



# July Work Session | Regular Town Hall Meeting Agenda

Wednesday, July 08, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

---

**This meeting will be hosted hybrid: Town Hall & Zoom**

<https://us02web.zoom.us/j/89728708676?pwd=sdb9QENww2uKO3gG2dfgcGamJbs1zP.1>

**Phone: 301-715-8592 | Meeting ID: 897 2870 8676 | Passcode: 736137**

## **Work Session: Call to Order and Roll Call**

### **Review of Agenda**

### **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

### **Presentations:**

- 1.** Presentation: Coalition Against Bigger Trucks (CABT) - (Josh Collins)
- 2.** Presentation: Architect Presentation - Old Firehouse - Community Outreach Center - (Stephanie Tincher, Murphy & Dittenhafer)
- 3.** Presentation: Advantage Tech Municipal IT & Cybersecurity Policy (AI) - (Mike Nastick & Chris May)

### **Business**

- 4.** Cottage City Scholarship 2026 (Commission Discussion)
- 5.** Wayfinding Branding & Signage Strategy (Commission Discussion)

### **Adjournment**

## **Regular Town Meeting: Call to Order and Roll Call**

### **Pledge of Allegiance**

### **Review of Agenda**

### **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the end of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

### **Consent Agenda**

- 6.** Approval of Minutes (June)
- 7.** Approval of Financials (June)

[8.](#) Public Safety Report (Chief Martini)

9. Public Works Report

### **Commissioner Reports**

10. Ward 1

11. Ward 2

12. Ward 3

13. Ward 4

14. At-Large Report

### **Old Business**

[15.](#) Letter of Opposition To Proposed Increases In Truck Size & Weight Limits Specifically House Bills 3372 & 2948 (Commission Vote)

[16.](#) Cottage City Scholarship 2026 Awards (Commission Vote)

### **Updates**

17. Town Manager Update

### **Adjournment**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

# Environmental Impacts of Longer and Heavier Trucks

Prepared by CABT, January 2026

Policymakers are tasked with addressing severe environmental problems that are central to climate change. Transportation is the largest contributor of greenhouse gases, and within the freight sector, trucking represents the majority of harmful emissions. A major issue surrounding transportation policy is the most efficient way to move freight and the goods people need in their everyday lives, with some calling for longer and heavier trucks as the solution. Proposals include increasing the weight limit of trucks from 80,000 pounds to 91,000 pounds and the length of double trailers from 28 feet to 33 feet, also known as “double 33s”. As we work towards addressing climate change, allowing bigger trucks would represent a significant step backwards.

Proponents of these bigger trucks claim significant environmental benefits but rely on the false premise that bigger trucks mean fewer trucks. This simplistic view ignores the complex dynamics of shipping rates and shipper choices. Once accounted for, we see a dramatic shift of both intermodal and carload freight away from the rails to our roads. In terms of both fuel use and emissions, rail is far more environmentally friendly on a ton-mile basis.<sup>1</sup>

**Recent research on the subject found that proposals for bigger trucks could lead to an increase of as much as 600 billion ton-miles of truck traffic, resulting in an additional 4.27 billion gallons of fuel burned and 55.58 million tons of carbon emissions.**

## Diversion

The fundamental issue at hand is that of diversion from other modes of transportation, particularly rail. Increasing truck size and weight shifts the economics of shipping, leading to large amounts of freight being diverted from the rails to our roads.

Bigger truck proponents rely on the argument that “bigger trucks mean fewer trucks”, utilizing flawed data from the USDOT that theorized minimal diversion. There are two ways to derive diversion estimates. The USDOT utilized a deterministic model, relying on restrictive assumptions about the relationships between carrier costs, the resulting shipping rates and the choices of shippers. Our research uses actual available data to estimate the responsiveness of modal choice to changes in the price of transportation alternatives. These elasticity estimates are used to simulate the effect on traffic shares under the new rate structure.

Our data-driven econometric estimates identify large amounts of diverted freight associated with proposals allowing double 33s and increasing the national weight limit to 91,000 pounds.<sup>2</sup>

---

<sup>1</sup> American Association of Railroads; 2020. *Freight Rail and Preserving the Environment*.

<sup>2</sup> Mingo, Roger D; December 2020. *Another Look at FHWA’s Analysis of Twin 33 and Six-axle Single Combination Vehicles in the 2015 Comprehensive Truck Size and Weight Study*

**Table 1 – Summary of Carload Traffic Diversions**

Gross Truck Weight (Pounds)	Configuration	Estimated Cross-Price Elasticity	Estimated Unit Cost Change	Total Diverted Carloads at 5-Years*	Percentage of Subject Carloads**
80,000	Twin 33-Foot	0.411	-16.0%	29,724	0.2%
91,000	Single 53-Foot	0.301	-15.0%	2,654,986	20.4%
97,000	Single 53-Foot	0.301	-25.7%	4,287,168	33.0%
120,000	Twin 33-Foot	0.301	-52.7%	7,517,974	57.8%

\* Reflects cumulative annual total of diverted carload traffic after five-year period.

\*\* Denominator = all carload traffic within selected commodity groups.

**Table 2 – Summary of Intermodal Traffic Diversions**

Gross Truck Weight (Pounds)	Configuration	Estimated Cross-Price Elasticity	Estimated Unit Cost Change	Total Diverted Intermodal Units at 5-Years*	Percentage of Subject Intermodal Units**
80,000	Twin 33-Foot	0.476	-16.0%	2,857,553	19.6%
91,000	Single 53-Foot	0.476	-15.0%	1,841,320	12.7%
91,000	Twin 33-Foot	0.476	-11.3%	3,691,558	25.3%
97,000	Single 53-Foot	0.476	-25.7%	3,042,936	20.9%
97,000	Twin 33-Foot	0.476	-15.3%	4,668,003	32.1%
120,000	Twin 33-Foot	0.476	-34.4%	8,507,972	58.4%

\* Reflects cumulative annual total of diverted intermodal traffic after a five-year period.

\*\* Denominator = all intermodal traffic.

The double 33-foot configuration could cause a 19.6% diversion of intermodal traffic to truck. A weight increase to 91,000 pounds was associated with a 20.4% diversion of carload units and a 12.7% diversion of intermodal loads.

Unlike data used by proponents of bigger trucks, our data relies on an empirical approach utilizing decades of actual pricing, providing a more accurate prediction of shipper responses. Taking this more thorough examination into account, it is clear that bigger trucks do not mean fewer trucks, and in fact lead to a net increase in total vehicle miles traveled by heavy vehicles. The data shows that for the 91,000-pound configuration, total large truck vehicle miles traveled would increase by 17.49 billion, representing a 10.7% overall increase. For double 33s, there would be an increase of 2.18 billion miles in travel by large trucks.

## **Fuel Use**

With more accurate diversion data, we can calculate the amount of fuel needed to haul diverted freight by plugging correct variables into existing USDOT calculations.

Rail transportation is inherently more fuel efficient, averaging 492 ton-miles per gallon<sup>3</sup>. Truck transportation averages 121 ton-miles per gallon.<sup>4</sup>

The resulting fuel use and subsequent emissions by trucks carrying diverted loads is as follows<sup>5</sup>:

<sup>3</sup> CSX; 2020. *The CSX Advantage: Fuel Efficiency*.

<sup>4</sup> Bureau of Transportation Statistics; 2020. *Combination Truck Fuel Consumption and Travel*. Calculation assumes an average 20-ton freight capacity.

<sup>5</sup> Mingo, Roger D; December 2020. *Another Look at FHWA's Analysis of Twin 33 and Six-axle Single Combination Vehicles in the 2015 Comprehensive Truck Size and Weight Study*

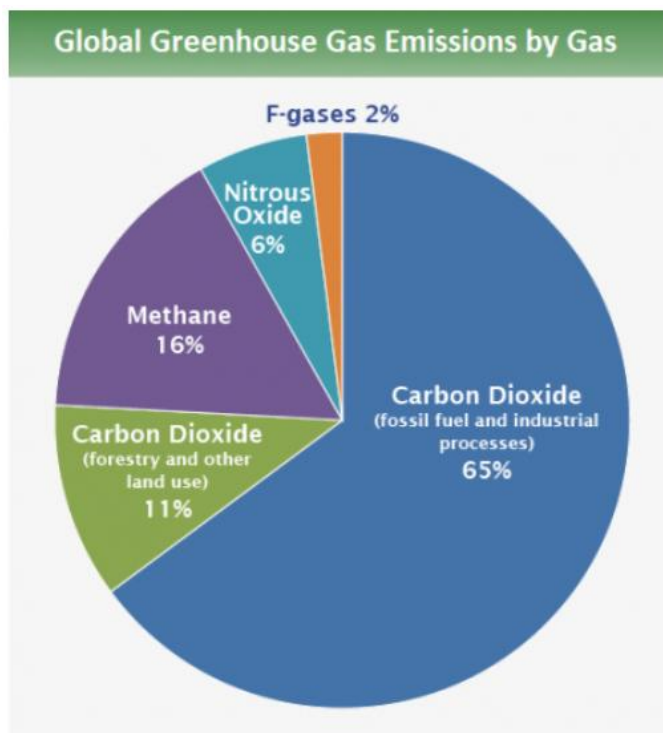
Fuel/Emission Changes by Configuration	91K	Twin 33
Fuel Change (Billion Gals)	3.53	0.74
Carbon Emissions (Million Tons)	37.49	18.09

## Emissions

Transportation represents the largest share of greenhouse gas emissions by industry<sup>6</sup> and must be at the focal point of our efforts to combat climate change.

The increased emissions stemming from the diversion of freight from our rails to our roads is deeply concerning. A weight increase to 91,000-pound trucks would lead to an additional 37.49 million tons of carbon emissions stemming from truck freight. Adoption of double 33s would result in an additional 18.09 million tons of carbon dioxide emissions.

Carbon dioxide is responsible for 79% of all greenhouse gas emissions<sup>7</sup> and must be the focus of our efforts to combat climate change.



<sup>6</sup> United States Environmental Protection Agency; 2023. *Fast Facts: U.S. Transportation Sector Greenhouse Gas Emissions*

<sup>7</sup> United States Environmental Protection Agency; 2023. *Overview of Greenhouse Gases*



## TOWN OF DENTON

4 NORTH 2<sup>ND</sup> STREET  
DENTON, MD 21629  
(410) 479-2050  
dentonmaryland.com

### MAYOR

Abigail W. McNinch, PhD

### COUNCILMEMBERS

Lester L. Branson, OD  
Dallas Lister  
Keith Johnson  
Frank Taylor

### TOWN ADMINISTRATOR

Scott W. Getchell, PO

### CLERK-TREASURER

Karen L. Monteith

### CHIEF OF POLICE

George Bacorn

### SUPT OF PUBLIC WORKS

Mark Chandler

### DIR OF PLANNING & CODES

Donna Todd

October 3, 2024

The Honorable Christopher Van Hollen  
United States Senate  
110 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Van Hollen,

We are writing to you about legislation in Congress that seeks to increase truck weights on our roads. As representatives of the Town of Denton, we strongly oppose this legislation due to the significant negative impact it would have on our local infrastructure.

Even though the discussion of truck size and weight is often thought of as an issue on interstates, communities like Denton would be affected, especially since Maryland Routes 404, 313 and other state routes which all carry a high amount of truck traffic go through our community and increasing truck weights would only exacerbate the challenges we face.

Allowing heavier trucks on our roads would inevitably lead to accelerated wear and tear on the infrastructure that we, as taxpayers, have invested in over the years. Our roads and bridges are not designed to accommodate such heavy loads and subjecting them to increased weight would significantly shorten their lifespan, resulting in higher maintenance costs for our community. To make things worse, this proposed weight increase comes with no additional funding for our community to properly keep up with the accelerated maintenance schedule that we will be required to do.

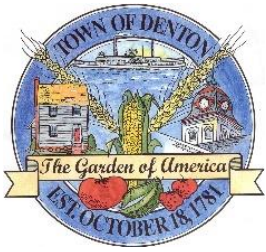
We respectfully request that you consider the broader implications and oppose the bill to increase truck weights. We believe that it is essential to protect the long-term sustainability and well-being of our community.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at [sgetchell@dentonmaryland.com](mailto:sgetchell@dentonmaryland.com) or (410) 479-2050.

Sincerely,

Scott W. Getchell, PO  
Town Administrator

cc: Robert Bielunas, Coalition Against Bigger Trucks  
George Bacorn, Denton Chief of Police



**TOWN OF DENTON**

4 NORTH 2<sup>ND</sup> STREET  
DENTON, MD 21629  
(410) 479-2050  
dentonmaryland.com

MAYOR

Abigail W. McNinch, PhD

COUNCILMEMBERS

Lester L. Branson, OD  
Dallas Lister  
Keith Johnson  
Frank Taylor

TOWN ADMINISTRATOR

Scott W. Getchell, PO

CLERK-TREASURER

Karen L. Monteith

CHIEF OF POLICE

George Bacorn

SUPT OF PUBLIC WORKS

Mark Chandler

DIR OF PLANNING & CODES

Donna Todd

October 3, 2024

The Honorable Andy Harris  
U.S. House of Representatives  
1536 Longworth House  
Washington, DC 20515

Dear Congressman Harris,

We are writing to you about legislation in Congress that seeks to increase truck weights on our roads. As representatives of the Town of Denton, we strongly oppose this legislation due to the significant negative impact it would have on our local infrastructure.

Even though the discussion of truck size and weight is often thought of as an issue on interstates, communities like Denton would be affected, especially since Maryland Routes 404, 313 and other state routes which all carry a high amount of truck traffic go through our community and increasing truck weights would only exacerbate the challenges we face.

Allowing heavier trucks on our roads would inevitably lead to accelerated wear and tear on the infrastructure that we, as taxpayers, have invested in over the years. Our roads and bridges are not designed to accommodate such heavy loads and subjecting them to increased weight would significantly shorten their lifespan, resulting in higher maintenance costs for our community. To make things worse, this proposed weight increase comes with no additional funding for our community to properly keep up with the accelerated maintenance schedule that we will be required to do.

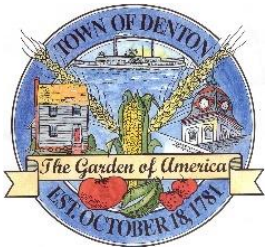
We respectfully request that you consider the broader implications and oppose the bill to increase truck weights. We believe that it is essential to protect the long-term sustainability and well-being of our community.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at [sgetchell@dentonmaryland.com](mailto:sgetchell@dentonmaryland.com) or (410) 479-2050.

Sincerely,

Scott W. Getchell, PO  
Town Administrator

cc: Robert Bielunas, Coalition Against Bigger Trucks  
George Bacorn, Denton Chief of Police



**TOWN OF DENTON**

4 NORTH 2<sup>ND</sup> STREET  
DENTON, MD 21629  
(410) 479-2050  
dentonmaryland.com

MAYOR

Abigail W. McNinch, PhD

COUNCILMEMBERS

Lester L. Branson, OD  
Dallas Lister  
Keith Johnson  
Frank Taylor

TOWN ADMINISTRATOR

Scott W. Getchell, PO

CLERK-TREASURER

Karen L. Monteith

CHIEF OF POLICE

George Bacorn

SUPT OF PUBLIC WORKS

Mark Chandler

DIR OF PLANNING & CODES

Donna Todd

October 3, 2024

The Honorable Benjamin L. Cardin  
United States Senate  
509 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Cardin,

We are writing to you about legislation in Congress that seeks to increase truck weights on our roads. As representatives of the Town of Denton, we strongly oppose this legislation due to the significant negative impact it would have on our local infrastructure.

Even though the discussion of truck size and weight is often thought of as an issue on interstates, communities like Denton would be affected, especially since Maryland Routes 404, 313 and other state routes which all carry a high amount of truck traffic go through our community and increasing truck weights would only exacerbate the challenges we face.

Allowing heavier trucks on our roads would inevitably lead to accelerated wear and tear on the infrastructure that we, as taxpayers, have invested in over the years. Our roads and bridges are not designed to accommodate such heavy loads and subjecting them to increased weight would significantly shorten their lifespan, resulting in higher maintenance costs for our community. To make things worse, this proposed weight increase comes with no additional funding for our community to properly keep up with the accelerated maintenance schedule that we will be required to do.

We respectfully request that you consider the broader implications and oppose the bill to increase truck weights. We believe that it is essential to protect the long-term sustainability and well-being of our community.

Thank you for your consideration. If you have any questions, please do not hesitate to contact me at [sgetchell@dentonmaryland.com](mailto:sgetchell@dentonmaryland.com) or (410) 479-2050.

Sincerely,

Scott W. Getchell, PO  
Town Administrator

cc: Robert Bielunas, Coalition Against Bigger Trucks  
George Bacorn, Denton Chief of Police



## Snow Hill Police Department

216 W. Green Street  
Snow Hill, Maryland 21863  
Telephone: 410-632-2447  
Fax: 410-632-9943

**R. Andrew McGee**  
Chief of Police

*"Police and Community Building Partnerships"*

October 3, 2024

The Honorable Chris Van Hollen  
United States Senate  
730 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Van Hollen,

I hope this letter finds you well. I am reaching out to express my strong opposition to proposed increases in truck size and weight limits, specifically House Bills 3372 and 2948.

As law enforcement officers responsible for ensuring the safety and security of our community, we have significant concerns regarding the potential increase in truck size and weight limits. Larger and heavier trucks pose a higher risk of accidents due to their longer braking distances and reduced maneuverability. Such accidents could result in more severe injuries or fatalities, placing an additional burden on emergency response services and hospitals.

In addition, bigger trucks would require additional resources for enforcement and inspection to ensure compliance with regulations. We know from the Department of Transportation's 2016 study on this issue that heavier trucks have an 18% higher braking violation rate which leads to these vehicles being involved in crashes more often. Our department is already stretched thin with existing responsibilities, and the added burden of needing increased enforcement would strain our resources even further.

In light of these concerns, I strongly urge you to reconsider the proposed increase in truck size and weight limits. We believe that any decision regarding transportation regulations should prioritize the safety and well-being of the public – the "pilot project" proposed in HR 3372 would specifically put motorists at risk by increasing weights on commercial trucks to 91,000 pounds.

Thank you for considering our concerns. We are committed to working together with your office to ensure the safety of our community.

Chief R. Andrew McGee



## Snow Hill Police Department

216 W. Green Street  
Snow Hill, Maryland 21863  
Telephone: 410-632-2447  
Fax: 410-632-9943

**R. Andrew McGee**  
Chief of Police

*"Police and Community Building Partnerships"*

October 3, 2024

The Honorable Benjamin L. Cardin  
United States Senate  
509 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Cardin,

I hope this letter finds you well. I am reaching out to express my strong opposition to proposed increases in truck size and weight limits, specifically House Bills 3372 and 2948.

As law enforcement officers responsible for ensuring the safety and security of our community, we have significant concerns regarding the potential increase in truck size and weight limits. Larger and heavier trucks pose a higher risk of accidents due to their longer braking distances and reduced maneuverability. Such accidents could result in more severe injuries or fatalities, placing an additional burden on emergency response services and hospitals.

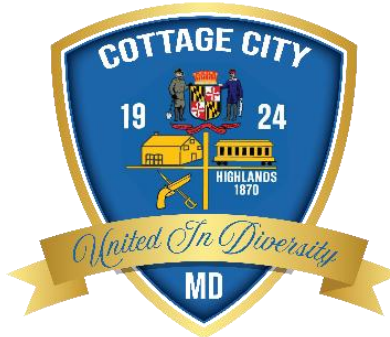
In addition, bigger trucks would require additional resources for enforcement and inspection to ensure compliance with regulations. We know from the Department of Transportation's 2016 study on this issue that heavier trucks have an 18% higher braking violation rate which leads to these vehicles being involved in crashes more often. Our department is already stretched thin with existing responsibilities, and the added burden of needing increased enforcement would strain our resources even further.

In light of these concerns, I strongly urge you to reconsider the proposed increase in truck size and weight limits. We believe that any decision regarding transportation regulations should prioritize the safety and well-being of the public – the "pilot project" proposed in HR 3372 would specifically put motorists at risk by increasing weights on commercial trucks to 91,000 pounds.

Thank you for considering our concerns. We are committed to working together with your office to ensure the safety of our community.



Chief R. Andrew McGee



**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

The Honorable Chris Van Hollen  
United States Senate  
730 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Van Hollen:

We, the Cottage City Commission, are deeply concerned with the dangerous pilot project allowing every state to raise weights of commercial trucks by 5.5 tons. Unfortunately, this effort has been included in the critical BUILD America 250 Act (H.R. 8870). Current supporters of bigger, more dangerous trucks want them on the roads for their own financial reasons. This effort disregards safety and common sense and is a move backwards in our goal of building a more sustainable, walkable, transit-friendly town.

Bigger and heavier trucks are not an answer to our communities' issues. Although Cottage City is very small in size, even we have to content with both local delivery trucks and through truck traffic, primarily using US (Alt) 1 and sometimes trucks on 38<sup>th</sup> Avenue, connecting the primary Route 1 in neighboring Brentwood.

Allowing even bigger trucks to thunder through our community past our schools and businesses would be a mark against safety and community investment of streets and small infrastructure. Furthermore, heavier trucks will burn more fuel, and that fact issue alone will work against our goals of sustainability, as the Cottage City Green Team is one of 51 Maryland towns that are certified under Sustainable Maryland. Greater fuel consumption results in additional carbon emission and causes health concerns in our communities with the release of particulate matter.

We wanted to join the growing chorus of voices speaking out against the continued push in Congress to allow significantly heavier commercial vehicles. We hope we can count on your vote against the “91k Pilot Project” should it come up for a vote.

Sincerely,

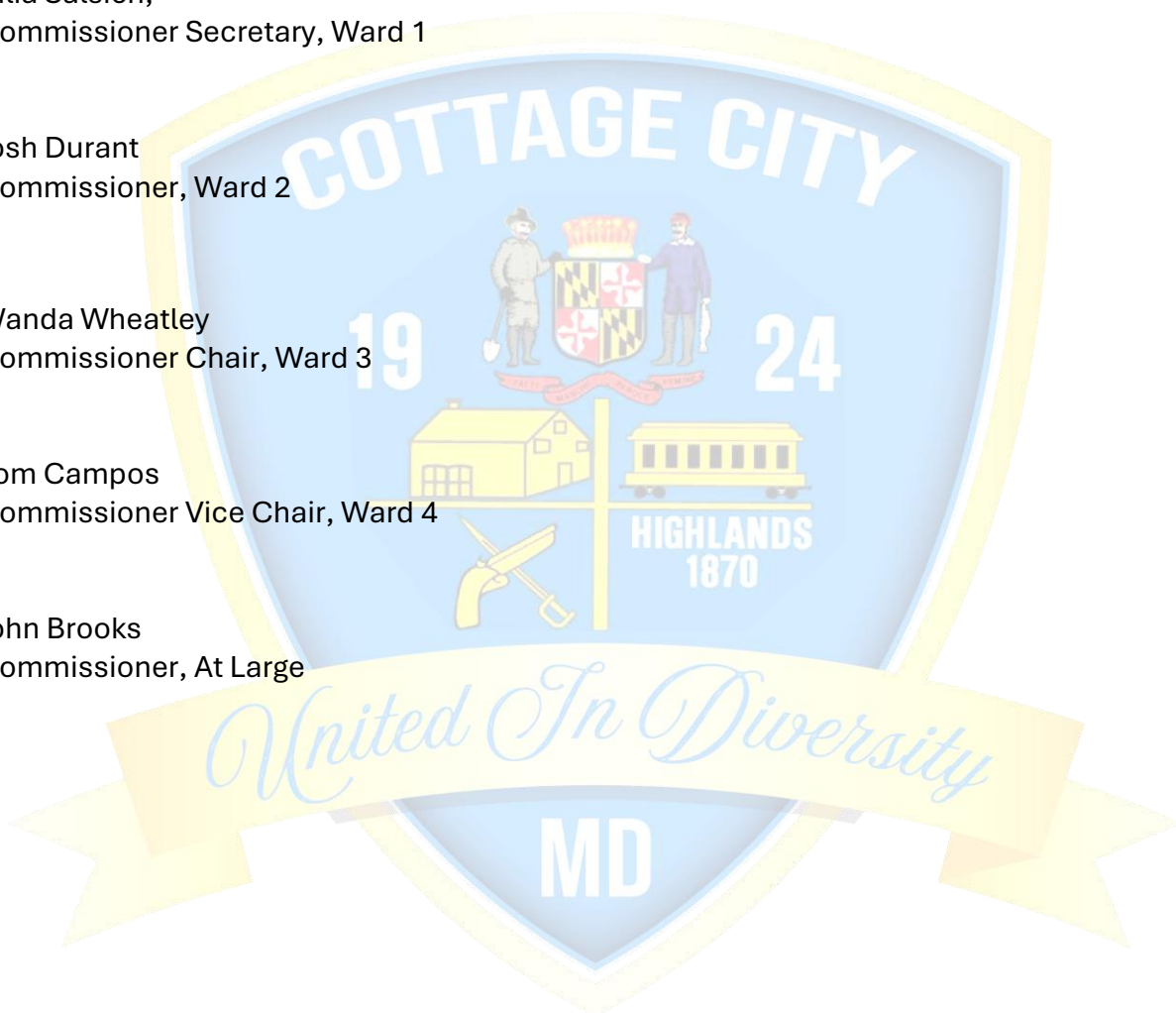
Julia Salsich,  
Commissioner Secretary, Ward 1

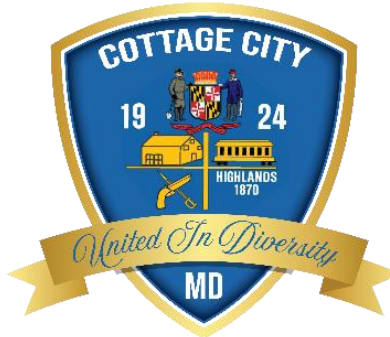
Josh Durant  
Commissioner, Ward 2

Wanda Wheatley  
Commissioner Chair, Ward 3

Tom Campos  
Commissioner Vice Chair, Ward 4

John Brooks  
Commissioner, At Large





**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

The Honorable Angela Alsobrooks  
United States Senate  
SR-374 Senate Office Building  
Washington, DC 20510

Dear Senator Alsobrooks:

We, the Cottage City Commission, are deeply concerned with the dangerous pilot project allowing every state to raise weights of commercial trucks by 5.5 tons. Unfortunately, this effort has been included in the critical BUILD America 250 Act (H.R. 8870). Current supporters of bigger, more dangerous trucks want them on the roads for their own financial reasons. This effort disregards safety and common sense and is a move backwards in our goal of building a more sustainable, walkable, transit-friendly town.

