated	7,258,598
(4)	Withdrawn Liability	398,349
(5)	Surplus Allocated	-
(6)	Adjusted Assets (1) + (2) + (3) + (4) + (5)	\$ 5,798,123,196
Denominator of the PFR		
(7)	Total Entry Age Actuarial Accrued Liability	\$ 7,216,297,931
Participant Funding Ratio		
(8)	Preliminary Participant Funding Ratio (6) / (7)	80.35%
(9)	Excess over 100% [(8) - 100%, bounded by 0%,10%]	0.00%
(10)	Final Participant Funding Ratio (8) - (9)	80.35%

* 2025 results from Table III-2, Table III-3, Table III-4, and Table IV-1 of the Maryland Municipal Corporations actuarial valuation report as of June 30, 2025.

Exhibit III

Town of Bladensburg
Asset Transfer at Withdrawal

(1)	ECS Actuarial liabilities attributable to remaining active members#	\$	3,412,715
(2)	ECS Actuarial liabilities attributable to transferring active members#		1,852,336
(3)	Total ECS actuarial liability of all active members (1) + (2)#		5,265,051
(4)	<u>Outstanding Balance as of July 1, 2026</u>	Remaining	Transferring
	New Entrant Balance	\$ -	\$ -
	Surplus Balance	-	-
	Balances of Special Payments	-	-
	Transition Amount	-	-
(5)	Participant Funded Ratio (PFR) at June 30, 2025 (from Exhibit II)		80.35%
(6)	Portion of active assets attributable to transferring active members at actuarial value (2) x (5)	\$	1,488,352
(7)	<u>Reduce by transferring balance of</u>		
	a. New Entrant Balance	\$	-
	b. Surplus Balance		-
	c. Balances of Special Payments		-
	d. Transition Amount		-
	e. Total Reductions (a + b + c + d)	\$	-
(8)	Actuarial value of assets to be transferred (6) - (7)	\$	1,488,352
(9)	ECS Market Value of Assets (MVA) at July 1, 2026*	\$	5,985,114,771
	ECS Actuarial Value of Assets (AVA) at July 1, 2026*	\$	5,924,925,715
	ECS Ratio of MVA to AVA at July 1, 2026*		1.0101586
(10)	Gross assets attributable to transferring employees on a market value basis (8) x (9)	\$	1,503,472

Actuarial liabilities are projected from the measurement date of June 30, 2025 to the projected transfer date of July 1, 2026.

* Estimated based on assuming a market rate of return of 6.80% in fiscal year 2026.



Exhibit IV

**Town of Bladensburg
Summary of Data used in Calculations**

Active Members as of June 30, 2025	Count	Average Age	Average Service	Average Salary
Assumed to Transfer to LEOPS	22	41.9	6.2	\$ 95,302
Assumed to Remain with ECS	33	44.9	7.5	72,697
Total Active	55	43.7	7.0	81,739

Summary of Data Used in New Entrant Liability Calculations

	Town of Bladensburg Actives Transferring to LEOPS	LEOPS Municipal Actives at June 30, 2025
Number:	22	1,414
Covered Payroll:	\$2,096,639	\$114,243,290
Average Age:	41.9 years	38.5 years
Average Eligibility Service Recognized:	6.2 years	9.9 years
Average Annual Pay:	\$95,302	\$80,794

MARYLAND STATE RETIREMENT AND PENSION SYSTEM
Calculation of New Entrant Liability Payment/(Credit)

Town of Bladensburg

	Town of Bladensburg		LEOPS Municipal	New Entrant Contribution
LEOPS Actuarial Accrued Liability (AAL) as of June 30, 2025	\$	3,185,506	\$	843,127,423
Projected LEOPS AAL as of June 30, 2026	\$	3,926,146	\$	901,982,900
Actuarial Value of Assets (AVA) as of June 30, 2025			\$	594,365,490
Market Value of Assets (MVA) as of June 30, 2025			\$	591,591,931
Projected AVA as of June 30, 2026			\$	647,391,096
Projected MVA as of June 30, 2026*	\$	1,503,472	\$	653,557,729
Projected New Entrant Liability Balances as of June 30, 2026			\$	(16,455,710)
Projected Unfunded AAL (UAAL) as of June 30, 2026	\$	2,422,674	\$	271,047,514
13-year Level Percent of Pay Amortization Factor		10.214953		10.214953
UAAL Amortization Payment	\$	237,169	\$	26,534,388
Payroll as of June 30, 2025	\$	2,096,639	\$	114,243,290
Projected Payroll as of June 30, 2026	\$	2,096,639	\$	117,670,589
Payroll Projected to Next Fiscal Year	\$	2,127,856	\$	119,422,605
UAAL Contribution Rate ¹		11.15%	-	21.68% = (10.53)%
New Entrant UAAL Balance (\$2,127,856 × -10.53% × 10.214953)				\$ (2,288,796)
25-Year Level Dollar Amortization Factor				12.263421
Level Dollar Payment/(Credit)				\$ (186,636)

* For LEOPS, assumes a market rate of return of 6.80% in fiscal year 2026.

¹ LEOPS UAAL Contribution Rate includes an adjustment to account for the contribution lag between the actuarial valuation date and the contribution fiscal year.



MARYLAND STATE RETIREMENT AND PENSION SYSTEM
New Entrant Liability Payment/(Credit) Schedule

Town of Bladensburg

Date	Balance before Payment/(Credit) #	Payment/ (Credit)	Interest*	Principal	Balance
July 1, 2027					\$ (2,288,796)
December 31, 2027	\$ (2,365,335)	\$ (186,636)	\$ (76,539)	\$ (110,097)	(2,178,699)
December 31, 2028	(2,326,851)	(186,636)	(148,152)	(38,484)	(2,140,215)
December 31, 2029	(2,285,750)	(186,636)	(145,535)	(41,101)	(2,099,114)
December 31, 2030	(2,241,854)	(186,636)	(142,740)	(43,896)	(2,055,218)
December 31, 2031	(2,194,973)	(186,636)	(139,755)	(46,881)	(2,008,337)
December 31, 2032	(2,144,904)	(186,636)	(136,567)	(50,069)	(1,958,268)
December 31, 2033	(2,091,430)	(186,636)	(133,162)	(53,474)	(1,904,794)
December 31, 2034	(2,034,320)	(186,636)	(129,526)	(57,110)	(1,847,684)
December 31, 2035	(1,973,327)	(186,636)	(125,643)	(60,993)	(1,786,691)
December 31, 2036	(1,908,186)	(186,636)	(121,495)	(65,141)	(1,721,550)
December 31, 2037	(1,838,615)	(186,636)	(117,065)	(69,571)	(1,651,979)
December 31, 2038	(1,764,314)	(186,636)	(112,335)	(74,301)	(1,577,678)
December 31, 2039	(1,684,960)	(186,636)	(107,282)	(79,354)	(1,498,324)
December 31, 2040	(1,600,210)	(186,636)	(101,886)	(84,750)	(1,413,574)
December 31, 2041	(1,509,697)	(186,636)	(96,123)	(90,513)	(1,323,061)
December 31, 2042	(1,413,029)	(186,636)	(89,968)	(96,668)	(1,226,393)
December 31, 2043	(1,309,788)	(186,636)	(83,395)	(103,241)	(1,123,152)
December 31, 2044	(1,199,526)	(186,636)	(76,374)	(110,262)	(1,012,890)
December 31, 2045	(1,081,767)	(186,636)	(68,877)	(117,759)	(895,131)
December 31, 2046	(956,000)	(186,636)	(60,869)	(125,767)	(769,364)
December 31, 2047	(821,681)	(186,636)	(52,317)	(134,319)	(635,045)
December 31, 2048	(678,228)	(186,636)	(43,183)	(143,453)	(491,592)
December 31, 2049	(525,020)	(186,636)	(33,428)	(153,208)	(338,384)
December 31, 2050	(361,394)	(186,636)	(23,010)	(163,626)	(174,758)
December 31, 2051	(186,642)	(186,642)	(11,884)	(174,758)	-

* Interest calculated at 6.80% through the payment date.

If there is a positive balance, this represents a payoff amount to eliminate future liability payments assuming all prior payments were made in a timely manner. Please contact the SRA prior to submitting payment for a payoff.





Agenda Item Summary Report

Meeting Date: December 8, 2025	Submitted by: Michelle Bailey Hedgepeth, Town Administrator
Item Title: Information Memo Data Center Update December 2025	
This is an update on the Data Center issue, and information provided by Susan McCutcheon has been attached for the Council’s review.	
Work Session Item [X] Council Meeting Item [X]	Documentation Attached: Letter of support Email and other items
Recommended Action:	
INFORMATION ONLY: This has been provided to the Council so that a final item can be acted on at the January 2026 meeting.	
SUMMARY The Town has received correspondence from resident Susan McCutcheon regarding the proposed Bright Seat Technology Center, a large-scale hyperscale data center campus proposed for development at the former Landover Mall site. According to public announcements by the developer (the Lerner family), the project is envisioned as a \$5 billion data center complex, with ground-breaking anticipated in 2026. Ms. McCutcheon and several regional community groups have raised significant concerns about the project’s environmental, economic, and community impacts. Key issues cited include: • High energy and water consumption associated with hyperscale data centers, and potential strain on local infrastructure and the regional power grid. • 24/7 noise, greenhouse gas emissions, and heat generation, with concerns about air quality and proximity to residential neighborhoods. • Uncertain economic benefits, including questions about long-term job creation and whether the project is eligible for tax exemptions under State data center incentive programs. • Impacts on waterways and stormwater systems, given the site's location within the Beltway and near downstream communities. • Lack of community engagement and limited transparency in the project’s approval process. Ms. McCutcheon notes that national organizations, including the NAACP, have expressed broader concerns about the rapid expansion of hyperscale data centers without adequate public vetting. She has provided links to a petition and a municipal sign-on letter urging the Prince George’s County Council to halt or reconsider the project. Additional resources shared by the resident include: Information hub & petition: https://linktr.ee/nolandoverdata News coverage & task force discussions: link to recent video provided in correspondence.	

This summary is provided for Council awareness. No action is requested at this time unless the Council wishes to discuss a formal response or review the sign-on letter.

Budgeted Item: Yes [☐] No [☐] <u>NA</u>	Continued Date:
Budgeted Amount:	
One-Time Cost: NA	
Ongoing Cost: NA	
Council Priority: Yes [☐] No [☐]	Approved Date:



Following Up on the Data Centers Issue with Town of Bladensburg

From Susan McCutchen <tkdmccutch@yahoo.com>

Date Tue 12/2/2025 9:32 PM

To Michelle Bailey-Hedgepeth <mbaileyhedgepeth@bladensburgmd.gov>

Cc Takisha James <tjames@bladensburgmd.gov>; Carrol McBryde <CMcBryde@bladensburgmd.gov>; Kalisha Dixon <Kdixon@bladensburgmd.gov>; Marilyn Blount <mblount@bladensburgmd.gov>; Trina Brown <tbrown@bladensburgmd.gov>; Selah Goodson Bell <sgoodsonbell@proton.me>

2 attachments (407 KB)

No Data Center Info + Letter (English).pdf; JOINT LETTER, November 24, 2025 (1).pdf;

Hi, Michelle,

Following up on the Landover data center issue brought up to the Bladensburg Town Council last month. Has there been or will there be a discussion by the Town Council regarding signing the letter?