Bigger and heavier trucks are not an answer to our communities' issues. Although Cottage City is very small in size, even we have to content with both local delivery trucks and through truck traffic, primarily using US (Alt) 1 and sometimes trucks on 38<sup>th</sup> Avenue, connecting the primary Route 1 in neighboring Brentwood.

Allowing even bigger trucks to thunder through our community past our schools and businesses would be a mark against safety and community investment of streets and small infrastructure. Furthermore, heavier trucks will burn more fuel, and that fact issue alone will work against our goals of sustainability, as the Cottage City Green Team is one of 51 Maryland towns that are certified under Sustainable Maryland. Greater fuel consumption results in additional carbon emission and causes health concerns in our communities with the release of particulate matter.

We wanted to join the growing chorus of voices speaking out against the continued push in Congress to allow significantly heavier commercial vehicles. We hope we can count on your vote against the “91k Pilot Project” should it come up for a vote.

Sincerely,

Julia Salsich,  
Commissioner Secretary, Ward 1

Josh Durant  
Commissioner, Ward 2

Wanda Wheatley  
Commissioner Chair, Ward 3

Tom Campos  
Commissioner Vice Chair, Ward 4

John Brooks  
Commissioner, At Large





**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

The Honorable Glen Ivey  
United States House of Representatives  
1610 Longworth House Office Building  
Washington, DC 20510

Dear Representative Ivey:

We, the Cottage City Commission, are deeply concerned with the dangerous pilot project allowing every state to raise weights of commercial trucks by 5.5 tons. Unfortunately, this effort has been included in the critical BUILD America 250 Act (H.R. 8870). Current supporters of bigger, more dangerous trucks want them on the roads for their own financial reasons. This effort disregards safety and common sense and is a move backwards in our goal of building a more sustainable, walkable, transit-friendly town.

Bigger and heavier trucks are not an answer to our communities' issues. Although Cottage City is very small in size, even we have to content with both local delivery trucks and through truck traffic, primarily using US (Alt) 1 and sometimes trucks on 38th Avenue, connecting the primary Route 1 in neighboring Brentwood.

Allowing even bigger trucks to thunder through our community past our schools and businesses would be a mark against safety and community investment of streets and small infrastructure. Furthermore, heavier trucks will burn more fuel, and that fact issue alone will work against our goals of sustainability, as the Cottage City Green Team is one of 51 Maryland towns that are certified under Sustainable Maryland. Greater fuel consumption results in additional carbon emission and causes health concerns in our communities with the release of particulate matter.

We wanted to join the growing chorus of voices speaking out against the continued push in Congress to allow significantly heavier commercial vehicles. We hope we can count on your vote against the “91k Pilot Project” should it come up for a vote.

Sincerely,

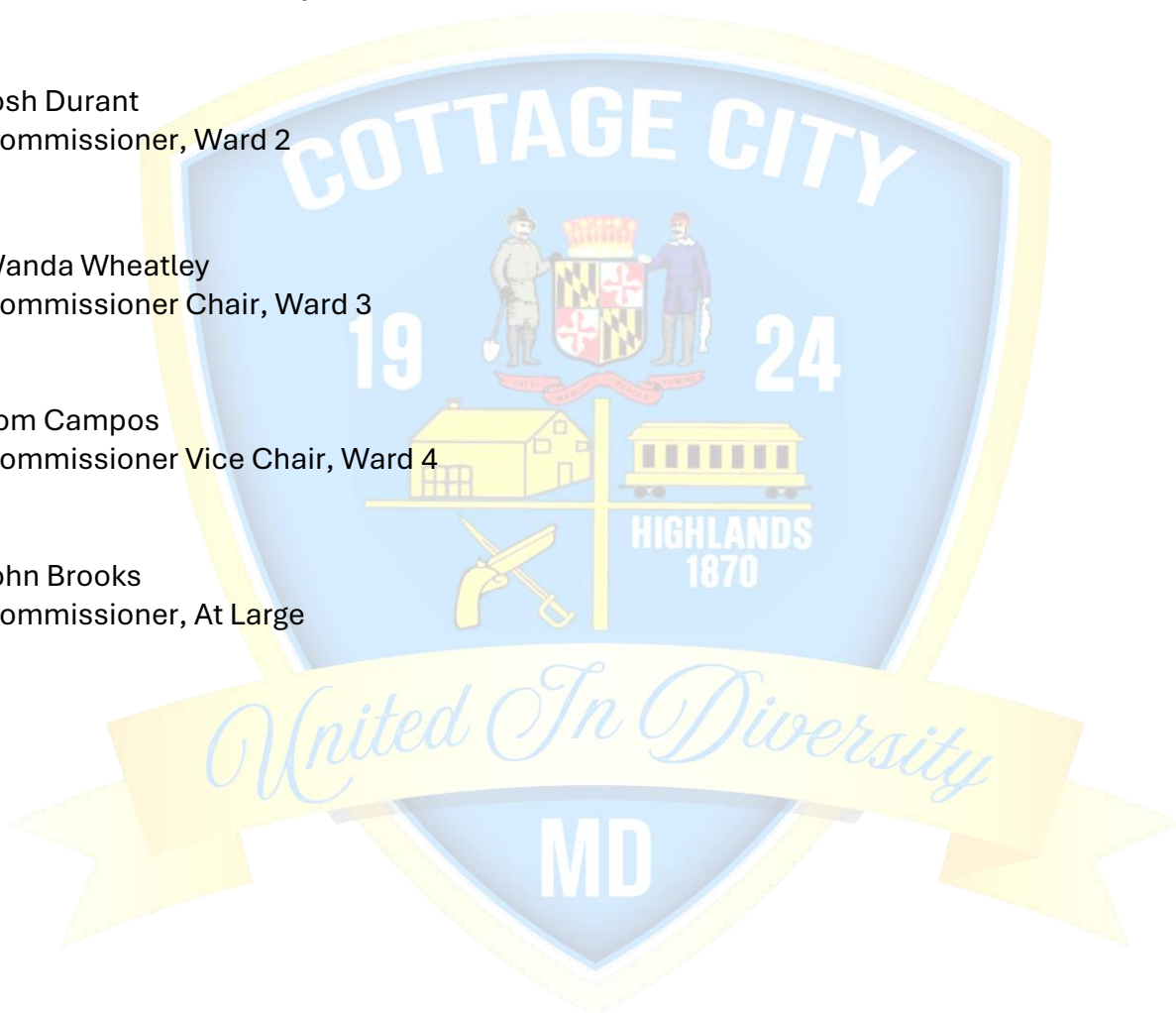
Julia Salsich,  
Commissioner Secretary, Ward 1

Josh Durant  
Commissioner, Ward 2

Wanda Wheatley  
Commissioner Chair, Ward 3

Tom Campos  
Commissioner Vice Chair, Ward 4

John Brooks  
Commissioner, At Large



**SCHEMATIC DESIGN SUBMISSION**

**for**

**COTTAGE CITY FIRE HOUSE RENOVATION**

**3805 38th Avenue  
Brentwood, MD 20722**



**A/E Design Team**

Civil Engineer: Charles P Johnson and Associates, Silver Spring, MD

Architect: Murphy & Dittenhafer Architects, Baltimore, MD

Mechanical / Plumbing / Electrical Engineer/Low Voltage: Hoffman, Jun & Associates, Baltimore, MD

Structural Engineer: Cagley and Associates, Rockville, MD

June 26, 2026

**TABLE OF CONTENTS**

PROJECT INTRODUCTION .....1

ARCHITECTURAL .....2

STRUCTURAL .....5

MECHANICAL + PLUMBING .....10

ELECTRICAL .....17

## PROJECT INTRODUCTION

Murphy & Dittenhafer has been contracted by Charles P Johnson and Associates (CPJ) to undertake the Schematic Design of the existing Cottage City Fire House located on 3805 38th Street in Brentwood, Maryland. Murphy & Dittenhafer has brought into the team Cagley Engineering to address structural requirements, and Hoffman Jun and Associates to address mechanical, plumbing, and electrical requirements.

This report is intended to provide the Schematic Design intent of the Architect, Structural Engineer, and the MEP Engineers. This report is to be reviewed in conjunction with the Schematic Design Drawings dated June 26, 2026 provided by Murphy & Dittenhafer Architects.

Representatives from Murphy & Dittenhafer, Cagley Engineering, and Hoffman Jun met on site with representatives from the Cottage City town council as well as CPJ on May 11, 2026, and again on May 26, 2026 to view the existing conditions, discuss project goals, and verify site conditions.

The two story masonry structure was built in 1925, and appears to have had no major renovations since. The property has been abandoned for an unknown time period, and the deterioration of the structure throughout reflects this.

The goal of the project is to renovate the space for a future Community Outreach Center with spaces including an indoor gathering space, outdoor patio, and basement functions including a conference room, kitchenette, and supporting spaces. A new stair and elevator will be added to the building to meet the requirements of the Building Code and the American with Disabilities Act. Mechanical, Electrical, and Plumbing systems will all be replaced in their entirety, and structural repairs will be made as needed, particularly to address significant cracks in the exterior walls.

Following this Schematic Design effort, the team will begin the Construction Document phase.

## ARCHITECTURAL NARRATIVE

### PROJECT SUMMARY:

The goal of the project is to renovate and reuse the Cottage City Fire House, located at 3805 38th Avenue in Brentwood, MD for the purposes of a Community Outreach Center. Program spaces will include a gathering space at street level along with a lower level gathering space, conference room, and supporting spaces. A new addition will include stairs and an elevator. A street level patio will be surrounded by powder coated metal railing and slat fencing for privacy.

### CODE SUMMARY:

*For a full Building Code Analysis see sheet CS-2 in the Schematic Design Drawing Set.*

Applicable Building Codes -

- International Building Code 2021
- International Energy Conservation Code 2021
- International Mechanical Code 2021
- International Existing Building Code 2021
- National Fire Protection Association Life Safety Code 101, 2021 Edition
- National Fire Protection Association Fire Code 1, 2021 Edition
- National Electric Code (NEC), 2020 Edition With Local Amendments

Building Area -

Existing:

- Basement: 707 square feet
- First Floor: 753 net square feet
- TOTAL EXISTING: 1,479 square feet

Addition:

- Basement: 254 square feet
- First Floor: 254 square feet
- TOTAL ADDITION: 508 square feet

TOTAL:

- Basement: 961 square feet
- First Floor: 1,007 square feet
- TOTAL BUILDING: 1,968 square feet

Construction Type:

IBC 2021 Table 602 = VB

Sprinkler Requirements:

IBC 903.2.1 and NFPA 101 Chapter 13 = Not Required (occupant load <300)

Plumbing Requirements:

- 2 WCs and 2 Lavs required, 2 WCs and 2 Lavs provided.
- 1 service sink required, 1 provided
- 1 water fountain required, 1 provided

## **PROJECT DESCRIPTION:**

The existing fire house, currently abandoned, will be renovated and reused to create space for a new Community Center for Cottage City.

## **EXTERIOR WALLS:**

Existing:

- The existing exterior walls are painted concrete masonry unit (CMU) bearing walls; the exterior face of the CMU has a distinctive rock face. The parapet walls step and are capped with thin set stone.
- There is significant cracking throughout, in particular on the rear wall. These cracks will be repaired in place, see structural narrative for design approach. The interior finish of the existing walls has been removed, revealing the exterior CMU.

New Work:

New Work at Existing Walls:

- The existing masonry walls will be re-pointed as needed, and new exterior grade paint throughout.
- The interior of the perimeter walls to receive new insulation to meet current requirements of the International Energy Conservation Code (IECC). To achieve this, a new 2x6 wood stud wall will be installed inboard of the exterior wall with R-20 batt insulation in each stud cavity.

New Work at Addition:

- The exterior walls of the new addition will be CMU structure with insulation and masonry veneer.
- The enclosure will be 2 hour fire rated.

## **ROOF:**

Existing:

- The existing roof is a membrane which is significantly deteriorated and requires replacement.

New Work (Existing and Addition)

- New membrane roof over tapered rigid insulation. Insulation to be R-30 continuous.

## **FENESTRATION:**

Existing:

- There are currently two large openings of unequal size in the front of the building; the larger of the two is furnished with a garage door which is deteriorated, the smaller of the two is infilled with plywood.
- There are two hinged doors, approximately 3'-0 x 7'-0, one each on the first and basement levels, but significantly deteriorated.
- The remainder of the openings are windows and are currently either boarded up with plywood or infilled with concrete.

**New Work:**

- In the front of the building, the smaller of the two openings will be expanded in height to match the height of the adjacent opening. A bond beam will carry over a new steel lintel to create a visual match to the adjacent opening.
- Both openings will be infilled with aluminum storefront. The new storefront system in the larger opening will also feature an egress door.
- The existing hinge door will be replaced in the current opening on the first floor.
- The existing door opening on the basement level to be re-purposed for the basement level elevator door.
- Each window opening will be infilled with new aluminum clad wood windows, double hung fixed. Brick headers and sills will be replaced.
- No new openings in the existing exterior walls are anticipated.

**INTERIOR:**

**Existing:**

- The interior of the building is currently either demolished or completely deteriorated. All remaining interior finishes including wood flooring, carpeting, drywall, and ceilings are to be removed following all required regulations.

**New Work:**

- First Floor Flooring: New engineered wood floor over new subfloor
- First Floor Walls: Painted drywall over new wood studs
- Ceiling: Acoustic board, painted
  
- Basement Flooring: Polished concrete in Gathering; carpet tile in Conference; Ceramic Tile in restrooms
- Basement Walls: Painted drywall over new wood studs
- Ceiling: Mix of exposed painted and Acoustic Ceiling Tile
  
- Two new ADA compliant restrooms on the basement level. Lavatory surface to be solid surface material. Floors and walls up to 5' above finish floor to be ceramic tile.
- One service sink and one water fountain / bottle filler to be provided.
- New kitchenette to include single basin stainless steel sink and refrigerator. Millwork to be p-lam base cabinets with solid surface countertops.

**ELEVATOR:**

**New Work:**

- Basis of Design for the elevator to be Otis Hydrofit (Machine-roomless holeless hydraulic elevator).

## STRUCTURAL NARRATIVE

### EXISTING CONDITIONS

Construction of the Cottage City Fire House reportedly dates to the mid 1920's. No structural drawings exist for the building, so Cagley & Associates visited the site on 26 May 2026 to document the framing layout and condition of the structural components. In general, the two-story building has perimeter load-bearing masonry walls. The floor and roof are framed with sawn lumber joists, supported by interior steel beams and the perimeter masonry walls.

Overall, the roof and floor structural elements appear to be in decent condition. There were no systemic indications of rotting or splitting of wood members. There are a handful of locations that will require very minor repairs in isolated locations that can be addressed as construction documents are being prepared. The structural steel members appeared to be in good condition, with no signs of corrosion. The exterior masonry walls on the front and south facades are generally in good condition. The rear wall and portions of the north facade have experienced a significant amount of cracking along with visible displacements.

The roof has a low slope from a high-point at the front of the structure to a low point at the rear wall. Roof decking spans between wood roof joists, which span parallel to the long direction of the building. The roof joists slope to match the roof elevation, and bear on the exterior masonry walls at the front and rear, and two steel beams approximately evenly spaced within the roof footprint. The joists span between 11 to 12 feet, and were measured to be 1-3/4" wide by 5-5/8" deep (approximately a modern 2x6), spaced generally at 16" on center. The joists run continuously over the tops of the supporting steel beams, and are lapped together approximately midspan between the steel beams. While the rafters are continuous over the supporting steel beams, there is a sawn notch at the bottom of each rafter to provide a flat bearing surface as the sloping joist passes over the level supporting steel beam. The notch varies in depth depending upon location, with a minimum remaining member depth of 4" at the deepest notch observed. The steel beams were measured in the field to be 12" deep with a 6" wide flange. The beam flanges are also tapered, with a minimum thickness of around 1/4" at the free end, and up to a maximum thickness of around 1/2". A review of AISC historical steel shape catalogues suggests this beam is a S12x28. These steel beams span approximately 23 feet between the opposing masonry bearing walls. Ceiling purlins, which support only the ceiling construction below, bear on the bottom flanges of the steel beams. We measured the purlins to be the same size and spacing as the roof joists above.

The elevated floor structure is comprised of wood floor decking supported by wood floor joists and steel beams. At this level, the floor joists span across the short direction of the building, supported by the exterior masonry bearing walls at each end, and a line of steel framing (beam and columns) that run along the middle of the floor plan. The floor joists span approximately 11-1/2 feet. The typical floor joists were measured to be 1-3/4" wide by 11-1/2" deep sawn lumber (approximately a modern 2x12) and are spaced at about 16" on center. The steel beam was measured in field be about 12" deep with a 5" wide flange. This beam's flanges are also tapered from around 3/8" minimum to 5/8" maximum. A review of AISC historical steel shape catalogues suggests this beam is a S12x34.1. The beam spans approximately 12-1/2 feet between supports.

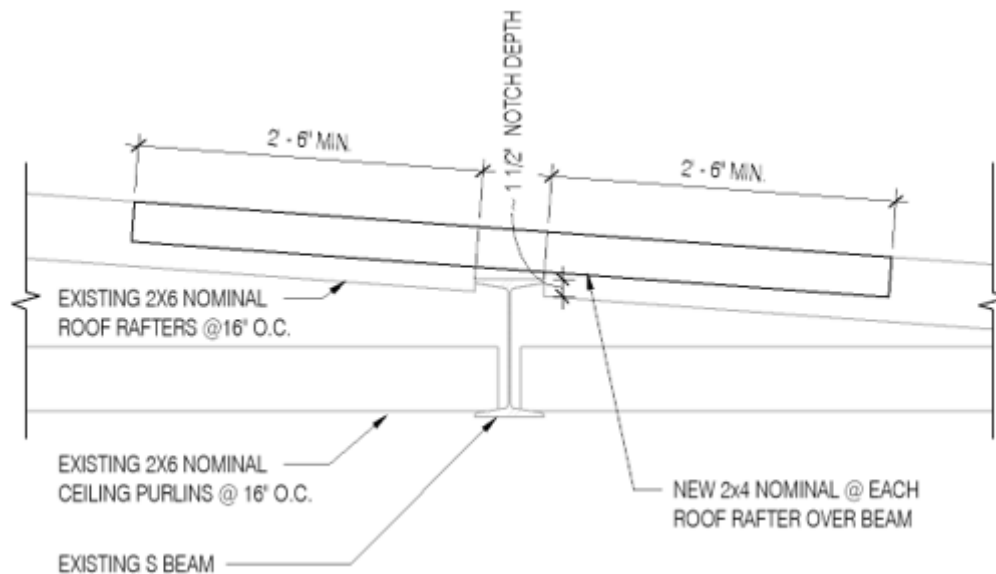
The perimeter walls around the building are load-bearing masonry. The cracking observed at the rear and north facades appears in most cases to be due in large part to water infiltration from above, with the resulting observed damage caused by numerous freeze thaw cycles over a number of years. At this time, the walls appear to be structurally stable, but repair is needed to prevent this condition from deteriorating further which eventually would lead to a loss of structural capacity.

**RENOVATION SCOPE OF WORK**

**Roof Analysis and Retrofit**

We carried out a structural analysis to determine if sufficient capacity exists to support rooftop solar panels. We analyzed the existing structural members for their ability to withstand typical roof and ceiling loads, code required snow loads, and an allowance of up to 15 psf to account for an unballasted solar panel system.

The results of our analysis show the steel roof beams have sufficient capacity to support this load. The roof joists also have ample capacity over a majority of their length; however, the reduction in member depth at the notches previously described reduce the capacity of the wood framing locally below required strengths. The joists can be easily reinforced by sistering in a new 2x4 member to reinforce the notch area, as shown in the detail below.



*Strengthening Detail at Typical Roof Joist*

There will likely be new mechanical units on the roof, or suspended in the ceiling space. These units are expected to have weights in the range of 100 to 150 pounds. Strengthening of the roof locally will be required to support these units, in the form of sistering new 2x6's onto existing 2x6's at each side of the unit, extending full length between supports.

### **Abandonment of Existing Interior Stair**

The existing interior wood stair is in poor condition, and does not meet current code. A new stair will be provided external to the existing footprint, so the existing floor opening is to be infilled. This will be accomplished by installing new 2x12 members @ 16" oc spanning from the interior steel beam to the exterior wall, covered by wood decking to match existing.

### **Repair of Cracked Load-Bearing Masonry Walls**

The cracking in the load-bearing masonry walls on the north and rear facades needs to be repaired. Typical cracked wall conditions are shown in the photos below.



*Cracking in Rear Wall*

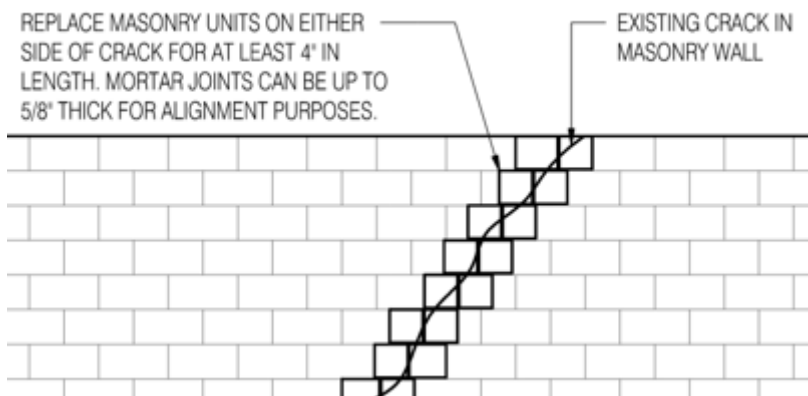


*Cracking at Northwest Building Corner*



*Cracking in Rear Wall*

The masonry wall cracking generally occurs in an area which visually does not require restoration to a pristine condition, nor do the walls need to be brought back to perfect alignment to recover the displacements that currently exist at some locations. In the case of more severe cracking, repair can be accomplished by local masonry unit replacement as shown in the detail below. In minor cases without displacement across the joint, retooling would be an acceptable repair, or pressure injection with an epoxy resin where feasible. In total, it is estimated there is approximately 250 linear feet of cracks to be repaired.



*Masonry Wall Repair Detail at Cracking*

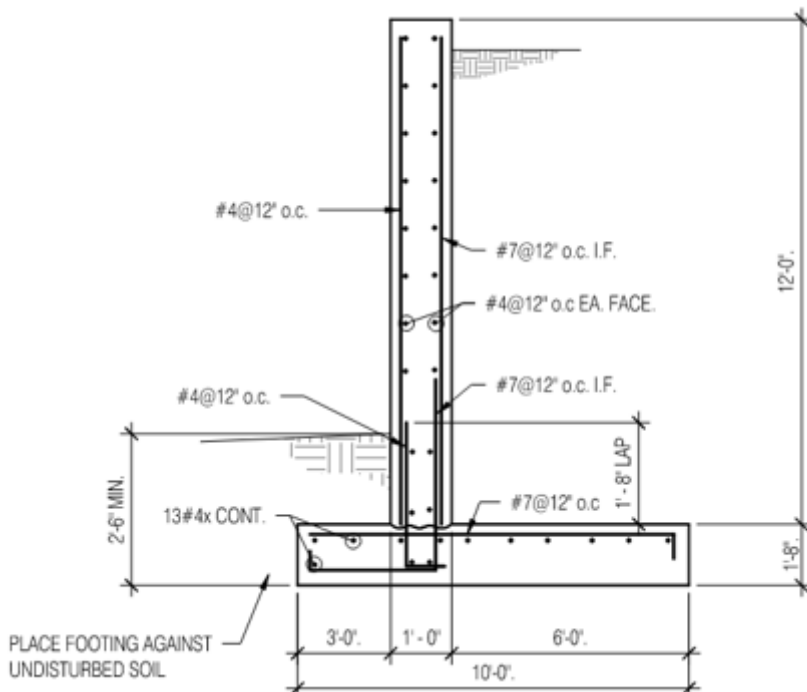
**Modified Masonry Opening at Front of Building**

There are two existing large openings on the front façade of the building. One of the openings is to be expanded vertically to match the height of the adjacent opening. Several rows of existing masonry are to be removed. A new reinforced masonry lintel will be required over the top of the enlarged opening.

**Framing for New Elevator and Stair/Exterior Patio**

A new elevator and stair will be added external to the existing building footprint. New shaft walls will be created with 8" thick masonry walls, reinforced with #4 @ 24" oc. A 4' deep elevator pit is required. 3" deep 18 gage galvanized metal decking will span across the top of the shaft to complete the enclosure.

Two sides of the new addition will be concrete cantilevered retaining walls below grade to create a level 600 to 700 gsf exterior patio adjacent to the building. Existing sloping grades will require about 70 linear feet of retaining wall. A typical wall section is as shown on the sketch below for the typical wall condition. The slab on grade within the patio area will be a 5" thick conventional slab on ground reinforced with welded wire fabric.



*Cantilevered Retaining Wall at Exterior Patio*



## MECHANICAL/PLUMBING/HVAC

### A. SECTION 20 00 00: GENERAL MECHANICAL REQUIREMENTS

1. Scope: The scope of work will be as schematically clarified hereinafter:
  - i. Plumbing (Division 22)
    1. Sanitary piping will be extended from fixtures and appliances requiring connection to a 4" main to a point 5'-0" beyond the building. Make connection to line provided under another division.
    2. Storm water piping will be extended from roof drains to a 4" main to a point 5'-0" beyond the building. Make connection to line provided under another division.
    3. Condensate drains will be extended to discharge indirectly into the storm water system.
    4. Domestic water piping will be extended from fixtures and appliances requiring connection to a 1" main with a ¾" meter to a point 5'-0" beyond the building. Make connection to line provided under another division.
    5. Domestic hot water will be provided by an electric storage tank water heater with distribution piping.
    6. A domestic hot water recirculation pump will be provided.
  - ii. Heating Ventilating and Air Conditioning (Division 23)
    1. The building will be heated and air conditioned by mini split system heat pumps with distribution ductwork. Units shall be horizontal, above ceiling, ducted, medium static type. There will be (2) one-to-one units and (1) multi-port unit.
      - a. One-to-one units
        - i. First floor community space – 3-ton
        - ii. Elevator shaft – 2 ton
      - b. Multi-port unit
        - i. Lower-level event space – 1.5 ton
        - ii. Remainder of lower-level – 1.5 ton
    2. The building will be ventilated with wheel type energy recovery ventilators, with ventilation air being ducted to the return side of the split system heat pumps. Exhaust ventilation will be provided for toilet rooms, janitors closets, and kitchens. There will be (2) energy recovery ventilators, (1) serving the lower level and (1) serving the upper level. Each energy recovery ventilator shall be roughly 450 cfm capacity.
    3. Auxiliary electric heaters will be provided at entries and stair towers.
    4. A system of automatic temperature controls will be provided. Occupied/Unoccupied mode of the split systems shall control the occupied/unoccupied mode of the associated energy recovery ventilator.

### B. SECTION 22 00 00: PLUMBING

1. Technical Information
  - i. Piping will be as approved by the Authority Having Jurisdiction, with the following as Project minimum standards:
    1. Sanitary and Vent
      - a. Below grade and under the lowest building slab:
        - i. Cast-Iron Soil Pipe: ASTM A74, Service weight, hub-and-



- spigot soil pipe and fittings.
- ii. As a Deduct Alternate Price: Schedule 40 PVC with solvent weld joints and fittings.
- b. Above grade and above the lowest building slab:
  - i. Cast-Iron Soil Pipe CISPI 301 and ASTM A888, hub-less pipe and fittings.
- 2. Storm Water
  - a. Below grade and under the lowest building slab:
    - i. Cast-Iron Soil Pipe: ASTM A74 and CISPI Standard 301, Service weight, hub-and-spigot soil pipe.
    - ii. As a Deduct Alternate Price: Schedule 40 PVC with solvent weld joints and fittings, for use exterior of building only. This alternate price will be clearly identified on the Bid Form.
  - b. Above grade and above the lowest building slab:
    - i. Cast-Iron Soil Pipe: ASTM A74 and CISPI Standard 301, Service weight, hub-and-spigot soil pipe for pipe ten inch (10") and larger and hubless for eight inch (8") and smaller.
- 3. Condensate
  - a. Below grade and under the lowest building slab:
    - i. Cast-Iron Soil Pipe: ASTM A74 and CISPI Standard 301, Service weight, hub-and-spigot soil pipe.
    - ii. As a Deduct Alternate Price: Schedule 40 PVC with solvent weld joints and fittings.
  - b. Above grade and above the lowest building slab:
    - i. Provide seamless Type "L" copper tube for sizes 2-inch and less and Type "K" copper tube for pipe sizes 2-1/2-inch to 4-inch.
    - ii. Pressurized Pipe and Fittings: Pipe and fittings from the sump pump will copper Type "K".
- 4. Foundation Drain
  - a. Provide PVC SDR35 perforated pipe with minimum 2 rows of 1/2-inch diameter holes spaced 4 inches on center, parallel to the axis of the pipe, at a maximum 45 degrees apart at interior of below grade walls.
- 5. Domestic Water
  - a. Below grade and under the lowest building slab:
    - i. Pipes used for underground water main service to the building will be cement lined, centrifugally cast, ductile iron pipe with bell and spigot with push-on or mechanical joints.
  - b. Below grade or below concrete slab equipment or fixture supply branch feeds will be tube size 3/4-inch and larger and will be fed through a 2" or larger PVC sleeve.
  - c. Above grade and above the lowest building slab:
    - i. For pipe sizes 4-inch and smaller:
      - 1. Provide seamless Type "L" copper tube for sizes 2-inch and less and Type "K" copper tube for pipe sizes 2-1/2-inch to 4-inch.



2. As a Deduct Alternate Price: Copper and cast copper alloy press-connect fittings: When pressing onto B88 copper tube, types K, L, and M may be used. Tempers O60 and O50 ("soft copper") are limited to nominal sizes 1/2" to 1-1/4".

ii. Insulation

1. Insulation will be provided for the following:
  - a. Storm water:
    - i. Roof drain bodies
    - ii. Horizontal pipe sections
    - iii. Vertical pipe risers for acoustical treatment
  - b. Condensate:
    - i. Horizontal and vertical pipe sections
  - c. Domestic Water:
    - i. The complete CW, HW and HWC systems except:
      1. Chrome plated fixture risers
2. Insulated piping at the following locations will also be provided with a metal jacket:
  - a. Exposed in mechanical rooms and closets
  - b. Exposed on roof
3. Insulated piping at the following locations will also be provided with a heat trace:
  - a. Exposed to freezing conditions
4. Insulation will be:
  - a. Long strand fiberglass:
    - i. Thermal Conductivity: a minimum k-value of 0.23 BTU-In/Hr.-degree F or less at 75°F.
    - ii. Density: 3.5-5.5 lbs/ft<sup>3</sup>
    - iii. Rated as maximum 25 flame spread and maximum 50 smoke developed.

iii. Water Heaters

1. Water heaters will be 30 gallon, 4.5KW.
2. Water heaters will be/have:
  - a. Factory complete with insulated tank, heating elements, operating and safety controls and internal wiring to a junction and control box.
  - b. Enamel finished steel jacket.
  - c. ASME T&P relief valve.
  - d. Three year tank warranty.
  - e. Set up to store 140 degF water and will be served by a main digital mixing valve for lower temperature distribution (122 degF). The individual plumbing fixtures will each be provided with tempering valves for final delivery temperature (108 degF).

iv. Domestic Recirculation Pump

1. Inline domestic circulating pumps will be/have:
  - a. Bronze impeller and body with stainless steel sleeve bearings.



- v. Expansion Tanks
  - 1. An expansion tank will be provided for each domestic hot water system and be/have:
    - a. Fixed Heavy Duty Butyl Diaphragm NSF/ANSI 61
    - b. Antimicrobial Polypropylene w/ Anti-Legionella Protection Liner
- vi. Backflow Preventer
  - 1. A reduced pressure zone backflow preventor will be provided at the service entrance:
    - a. ASSE 1013 listed
    - b. Assembly will automatically reduce the pressure in the zone between the check valves to at least 5 psi lower than the inlet pressure.
- vii. Hose Bibs and Wall Hydrants
  - 1. Provide exterior wall hydrants around the building perimeter at 100 foot intervals:
    - a. Frostproof lead-free hydrant contained within a locked housing.
    - b. Integral backflow preventor
    - c. Automatic draining
  - 2. At a minimum, provide (1) wall hydrant at the following locations:
    - a. Front
    - b. Back
    - c. Patio
  - 3. Provide interior hose bibs in main mechanical room:
    - a. Lead-free hydrant
    - b. Integral backflow preventor
  - 4. Provide a roof hydrant:
    - a. Frostproof lead-free roof hydrant
    - b. Integral backflow preventor
    - c. Automatic draining
    - d. Wide anchoring flange and clamp collar
- viii. Drains and Cleanouts
  - 1. Drains will be provided:
    - a. Floor Drain, General Area Drainage: Z415 Series-Round:
      - i. Trap primer connection and piping back to the trap primer
    - b. Roof Drain, General Roof Area Drain: Z100 Series, with:
    - c. Secondary Drain Discharge, General Secondary Roof Area Drain – Discharge Termination: Z199 Series, with:
      - i. Decorative face of wall flange and outlet “tongue” nozzle
    - d. An alternative for secondary drainage would be to provide scuppers and downspouts.
  - 2. Cleanouts will be provided as required by the Authority Having Jurisdiction, at changes of direction, and at 100 feet intervals. Cleanouts will be suitable for the adjacent floor or wall finish.
    - a. Cleanouts will be of the same piping material as the system being served by the cleanout.
    - b. Access covers will be:
      - i. Finished Areas: Polished nickel bronze
      - ii. Unfinished areas: brass



- ix. Plumbing Fixtures
  - 1. Plumbing fixtures will be provided as indicated on the architectural drawings and have:
    - a. Sinks which are designated as ADA Compliant will be provided with:
      - i. Molded vinyl pipe covers to provide scald protection on hot water, hot water recirculation, tempered water, and drain piping.
    - b. Public area fixtures will be provided with sensor operated flush valves and faucets. :
- x. Sterilization
  - 1. The domestic water system will be sterilized per the requirements of the Authority Having Jurisdiction.
  - 2. The domestic water system being sterilized will undergo a 3 hour retention period where the chlorine concentration is above 100 PPM.

**C. SECTION 23 00 00: HEATING VENTILATION AND AIR CONDITIONING**

1. Technical Information

i. Split System Heat Pumps

- 1. Split System Heat Pumps systems will be of the following type:
  - a. Inverter compressor outdoor units matched to variable flow fan coil units.
- 2. Fan Coil Units will be:
  - a. Horizontal ducted fan coils located within ceiling spaces.
- 3. Acceptable manufacturers are:
  - a. Daikin
  - b. Mitsubishi

ii. Energy Recovery Ventilators

- 1. ERVs will be provided as indicated on the drawings.
- 2. Energy Recovery Ventilators shall include:
  - a. Galvanized steel housing
  - b. Direct drive ECM motors with centrifugal fan wheel for supply and exhaust fans
  - c. Speed controllers
  - d. 1" pleated filters
  - e. Total enthalpy energy recovery wheel
- 3. Acceptable manufacturers are:
  - a. Greenheck
  - b. Ruskin

iii. Electric Heaters

- 1. Heaters will be of the following type:
  - a. Wall
  - b. Unit
- 2. Acceptable manufacturers are:
  - a. Qmark
  - b. Berko



iv. Air Distribution

1. Ductwork will be fabricated and installed per SMACNA Standards.
2. Air distribution ductwork will be galvanized steel unless noted otherwise.
3. Acoustical lining will be applied a minimum of 15 feet from fan based equipment on the inlet and outlet side of the unit, ½” thickness. Lined ductwork will also be externally wrapped to meet thermal insulation requirements.
4. Manual volume dampers will be provided at each branch duct serving a single air device, and at intermediate points in the system to aid in balancing the systems.
5. Fire and Fire/Smoke dampers will be provided as required by the Authority Having Jurisdiction.
6. Air devices will be provided and will be of the following types:
  - a. Supply Air Diffusers – Titus TDC Series
  - b. Supply Registers – Titus 300 Series
  - c. Supply Ceiling/Wall Linear Slots – Titus ML Series
  - d. Supply/Return Floor Slots – Titus CT Series
  - e. Return/Exhaust/Transfer Ceiling Registers – Titus 50F Series
  - f. Return/Exhaust/Transfer Wall Registers – Titus 350 Series

v. Insulation

1. The pipe and duct insulation systems will meet the requirements of the Authority Having Jurisdiction with the following serving as project minimums:
2. Ductwork – Concealed
  - a. Within Unconditioned Space:
    - i. Minimum R-Value = 12.0
    - ii. Two layers of duct wrap - glass fiber with FRK vapor retarder facing
  - b. Within the Building Envelope:
    - i. Minimum R-Value = 6.0
    - ii. Duct wrap – glass fiber with FRK vapor retarder facing
  - c. Ductwork – Exposed Within Building (Utilitarian Spaces)
    - i. Minimum R-Value = 6.0
    - ii. Duct board – rigid fiberglass with FRK vapor retarder facing
  - d. Ductwork – Exposed Within Building (Finished Areas)
    - i. Minimum R-Value = 6.0
    - ii. Double wall round spiral insulated duct system
  - e. Ductwork – Outdoor
    - i. Minimum R-Value = 12.0
    - ii. One layer of 1-3/4” Panel System
    - iii. Exterior vinyl shell
    - iv. Aluminum interior surface
    - v. Apply a 22 gauge galvanized sheet metal cap on the top horizontal surfaces of the duct sections. The cap will be sloped to maintain positive drainage. The cap will extend down the full height of the duct sections. The cap wall sides will be joined together with sheet metal straps on the bottom side of the Thermaduct system.



3. Refrigerant Piping
  - a. Suction – Two Pipe Splits
  - b. ¾ inch thickness, 6 PCF
  - c. Polyethylene foam closed cell elastomeric
4. Piping located outside of the building will be provided with a jacket of B209 aluminum, 0.016-inch thick, with factory-applied 2-mil moisture barrier.
- vi. Test and Balance
  1. Test and balance the air distribution and hydronic distribution systems to the flow rates indicated on the drawings.
  2. Testing agency will be an independent and certified organization from any of the contractors performing other work covered under Division 20.
- vii. Controls
  1. A series of stand-alone controls will be provided.



## ELECTRICAL

### A. SECTION 26 00 00: GENERAL ELECTRICAL REQUIREMENTS

1. Scope: The scope of work will be as schematically depicted on the accompanying set of drawings and as clarified hereinafter:
  - i. Telephone and Cable TV service conduits (overhead).
  - ii. Secondary electrical service conduits (in concrete encased ductbank) and conductors.
  - iii. Power distribution infrastructure, including panelboard(s), feeder conduits and wiring, and branch circuit conduits and wiring.
  - iv. Power to HVAC and Plumbing equipment.
  - v. Convenience receptacles.
  - vi. Interior Lighting (normal and emergency) and lighting controls.
  - vii. Exterior Lighting (building mounted) and lighting controls.
  - viii. Branch circuit conduits and wiring.
  - ix. Fire Alarm system.
  - x. Telecommunications system (data, voice, CATV).
2. Technical Information
  - i. Laminated acrylic nameplates (interior dry locations) and metal backed butyrate (interior/exterior wet and damp locations). Nameplate to include voltage and source.
  - ii. Branch circuit identification on the face of junction boxes and the backside of device cover plates.

### B. SECTION 26 05 00: ELECTRICAL METHODS AND MATERIALS

1. Technical Information:
  - i. Electrical Service - Electrical power to the building will be obtained from utility provided transformer(s) mounted to utility pole.
  - ii. Secondary Electrical Service - Secondary electrical service to the building will be provided from the utility transformer(s). Estimated service size(s) is 400A at 208Y/120 volts. Conduits shall route down utility pole, below grade, and enter building at lower level. Coordinate ductbank requirements with electric utility company. At a minimum provide (2) sets of (4)250KCM aluminum service entrance cables in (2) 4" conduits.
  - iii. Power Distribution System:
    1. The electrical service equipment will consist of one of the following or a combination of the following:
      - a. A 60 pole, 400A panelboard with 400A service entrance rated LSI main breaker on the lower level, and a CT cabinet and meter mounted on the exterior of the building.
    2. Distribution and Lighting/Appliance Panelboards will be 3-phase, 4-wire with copper bussing and bolt-on style circuit breakers unless specified otherwise.
    3. Provide integral surge protection for incoming service panelboard.
    4. Floor mounted electrical equipment will be installed on 4" high concrete housekeeping pads with chamfered edges. Pad will extend 3" beyond equipment edges.
    5. Acceptable manufacturers of electrical equipment are Square D, ABB General Electric, Siemens, Eaton Cutler Hammer.



- iv. Grounding:
  - 1. The electrical service will be grounded in accordance with the National Electrical Code Article 250. In addition, a separate insulated green grounding conductor will be run for each circuit. Where circuits are combined in a single raceway, the grounding conductor will be sized appropriately.
- v. Power for HVAC and Plumbing Equipment
  - 1. Power to 3-phase motors, 1/2HP and above will be provided at 208V, 3 phase. For single phase motors below 1/2HP, 120V will be provided. Provide 3 phase equipment without integral disconnecting means with separate standalone non-fusible or fusible disconnect switch as applicable. Disconnect switches will be heavy duty type above 100A (240V) and general duty type 100A (240V) and below. Heavy duty type switches will have a minimum interrupting capacity of 200,000 amperes. General duty type will have a minimum interrupting capacity of 100,000 amperes. Provide single phase equipment without integral disconnecting means with separate standalone manual motor starter switch (with or without overloads as applicable). Control of equipment will be provided under another division.
- vi. Elevator Disconnect Switches
  - 1. Provide horsepower rated disconnect switches with the following features:
    - a. Class J fuse holders
    - b. Lockable external handle
    - c. 120V shunt trip
    - d. Fire alarm interface relay
    - e. Auxiliary contacts for elevator battery lowering controls
    - f. NEMA 12 Enclosure
  - 2. Manufacturers: Bussman, Mersen and Littlefuse
- vii. Power for Lighting
  - 1. Power for lighting will be provided at either 120V single phase.
  - 2. Emergency lighting will be provided by one of the following:
    - a. Battery powered exit signs and lighting fixtures with integral battery backup
- viii. Power for General Use
  - 1. Power for general use receptacles will be provided at 120V single phase. For larger equipment or appliances 208V single phase or three phase will be utilized.
- ix. Wiring Materials
  - 1. Conduit and conduit fittings installed below grade or encased in concrete will be rigid polyvinyl chloride (PVC) schedule 40. Conduit through and within 5'-0" of foundation walls and for stubups into equipment will be rigid galvanized steel. Conduits installed in damp or wet locations inside the building or conduits installed exposed outside will be rigid galvanized steel. Conduits installed in interior dry locations will be EMT. Connections to vibrating equipment will be flexible metal conduit (interior dry locations) or liquid tight flexible metal conduit (interior damp/wet locations and exterior locations). The use of flexible non-metallic conduit or liquid tight flexible non-metallic conduit is not permitted. Metal boxes will be



- utilized. Cast boxes will be utilized in damp and wet locations and where surface mounted. Conduit will be installed parallel and perpendicular to structural members.
2. Conductors and cables will be annealed copper unless otherwise noted. Insulation for conductors will be 600V, 75 degree C dry and 90 degrees C wet, type THHN/THWN. Service entrance conductors can also be type XHHW. Minimum conductor size will be #12AWG. Conductors larger than #10AWG will be stranded. Feeders greater than 100A are permitted to be aluminum. Cabling will be installed parallel and perpendicular to structural members. Feeders will be wire in conduit. Exposed branch circuits will be wire in conduit. Concealed branch circuits will be MC cable.
- x. Wiring Devices:
1. Receptacles will be commercial specification grade and be rated 20A. Receptacles will be back and side wired capable. Receptacles will be tamper resistant, GFCI, AFCI, or any combination where required. Acceptable manufacturers are Hubbell, Leviton and Pass & Seymour. Provide receptacles as follows:
    - a. Community Room: one receptacle every 15' on center. Minimum (4) floor boxes with power/data.
    - b. Meeting Space: one receptacle every 12' on center around wall perimeter, one receptacle every 2' on center above countertop and one dedicated for each piece of kitchenette equipment (refrigerator, microwave, etc.). Floor boxes as required per NEC.
    - c. Conference Rooms: minimum of one duplex receptacle per wall, one duplex receptacle in floor box under table and additional as required by code. One duplex receptacle in a recessed TV wall box centered behind wall mounted TVs.
    - d. Corridors: one duplex receptacle every 50'-0" on center
    - e. Restrooms: one duplex GFI receptacle per sink.
    - f. Storage rooms: one duplex receptacle
    - g. Electrical/Mechanical equipment rooms: one duplex receptacle every 12'-0" on center
  2. Special receptacles as required for other equipment requiring a special receptacle.
  3. Cover plates will be painted steel.
- xi. Telephone/CATV Service
1. The telephone and cable TV service to the building will originate from a point coordinated with the respective telephone and cable TV service providers. Provide (4) 4" conduits (in concrete encased ductbank) (2 for Telephone and 2 for CATV) from telephone and cable TV service provider coordinated site location to building with utility. Cap conduits on both ends.
  2. In the building provide (2) 2'W x 4'H fire retardant painted plywood backboards (1 for each service). On each backboard provide a quad receptacle on a dedicated 20A circuits. Provide grounding busbar for telephone and cable TV service and connect back to electrical service main ground bar.
- xii. Security / Access Control System
1. A security and access control system will be provided by the Owner's vendor. Work of this division includes providing back boxes, conduit, and



120V power for the system where required.

xiii. Two-way Communication System For Area of Refuge

1. A two-way communication system between elevator lobbies and the main lobby will be provided per the requirements of IBC Section 1009.8.

C. Section 26 50 00 Lighting

1. Technical Information

- i. Interior lighting light levels will comply with those as recommended by the Illuminating Engineering Society of North America (IESNA) unless otherwise directed by the owner or code. In general, LED light fixtures will be specification grade in common areas. Kelvin temperature will be 3000K. Fixtures utilizing a LED driver will include 0-10V dimming capability. Exterior light fixtures will be DLC listed and have full cutoff distributions that comply with local zoning requirements.

Application	Light Level (FC) AVG (Maintained)	Luminaire	Lighting Control
Corridors	20	2 x 2 Flat Panels Downlights	Dual tech ceiling mtd. occupancy sensors
Stairwells	20	Lensed wall mounted	Integral PIR occupancy sensor with dim to 20% under no occupancy
Restrooms	20	2 x 2 Flat Panels Downlights Decorative wall mtd.	Dual tech ceiling mtd. occupancy sensors
Storage Rooms	20	2 x 2 Flat Panel	Dual tech wall box vacancy sensor with manual on/ auto off  Dual tech ceiling mounted vacancy sensor with low voltage wall station manual on/auto off
Conference Room	40	2 x 2 Volumetric Downlights Linear Pendant	Dual tech ceiling mtd. vacancy sensor with low voltage dimming wall stations for manual on/auto off.
Electrical/Mech. Rooms	20-30	Lensed industrial	Toggle Switch
Community Room / Meeting Room	35	Decorative Architectural Linear or Circular	Dual tech ceiling mtd. vacancy sensor with low voltage dimming wall stations for manual on/auto off.
Building Mounted		Sconces and wall packs	Photocell/Timeclock via Contactor

D. Section 27 50 00 Distributed Antenna System

1. Technical Information

- i. An emergency responder distributed antenna system will be provided for part



or all of the building based on signal strength measurements at the project site prior to construction, before walls are enclosed and after building is substantially complete. If it is determined that signal strength is inadequate during any of these measurement periods, a distributed antenna system will be provided. Signal strength results that indicate a distributed antenna system is not required to be provided to the Authority Having Jurisdiction for approval that no system is required.

E. Section 28 30 00 Fire Alarm Systems

1. Technical Information

- i. A new addressable fire alarm system will be provided for the building. Concealed fire alarm cabling and wiring to be installed in 3/4" conduit, MC fire alarm cabling or open cabling methods as approved by the Authority Having Jurisdiction. Exposed fire alarm cabling and wiring to be installed in 3/4" conduit.
- ii. System initiation will be by manual pull stations, smoke detectors, heat detectors, duct detectors, and carbon monoxide detectors. System annunciation will be by horns, strobes and combination horn/strobes.
- iii. Signals to be transmitted by the fire alarm control panel to the owners monitoring agency and to the remote annunciator panel.

**END**



### ABBREVIATIONS

ACT	ACOUSTICAL CEILING TILE	REF.	REFRIDGERATOR
A/C	AIR CONDITIONING	REQD	REQUIRED
ADJ	ADJUSTABLE	R.H.	RIGHT HAND
AFF	ABOVE FINISHED FLOOR	RM	ROOM
A.B.E.	ABOVE BENCHMARK ELEVATION	SF	SQUARE FEET
A.H.U.	AIR HANDLING UNIT	SHT.	SHEET
ALUM	ALUMINUM	SIM.	SIMILAR
APPROX	APPROXIMATE	S.O.G.	SLAB ON GRADE
ARCH	ARCHITECTURAL	SNT.	SEALANT
@	AT	SPEC.	SPECIFICATION
		STD.	STANDARD
B.C.	BASE CABINET	STL.	STEEL
BD.	BOARD	S.S.	STAINLESS STEEL
BITUM.	BITUMINOUS	SSM	SOLID SURFACE MATERIAL
BLDG.	BUILDING	STOR.	STORAGE
BLK.	BLOCK	STRUCT.	STRUCTURE
BLKD.	BULKHEAD	SO.	SQUARE
BLKG.	BLOCKING	SUSP.	SUSPENDED
C	CENTER LINE	T & G	TONGUE & GROOVE
C.B.	CHALK BOARD	TEMP	TEMPORARY
CL.	CLOSET	TH.	THICK
CLG.	CEILING	T.O.S.	TOP OF SLAB
CMU	CONCRETE MASONRY UNIT	T.O.J.	TOP OF JOIST
COL	COLUMN	TLT.	TOILET
CONC.	CONCRETE	TYP.	TYPICAL
CONT.	CONTINUOUS		
C.J.	CONTROL JOINT	U.N.O.	UNLESS NOTED OTHERWISE
CPT.	CARPET	V.C.T.	VINYL COMPOSITION TILE
C.T.	CERAMIC TILE	VERT.	VERTICAL
		V.I.F.	VERIFY IN FIELD
		V.I.F.W.A.	VERIFY IN FIELD WITH ARCHITECT
D.	DEEP	W/	WITH
DEMO	DEMOLITION	W.	WIDTH
D.F.	DRINKING FOUNTAIN	W.B.	WALL BOARD
DIM.	DIMENSION	W.C.	WATER CLOSET
DN.	DOWN	WD.	WOOD
DTL	DETAIL	W/O	WITHOUT
DIA	DIAMETER		
DS	DOWN SPOUT		
DWG.	DRAWING		
E.J.	EXPANSION JOINT		
EL.	ELEVATOR		
ELEC.	ELECTRICAL		
ELEV.	ELEVATION		
ETC.	ETCETERA		
E.T.R.	EXISTING TO REMAIN		
EQUIP.	EQUIPMENT		
EXIST.	EXISTING		
EXT	EXTERIOR		
F.E.C.	FIRE EXTINGUISHER CABINET		
F.D.	FLOOR DRAIN		
F.F.E.	FINISH FLOOR ELEVATION		
FIN	FINISH		
FL. OR FLR.	FLOOR		
FOM	FACE OF MASONRY		
FT	FOOT, FEET		
F.V.W.A.	FIELD VERIFY WITH ARCHITECT		
GA	GAUGE		
GALV	GALVANIZED		
GYP. BD.	GYSUM BOARD		
GSF	GROSS SQUARE FEET		
GWB	GYSUM WALL BOARD		
GT	GLAZING TYPE		
H OR HT	HEIGHT		
HC	HANDICAPPED		
H.M.	HOLLOW METAL		
HORIZ.	HORIZONTAL		
HR	HOUR		
HVAC	HEATING/VENTILATION, AIR CONDITIONING		
IN	INCH		
INSUL.	INSULATION		
INT.	INTERIOR		
JAN.	JANITOR		
JT	JOINT		
L	LENGTH		
LAV.	LAVATORY		
L.H.	LEFT HAND		
MACH.	MACHINE		
MATL	MATERIAL		
MAX.	MAXIMUM		
M.E.	MATCH EXISTING		
MECH.	MECHANICAL		
MEP	MECHANICAL/ELECTRICAL/PLUMBING		
MIN.	MINIMUM		
MISC.	MISCELLANEOUS		
M.O.	MASONRY OPENING		
MTD	MOUNTED		
MTL	METAL		
NO. OR #	NUMBER		
NOM.	NOMINAL		
N.I.C.	NOT IN CONTRACT		
NSF	NET SQUARE FEET		
N.T.S.	NOT TO SCALE		
O.C.	ON CENTER		
OPNG.	OPENING		
P-LAM	PLASTIC LAMINATE		
PLYWD	PLYWOOD		
P.T.	PORCELAIN TILE		
PTD.	PAINTED		