As you are aware, there are efforts to locate a hyperscale data center (Bright Seat Technology Center) on the old Landover Mall site: <https://pgproudmag.com/2024/11/01/new-5b-data-center-campus-on-former-landover-mall-site-to-break-ground-in-2026/>. This link is a promotional from the Lerner family on the project. In reality, the project is an environmental disaster and there is no evidence it will provide revenue or jobs. It will not pay taxes, uses exorbitant amounts of energy and water, 24/7 noise and greenhouse gas pollution, etc. We should not allow a data center within the Beltway, next to community residences, that uses electricity from the local power grid, and impacts our waterways.

Many community groups and citizen activists are opposing this nightmare of a project. I attended a Zoom this evening with national NAACP. They expressed local and national concerns about the unleashed hyperscale data centers that have been allowed to go unchecked without careful vetting and the avoidance of community involvement.

Below is a link for an individuals' petition and a sign-on letter for municipalities to request that Prince George's County Council cancel the project. I have cced Selah Goodson Bell, who is available to answer any questions you have on the letter.

Go to: <https://linktr.ee/nolandoverdata>

The Prince George's County Council is fast tracking the data center at Landover Mall, and the Qualified Data Center Taskforce and community opposition has been in the news.

<https://youtu.be/ljCVL56919M?si=eBrfDJsJ-MsLXxF9>

Also, see attached the joint letter regarding the recommendations report from the taskforce.

Please advise what the town plans to do regarding awareness and opposition to data

Section 5, Item F.

There will be an opportunity to gain more insight at a meeting about data centers on Saturday, December 6, from 1:30 - 3 p.m., on the second floor of our own Bladensburg Library.

Thank you, as always! See you at the December Town Council meeting next week.

Susan McCutchen
5404 Spring Road
301-699-9045

INFORMATION FOR COMMUNITY BUSINESSES AND ORGANIZATIONS

We, the residents of Landover and Prince George’s County, demand that the construction of a hyperscale data center in Landover be canceled now! **We ask that you join us in our opposition and sign the community letter that is circulating to hundreds of organizations, institutions, associations, businesses, and more.**

We speak with strength from our many places of community resilience, our families, our churches, our schools, and our libraries and community centers. Our people already carry the burden of living in an environmentally degraded area. Landover is ranked in the 90th percentile of communities suffering from cumulative environmental impacts. Building a hyperscale data center would expose us to more air and noise pollution while stressing our local electricity and water supplies.

We likely share the same interests and want to live in a community where our physical and safety needs are met and where we can fight against corruption. We are not a dumping ground for a project that seeks to only line the pockets of billionaires while we pay the price. We refuse to pay the bill for our own economic impoverishment while the tech industry and our politicians get richer.

To read the letter and to sign on behalf of your organization or business, please visit the link below:	For more information about this campaign, please visit the link below:
 https://bit.ly/landovercommunityletter	 https://bit.ly/nolandoverdata

For questions, please email nolandoverdata@gmail.com.

COMMUNITY SIGN ON LETTER

We, residents and community leaders, of Landover and Prince George's County, demand that the construction of a hyperscale data center in Landover be canceled now! We urge those in power to protect the dignity and wellbeing of the residents that make this County so lucrative and powerful. We are against the construction of a hyperscale data center for the following reasons:

 **Landover is already an environmentally degraded area.** We are in the top 10% of communities negatively impacted by cumulative environmental threats in Maryland.

 **Increased air pollution:** Fossil-fueled power plants and diesel backup generators that power data centers emit pollutants such as nitrogen oxides and fine particulate matter. They increase rates of respiratory diseases and cardiovascular conditions, and elevate cancer risk in nearby communities.

 **Increased noise pollution:** Data centers generate significant noise pollution primarily from backup diesel generators and Heating, Ventilation, and Air Conditioning (HVAC) systems. This has required residents in other cities to invest thousands into attempting to soundproof their homes, often to no avail.

 **Electricity use:** Data centers need a lot of electricity to operate. A hyperscale data center could accommodate up to 820 megawatts of power consumption, enough to power over 500,000 homes. This rise in demand impacts electricity markets and consumer bills, and leads to higher power plant and grid infrastructure costs.

 **Water use:** Data centers use vast amounts of water to cool their servers. Hyperscale data centers can use up to 5 million gallons per day, or about 1.8 billion gallons annually. This is enough water for a town of 10,000 to 50,000 people. This could lead to increased water strain and higher water bills in our region.

 **Low permanent job creation:** Data centers are highly automated and require a small workforce for daily operations. One example of many is a Microsoft data center in Illinois which created only 20 permanent jobs despite receiving over \$38 million in tax breaks and promising to create more.

 **Failure to generate meaningful tax revenue:** Due to recent bills passed by the state and PG County respectively, data centers are exempt from both state sales tax and local personal property tax, unlike small business owners. Once construction is complete, data centers will bring net nothing in tax revenue, especially when taxpayer cost to manage water and electrical infrastructure is factored in.

We demand that the construction of a hyperscale data center in Landover be canceled now! It is imperative that those in power prioritize the health, wellbeing, and livelihoods of the residents. We stand strong as a community against this data center and will use our voices to ensure this project does not move forward. We are not a dumping ground for a project that seeks to only line the pockets of billionaires and corporations while we pay the price. We refuse to pay the bill for our own economic impoverishment.

Signed,

Date: November 24, 2025

To: The Honorable Chair Edward P. Burroughs III and the Prince George’s County Council

Subject: County Data Center Task Force Report and Critical Next Steps

Dear Chair Burroughs and Members of the County Council:

We, the undersigned 30 community organizations and leaders from across the county, thank the Qualified Data Center Task Force, County staff, and community stakeholders for the work reflected in the Task Force report expected to be released shortly. We expect that the report may provide a partial foundation for future policy decisions and will highlight some of the concerns regarding environmental and public health impacts, emergency services, land-use conflicts, equity considerations, water and energy demand, ratepayer impacts, and grid limitations associated with large-scale data center development.

However, we believe that **a crucial step remains undone.**

Before the County makes irreversible land-use decisions or lifts the current moratorium on data center permitting, a **comprehensive, independent, science-based review** must be undertaken to evaluate *all* viable scenarios for data center development in Prince George’s County with a rigorous, thorough assessment of the full range of each scenario’s potential direct, indirect, and cumulative harmful impacts. **Additionally, the County must enact and be ready to enforce legislation that protects communities and the environment by avoiding, minimizing, and mitigating those impacts.**

I. The Current Report Does Not Evaluate the Full Range of Scenarios

The Task Force focused on two extremes:

- 1. **Hyperscale data centers**—large 50–300+ MW campuses with significant grid, land, water, and emergency-response impacts; and
- 2. **No data centers at all**

This leaves a substantial gap between these two poles.

In light of this gap, as the County considers how best to balance technology development with environmental protection, community needs, and infrastructure constraints, it is essential that **alternative, very low to moderate-impact scenarios** also be evaluated by qualified experts.

One such example—offered here purely as an illustrative scenario, not as a policy recommendation—is the concept of **smaller-scale, zero-water, compact “edge data centers”**. To our knowledge, this scenario is not addressed well or at all in the Task Force report, yet similar models are being evaluated in other jurisdictions nationwide. We believe that *any independent review should include such middle-ground options* so the County can make informed decisions.

Further details on this example scenario are provided in **Appendix A**, solely for the purpose of demonstrating the type of alternatives that merit professional evaluation.

II. Why an Independent, Science-Based Assessment Is Essential

Multiple factors justify the need for a rigorous, external review:

1. Electricity Grid Constraints Require Technical Analysis

Pepco and PJM have indicated that large-scale hyperscale data centers would require substantial transmission upgrades. These upgrades could take many years and may shift costs to residents unless tightly regulated. This issue requires detailed modeling by experts in regional grid engineering.

2. Water and Cooling Impacts Must Be Evaluated Holistically

Evaporative cooling and water-intensive systems associated with hyperscale projects are inconsistent with WSSC Water’s supply constraints. A county-specific engineering review that also accounts for regional demand is needed to evaluate water use, wastewater, and stormwater impacts. This must preclude the withdrawing of any groundwater from local aquifers for cooling operations. Safeguarding critical water resources for residents and ecosystems must be prioritized.

3. Emergency Response Capabilities Must Be Matched to Risk

Prince George’s County Fire Department personnel will need specialized training and equipment to respond to hazards associated with lithium-ion battery systems, chemical storage tanks, extensive generator yards, toxic off-gassing risks, and enormous quantities of diesel fuel. Independent public-safety experts should assess emergency-response readiness and estimated costs for each scenario.

4. Environmental and Climate Impacts Demand Expert Review

Industry-leading research (including Schneider Electric’s 2024 *White Paper 188*) demonstrates that data center sustainability depends heavily on local grid mix, regional climate, and power availability. Prince George’s County’s conditions differ significantly from regions typically hosting hyperscale data centers, and this science must inform decision-making.

5. National Case Studies are Evolving Quickly

Communities in Michigan, Georgia, Colorado, and Virginia are experiencing impacts—both positive and negative—from data center development. Lessons learned from these jurisdictions should be evaluated systematically by independent analysts.

For all these reasons, experts in **grid engineering, water systems, environmental science, public health, emergency management, and modern data center architecture** should perform a comparative assessment of the full range of development scenarios.

6. Quantum Computing and Technology Obsolescence and Decommissioning

As the technology landscape rapidly evolves, it is important to anticipate the potential impacts of **quantum computing**, which is already advancing beyond laboratory testing. Just as the United States now grapples with the environmental and economic legacies of shuttered industrial sites and obsolete manufacturing infrastructure, large-scale data centers could face similar risks of abandonment or underutilization. Quantum computing systems require environmental and physical conditions that are fundamentally incompatible with current data center design, meaning today's facilities may not be readily adaptable to future demands.

Therefore, any comprehensive review must assess not only construction and operating impacts, but also the long-term **economic and environmental legacy** that large, energy-dependent facilities could leave in Prince George's County when they become obsolete and require decommissioning. This is a critical dimension of responsible land-use planning and infrastructure investment.

III. Recommendation: Maintain the Moratorium Until This Review Is Complete and Until the County is Prepared to Enact and Enforce Key Protective Legislation

Given that:

- The Task Force did **not** evaluate all reasonable scenarios;
- Significant scientific, engineering, and emergency-response questions remain unanswered; and
- The County's decisions will have **long-lasting** effects on communities, infrastructure, and ratepayers.

We respectfully urge the Council to maintain the moratorium on data center permitting until an independent, science-based comparative analysis is completed. Additionally, the County must enact and be ready to enforce legislation that protects communities and the environment.

This review should evaluate:

- Hyperscale development
- No-build scenarios
- **Additional reasonable alternatives**, such as zero-water, compact data centers integrated into existing institutions or mixed-use zones (e.g., Edge Centers), and any other approaches the independent team deems relevant.

We emphasize that we are **not advocating** for any particular scenario at this time.

We are advocating for **a process that considers all scenarios fairly**, grounded in evidence and expert analysis.

IV. Conclusion

Our coalition supports responsible technology growth that aligns with the County's infrastructure, environmental realities, and social equity goals. We believe Prince George’s County can lead the region in developing a **sustainable, science-driven, community-centered technology policy**—but only if decisions are based on a full and rigorous evaluation of *all* viable options.