### SYMBOLS

	<b>BUILDING SECTION</b>		<b>COMPACTED SUBGRADE</b>
	<b>WALL SECTION</b>		<b>CONCRETE</b>
	<b>BUILDING ELEVATION</b>		<b>C.M.U.</b>
	<b>INTERIOR ELEVATIONS</b>		<b>ROUGH WOOD</b>
	<b>DETAIL</b>		<b>PLYWOOD</b>
	<b>NEW SUSP. A.C.T. CEILING &amp; GRID</b>		<b>FINISHED WOOD</b>
	<b>EXISTING DOOR (TO BE REMOVED)</b>		<b>WINDOW TYPE (SEE WINDOW SCHEDULE)</b>
	<b>EXISTING DOOR</b>		<b>DOOR NUMBER (SEE DOOR SCHEDULE)</b>
	<b>NEW DOOR</b>		<b>PARTITION TYPE</b>
	<b>EXISTING WALLS (TO BE REMOVED)</b>		<b>RIGID INSULATION</b>
	<b>NEW PARTITION</b>		<b>BATT INSULATION</b>
	<b>EXISTING PARTITION</b>		<b>BRICK</b>

### NOTES

- GENERAL NOTES
- THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK.
  - A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES.
  - THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY.
  - THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT.
  - UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN.
  - THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH.
  - THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK.
  - THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CLEAN-UP OF THE WORK AND DISPOSAL OF TRASH AND DEBRIS OFF THE PREMISES. ALL DEBRIS AND WASTE MATERIAL SHALL BE REMOVED FROM THE SITE AT THE END OF EACH WORKING DAY, UNLESS OTHERWISE DIRECTED BY THE ARCHITECT.
  - THE GENERAL CONTRACTOR SHALL PERFORM A FINAL CLEANUP OF ALL NEW WORK PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER FOR OPERATIONAL USE, INCLUDING REMOVAL OF ALL MARKS, STAINS AND SOILS FROM SURFACES, REMOVAL OF ALL TEMPORARY PROTECTIONS, SCAFFOLDING, ETC., CLEAN ALL GLASS, MIRRORS, TILE AND FLOORS.
  - THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY REGULATIONS GOVERNING DEMOLITION AND CONSTRUCTION OF THIS PROJECT.
  - IT SHALL BE UNDERSTOOD THAT THE ARCHITECT'S DRAWINGS ARE PARTIALLY DIAGRAMMATIC AND THE MECHANICAL AND ELECTRICAL SUBCONTRACTORS SHALL WORK IN COOPERATION WITH THE GENERAL CONTRACTOR IN DETERMINING THE RUNNING OF PIPE LINES AND LOCATING EQUIPMENT. ANY NECESSARY VARIATIONS SHALL BE MADE TO CONFORM TO THE INTENT OF THE DIAGRAMMATIC DRAWINGS WITHOUT ADDITIONAL COSTS. WHERE THERE ARE INTERSECTIONS INVOLVING VARIOUS DUCTS, PIPING AND EQUIPMENT, PARTICULAR CONSIDERATION SHALL BE GIVEN TO CLEARANCES.
  - THE OWNER RESERVES THE RIGHT TO LET OTHER CONTRACTS AND TO INSTALL CERTAIN EQUIPMENT IN THE BUILDING AT ANY TIME DURING CONSTRUCTION. THIS RIGHT SHALL NOT INTERFERE IN ANY WAY WITH THE CONTINUITY OF BUILDING CONSTRUCTION OR COMPLETION. THE OWNER SHALL INFORM THE CONTRACTOR PRIOR TO ANY WORK AND/OR INSTALLATION OF EQUIPMENT.
  - THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.

### SHEET LIST

SHEET LIST	
SHEET NUMBER	SHEET NAME
GENERAL	
CS-1	SHEET LIST & GENERAL NOTES
CS-2	CODE SUMMARY
ARCHITECTURAL	
AD-100	DEMOLITION PLANS
AD-101	DEMOLITION ELEVATIONS
A-100	LOWER LEVEL PLANS
A-101	FIRST FLOOR PLANS
A-102	ROOF PLANS
A-200	BUILDING ELEVATIONS
A-201	BUILDING ELEVATIONS
A-300	BUILDING SECTIONS
A-301	BUILDING SECTIONS

UPDATES/REVISIONS:

### PROFESSIONAL CERTIFICATION

SHEET LIST & GENERAL NOTES  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND



805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 21222  
 ATTN: JOHN HOATSON, TOWN MANAGER

COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR REPRODUCTION IS PROHIBITED.

WSSC GRID: 205NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO: <b>CS-1</b>
CHECKED BY: SIT	
DATE: 06/01/2026	FILE NO: 26108
SCALE: AS NOTED	

GENERAL NOTES

1. THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK.
2. A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES.
3. THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT.
5. UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN.
6. THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH.
7. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CLEAN-UP OF THE WORK AND DISPOSAL OF TRASH AND DEBRIS OFF THE PREMISES. ALL DEBRIS AND WASTE MATERIAL SHALL BE REMOVED FROM THE SITE AT THE END OF EACH WORKING DAY, UNLESS OTHERWISE DIRECTED BY THE ARCHITECT.
9. THE GENERAL CONTRACTOR SHALL PERFORM A FINAL CLEANUP OF ALL NEW WORK PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER FOR OPERATIONAL USE, INCLUDING REMOVAL OF ALL MARKS, STAINS AND SOILS FROM SURFACES, REMOVAL OF ALL TEMPORARY PROTECTIONS, SCAFFOLDING, ETC., CLEAN ALL GLASS, MIRRORS, TILE AND FLOORS.
10. THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY REGULATIONS GOVERNING DEMOLITION AND CONSTRUCTION OF THIS PROJECT.
11. IT SHALL BE UNDERSTOOD THAT THE ARCHITECT'S DRAWINGS ARE PARTIALLY DIAGRAMMATIC AND THE MECHANICAL AND ELECTRICAL SUBCONTRACTORS SHALL WORK IN COOPERATION WITH THE GENERAL CONTRACTOR IN DETERMINING THE RUNNING OF PIPE LINES AND LOCATING EQUIPMENT. ANY NECESSARY VARIATIONS SHALL BE MADE TO CONFORM TO THE INTENT OF THE DIAGRAMMATIC DRAWINGS WITHOUT ADDITIONAL COSTS. WHERE THERE ARE INTERSECTIONS INVOLVING VARIOUS DUCTS, PIPING AND EQUIPMENT, PARTICULAR CONSIDERATION SHALL BE GIVEN TO CLEARANCES.
12. THE OWNER RESERVES THE RIGHT TO LET OTHER CONTRACTS AND TO INSTALL CERTAIN EQUIPMENT IN THE BUILDING AT ANY TIME DURING CONSTRUCTION. THIS RIGHT SHALL NOT INTERFERE IN ANY WAY WITH THE CONTINUITY OF BUILDING CONSTRUCTION OR COMPLETION. THE OWNER SHALL INFORM THE CONTRACTOR PRIOR TO ANY WORK AND/OR INSTALLATION OF EQUIPMENT.
13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.

BUILDING CODE ANALYSIS

PROJECT DESCRIPTION

APPLICABLE CODES  
 INTERNATIONAL BUILDING CODE 2021  
 INTERNATIONAL ENERGY CONSERVATION CODE 2021  
 INTERNATIONAL MECHANICAL CODE 2021  
 INTERNATIONAL EXISTING BUILDING CODE 2021  
 NATIONAL FIRE PROTECTION ASSOCIATION LIFE SAFETY CODE 101, 2021 EDITION  
 NATIONAL FIRE PROTECTION ASSOCIATION FIRE CODE 1, 2021 EDITION  
 NATIONAL ELECTRIC CODE (NEC), 2020 EDITION WITH LOCAL AMENDMENTS

1) BUILDING USE, CONSTRUCTION CLASSIFICATIONS AND HEIGHT

	IBC 2021	NFPA 2018
Use Group (Section 303)	A-3	BUSINESS (Chapter 6)
Building Height Allowable (Table 504.3)	S=60' NS=40'	35'-8"
Actual Building Height		
Number of Stories Allowable (Table 504.4)	S=2 NS = 1	
Actual Number of Stories Above Gradeplane	1	
Allowable Area Factor (Table 506.2)	S = 18,000 NS = 6,000	
Type of Construction (Table 602)	VB	

2) BUILDING AREAS

BUILDING ACTUAL GROSS AREAS	
Basement	772 sf
First Floor	803 sf
Total (GSF)	1,575 sf

3. OCCUPANCY LOADS

USE	IBC (Table 1004.5)	LIFE SAFETY (Table - 7.3.1.2)
A-3 - 7 sf/occ - gathering areas		
A-3 - 15 sf/occ - conference room		
Basement = 298 nsf * 7 sf/occ = 42 occ		
Basement = 136 nsf * 15 sf/occ = 9 occ		
1st Floor = 753 nsf * 7 sf/occ = 107 occ		
TOTAL = 158		

4. FIRE PROTECTION REQUIREMENTS

IBC 903.2.1 Group A-3 - not required.  
 Fire area does not exceed 12,000 sf; occupant load <300

NFPA 101 13. - not required  
 Occupant load <300

5. EGRESS REQUIREMENTS

IBC 1005.3.2 - Egress Width at Doors

	IBC (Section 1005)	LIFE SAFETY (Table - 7.2.2.2 7.2.2.1)	PROVIDED
Egress Width at Stairs (1005.3.1)	0.2x73=14.6"	0.3x73=21.9"	72"
Egress Width at Doors (1005.3.2)	.15x73=10.95"	32" min.	72"
Egress Width at Corridors (1005.3.4)	44"	0.2x73=14.6"	48" min.

IBC 1006.3.3 - Minimum Number of Exits

Minimum Number of Exits per Story - occ 1-500	IBC 1006.3.3.2	2
	NFPA 101 7.4.1.1	2
	Provided @ 1st Floor	2

Stories with One Exit IBC 1006.3.4(2): Occ. Load <49, A Occupancy

IBC 1007.1.1 - Exit Access Configuration

Distance apart of not less than 1/2 overall diagonal dimension = min 20'-1.5" required  
 NFPA 7.5.1.3.2 = Distance not less than 1/2 overall dimension. 22'-3" provided

IBC 1017.2 - Maximum Travel Distance

IBC 1017.2 Allowed = 200'  
 NFPA 12.2.6.2 Allowed = 200'  
 MAX. PROVIDED = 53'

IBC 1020.3 - Corridor Width

IBC 1020.3 Minimum = 44"  
 PROVIDED = 44"

6. INTERIOR FINISH REQUIREMENTS

IBC	CLASS	FLAME SPREAD	SMOKE DEV.
IBC 803.13	C	76-200	0-450
NFPA 12.3.3.3	C	76-200	0-450

7. PLUMBING

Assembly Occupancy 1:125 M + 1:65 F  
 Required WCs and Lav = 1 M + 1 F  
 Provided WCs and Lav = 2 total  
 Service Sink = 1 required, 1 provided  
 Water Fountain = 1 required, 1 provided

EXISTING BUILDING CODE - IBC 2021

CLASSIFICATION OF WORK

IEBC 604 Alteration - Level 3  
 IEBC 604.1 Level 3 alterations apply where the work area exceeds 50 percent of the building area.  
 IEBC 605 - Change of Occupancy  
 605.2 Changes of Occupancy shall comply with the provisions of Chapter 10.

INTERNATIONAL ENERGY CONSERVATION CODE - IECC 2021

Thermal Envelope Requirements

Table C402.1.3  
 Walls, above grade wood framed R-20  
 Roof, insulation entirely above roof deck R30 ci

- LEGEND:**
- 2-HR RATED FIRE BARRIER
  - - - 1-HR RATED FIRE BARRIER
  - SMOKE-TIGHT PARTITION

ALL RATED WALLS AND PARTITIONS SHALL BE PERMANENTLY IDENTIFIED WITH SIGNS OR STENCILING AS FOLLOWS:

A. IDENTIFICATION MARKINGS SHALL BE LOCATED WITHIN ACCESSIBLE CONCEALED FLOOR, FLOOR-CEILING AND ATTIC SPACES.

B. IDENTIFICATION MARKINGS SHALL BE LOCATED WITHIN 15'-0" OF THE END OF EACH WALL AND AT INTERVALS NOT EXCEEDING 30'-0" MEASURED HORIZONTALLY ALONG THE WALL OR PARTITION.

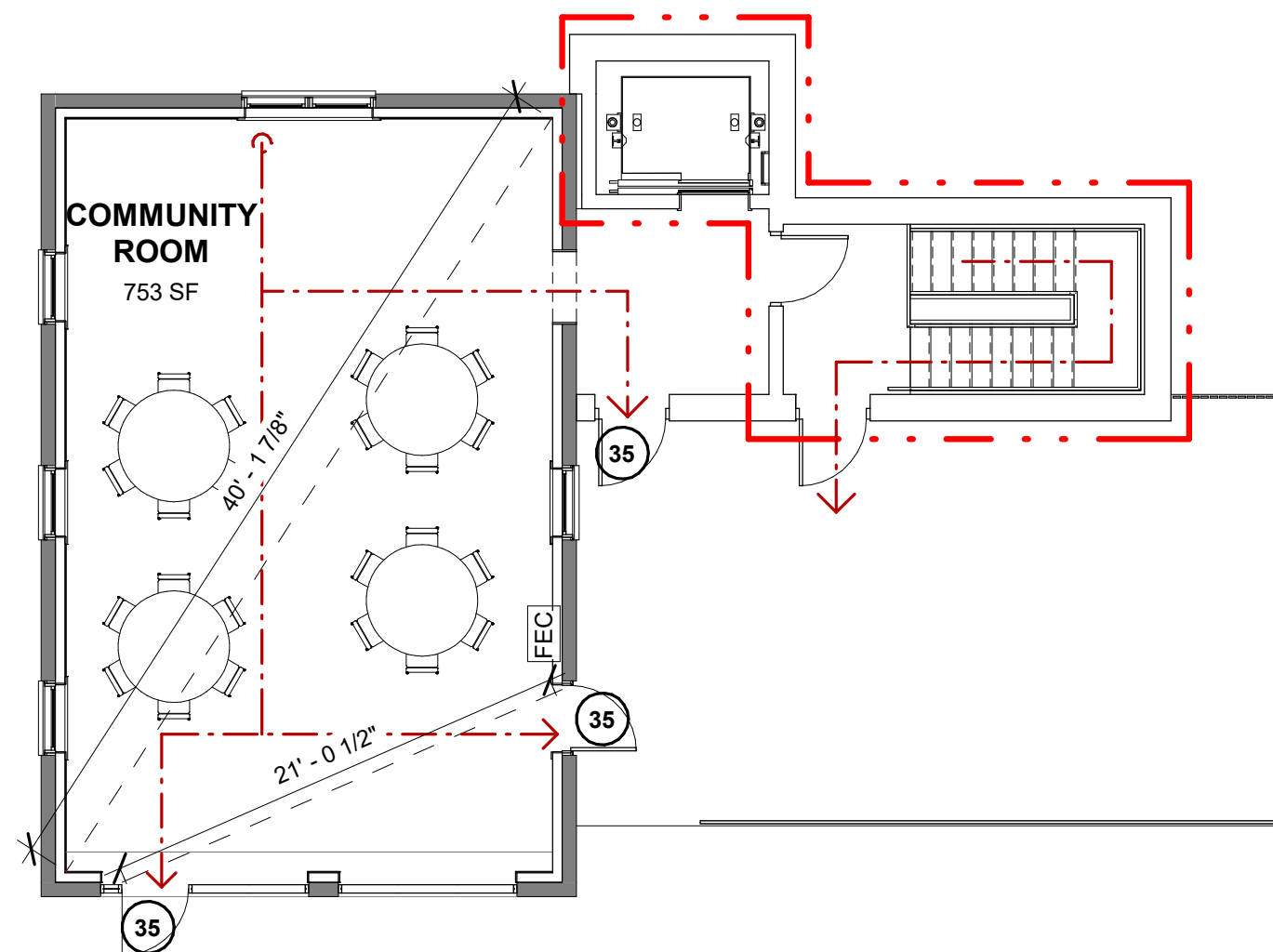
C. LETTERING SHALL NOT BE LESS THAN 3" IN HEIGHT WITH A MINIMUM 3/8" STROKE IN CONTRASTING COLOR INCORPORATING THE FOLLOWING WORDING:

"FIRE AND/OR SMOKE BARRIER - PROTECT ALL OPENINGS".

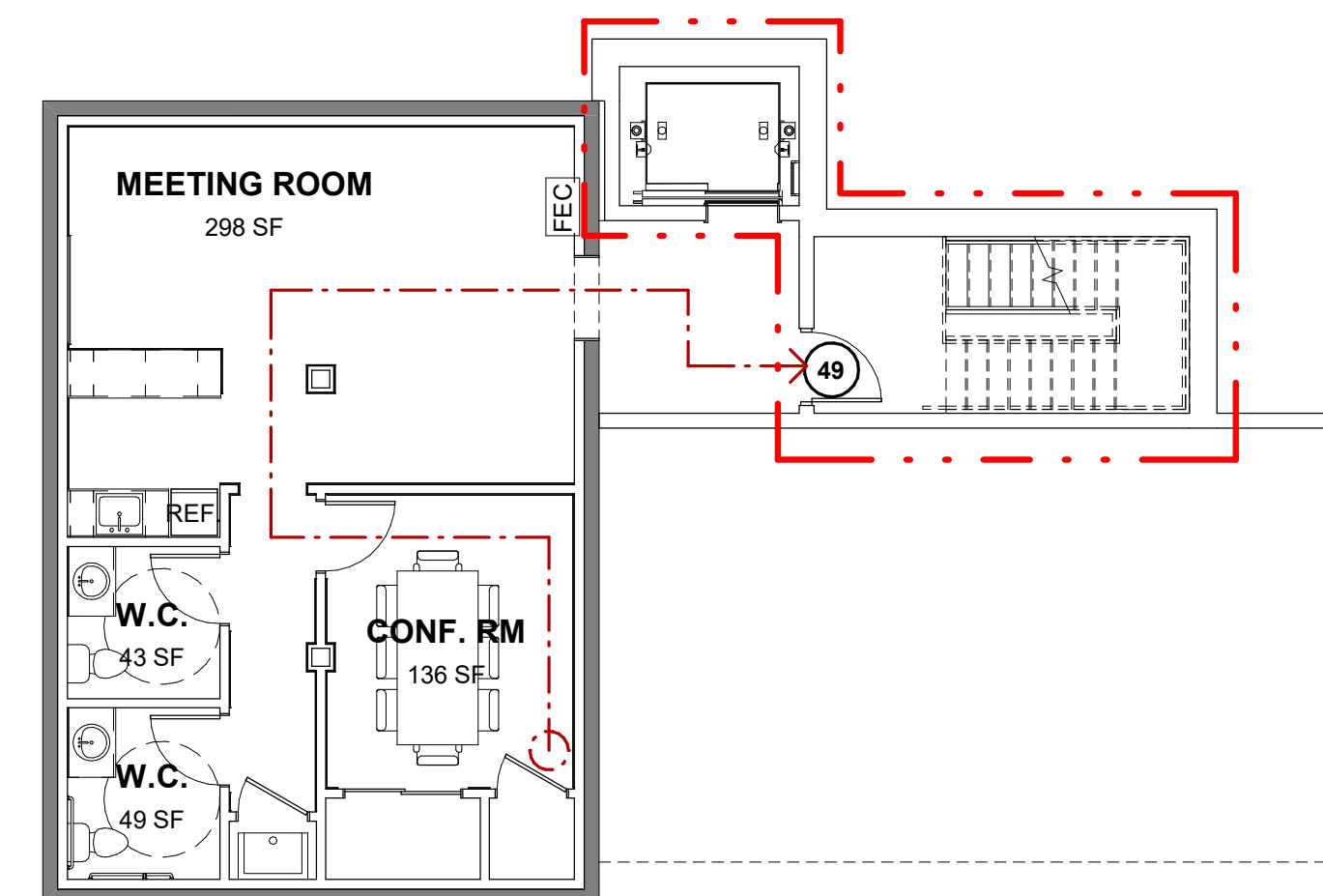
CAPACITY OF DOOR / STAIR  
**160**

FEC = FIRE EXTINGUISHER CABINET

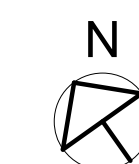
FE = FIRE EXTINGUISHER ON WALL BRACKET



1 FIRST FLOOR - CODE PLAN  
 1/8" = 1'-0"



2 LOWER LEVEL PLANS - CODE PLAN  
 1/8" = 1'-0"



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

CODE SUMMARY

COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
 ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax

226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 21222  
 ATTN: JOHN HOATSON, TOWN MANAGER

COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR REPRODUCTION IS PROHIBITED.

WSSC GRID: 265NE03 TAX MAP: 02-0104836


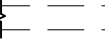
DRAWN BY: Author SHEET NO:

CHECKED BY: Checker **CS-2**

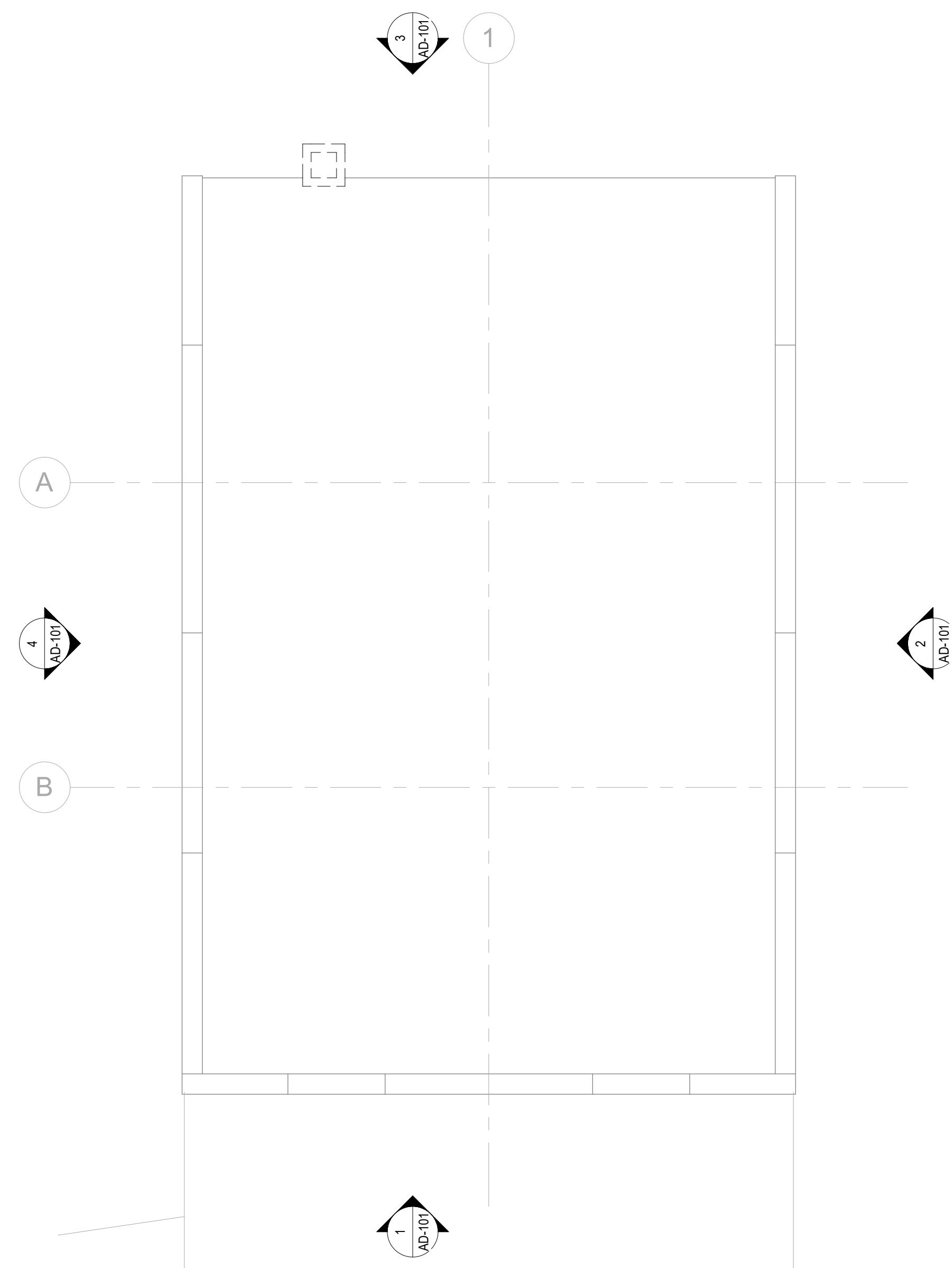
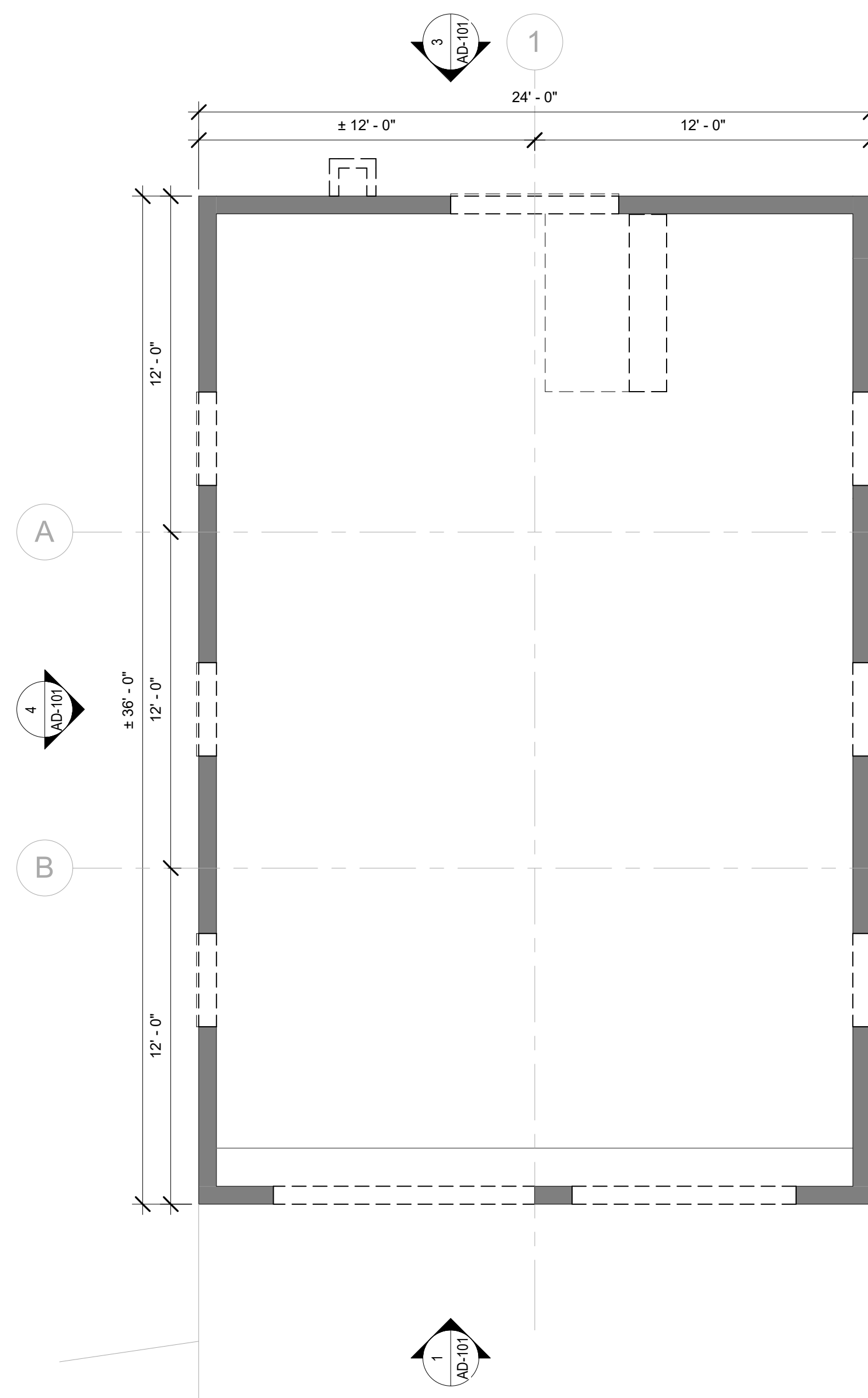
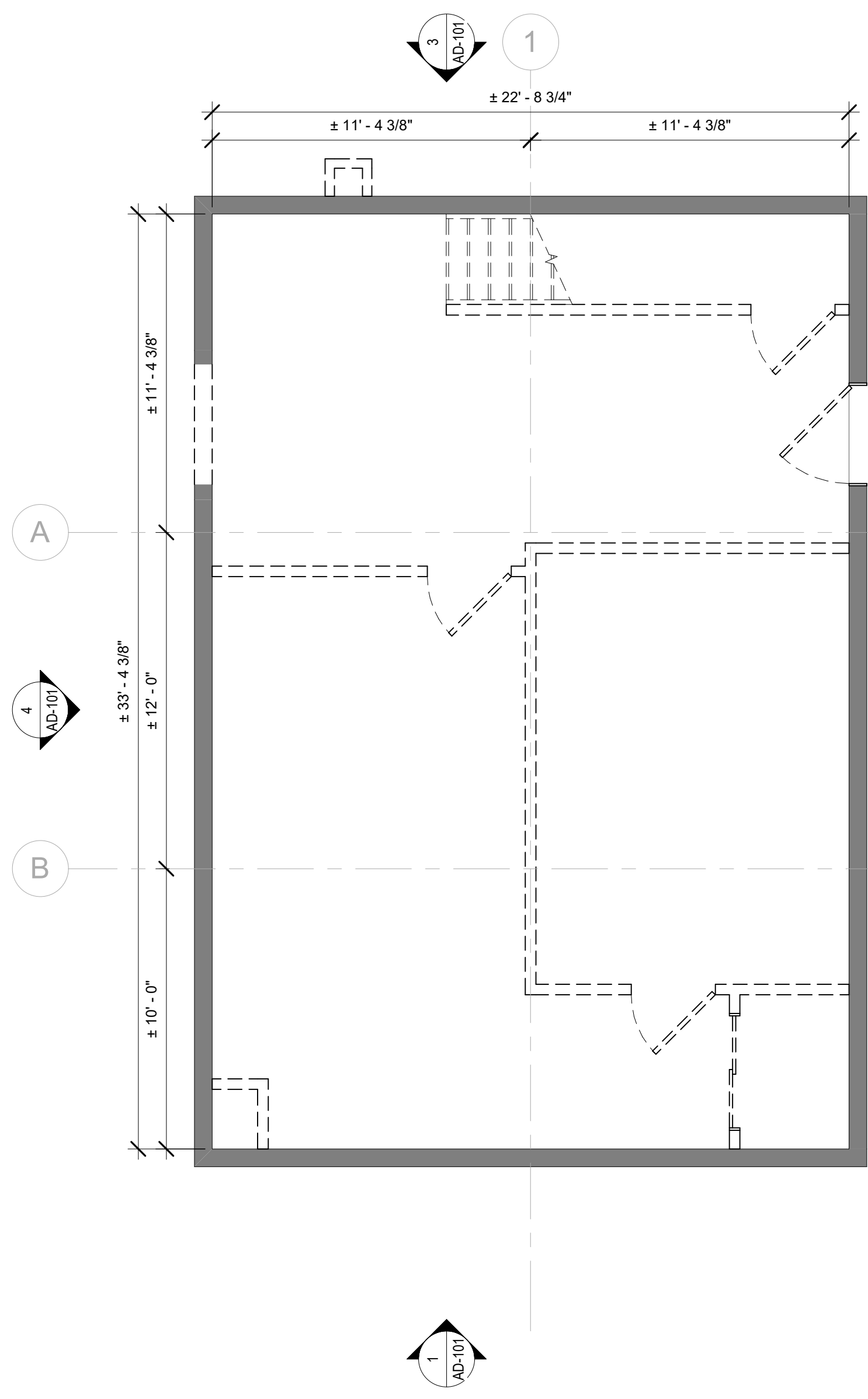
DATE: 06/01/2026 FILE NO:

SCALE: AS NOTED 26108

- DEMOLITION GENERAL NOTES**
- NO DEMOLITION MAY BEGIN UNTIL PREVIOUS PHASE HAS REACHED FINAL COMPLETION.
  - CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE WITH ADJACENT SPACES. PROTECT ALL EXISTING ITEMS, SURFACES AND FINISHES TO REMAIN.
  - PROVIDE SHORING AND BRACING WHERE NECESSARY.
  - REMOVE AND SALVAGE EXISTING FIXTURES AND DOORS. COORDINATE WITH OWNER FOR REUSE OF MATERIALS.
  - COORDINATE AND DISCONNECT UTILITIES. COORDINATE WITH MEP DRAWINGS.
  - CAP AND IDENTIFY ABANDONED UTILITIES AT TERMINATION POINTS.

**DEMO LEGEND:**  
 EXISTING WALL TO REMAIN  
 NEW WALL CONSTRUCTION

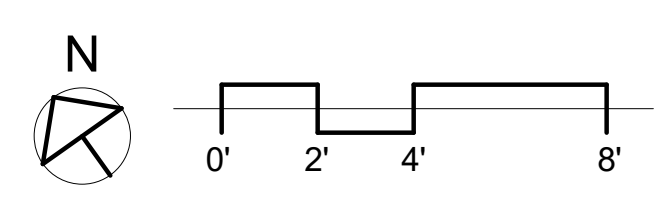
KEYNOTE LEGEND	
TAG	DESCRIPTION



① LOWER LEVEL DEMOLITION PLANS  
1/4" = 1'-0"

② FIRST FLOOR DEMOLITION PLANS  
1/4" = 1'-0"

③ ROOF DEMOLITION PLANS  
1/4" = 1'-0"



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

DEMOLITION PLANS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
**ARCHITECTS**

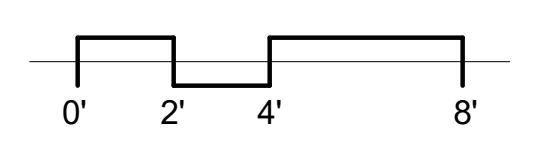
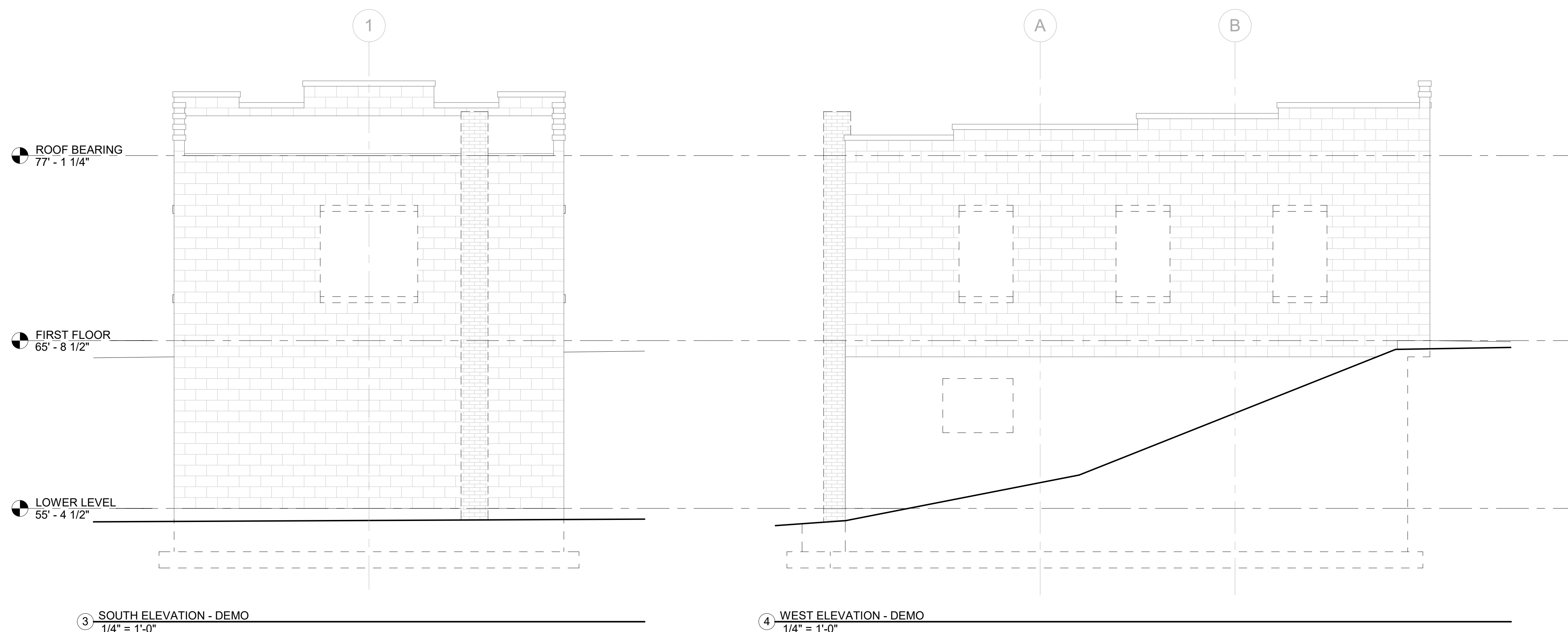
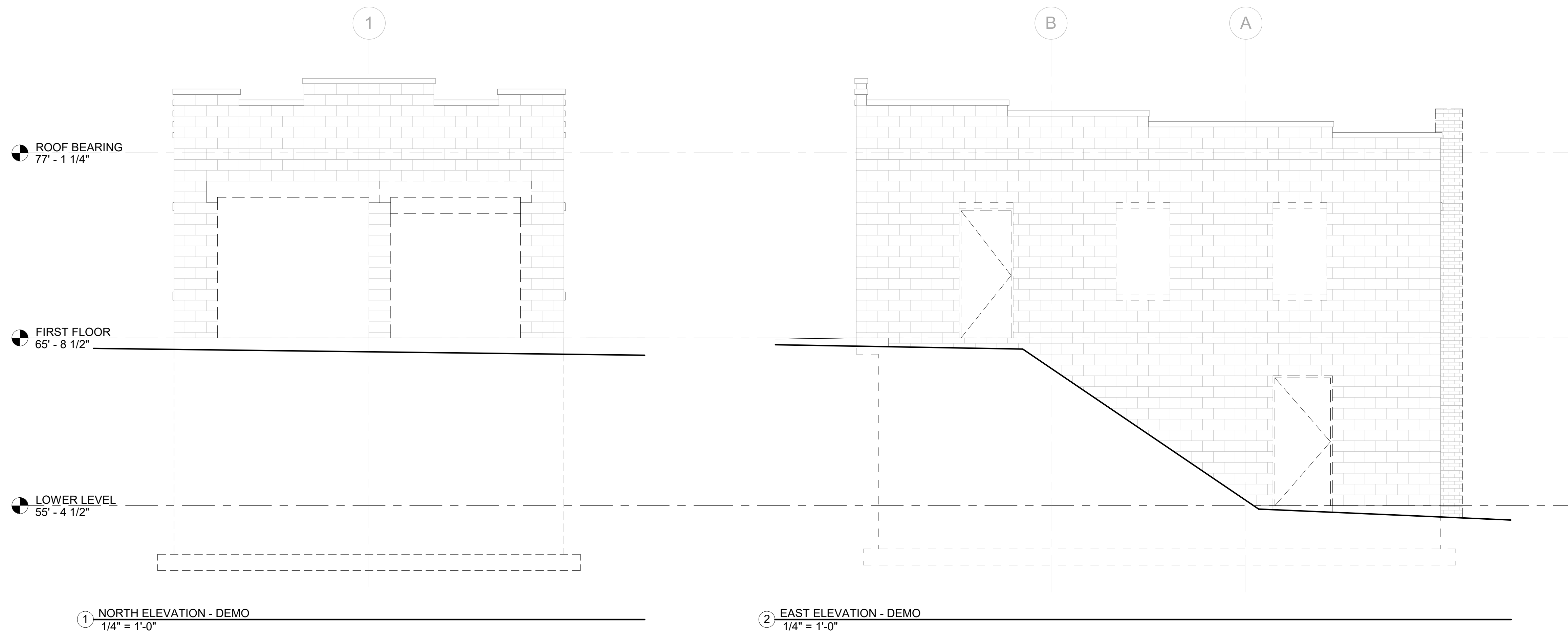
805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax

226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY 3820 40TH AVENUE COTTAGE CITY, MD 20722 ATTN: JOHN HOATSON, TOWN MANAGER	
COPYRIGHT © LATEST DATE HEREON CHARLES F. JOHNSON & ASSOCIATES, INC. ALL RIGHTS RESERVED. UNAUTHORIZED USE OR REPRODUCTION IS PROHIBITED.	
WSSC GRID: 205NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO:
CHECKED BY: SIT	<b>AD-100</b>
DATE: 06/01/2026	FILE NO:
SCALE: AS NOTED	26108

KEYNOTE LEGEND	
TAG	DESCRIPTION

- DEMOLITION GENERAL NOTES
- NO DEMOLITION MAY BEGIN UNTIL PREVIOUS PHASE HAS REACHED FINAL COMPLETION.
  - CONDUCT DEMOLITION TO MINIMIZE INTERFERENCE WITH ADJACENT SPACES. PROTECT ALL EXISTING ITEMS, SURFACES AND FINISHES TO REMAIN.
  - PROVIDE SHORING AND BRACING WHERE NECESSARY.
  - REMOVE AND SALVAGE EXISTING FIXTURES AND DOORS. COORDINATE WITH OWNER FOR REUSE OF MATERIALS.
  - COORDINATE AND DISCONNECT UTILITIES. COORDINATE WITH MEP DRAWINGS.
  - CAP AND IDENTIFY ABANDONED UTILITIES AT TERMINATION POINTS.



UPDATES/REVISIONS:

--

PROFESSIONAL CERTIFICATION

DEMOLITION ELEVATIONS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
**ARCHITECTS**  
 805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

COPYRIGHT © LATEST DATE HEREON CHARLES F. JOHNSON & ASSOCIATES, INC. ALL RIGHTS RESERVED. UNAUTHORIZED USE OR REPRODUCTION IS PROHIBITED.	
WSSC GRID: 265NE03	TAX MAP: 02-0104836
DRAWN BY: Author	SHEET NO: <b>AD-101</b>
CHECKED BY: Checker	DATE: 06/01/2026
SCALE: AS NOTED	FILE NO: 26108

GENERAL NOTES

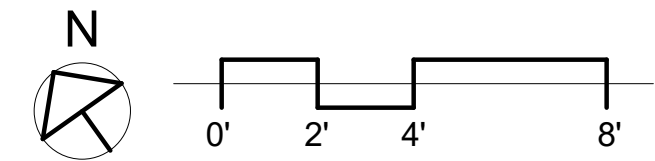
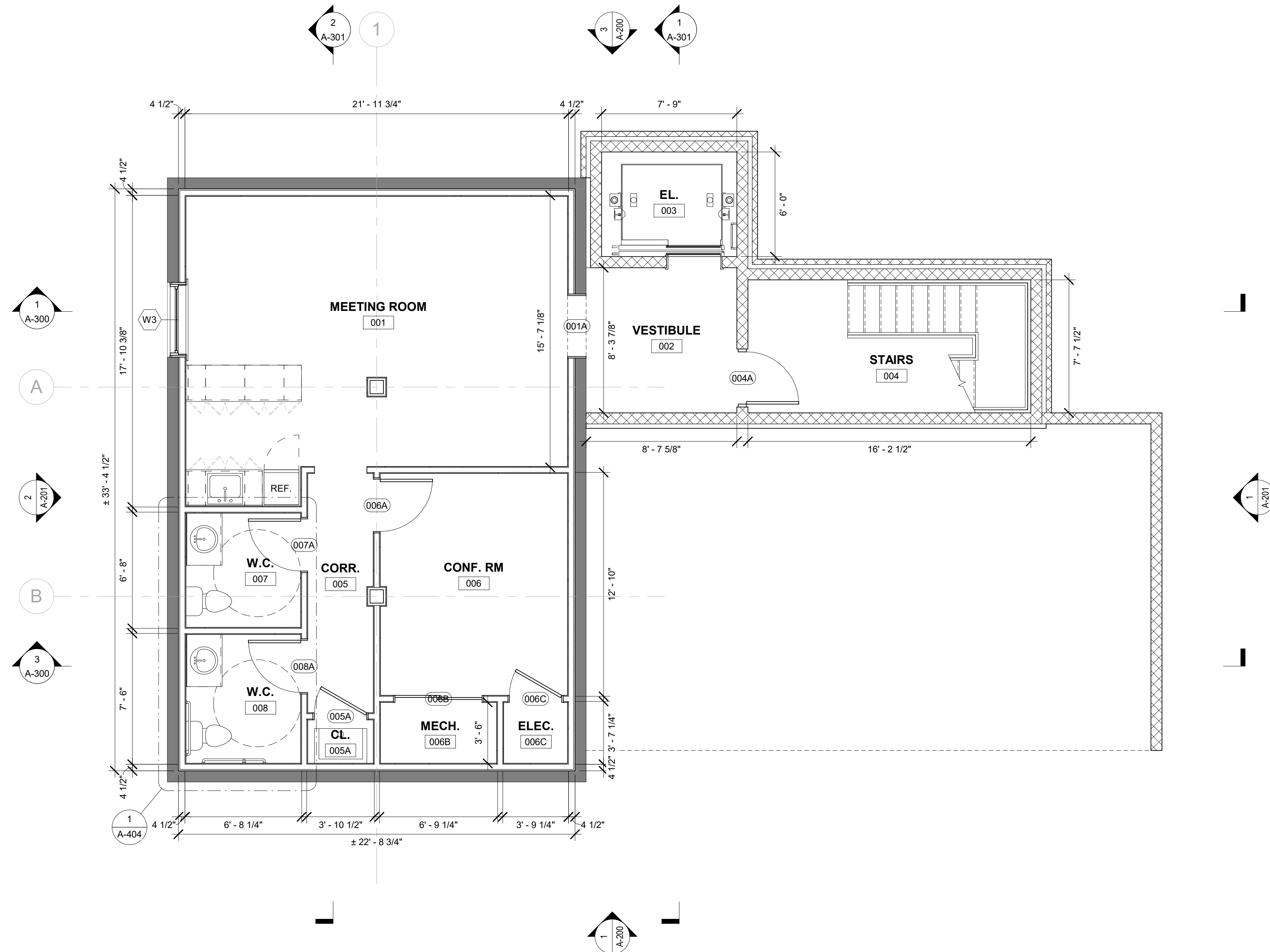
1. THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK.
2. A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES.
3. THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT.
5. UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN.
6. THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH.
7. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CLEAN-UP OF THE WORK AND DISPOSAL OF TRASH AND DEBRIS OFF THE PREMISES. ALL DEBRIS AND WASTE MATERIAL SHALL BE REMOVED FROM THE SITE AT THE END OF EACH WORKING DAY, UNLESS OTHERWISE DIRECTED BY THE ARCHITECT.
9. THE GENERAL CONTRACTOR SHALL PERFORM A FINAL CLEANUP OF ALL NEW WORK PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER FOR OPERATIONAL USE, INCLUDING REMOVAL OF ALL MARKS, STAINS AND SOILS FROM SURFACES, REMOVAL OF ALL TEMPORARY PROTECTIONS, SCAFFOLDING, ETC., CLEAN ALL GLASS, MIRRORS, TILE AND FLOORS.
10. THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY REGULATIONS GOVERNING DEMOLITION AND CONSTRUCTION OF THIS PROJECT.
11. IT SHALL BE UNDERSTOOD THAT THE ARCHITECT'S DRAWINGS ARE PARTIALLY DIAGRAMMATIC AND THE MECHANICAL AND ELECTRICAL SUBCONTRACTORS SHALL WORK IN COOPERATION WITH THE GENERAL CONTRACTOR IN DETERMINING THE RUNNING OF PIPE LINES AND LOCATING EQUIPMENT. ANY NECESSARY VARIATIONS SHALL BE MADE TO CONFORM TO THE INTENT OF THE DIAGRAMMATIC DRAWINGS WITHOUT ADDITIONAL COSTS. WHERE THERE ARE INTERSECTIONS INVOLVING VARIOUS DUCTS, PIPING AND EQUIPMENT, PARTICULAR CONSIDERATION SHALL BE GIVEN TO CLEARANCES.
12. THE OWNER RESERVES THE RIGHT TO LET OTHER CONTRACTS AND TO INSTALL CERTAIN EQUIPMENT IN THE BUILDING AT ANY TIME DURING CONSTRUCTION. THIS RIGHT SHALL NOT INTERFERE IN ANY WAY WITH THE CONTINUITY OF BUILDING CONSTRUCTION OR COMPLETION. THE OWNER SHALL INFORM THE CONTRACTOR PRIOR TO ANY WORK AND/OR INSTALLATION OF EQUIPMENT.
13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.