We look forward to working with the Council and County staff to support this next phase of analysis.

Respectfully submitted,

Susan Barnett and Tom Taylor, Co-Chairs, Beaverdam Creek Watershed Watch Group

Kathy Bartolomeo, President, Greenbelt Climate Action Network

Cynthia Baur, President, Cool Spring Terrace Civic Association

Tamara Davis Brown, Vice President, The Greater Piscataway Alliance, Inc.

Geoffrey Collins, President, Route 202 Neighborhood Coalition

Veronica Davila-Steele, President, Barnaby Manor Citizens Association

Marian Dombrowski, Chair, The Anacostia Watershed Community Advisory Committee

Liz Enagonio, Co-founder, Indivisible Bowie and Beyond

Lily Fountain, Chair, Prince George's Sierra Club

Janet Gingold, Resident, Upper Marlboro

Alice Goldberg, Progressive Cheverly Steering Committee

Milly Hall, President, Concerned Citizens of Prince George's County D4 & Surrounding Areas Inc.

Party for Socialism and Liberation

Patricia Jackman, Resident, New Carrollton

Herbert Jones, President, Tantallon North Area Civic Association

Sharon B. Lawrence, President, LWHOA Board of Directors

Michael Leventhal, President, The Conservancy of Broad Creek

Patricia Mersiers, President, Tantallon Square Civic Association

Patricia Monroe, Chair, South County Environmental Justice Coalition

Julia Mosley, Team Leader, Environmental Justice Action Team

Karlo Silbiger, Member, Cheverly Planning Board.

Tracey Simon, President, Tantallon Citizens Association, Inc.

Dan Smith, President, Friends of Lower Beaverdam Creek

Greg Smith, Resident

Leenada Smith-Brashears, President, Greater Accokeek Civic Association

Zeno St. Cyr, II, Co-Founder, Greater South County Coalition for Absolute Progress

Yonette Thomas, PhD, President Wingate Homeowners Association

Marcia Tucker, Resident, Glenn Dale

Ron Weiss, President, Indian Head Highway Area Action Council, Inc.

Henry Wixon, President, Glenn Dale Citizens’ Association, Inc.

APPENDIX A – Example Scenario for Independent Evaluation: Edge Data Centers

*(Provided as an example of a reasonable alternative that merits scientific review.
This appendix is descriptive, not prescriptive.)*

What Are Edge Data Centers?

Edge Data Centers are smaller (1–15 MW), high-efficiency facilities designed to place computing capacity closer to the users and institutions that rely on it—such as hospitals, universities, public safety agencies, and local businesses.

They typically use:

- **Zero-water cooling** (dry or direct-to-chip systems)

- **High-density racks** that reduce building and generator footprints
- **Minimal diesel backup systems** compared to hyperscale campuses
- **Compact parcels** (often 0.5–2 acres), suitable for urban or mixed-use areas
- **Less noise, traffic, and land disruption**

Why Might They Merit Evaluation in Prince George’s County?

1. Better Fit for Local Grid Conditions

Edge data centers can operate within existing substation capacity, avoiding multi-year transmission upgrades.

2. Lower Water Consumption

Modern edge data center facilities eliminate water use entirely, addressing a key environmental concern identified by the Task Force.

3. Compatible With Existing Land-Use Patterns

Because they are compact and low-noise, edge data centers can be located in industrial parks, university campuses, hospital districts, and transit-oriented developments.

4. Reduced Emergency Response Burden

These facilities typically pose far fewer fire and hazardous-material challenges than hyperscale campuses.

5. Relevant to Local Economic Needs

Edge data centers can support innovation districts, digital equity goals, emergency communications, and research partnerships; benefits that are often not associated with hyperscale projects.

Why Include This Scenario?

We include the Edge Data Center Scenario in this appendix **solely as an example** of a reasonable, moderate-impact alternative that was not analyzed in the Task Force report.

We are **not** proposing adoption of this scenario today.

Instead, we believe this and other possible scenarios should be evaluated by an **independent, expert, science-based review team** so that the County can compare options using clear, objective criteria before lifting the current moratorium.

###



Agenda Item Summary Report

Meeting Date:
December 8, 2025

Submitted by:
Michelle Bailey-Hedgepeth, Town Administrator

Item Title: Information Memo | Composting Update | December 2025

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
PowerPoint

Recommended Action:

This report provides a summary of the Composting Program that the Town has been implementing in Partnership with Edmonston, allowing us to meet Sustainable Maryland objectives. | **No formal action is needed - Information Only**

Item Summary: Edmonston's Collaborative Group is a food composting program that aims to sustain local food scrap processing beyond the grant period while minimizing costs for residents. The Town has been participating since 2024, and this memo is to keep the Council informed. We will continue to participate as part of the Town's Green initiatives.

PROGRAM OBJECTIVES:

- Sustain food scrap composting in five towns initiated by a USDA grant.
- Minimize traffic and emissions by processing scraps locally.
- Provide valuable soil enrichment products to the Collaborative.
- Develop a financial model that benefits residents and the Compost Crew.

CURRENT PROGRAM

- Resident costs were funded by a USDA grant, which ended in November 2025.
- A minimum of 220 households is needed to maintain reasonable costs.
- The finished compost is used at ECO City Farms, with potential sales to residents.

CURRENT PARTICIPATION LEVELS

- A total of 151 households are participating across five towns.
- Participation: Edmonston (34), Cheverly (62), Cottage City (14), Bladensburg (27), Colmar Manor (14).

POST-GRANT PROGRAM

- The program needs at least 220 households for continued weekly collection and processing.
- Monthly cost per home would be \$34.40, higher due to local processing.
- Options available to reduce costs for residents.