PLAN LEGEND:

- EXISTING WALL TO REMAIN
- NEW WALL CONSTRUCTION

KEYNOTE LEGEND

TAG	DESCRIPTION
-----	-------------



1 LOWER LEVEL PLANS  
1/4" = 1'-0"

UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

LOWER LEVEL PLANS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
 ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 205NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO: <b>A-100</b>
CHECKED BY: SIT	DATE: 06/01/2026
SCALE: AS NOTED	FILE NO: 26108

GENERAL NOTES

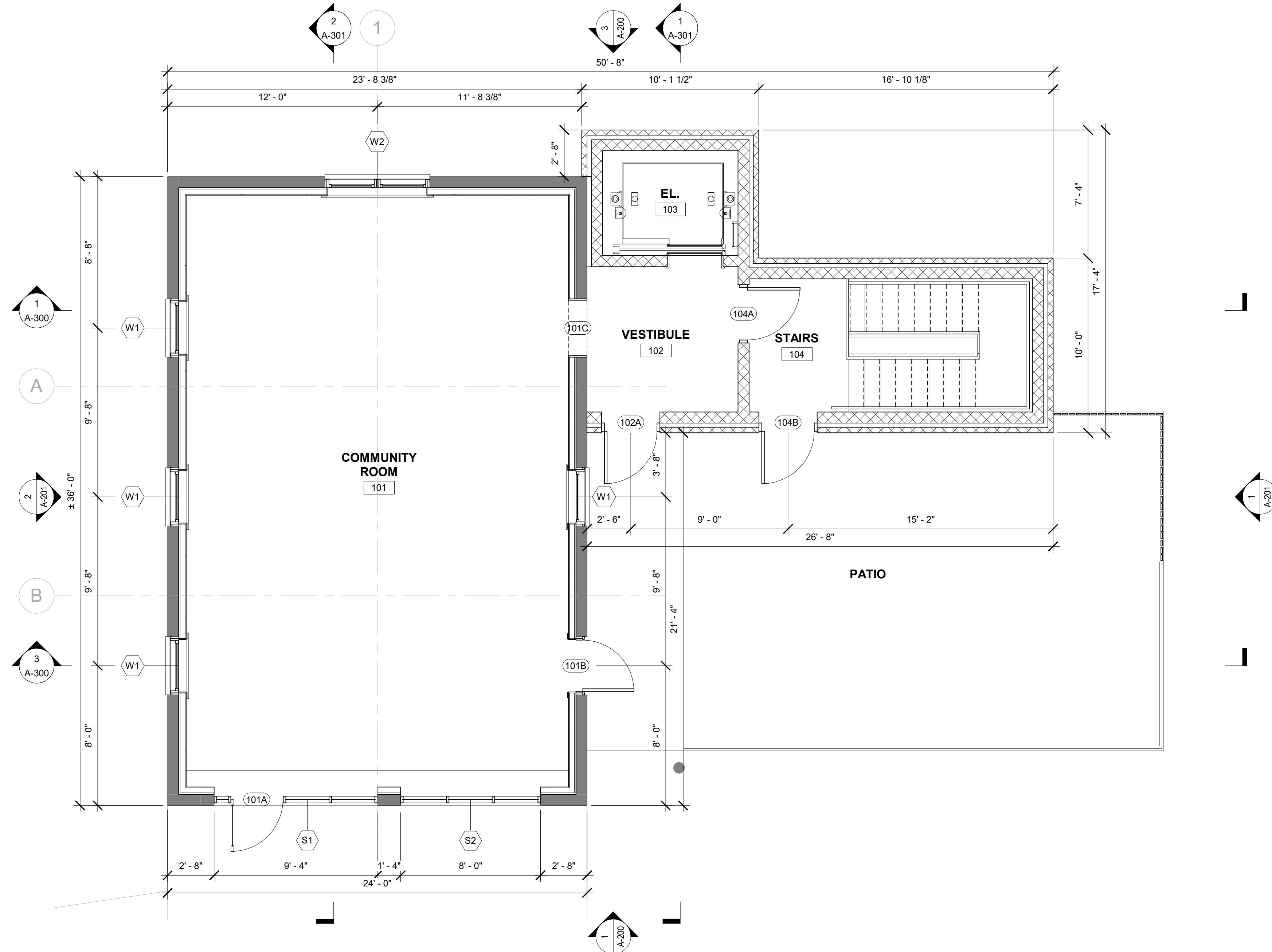
1. THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK.
2. A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES.
3. THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT.
5. UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN.
6. THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH.
7. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CLEAN-UP OF THE WORK AND DISPOSAL OF TRASH AND DEBRIS OFF THE PREMISES. ALL DEBRIS AND WASTE MATERIAL SHALL BE REMOVED FROM THE SITE AT THE END OF EACH WORKING DAY, UNLESS OTHERWISE DIRECTED BY THE ARCHITECT.
9. THE GENERAL CONTRACTOR SHALL PERFORM A FINAL CLEANUP OF ALL NEW WORK PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER FOR OPERATIONAL USE, INCLUDING REMOVAL OF ALL MARKS, STAINS AND SOILS FROM SURFACES, REMOVAL OF ALL TEMPORARY PROTECTIONS, SCAFFOLDING, ETC., CLEAN ALL GLASS, MIRRORS, TILE AND FLOORS.
10. THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY REGULATIONS GOVERNING DEMOLITION AND CONSTRUCTION OF THIS PROJECT.
11. IT SHALL BE UNDERSTOOD THAT THE ARCHITECT'S DRAWINGS ARE PARTIALLY DIAGRAMMATIC AND THE MECHANICAL AND ELECTRICAL SUBCONTRACTORS SHALL WORK IN COOPERATION WITH THE GENERAL CONTRACTOR IN DETERMINING THE RUNNING OF PIPE LINES AND LOCATING EQUIPMENT. ANY NECESSARY VARIATIONS SHALL BE MADE TO CONFORM TO THE INTENT OF THE DIAGRAMMATIC DRAWINGS WITHOUT ADDITIONAL COSTS. WHERE THERE ARE INTERSECTIONS INVOLVING VARIOUS DUCTS, PIPING AND EQUIPMENT, PARTICULAR CONSIDERATION SHALL BE GIVEN TO CLEARANCES.
12. THE OWNER RESERVES THE RIGHT TO LET OTHER CONTRACTS AND TO INSTALL CERTAIN EQUIPMENT IN THE BUILDING AT ANY TIME DURING CONSTRUCTION. THIS RIGHT SHALL NOT INTERFERE IN ANY WAY WITH THE CONTINUITY OF BUILDING CONSTRUCTION OR COMPLETION. THE OWNER SHALL INFORM THE CONTRACTOR PRIOR TO ANY WORK AND/OR INSTALLATION OF EQUIPMENT.
13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.

PLAN LEGEND:

- EXISTING WALL TO REMAIN
- NEW WALL CONSTRUCTION

KEYNOTE LEGEND

TAG	DESCRIPTION
-----	-------------



1 FIRST FLOOR PLANS  
1/4" = 1'-0"

UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

FIRST FLOOR PLANS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

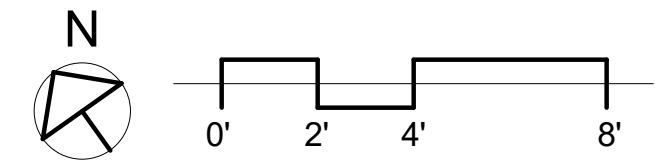
**Murphy & Dittenhafer**  
 ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 265NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO: <b>A-101</b>
CHECKED BY: SIT	
DATE: 06/01/2026	FILE NO: 26108
SCALE: AS NOTED	



GENERAL NOTES

1. THE GENERAL CONTRACTOR SHALL COORDINATE ALL WORK FOR THIS PROJECT WITH ALL TRADES AND/OR WITH SUBCONTRACTORS AS TO ASSURE THE PROPER EXECUTION OF WORK.
2. A COPY OF THE APPROVED PERMIT PLANS WILL REMAIN ON JOB SITE AT ALL TIMES.
3. THE GENERAL CONTRACTOR SHALL SCHEDULE ALL NECESSARY INSPECTIONS AND ACQUIRE FINAL CERTIFICATE OF OCCUPANCY.
4. THE GENERAL CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING ALL LABOR, MATERIALS, AND ALL OTHER RESOURCES REQUIRED TO COMPLETE THE PROJECT.
5. UNLESS OTHERWISE NOTED, ALL NEW MATERIALS SHALL MATCH EXISTING MATERIALS IN QUALITY, SIZE AND DESIGN.
6. THE GENERAL CONTRACTOR AND SUBCONTRACTORS SHALL EXAMINE THE DRAWINGS AND CHECK ALL MEASUREMENTS AND DETAILS. CONTRACTOR AND SUBCONTRACTOR SHALL ALSO COMPARE THE PLANS WITH THE SPECIFICATIONS, AS ANY ITEM REQUIRED IN ONE OR THE OTHER, IF NOT DUPLICATED, SHALL IN ANY EVENT BE CONSTRUED TO BE PART OF BOTH.
7. THE CONTRACTOR AND ALL SUBCONTRACTORS SHALL VERIFY ALL DIMENSIONS AT THE BUILDING AS SHOWN ON THE DRAWINGS, AND THEY SHALL REPORT ANY INCONSISTENCIES IN THE ABOVE TO THE ARCHITECT BEFORE COMMENCING WORK. NO EXTRA CHARGE OR COMPENSATION WILL BE ALLOWED ON ACCOUNT OF DIFFERENCES BETWEEN ACTUAL DIMENSIONS AND DIMENSIONS INDICATED ON THE DRAWINGS. ANY DIFFERENCES SHALL BE SUBMITTED TO THE ARCHITECT FOR DISCUSSION BEFORE PROCEEDING WITH THE WORK.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE CLEAN-UP OF THE WORK AND DISPOSAL OF TRASH AND DEBRIS OFF THE PREMISES. ALL DEBRIS AND WASTE MATERIAL SHALL BE REMOVED FROM THE SITE AT THE END OF EACH WORKING DAY, UNLESS OTHERWISE DIRECTED BY THE ARCHITECT.
9. THE GENERAL CONTRACTOR SHALL PERFORM A FINAL CLEANUP OF ALL NEW WORK PRIOR TO TURNING THE COMPLETED PROJECT OVER TO THE OWNER FOR OPERATIONAL USE, INCLUDING REMOVAL OF ALL MARKS, STAINS AND SOILS FROM SURFACES, REMOVAL OF ALL TEMPORARY PROTECTIONS, SCAFFOLDING, ETC., CLEAN ALL GLASS, MIRRORS, TILE AND FLOORS.
10. THE CONTRACTOR SHALL COMPLY WITH ALL FEDERAL, STATE AND LOCAL SAFETY REGULATIONS GOVERNING DEMOLITION AND CONSTRUCTION OF THIS PROJECT.
11. IT SHALL BE UNDERSTOOD THAT THE ARCHITECT'S DRAWINGS ARE PARTIALLY DIAGRAMMATIC AND THE MECHANICAL AND ELECTRICAL SUBCONTRACTORS SHALL WORK IN COOPERATION WITH THE GENERAL CONTRACTOR IN DETERMINING THE RUNNING OF PIPE LINES AND LOCATING EQUIPMENT. ANY NECESSARY VARIATIONS SHALL BE MADE TO CONFORM TO THE INTENT OF THE DIAGRAMMATIC DRAWINGS WITHOUT ADDITIONAL COSTS. WHERE THERE ARE INTERSECTIONS INVOLVING VARIOUS DUCTS, PIPING AND EQUIPMENT, PARTICULAR CONSIDERATION SHALL BE GIVEN TO CLEARANCES.
12. THE OWNER RESERVES THE RIGHT TO LET OTHER CONTRACTS AND TO INSTALL CERTAIN EQUIPMENT IN THE BUILDING AT ANY TIME DURING CONSTRUCTION. THIS RIGHT SHALL NOT INTERFERE IN ANY WAY WITH THE CONTINUITY OF BUILDING CONSTRUCTION OR COMPLETION. THE OWNER SHALL INFORM THE CONTRACTOR PRIOR TO ANY WORK AND/OR INSTALLATION OF EQUIPMENT.
13. THE CONTRACTOR SHALL PROVIDE THE OWNER WITH ALL GUARANTEES, WARRANTIES, OPERATION AND MAINTENANCE INSTRUCTIONS AND OTHER LITERATURE PROVIDED WITH ALL EQUIPMENT USED IN THE PROJECT.

PLAN LEGEND:

- EXISTING WALL TO REMAIN
- NEW WALL CONSTRUCTION

KEYNOTE LEGEND

TAG	DESCRIPTION
-----	-------------

UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

ROOF PLANS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

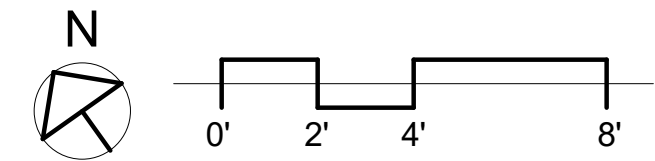
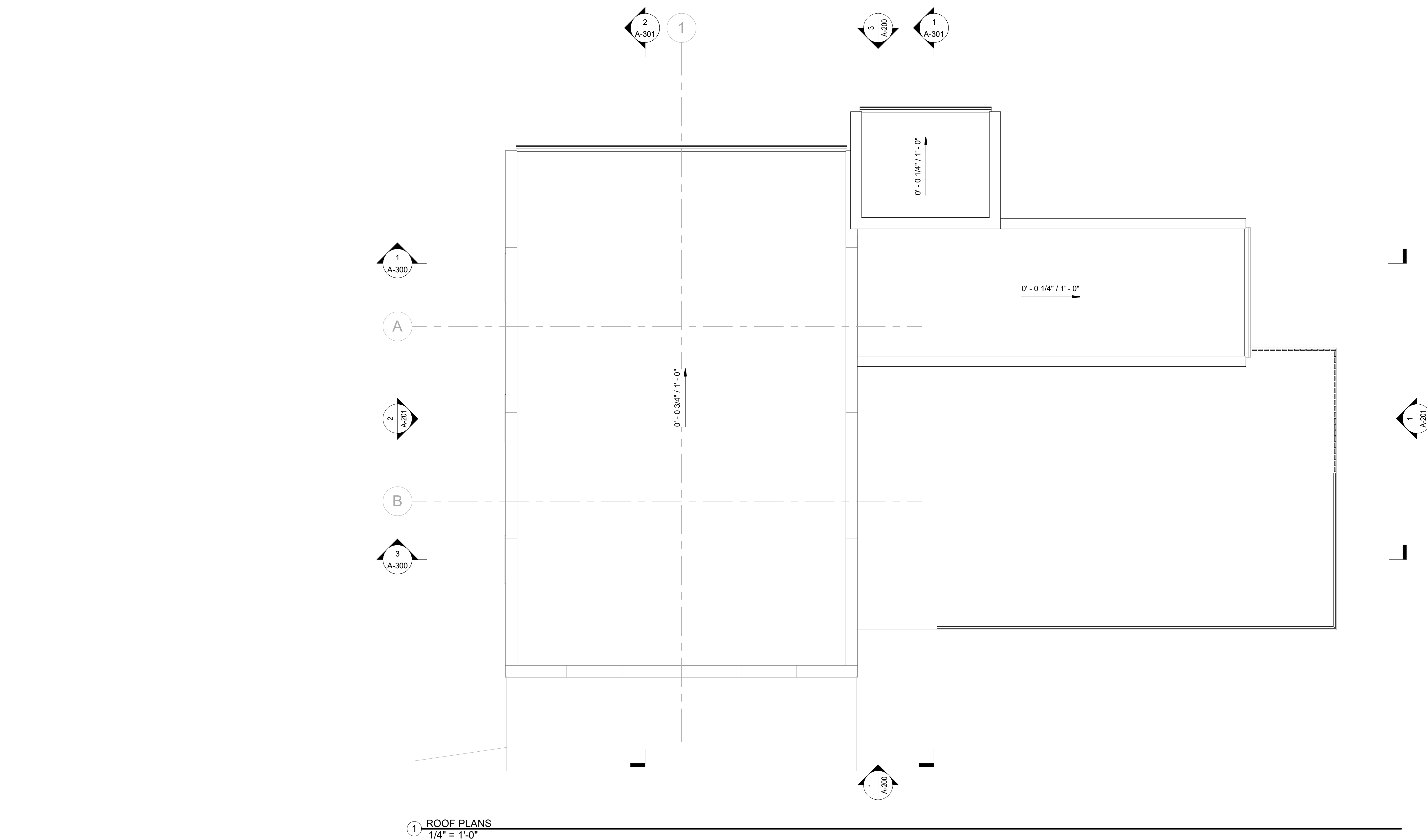
**Murphy & Dittenhafer**  
 ARCHITECTS

805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

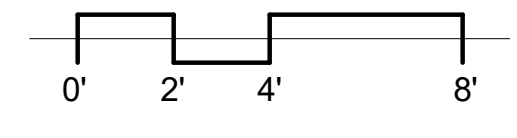
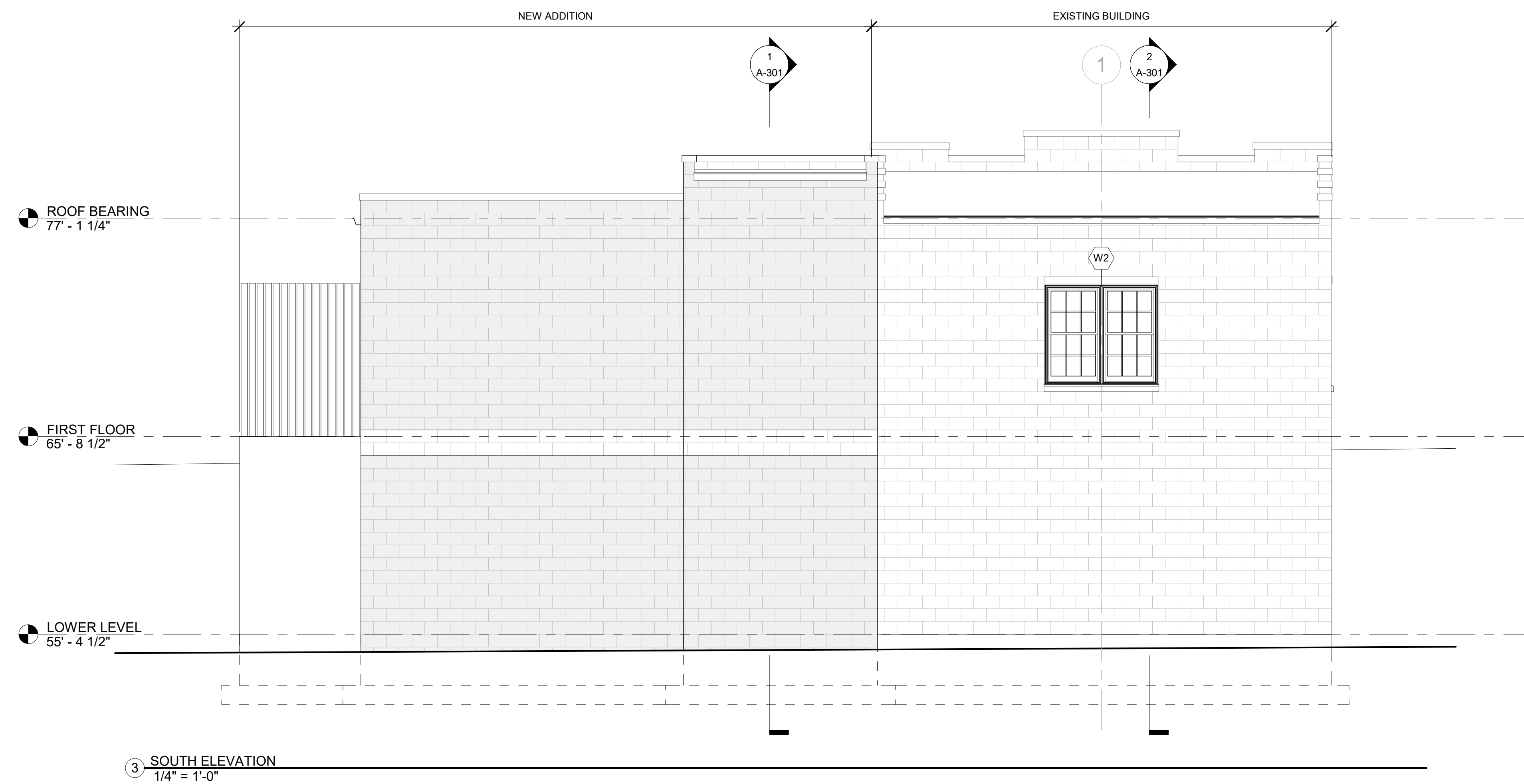
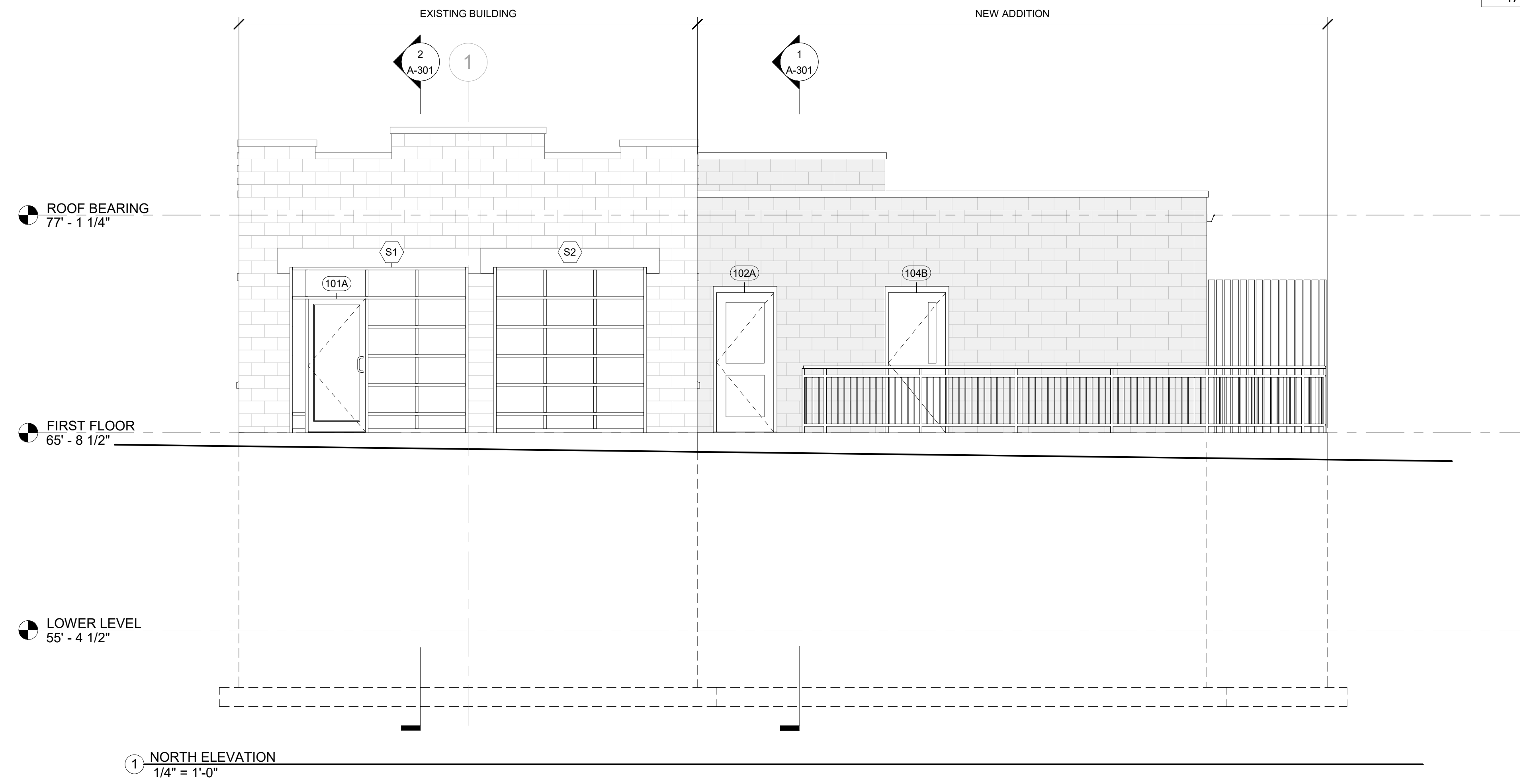
CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 205NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO: <b>A-102</b>
CHECKED BY: SIT	DATE: 06/01/2026
SCALE: AS NOTED	FILE NO: 26108



KEYNOTE LEGEND	
TAG	DESCRIPTION



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

BUILDING ELEVATIONS  
 COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
 ARCHITECTS

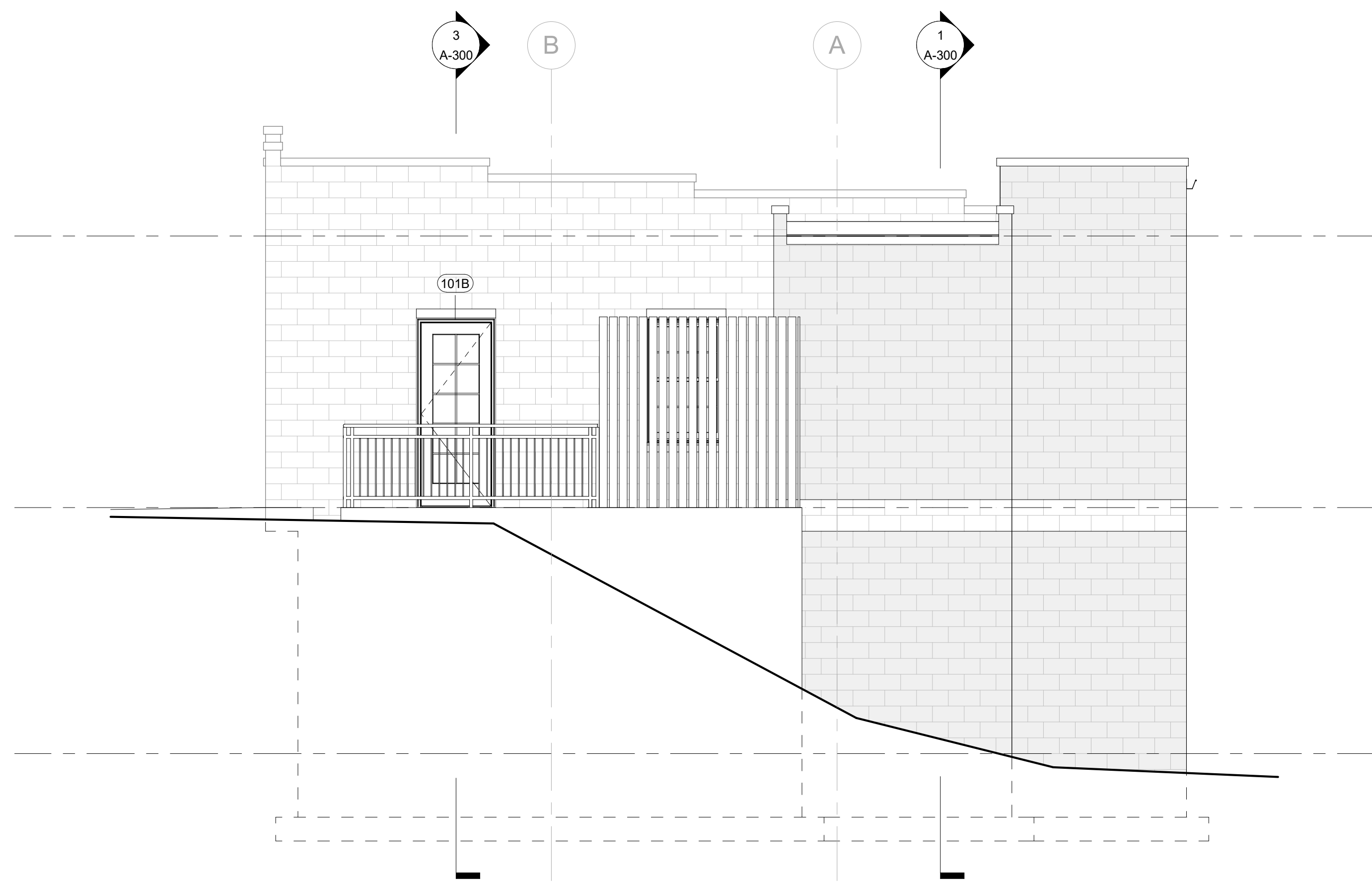
805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

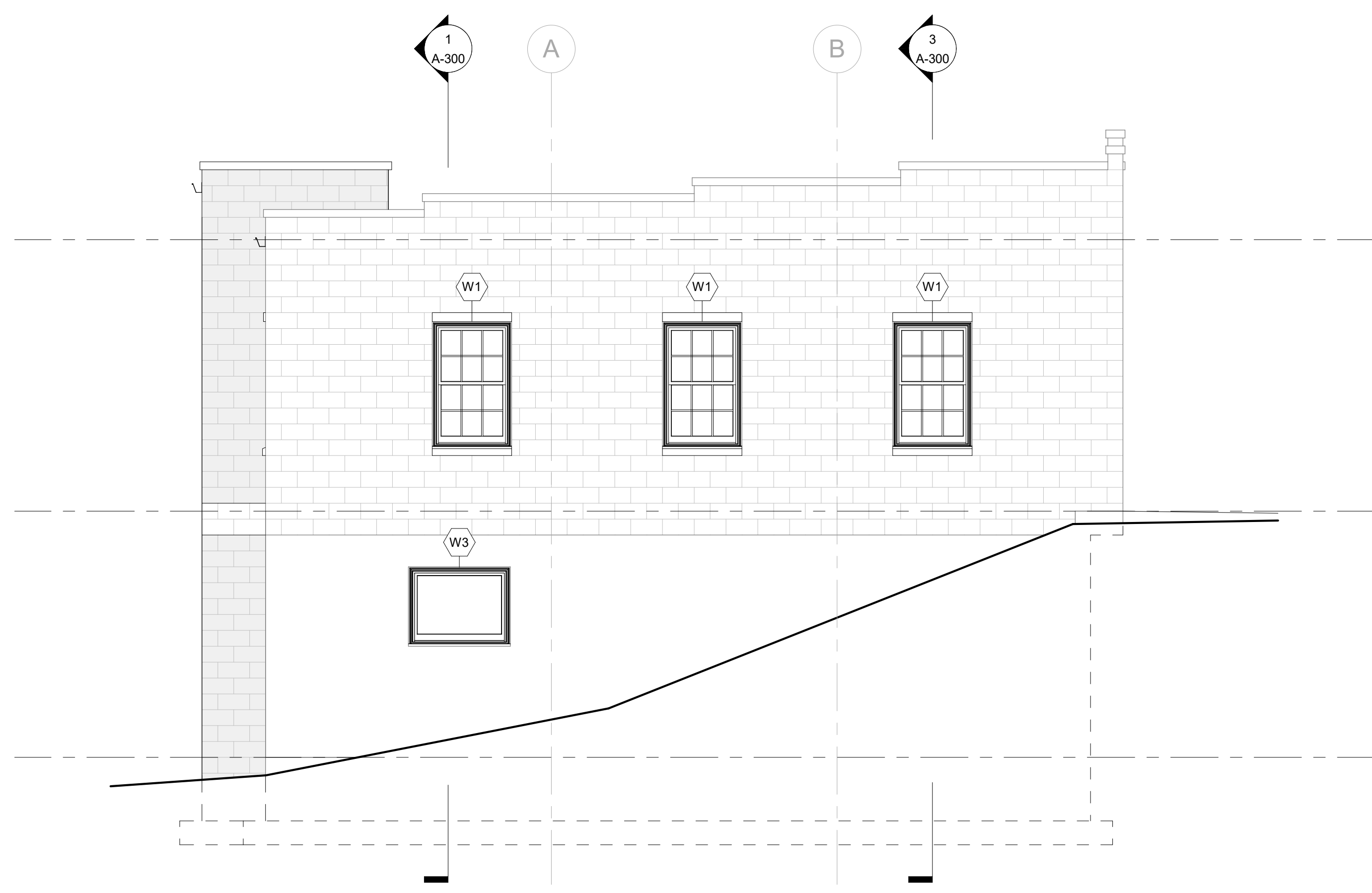
COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 265NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO: <b>A-200</b>
CHECKED BY: SIT	FILE NO: 26108
DATE: 06/01/2026	
SCALE: AS NOTED	

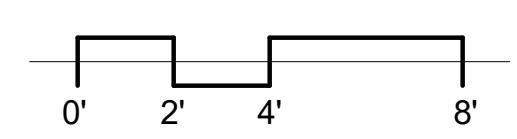
KEYNOTE LEGEND	
TAG	DESCRIPTION



① EAST ELEVATION  
1/4" = 1'-0"



② WEST ELEVATION  
1/4" = 1'-0"



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

BUILDING ELEVATIONS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
 ARCHITECTS

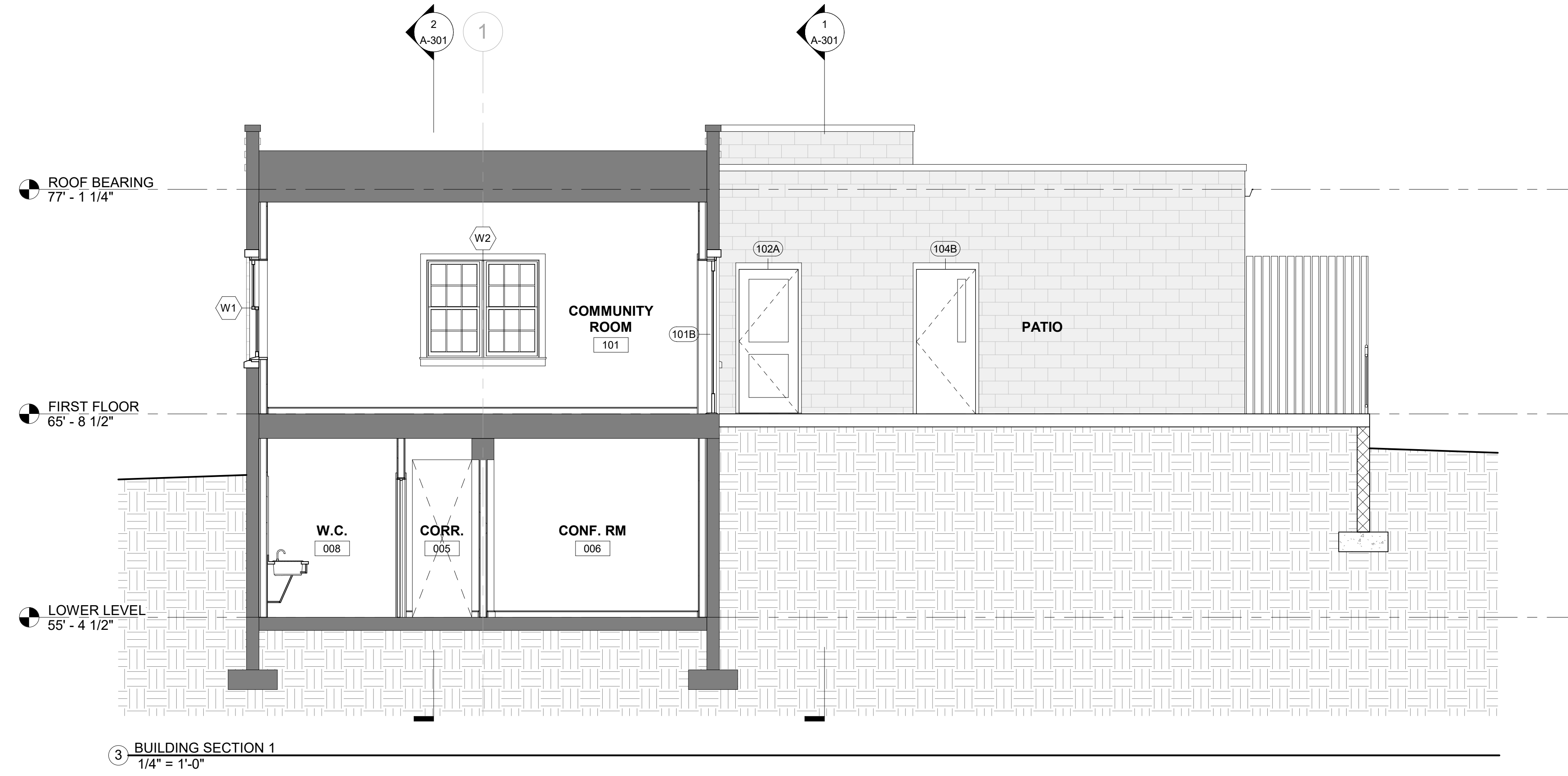
805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

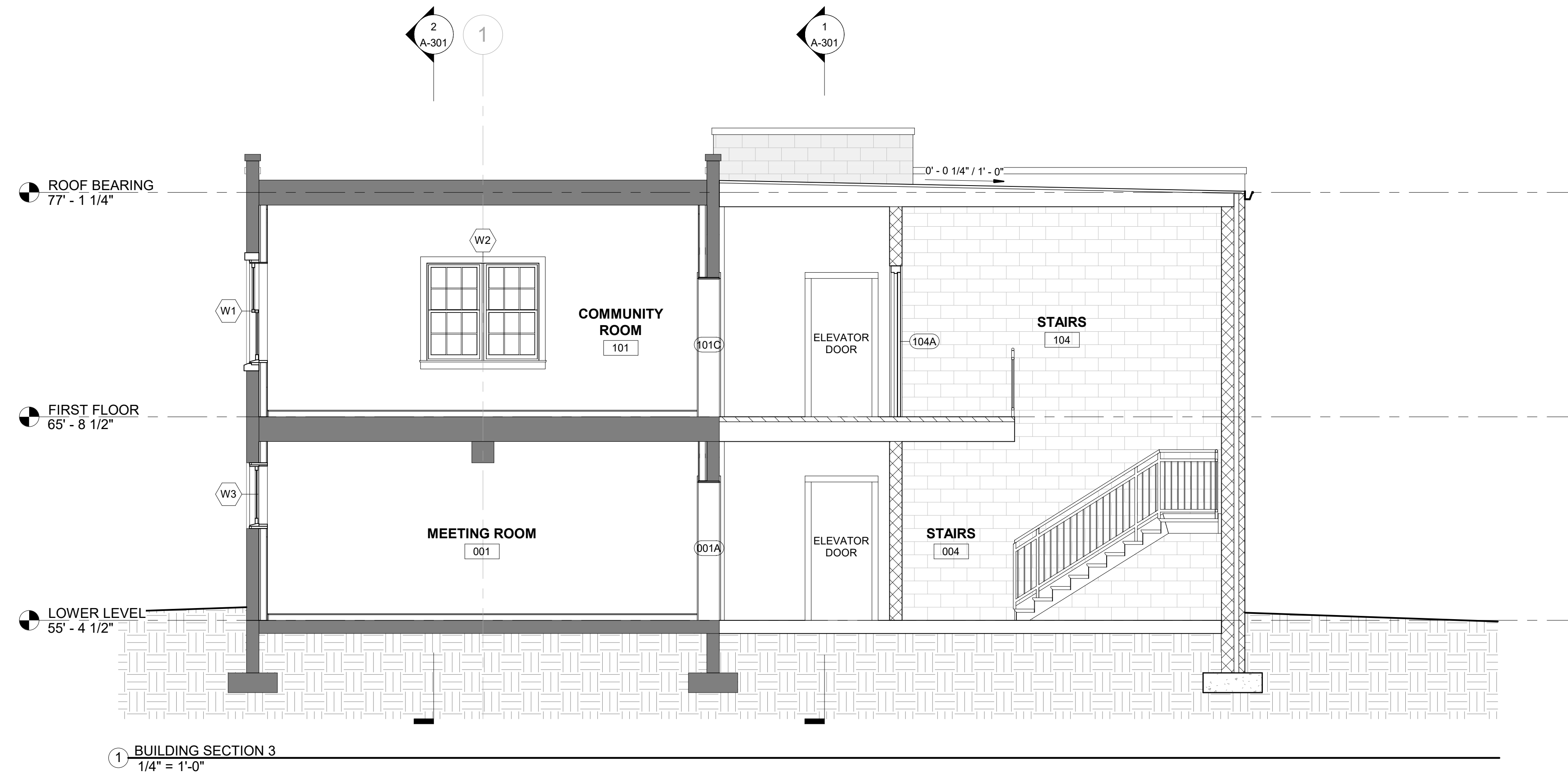
COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 265NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO:
CHECKED BY: SJT	<b>A-201</b>
DATE: 06/01/2026	FILE NO: 26108
SCALE: AS NOTED	

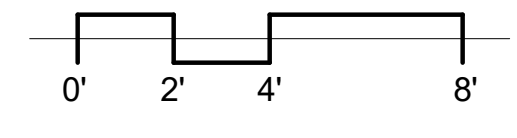
KEYNOTE LEGEND	
TAG	DESCRIPTION



3 BUILDING SECTION 1  
1/4" = 1'-0"



1 BUILDING SECTION 3  
1/4" = 1'-0"



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

BUILDING SECTIONS  
 COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
 ARCHITECTS

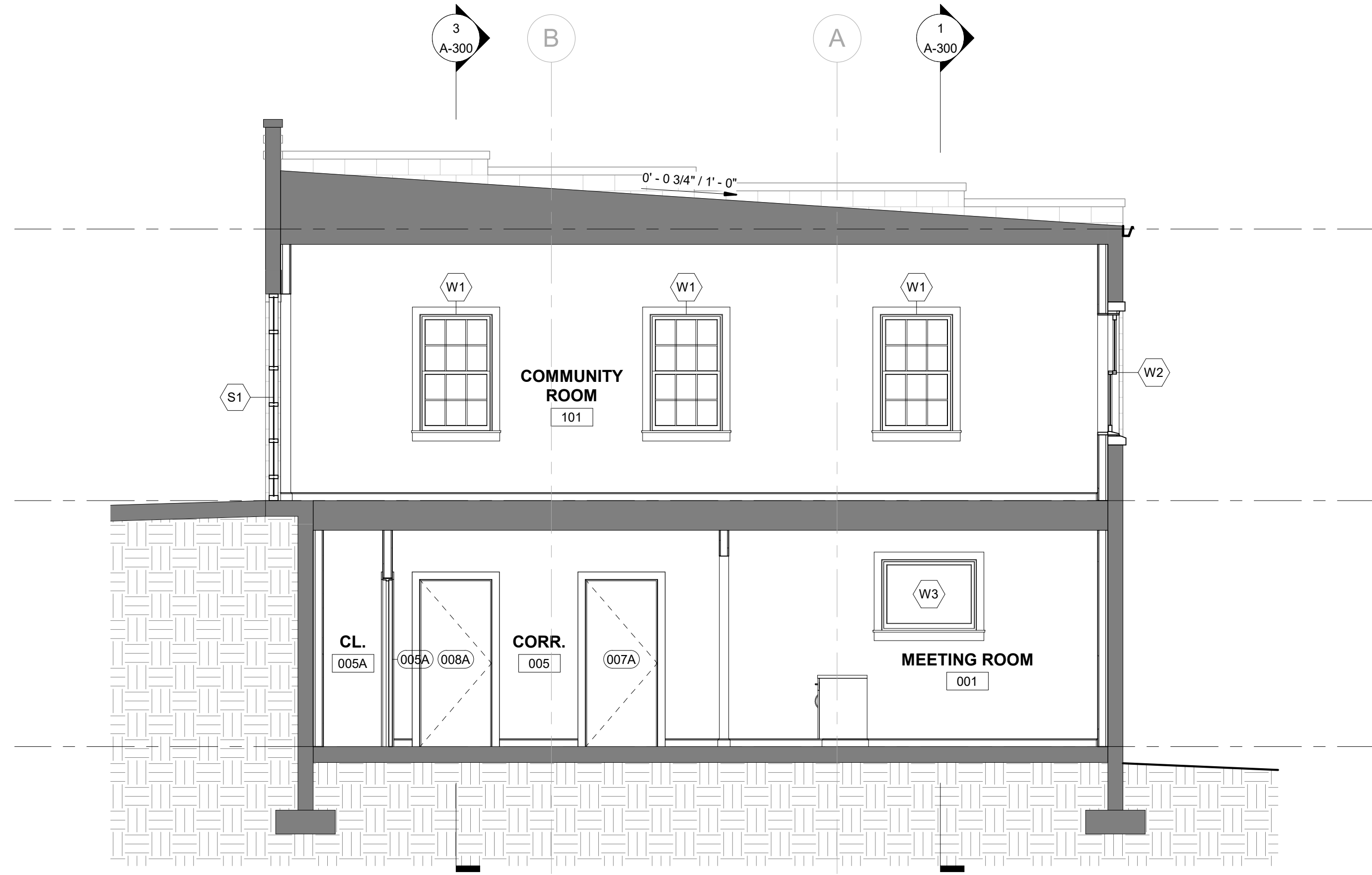
805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

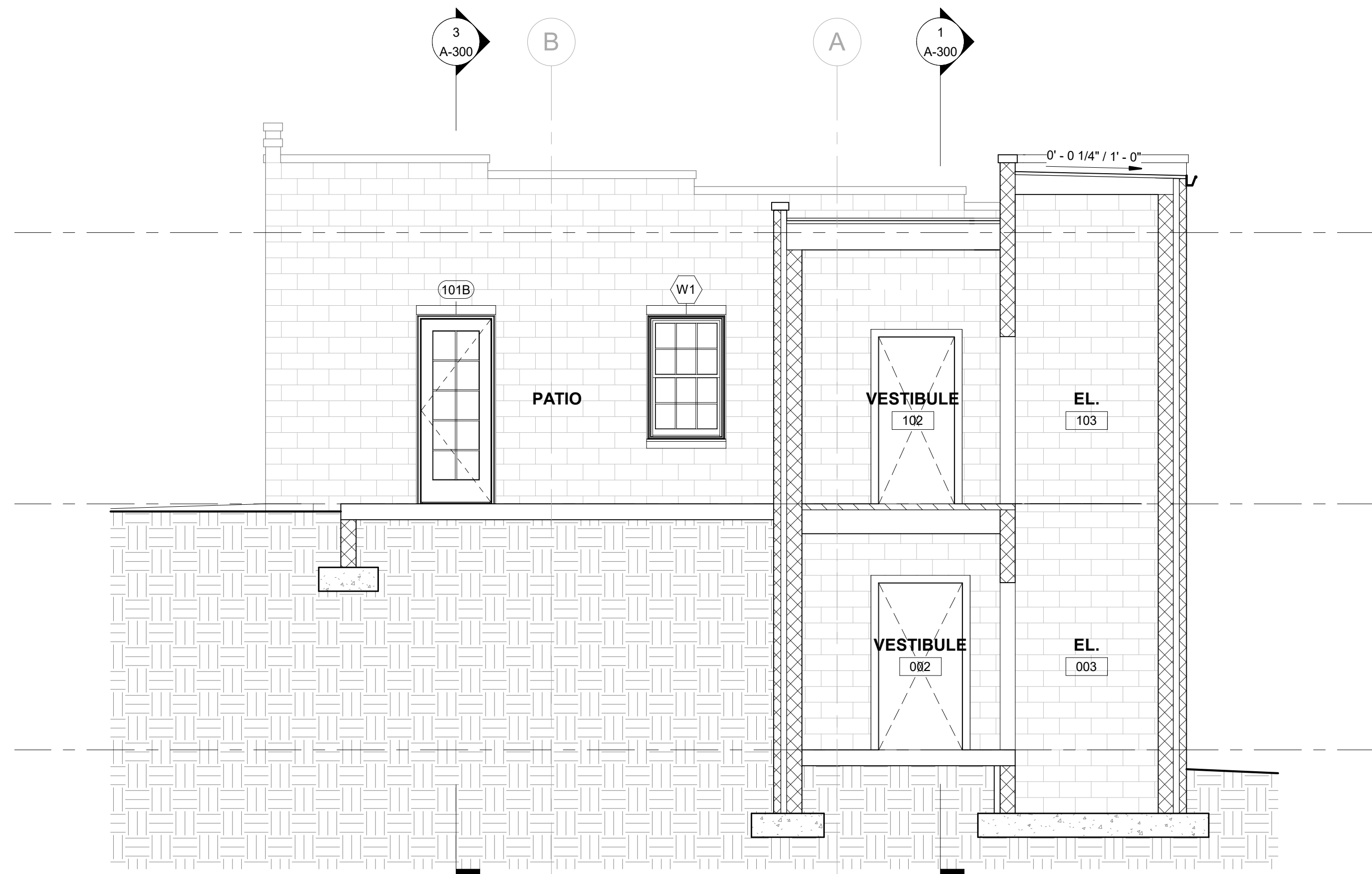
COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 265NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO: <b>A-300</b>
CHECKED BY: SIT	FILE NO: 26108
DATE: 06/01/2026	
SCALE: AS NOTED	

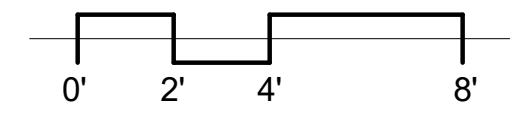
KEYNOTE LEGEND	
TAG	DESCRIPTION



② BUILDING SECTION 4  
1/4" = 1'-0"



① BUILDING SECTION 2  
1/4" = 1'-0"



UPDATES/REVISIONS:

PROFESSIONAL CERTIFICATION

BUILDING SECTIONS  
**COTTAGE CITY FIRE HOUSE  
 COMMUNITY OUTREACH  
 CENTER CONVERSION**  
 COTTAGE CITY (2nd) ELECTION DISTRICT  
 PRINCE GEORGE'S COUNTY, MARYLAND

**Murphy & Dittenhafer**  
**ARCHITECTS**  
 805 North Charles Street, Baltimore, Maryland 21201  
 410-625-4823 voice 410-625-4674 fax  
 226 West Market Street, York, Pennsylvania 17401  
 717-848-8627 voice 717-843-2449 fax

CLIENT: TOWN OF COTTAGE CITY  
 3820 40TH AVENUE  
 COTTAGE CITY, MD 20722  
 ATTN: JOHN HOATSON, TOWN  
 MANAGER

COPYRIGHT © LATEST DATE HEREON  
 CHARLES F. JOHNSON & ASSOCIATES, INC.  
 ALL RIGHTS RESERVED. UNAUTHORIZED USE OR  
 REPRODUCTION IS PROHIBITED.

WSSC GRID: 265NE03	TAX MAP: 02-0104836
DRAWN BY: SIG	SHEET NO:
CHECKED BY: SIT	<b>A-301</b>
DATE: 06/01/2026	FILE NO: 26108
SCALE: AS NOTED	

# Municipal IT and Cybersecurity Policy & Procedure Template

A practical policy framework for Maryland municipalities, towns, cities, villages, and related public entities

<b>Prepared for</b>	[Municipality Name]
<b>Prepared by</b>	Advantage Technology
<b>Version</b>	1.0 template
<b>Draft date</b>	June 2, 2026
<b>Effective date</b>	[Insert date after adoption]
<b>Approved by</b>	[Mayor / Council / Town Administrator / City Manager]

This template is designed for adaptation by local leadership, counsel, administration, IT, public safety, public works, finance, HR, and department heads. It is not legal advice and should be reviewed against local charter, ordinances, labor agreements, cyber insurance requirements, grant terms, and applicable Maryland and federal law before adoption.

## Executive Use Note

Municipal governments run essential services with limited staff, public accountability, and increasing dependence on cloud platforms, endpoints, public-facing websites, public safety systems, finance systems, and citizen data. This template gives municipal leaders a practical policy baseline that can be adopted as a single policy manual or broken into individual policies.

The template is intentionally written in plain language. It avoids overengineering and focuses on the controls that reduce the most common municipal risks: account compromise, ransomware, unauthorized access, data loss, vendor exposure, weak backups, unmanaged devices, public records mishandling, and unclear incident communication.

### How to use this template

- Replace bracketed fields such as [Municipality Name], [IT Lead], and [Information Security Officer].
- Have legal counsel review references to public records, retention, privacy, personnel matters, procurement, police records, public safety, utilities, election interfaces, and collective bargaining obligations.
- Decide whether this will be adopted by council resolution, executive policy, administrative procedure, or a combination of those mechanisms.
- Assign one accountable owner for annual review, exception handling, and evidence collection.
- Train employees on the final version and require signed acknowledgement for acceptable use, data handling, incident reporting, remote work, and device use.

### Reference basis

This template aligns to common public-sector cybersecurity frameworks and current Maryland guidance, including:

Reference	Why it matters	Use in this template
NIST Cybersecurity Framework 2.0	Organizes cybersecurity outcomes around Govern, Identify, Protect, Detect, Respond, and Recover.	Used as the organizing model for governance, access, monitoring, response, and recovery.
Maryland DoIT Cybersecurity & Privacy Policy Suite	Maryland published a modernized policy suite in 2026 with governance, risk, asset, acceptable use, access, privacy, training, network security, monitoring, incident response, and continuity policies.	Used to mirror Maryland terminology and policy categories where practical for municipalities.
CISA Cybersecurity Performance Goals and Cyber Essentials	Provides baseline security practices for reducing common, high-impact cyber risk.	Used to keep the control set practical for small and mid-sized public entities.
Maryland Public Information Act and State Archives retention guidance	Municipal records must be managed for transparency, privacy, retention, and lawful disposition.	Used to separate public records handling from cybersecurity operations while ensuring they work together.
CIS / MS-ISAC resources for SLTT governments	Provides threat intelligence, incident response, advisories, peer collaboration, and SLTT-specific cybersecurity services.	Used to encourage information sharing and public-sector coordination.

### Adoption options

- **Option A - Policy manual adoption:** Adopt this document as a municipal IT and cybersecurity policy manual, then publish department-level procedures separately.
- **Option B - Administrative policy:** Have the city manager, town administrator, or equivalent executive adopt this as an administrative policy and brief the mayor/council.
- **Option C - Phased adoption:** Adopt the highest-risk sections first: acceptable use, access control, MFA, incident reporting, backups, vendor security, and public records handling. Complete the remaining sections within 90 to 180 days.

## Policy Catalog at a Glance

Policy Area	Primary Risk Reduced	Recommended Owner	Minimum Review Cadence
Governance and Accountability	Unclear ownership and inconsistent decisions	Mayor/Council and Municipal Administrator	Annual
Risk Management and Asset Inventory	Unknown systems and unmanaged exposure	IT Lead / Security Officer	Quarterly
Acceptable Use	Unsafe employee behavior and misuse of municipal resources	HR and Administration	Annual
Identity, Access, and MFA	Account takeover and unauthorized access	IT Lead	Quarterly
Data Protection, Privacy, and Records	Data loss, privacy exposure, PIA mistakes, retention failures	Clerk, Legal, IT, Department Heads	Annual

Endpoint, Mobile, and Remote Work	Lost devices, unmanaged devices, insecure remote access	IT Lead and HR	Semiannual
Email, Web, Social Media, and Communications	Phishing, website compromise, public misinformation	Communications Lead and IT	Annual
System, Network, Cloud, and Change Management	Misconfiguration and unpatched systems	IT Lead	Monthly to Quarterly
Backup, Continuity, and Recovery	Ransomware downtime and service disruption	Administration, IT, Finance, Public Safety	Quarterly
Incident Response and Reporting	Delayed response and uncontrolled communications	Municipal Administrator and Security Officer	Semiannual exercise
Vendor and Procurement Security	Third-party risk and unmanaged SaaS	Procurement, Legal, IT	Per purchase and annual
Training, Exceptions, and Enforcement	Policy gaps and inconsistent accountability	HR, Administration, IT	Annual

## Core Definitions

Term	Definition
<b>Municipality</b>	The city, town, village, municipal corporation, authority, board, commission, or related public entity adopting this policy.
<b>Municipal Data</b>	Any data created, received, maintained, processed, stored, or transmitted for municipal business, regardless of format or location.
<b>Confidential Data</b>	Data that is not intended for public release and may include personnel records, tax records, police records, public safety information, resident information, credentials, legal records, financial information, security information, and protected vendor information.
<b>Sensitive System</b>	A system that supports finance, payroll, public safety, utilities, water/sewer, permits, public records, elections support, identity, email, website administration, backups, or other essential municipal services.
<b>Privileged Account</b>	Any account that can administer systems, modify security settings, access large amounts of data, approve payments, create users, change permissions, or bypass normal controls.
<b>Cybersecurity Incident</b>	An event that may compromise confidentiality, integrity, availability, privacy, municipal operations, public trust, or the security of data, systems, identities, or services.
<b>Employee</b>	For this policy, employee includes elected officials, staff, volunteers, interns, contractors, vendors, and anyone acting on behalf of the municipality when using municipal systems or data.
<b>IT Lead</b>	The internal or outsourced person responsible for technology operations, system administration, technical support, and coordination with vendors.
<b>Information Security Officer</b>	The internal or outsourced person responsible for cybersecurity governance, risk coordination, incident response coordination, policy maintenance, and security reporting.