TO REDUCE PROGRAM COST - OPTION #1

- Edmonston sells shipping containers to Compost Crew at depreciated prices.
- Containers purchased over 2-3 years via reduced monthly fees.
- Monthly rate could drop to \$27.28 (two years) or \$30.00 (three years).

TO REDUCE PROGRAM COST - OPTION #2

- Implement a partially-subsidized program with small resident fees.
- Example fees for residents (monthly): Alexandria (\$5), Falls Church (\$8), Greenbelt (\$10).
- Small fees may limit attrition; subsidies can vary by town.

The Town Administrator will be present to answer any questions on this matter.

Budgeted Item: Yes [X] No []
Budgeted Amount: 9,400 yearly if no subsidy
One-Time Cost:
Ongoing Cost:

Continued Date:

Council Priority: Yes [] No []

Approved Date:

EDMONSTON FOOD COMPOSTING COLLABORATION POST-GRANT PROGRAM OPTIONS

Section 5, Item G.



OBJECTIVES

Section 5, Item G.

- Continue momentum for food scrap composting in the five towns started by the USDA grant
- Keep processing of collected food scraps locally to minimize traffic & emissions
- Continue to give the Collaborative a valuable, locally-produced soil enrichment product
- Come up with a financial model that works for the towns, the residents & Compost Crew



CURRENT PROGRAM

Section 5, Item G.

- **The service residents get today, which is currently funded by the USDA grant, is priced at a flat rate**
- After the grant to continue weekly collection & processing it would take a minimum of 220 households across the towns to keep the per home price within reason
- The finished compost would continue to be used at ECO City Farms. Some amount of compost may be offered for purchase by residents (or towns) at a discounted rate.



CURRENT PARTICIPATION LEVELS

Section 5, Item G.

Town	# of homes
Edmonston	34
Cheverly	62
Cottage City	14
Bladensburg	27
Colmar Manor	14
Total	151



POST-GRANT PROGRAM

Section 5, Item G.

- After the grant to continue weekly collection & processing, to get to a manageable per home cost, we will need at least 220 households to participate
- The Compost Outpost capacity is currently ~220 homes
- Over 220 households is ok; some of the food scraps would be hauled to the Prince George's County Organics Composting facility
- Expanding above 220 would bring down the per home cost.



POST-GRANT PROGRAM PRICING

Section 5, Item G.

- After the grant to continue weekly collection & processing for 220 homes, the monthly cost per home would be \$34.40
- This is higher than Compost Crew's list rate because it also includes the local processing.
- We have several options for reducing that rate.



TO REDUCE PROGRAM COST - OPTION #1

Section 5, Item G.

- **Edmonston sells the shipping containers at the Outpost to Compost Crew**
 - Compost Crew would purchase the containers used at the Compost Outpost for a depreciated price (80% of original cost)
 - Purchase would happen over 2-3 years, via a reduction in monthly service fees
 - The per home monthly rate for service would be reduced to:
 - \$27.28 over two years
 - \$30.00 over three years



TO REDUCE PROGRAM COST - OPTION #2

Section 5, Item G.

- **Change to a partially-subsidized program**
 - The towns could choose to have residents pay a small monthly fee for the service, reducing the amount paid by the towns
 - City of Alexandria introduced a \$5 / month fee; Falls Church charges \$8 / month; Greenbelt charges \$10 / month
 - Charging a fee may reduce participation. A monthly fee of \$5 or less would limit attrition.
 - This subsidy may be different for each town.



Agenda Item Summary Report

Meeting Date:
December 8, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator
Shaun Rinehart, Code Supervisor

Item Title: Information Memo | GovPilot Module Update | December 2025

This is an update on the implementation of the new software program designed to modernize paper-based processes. **Information Only**

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:

Recommended Action:

INFORMATION ONLY – This report is provided to inform the Council of operational updates on the GovPilot deployment and forthcoming launch. No action is required at this time.

GovPilot Implementation Update

Over the last several months, staff have made significant progress toward deploying GovPilot's modules to automate our municipal services. The former Town Clerk started this project, but various departments and the Town Administrator have continued it to keep it moving forward. Below is a detailed status update and next steps:

Contract & Scope

In June 2025, the Town contracted with GovPilot to implement automation in the following domains:

- Code Enforcement
- Parking Enforcement
- Business Registration
- Rental Registration
- Report a Concern (new module enabling real-time resident input)

The Report a Concern module provides residents with a digital channel to voice their concerns promptly and enables Town staff to track and respond in real-time.

Customization, Training & Template Development

Over the past months, staff from each department have worked in coordination with GovPilot to:

- Design and refine module templates
- Customize workflows and forms to match departmental needs
- Participate in onboarding and training sessions
- Develop reporting, licensing, and payment items

Summary & Next Steps

The GovPilot rollout has begun in Code Enforcement for the Business Registration and Rental license process. This includes the following items:

- Purchasing tablets and mobile equipment for Code and PD
- Refining and developing forms and training with other entities on best practices for Rental Inspections.
- Revising the Parking ticket system
- Slowly moving general citizen complaints from the GoGov platform to the new GovPilot for general inquiries and developing social media and web links.
- Staff across departments have adopted and developed the new workflows to modernize the Town's processes.

Following the launch, we will monitor performance, collect user feedback, and iteratively refine the configurations.

No further Council action is required at this time; this report is provided for informational purposes and transparency.

Launch Schedule

System Launch Date: January 5, 2025

Council Presentation: January 12, 2026

By these dates, all modules will be active, and departmental users will be able to operate within the system.

Budgeted Item: Yes ☒ No ☐

Budgeted Amount:

One-Time Cost: Yes

Ongoing Cost:

Continued Date:

Council Priority: Yes ☐ No ☒

Approved Date:



Agenda Item Summary Report

Meeting Date:
December 8, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: Information Memo | Bostwick House Update – December 2025

An update on the Bostwick House Project and Grants for December 2025

Work Session Item ☒ **Council Meeting Item** ☒

Documentation Attached:
PowerPoint

Recommended Action:

This memo is for INFORMATION ONLY, no action is required by the Town Council, and serves as an update on the recent meeting and on Town Staff's actions regarding the project.

Item Summary: This item was developed to provide the Council and the Public with an overall update on the work done at Bostwick House. Over the last two years, the Town has worked diligently with Aman Historic Trust and other community partners to advance stabilization projects and utilize the existing Bond Bill funding. This report will serve as a regular update on key issues of public interest and will keep stakeholders engaged in this important project.

Attached are the December 2025 slide updates.

The Town Administrator will be able to answer questions from the Council.

Budgeted Item: Yes ☐ No ☐ NA
Budgeted Amount:
One-Time Cost: NA
Ongoing Cost: NA

Continued Date:

Council Priority: Yes ☐ No ☐

Approved Date:

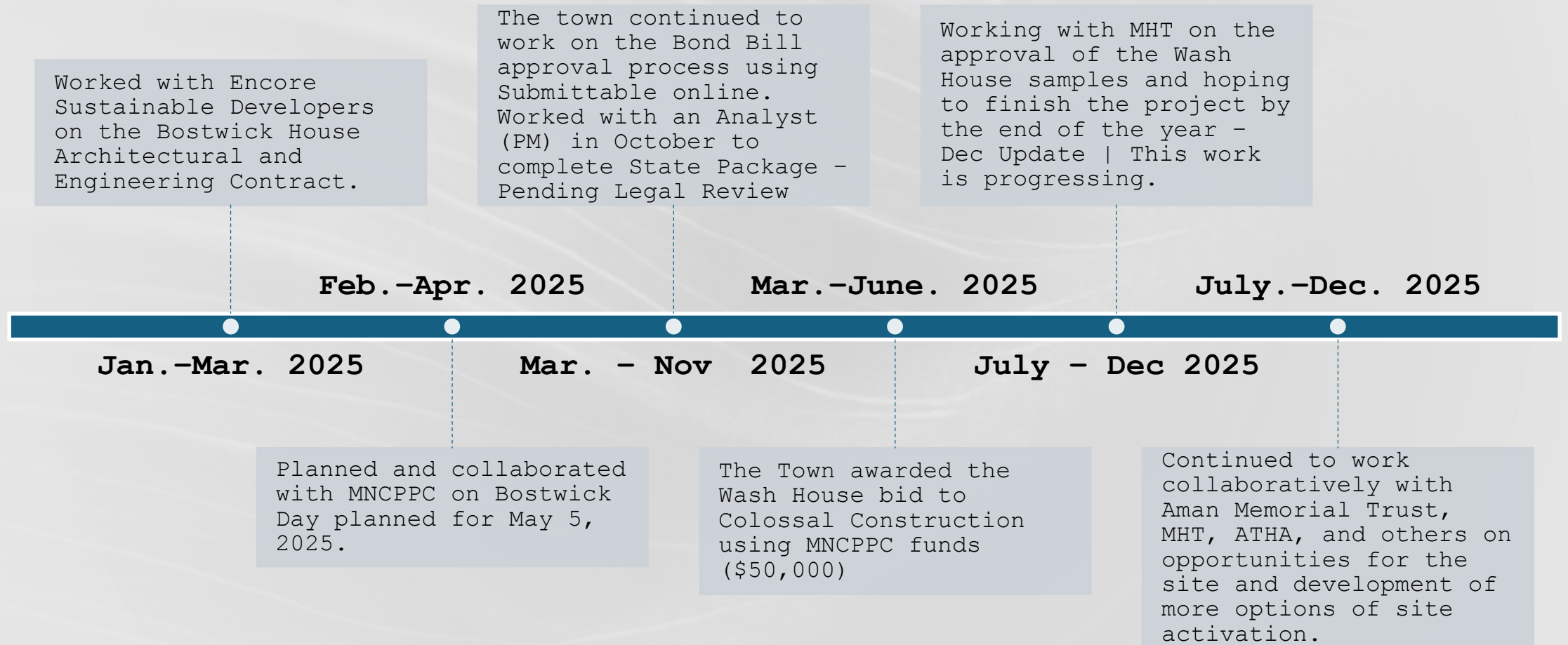
Bostwick House Update

Town of Bladensburg
Council Update

December 8, 2025



Bostwick House | Recent Actions 2025



Bostwick Activity Flowchart

Stabilization

- Windows
- Masonry
- Exterior Finishing
- Roofing and other Items

Site Activation

- Archeology
- Facilities
 - Composting Toilet
 - Storage
- Programming of Community Events
- Activities