## 1. Governance and Accountability Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To establish clear leadership accountability for technology, cybersecurity, privacy, public records, and resilience across the municipality.

### Policy

- The municipality must treat cybersecurity as a municipal governance and operational risk, not only as an IT issue.
- The mayor, council, municipal administrator, clerk, finance lead, police/fire/public safety leadership, public works leadership, HR, legal counsel, IT, and the Information Security Officer must coordinate on technology risk decisions that affect public services or resident data.

- The municipality must designate an accountable IT Lead and an accountable Information Security Officer. These roles may be internal, outsourced, or combined for smaller municipalities, but accountability must be documented.
- Department heads are responsible for ensuring their teams follow technology and cybersecurity policies, report issues promptly, and support security reviews.
- Cybersecurity status must be briefed to executive leadership at least annually and after any significant incident, audit finding, major technology change, or cyber insurance renewal.
- Exceptions to this policy must be documented, risk reviewed, time limited, and approved by authorized municipal leadership.

### Required Procedures

1. Maintain a current list of policy owners, system owners, department contacts, emergency contacts, IT vendors, cyber insurance contacts, law enforcement contacts, and incident response contacts.
2. Review the policy manual at least annually and document changes, approvals, and exceptions.
3. Include cybersecurity risk in budget planning, technology procurement, capital planning, public safety planning, and continuity planning.
4. Track open security findings, overdue remediation items, and accepted risks in a central register.
5. Require that new systems, applications, websites, domains, vendors, and cloud services receive IT and security review before purchase or production use.

### Minimum Evidence to Retain

- Approved policy manual
- Named IT Lead and Information Security Officer
- Annual briefing minutes or leadership summary
- Risk register and exception log
- Policy acknowledgement records

## 2. Cyber Risk Management and Asset Inventory Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure the municipality knows what technology it owns, who owns it, what data it handles, and which risks require action.

### Policy

- The municipality must maintain a current inventory of hardware, software, cloud services, websites, domains, network equipment, public safety systems, finance systems, utility systems, and critical vendor platforms.
- Each critical system must have a named business owner and technical owner.
- Systems must be categorized by business impact, data sensitivity, internet exposure, regulatory requirements, and recovery priority.
- Risk decisions must consider resident services, public safety, legal obligations, financial exposure, privacy, cyber insurance requirements, and reputational impact.
- Material risks must be tracked until remediated, transferred, mitigated, or formally accepted by authorized leadership.

### Required Procedures

6. Create and maintain an asset inventory covering computers, servers, mobile devices, network equipment, cloud applications, websites, domains, data repositories, and critical vendors.
7. Review the inventory at least quarterly and after procurement, disposal, migration, merger, department change, or incident.
8. Perform a cybersecurity risk review at least annually and when major systems are added or materially changed.

9. Prioritize remediation using impact to public services, known exploitation, internet exposure, privileged access, sensitive data, and backup/recovery dependency.
10. Report high and critical risks to leadership with recommended treatment options and budget impact.

### Minimum Evidence to Retain

- Asset inventory
- Risk register
- System owner list
- Remediation plan
- Quarterly review evidence

## 3. Acceptable Use Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To define acceptable use of municipality-owned or municipality-managed technology resources and reduce misuse, unsafe behavior, and preventable security incidents.

### Policy

- Municipal systems must be used for authorized municipal business, approved public service functions, and limited incidental personal use that does not interfere with work, security, legal obligations, or public trust.
- Employees must not use municipal systems to access illegal content, harassing content, discriminatory content, gambling platforms, unauthorized file sharing, personal commercial activity, or content that creates municipal liability.
- Employees must not attempt to bypass security controls, disable endpoint protection, share accounts, use another person's credentials, or connect unauthorized devices to municipal networks.
- Municipal email, chat, file storage, collaboration systems, and devices may be monitored, logged, reviewed, preserved, or disclosed as allowed by law and municipal policy.
- Employees must report suspected phishing, malware, lost devices, unauthorized access, accidental disclosure, and suspicious system behavior immediately.
- Use of personal email, personal cloud storage, personal messaging, or personal devices for municipal records or confidential municipal business is prohibited unless specifically approved and managed under policy.

### Required Procedures

11. Provide this acceptable use policy to all employees before granting access to municipal systems.
12. Require signed acknowledgement at hiring, onboarding, appointment, or contract start, and at least annually afterward.
13. Review violations with HR, legal, administration, IT, and department leadership as appropriate.
14. Preserve logs and records related to investigations according to retention and legal hold requirements.
15. Disable access for users who create urgent security risk pending review by authorized leadership.

### Minimum Evidence to Retain

- Signed acknowledgements
- Training records
- Violation review records
- Access suspension evidence where applicable

## 4. Identity, Access Control, and MFA Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors,

	boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To ensure access to municipal systems is authorized, traceable, least privileged, and promptly removed when no longer required.

## Policy

- Every user must have a unique account. Shared accounts are prohibited unless formally approved for a documented system limitation and protected with compensating controls.
- Access must be based on job duties, department role, data sensitivity, and least privilege.
- Multi-factor authentication must be required for email, remote access, cloud services, privileged accounts, finance systems, HR systems, public safety administration systems, vendor portals, and other sensitive systems where technically available.
- Privileged accounts must be separate from standard user accounts unless a documented technical exception exists.
- Access must be approved before provisioning and removed immediately when employment, contract, appointment, role, or business need ends.
- Administrative access must be limited to authorized personnel and reviewed at least quarterly.
- Conditional access, location restrictions, device compliance, and sign-in risk controls should be used when available and appropriate.

## Required Procedures

16. Require written approval from the department head or system owner before creating or modifying user access.
17. Use standard access groups by role wherever possible rather than assigning one-off permissions.
18. Review active users, privileged accounts, external users, service accounts, shared mailboxes, and high-risk groups at least quarterly.
19. Disable accounts immediately upon termination or loss of business need. Preserve records and mailboxes according to legal and retention requirements.
20. Investigate repeated failed login attempts, impossible travel, suspicious MFA prompts, unusual privilege changes, and access from unmanaged locations or devices.
21. Document any system that cannot support MFA or individual accounts and create a remediation or compensating-control plan.

## Minimum Evidence to Retain

- Access request records
- Quarterly access review reports
- Privileged account list
- MFA coverage evidence
- Termination access removal checklist

## 5. Password and Authentication Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To protect municipal accounts from credential theft, guessing, reuse, phishing, and unauthorized access.

## Policy

- Users must create strong passwords or passphrases and must not reuse municipal passwords on personal or third-party accounts.
- Passwords must not be shared, emailed, posted, stored in plain text, or given to supervisors, coworkers, vendors, or IT staff.
- Where technically supported, the municipality must block known compromised passwords and require MFA for higher-risk access.
- Default passwords must be changed before any system, network device, camera, IoT device, application, or cloud service is placed into production.
- Service account credentials, API keys, certificates, and secrets must be inventoried, protected, rotated when personnel or vendor risk changes, and removed when no longer needed.
- Password resets must verify the requestor's identity using a trusted method and must not rely only on email access from the same potentially compromised account.

## Required Procedures

22. Set technical controls to enforce password length, lockout/rate limiting, MFA, and compromised password protection where available.
23. Use a managed password vault for administrative credentials, shared secrets, recovery keys, vendor access credentials, and emergency access credentials.
24. Require immediate password change and token/session revocation for suspected compromise.
25. Review service accounts and secrets at least annually and after vendor changes, staff changes, or incidents.
26. Document emergency access accounts and test their availability without using them for routine work.

## Minimum Evidence to Retain

- Password standard settings
- MFA settings
- Password vault access list
- Service account inventory
- Emergency access account documentation

## 6. Data Protection, Privacy, Public Records, and Retention Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To protect municipal data while preserving transparency, lawful access, public records responsibilities, privacy, and retention obligations.

## Policy

- Municipal data must be handled according to sensitivity, business purpose, legal obligations, public records requirements, privacy requirements, and retention schedules.
- Confidential data must be stored only in approved systems with appropriate access control, logging, backup, and retention capability.
- Employees must not store municipal records or confidential data in personal email, personal cloud accounts, unapproved USB drives, personal messaging apps, or unmanaged devices.
- The municipality must maintain procedures for responding to Maryland Public Information Act requests while protecting confidential, privileged, exempt, or restricted information.
- Records must be retained and disposed of according to approved retention schedules and legal hold requirements. Employees must not delete or alter records to avoid disclosure or retention obligations.

- Privacy risk must be considered before collecting new resident data, using new systems, adding online forms, changing public portals, or sharing data with vendors.
- Security information such as network diagrams, credentials, vulnerability reports, cyber insurance details, incident reports, and security configurations must be restricted to authorized personnel.

### Required Procedures

27. Create a simple data classification model: Public, Internal, Confidential, and Restricted.
28. Map critical systems to the type of municipal data they store or process.
29. Coordinate PIA requests through the designated PIA representative, clerk, legal counsel, and system owners.
30. Apply legal holds promptly when litigation, investigation, incident response, audit, or public records obligations require preservation.
31. Review retention schedules before disposing of records, devices, backup media, email, archived data, or system exports.
32. Use encryption for laptops, mobile devices, backups, and confidential data transfers where technically available.
33. Review access to confidential repositories at least quarterly.

### Minimum Evidence to Retain

- Data classification guide
- PIA representative listing
- Retention schedule references
- Legal hold records
- Confidential repository access reviews

## 7. Email, Collaboration, and Phishing Protection Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To reduce the likelihood and impact of phishing, business email compromise, malware, accidental disclosure, and unauthorized use of municipal communications platforms.

### Policy

- Municipal email and collaboration tools must be managed through approved platforms with MFA, anti-phishing controls, spam filtering, malware protection, and retention support.
- Employees must report suspicious emails, attachments, links, payment instructions, credential requests, gift card requests, wire transfer requests, and urgent or unusual communications.
- Employees must verify financial instructions, bank changes, vendor payment changes, payroll changes, and sensitive data requests using an out-of-band trusted method.
- Auto-forwarding municipal email to personal accounts is prohibited unless approved for a documented business need and reviewed by IT and legal counsel.
- Shared mailboxes, distribution lists, group chats, Teams/SharePoint workspaces, and similar collaboration spaces must have assigned owners and reviewed membership.
- Public meeting records, council communications, resident correspondence, and official decisions must be handled in accordance with records and PIA requirements.

### Required Procedures

34. Configure email protection, malware scanning, safe links or equivalent protections, attachment controls, and external sender warnings where appropriate.
35. Train users on phishing reporting and payment fraud verification procedures.
36. Review mail flow rules, forwarding rules, delegated mailbox access, shared mailbox permissions, and external guest access at least quarterly.

37. Investigate suspicious inbox rules, unexpected forwarding, mass deletion, credential prompts, impossible travel, and unusual mailbox access.
38. Maintain a documented payment-change verification procedure with finance and procurement.

### Minimum Evidence to Retain

- Email protection configuration
- Phishing training records
- Phishing reports
- Mailbox permission reviews
- Payment verification procedure

## 8. Endpoint, Mobile Device, and Removable Media Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To protect laptops, desktops, tablets, phones, removable media, and field devices used for municipal work.

### Policy

- Municipality-owned computers and mobile devices must be inventoried, secured, patched, monitored, encrypted where technically available, and protected by approved endpoint security tools.
- Only approved and properly licensed software may be installed on municipal devices.
- Employees must not disable security tools, remove management agents, alter configurations, or install unauthorized software or browser extensions.
- Lost, stolen, damaged, or suspicious devices must be reported immediately.
- Removable media such as USB drives must be restricted, encrypted when used for confidential data, scanned for malware, and avoided when secure file transfer is available.
- Personal devices may not access confidential municipal data unless explicitly approved and protected under mobile device management, conditional access, or equivalent controls.
- Devices used by public safety, field staff, utilities, and public works must be secured according to operational needs and may require additional protections due to field exposure.

### Required Procedures

39. Maintain a device inventory with assigned user, department, device type, serial number, operating system, encryption status, endpoint protection status, and disposal status.
40. Apply operating system and application patches on a defined schedule, with expedited action for actively exploited or critical vulnerabilities.
41. Configure endpoint detection, antivirus/anti-malware, disk encryption, screen lock, remote wipe where available, and standard security baselines.
42. Approve and document any exception for unsupported systems, public kiosks, shared devices, police/utility specialty devices, or legacy equipment.
43. Sanitize or destroy storage media before disposal, reassignment, return to vendor, or recycling.

### Minimum Evidence to Retain

- Device inventory
- Patch reports
- Endpoint protection reports
- Encryption reports
- Lost device records
- Disposal certificates

## 9. Remote Work, Telework, and Remote Access Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure remote work and remote administration do not expose municipal systems or data to unnecessary risk.

### Policy

- Remote access to municipal systems must use approved methods, MFA, encryption, logging, and least privilege.
- Employees must not access confidential municipal data from public computers, shared personal devices, or unmanaged networks without approved protections.
- Remote administration tools must be approved, inventoried, restricted, logged, and disabled when no longer required.
- Vendors must not have persistent unattended access to municipal systems unless there is a documented business need, technical control, and owner approval.
- Employees working remotely must protect municipal devices and records from household members, visitors, theft, loss, and unauthorized viewing.
- Remote work does not change public records, retention, confidentiality, incident reporting, or acceptable use obligations.

### Required Procedures

44. Approve remote access based on job role, system need, device compliance, MFA status, and data sensitivity.
45. Review remote access users, VPN users, remote support tools, vendor accounts, and privileged remote access at least quarterly.
46. Disable remote access promptly when employment, vendor work, project need, or emergency need ends.
47. Require secure storage and transport of municipal devices and paper records during telework.
48. Investigate remote access from unusual locations, unmanaged devices, impossible travel, or outside expected work patterns.

### Minimum Evidence to Retain

- Remote access approval records
- VPN and remote support user reviews
- MFA enforcement evidence
- Vendor access review
- Remote work acknowledgement

## 10. System, Network, Cloud, and Configuration Security Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To establish baseline controls for municipal infrastructure, cloud services, networks, servers, applications, domains, websites, and specialty systems.

## Policy

- Systems must be securely configured before production use and maintained according to approved baselines where available.
- Critical systems must be segmented or otherwise protected to limit the impact of compromise.
- Public-facing systems, websites, portals, remote access points, and cloud services must be inventoried, monitored, patched, and reviewed for exposure.
- Administrative interfaces must not be exposed to the public internet unless required, risk reviewed, protected by MFA, and approved.
- Logging must be enabled for identity, endpoint, email, firewall, VPN, cloud administration, finance systems, and other sensitive systems where technically available.
- DNS, domain names, websites, SSL/TLS certificates, registrar accounts, and website administrative accounts must be owned and controlled by the municipality, not by a single employee or vendor without oversight.
- Specialty environments such as police systems, CJIS-related systems, body camera systems, water/sewer/SCADA, building access, cameras, and public safety systems must follow additional applicable requirements.

## Required Procedures

49. Maintain network diagrams, system inventories, cloud tenant inventories, website/domain inventories, and administrative access lists.
50. Review internet-facing services at least quarterly and after firewall, VPN, cloud, DNS, or website changes.
51. Apply configuration baselines to servers, endpoints, cloud services, network devices, and SaaS platforms where practical.
52. Enable logging and alerting for account compromise, administrator changes, malware detection, firewall events, suspicious email activity, backup failures, and high-risk cloud activity.
53. Restrict administrative access by role, source, MFA, device compliance, and just-in-time approval where available.
54. Review DNS records, domain registration, website platform ownership, certificate expiration, and website administrator accounts at least annually.

## Minimum Evidence to Retain

- Network diagram
- Cloud tenant inventory
- Website and domain inventory
- Configuration review evidence
- Firewall/VPN review
- Logging and alerting reports

# 11. Patch, Vulnerability, and Change Management Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To reduce preventable compromise caused by known vulnerabilities, unsupported systems, uncontrolled changes, and configuration drift.

## Policy

- Municipal systems must be patched on a defined schedule based on risk, business impact, vendor support, and exploit activity.
- Critical and actively exploited vulnerabilities must be prioritized for expedited remediation or documented compensating controls.
- Unsupported operating systems, applications, network devices, cameras, phone systems, websites, or specialty systems must be upgraded, isolated, replaced, or formally risk accepted.

- Material technology changes must be planned, reviewed, approved, tested where practical, documented, and reversible where possible.
- Emergency changes may be made to protect public services or security, but must be documented and reviewed after the fact.
- Vulnerability scanning or equivalent assessment must be performed on a recurring schedule appropriate to municipal size and exposure.

### Required Procedures

55. Maintain a patch calendar for workstations, servers, network equipment, firewalls, cloud services, websites, and critical applications.
56. Track patch compliance and vulnerability remediation with priority, owner, due date, and closure evidence.
57. Review critical vulnerabilities weekly when alerts are issued and at least monthly during routine operations.
58. Use a change request process for firewall changes, remote access changes, identity changes, email security changes, website changes, new applications, and critical system changes.
59. Maintain a list of unsupported or exception systems and review it at least quarterly.
60. Test restoration or rollback plans for high-risk changes where practical.

### Minimum Evidence to Retain

- Patch reports
- Vulnerability scan reports
- Change records
- Unsupported system register
- Emergency change review records

## 12. Backup, Continuity, and Disaster Recovery Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure the municipality can recover essential services after ransomware, accidental deletion, equipment failure, vendor outage, natural disaster, or other disruption.

### Policy

- Critical municipal systems and data must be backed up according to documented recovery requirements.
- Backups must be protected from deletion, encryption, tampering, and unauthorized access, including protection from compromised administrator accounts where possible.
- Backup coverage must include servers, critical cloud data, finance data, public records, public safety administration data, utility data, website content, and other systems required for municipal operations.
- Recovery priorities must be documented for essential services, including emergency communications, public safety, finance/payroll, email, public notices, permits, utilities, and council operations.
- Restoration testing must be performed at least quarterly for critical data or systems and after major changes.
- Continuity plans must identify manual workarounds when systems are unavailable.

### Required Procedures

61. Define recovery time objectives and recovery point objectives for critical systems.
62. Maintain a backup inventory showing what is backed up, frequency, retention, storage location, encryption, immutability or deletion protection, and responsible owner.
63. Review backup success and failure reports at least weekly for critical systems.
64. Perform documented restoration tests at least quarterly for high-value systems and at least annually for all critical systems.

65. Store incident response, vendor contacts, recovery procedures, insurance contacts, and emergency access information in a secure location accessible during an outage.
66. Review continuity and disaster recovery plans with department heads at least annually.

### Minimum Evidence to Retain

- Backup inventory
- Backup success reports
- Restoration test records
- Recovery priority list
- Continuity plan
- Emergency contact list

## 13. Cybersecurity Incident Response and Reporting Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure cybersecurity incidents are reported quickly, contained effectively, communicated appropriately, and handled with legal, operational, public safety, privacy, and public trust considerations.

### Policy

- Employees must immediately report suspected cybersecurity incidents, lost devices, accidental disclosure, suspicious login activity, phishing, malware, ransomware, unauthorized access, vendor compromise, website defacement, payment fraud, and unusual system behavior.
- The municipality must maintain an incident response team with defined roles for executive decision making, IT/security response, legal, communications, HR, finance, department operations, and public safety where applicable.
- Incident communications must be coordinated through authorized leadership. Employees must not independently contact the media, post incident details, or disclose sensitive security information unless authorized.
- Incident response must preserve evidence, logs, impacted systems, emails, and relevant records when possible and lawful.
- The municipality must coordinate with cyber insurance, legal counsel, law enforcement, Maryland cyber reporting channels, affected vendors, and other required parties as appropriate.
- After material incidents, the municipality must complete an after-action review and remediation plan.

### Required Procedures

67. Maintain a current incident response contact list and escalation procedure.
68. Train employees on what to report and how to report it.
69. Use an incident severity model to determine response urgency, leadership notification, insurance notification, legal involvement, and public communication requirements.
70. During suspected compromise, preserve relevant logs and isolate affected systems where directed by IT/security.
71. Use pre-approved communication templates for internal notifications, vendor requests, resident updates, elected official briefings, and media statements.
72. Perform at least one tabletop exercise annually and after major technology changes.

### Minimum Evidence to Retain

- Incident response plan
- Contact list
- Incident tickets or reports
- After-action reports
- Tabletop exercise records

- Communication approvals

## 14. Vendor, Contractor, and Procurement Security Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To reduce technology and data risk introduced by vendors, contractors, hosted services, cloud applications, consultants, managed service providers, website providers, payment processors, public safety vendors, and other third parties.

### Policy

- Technology purchases, renewals, websites, cloud services, applications, managed services, public safety platforms, and vendors with access to municipal systems or data must receive IT/security review before approval.
- Contracts must define security responsibilities, data ownership, confidentiality, breach notification, access control, backup, retention, subcontractor use, support obligations, termination assistance, and return or destruction of data where applicable.
- Vendors must use unique accounts and MFA for access to municipal systems where technically available.
- Vendor remote access must be limited to approved purposes, systems, and timeframes, and must be logged where possible.
- The municipality must know where municipal data is stored, who can access it, how it is protected, how it is backed up, how it can be exported, and how it is deleted or returned at contract end.
- High-risk vendors must be reviewed at least annually or before renewal.

### Required Procedures

73. Use a vendor security intake checklist before procurement or renewal.
74. Identify vendors that store confidential data, process payments, administer systems, host public websites, provide public safety functions, manage backups, or connect to municipal networks.
75. Request appropriate security documentation such as SOC reports, cyber insurance evidence, incident notification commitments, vulnerability management statements, data location, backup capability, MFA support, and subcontractor information.
76. Disable vendor access immediately when work ends, contracts expire, personnel change, or risk is identified.
77. Ensure procurement and legal counsel involve IT/security before signing technology contracts or renewals.

### Minimum Evidence to Retain

- Vendor inventory
- Vendor intake checklist
- Security review records
- Contract security terms
- Vendor access review
- Renewal risk review

## 15. Technology Procurement, Software, SaaS, and AI Use Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To ensure the municipality does not unintentionally create risk through unapproved applications, cloud services, browser extensions, artificial intelligence tools, online forms, or citizen-facing platforms.

## Policy

- Employees must not purchase, subscribe to, install, connect, or use software, SaaS, AI tools, browser extensions, websites, online forms, or cloud services for municipal work without approval through the municipality's technology review process.
- Municipal data must not be entered into public AI tools or unapproved platforms when the data is confidential, restricted, privileged, personnel-related, law enforcement-related, financial, security-sensitive, export-controlled, resident-specific, or otherwise not intended for public release.
- AI-generated content used for official municipal business must be reviewed by a qualified human before use, publication, decision making, resident communication, legal action, financial action, or public record creation.
- The municipality must maintain ownership and administrative control over its websites, domains, social media accounts, online forms, data repositories, SaaS platforms, and public communication channels.
- Online services that collect resident information must be reviewed for privacy, retention, accessibility, security, data export, and public records implications.

## Required Procedures

78. Create a technology request form for new software, SaaS, AI, online forms, websites, payment tools, integrations, and data-sharing platforms.
79. Review each request for business need, data sensitivity, access control, MFA, logging, data ownership, retention, backup, vendor risk, cost, support, and exit strategy.
80. Maintain an approved software and SaaS inventory.
81. Block or remove unapproved tools that create security, privacy, legal, or operational risk.
82. Train employees on approved AI use and prohibited data entry into unapproved tools.

## Minimum Evidence to Retain

- Technology request forms
- Approved software list
- SaaS inventory
- AI use guidance
- Online form review records

# 16. Physical Security and Environmental Protection Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

## Purpose

To protect municipal technology, records, network equipment, public safety systems, and facilities from unauthorized physical access, theft, damage, and environmental hazards.

## Policy

- Network closets, server rooms, dispatch technology areas, camera systems, backup media, finance records, public safety records, and other sensitive areas must be physically secured.
- Only authorized personnel may access areas containing critical technology, confidential records, or public safety systems.
- Visitors, contractors, and vendors must be escorted or authorized before accessing sensitive areas.
- Environmental risks such as heat, water, power failure, fire, poor cabling, blocked ventilation, and unsecured equipment must be corrected or tracked as risks.

- Paper records and removable media containing confidential information must be secured when not in use.
- Physical keys, access cards, door codes, alarm codes, and camera administration must be managed and revoked when no longer needed.

### Required Procedures

83. Maintain an access list for server rooms, network closets, records storage, public safety technology rooms, and other sensitive areas.
84. Review physical access at least annually and after staffing, contractor, or facility changes.
85. Ensure critical network and server equipment has appropriate power protection, ventilation, cable management, and environmental monitoring where needed.
86. Lock unattended municipal devices and secure portable devices during travel, field work, and public meetings.
87. Document physical security incidents, lost keys/cards, unauthorized access, and environmental issues.

### Minimum Evidence to Retain

- Physical access list
- Facility review checklist
- Key/card inventory
- Environmental issue log
- Visitor/vendor access records

## 17. Security Awareness and Workforce Training Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To ensure employees understand their responsibilities and can recognize common threats to municipal systems, data, and public services.

### Policy

- All employees with access to municipal systems must receive cybersecurity and privacy awareness training at onboarding and at least annually.
- Training must cover phishing, MFA