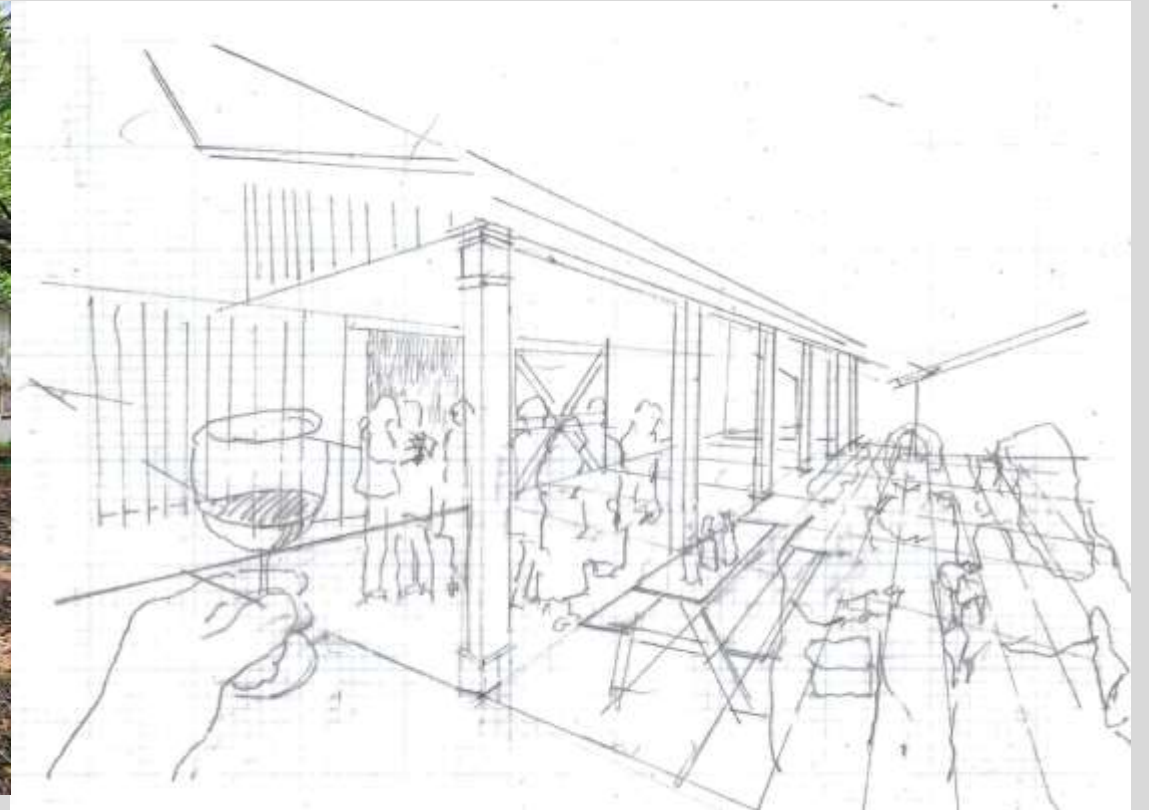
Adaptive Reuse

- Electrical and HVAC Updates
Rehabilitation for events and community
- Historical Research and Education of inhabitants that reflect the current community.

Current Grants

Grant or Bond Bill (and Town Funds)	Recipient	Year	Amount	Purpose	Notes
MNCPPC, PG Grant Program	Town of Bladensburg	2024	\$49,050	Funds may be used for exterior masonry and fenestration repainting, window repairs, new storm windows, masonry repointing, new gutters and downspouts, drainage infrastructure, and archeological work.	In Progress
SB 291 - Bond Bill	Town of Bladensburg	2022	\$500,000	Acquisition, planning, design, construction, repair, renovation, reconstruction, site improvements, capital equipping	In Progress: Town with Aman Trust - Currently being spent with Stabilization projects and Encore Work

Images of Bostwick Activation | November 2025



- ## Town's Next Steps
- Continue Stabilization of Westwick House (under Capital Grant) - The Bond Bill package is finally under legal review. (Oct/Nov 2025)
 - Received the Final ULI TAP Report in Fall 2024 and began the activation process. Planning events for 2026 to increase community engagement.
 - Continued to review and share TAP Recommendations, which will inform the work of the architect hired under the Town and Aman Trust's RFP for the Event Center.
 - Developing Implementation Items based on TAP Recommendations (Ongoing)
 - Sought and will continue seeking additional funding for site improvements, waiting on responses. (Ongoing)





Agenda Item Summary Report

Meeting Date:
December 8, 2025

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: **Information Memo | Washington Metropolitan Council of Governments (COG) Update | December 2025**

This is an update on Washington Metropolitan Council of Governments (COG) Meetings and activities that the Town Administrator attended.

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:

Recommended Action:

INFORMATION ONLY: This has been provided to the Council, and the community has been informed of the Council's and staff's actions.

SUMMARY | The Chief Administrative Officers Committee met on **December 3, 2025**, to discuss several major regional initiatives relevant to emergency management, water supply resiliency, and cross-jurisdictional collaboration within the National Capital Region (NCR).

Urban Area Security Initiative (UASI) Transition Plan | The CAOs reviewed subject-matter expert feedback from the Homeland Security Executive Committee (HSEC) Advisory Council regarding the UASI sustainment program transition plan. Discussion focused on key recommendations, identified information gaps, and next steps needed to finalize the regional transition plan.

Regional Water Supply Resiliency | COG Water Resources Director Steve Bieber briefed the committee on the **Metropolitan Washington Secondary Source Feasibility Study**, led by the U.S. Army Corps of Engineers with COG as the non-federal sponsor. The study evaluates long-term strategies to strengthen the region's water supply reliability. CAOs discussed implications for local jurisdictions and the importance of continued coordination.

Regional Executive Development Program | Representatives from The George Washington University's Center for Excellence in Public Leadership presented an overview of the **Regional Executive Development Program**, encouraging CAOs to support participation from their jurisdictions.

CAO Roundtable | Members shared updates on emerging issues affecting their jurisdictions, including operational priorities, legislative topics, and regional concerns. Bladensburg will continue to monitor items relevant to municipal operations and public safety.

Next Steps | OG staff will compile meeting feedback and outline next actions for the UASI transition plan. The next CAO Committee meeting is scheduled for **January 7, 2026**.

Budgeted Item: Yes [] No [] NA
Budgeted Amount:
One-Time Cost: NA
Ongoing Cost: NA

Continued Date:

Council Priority: Yes [] No []

Approved Date: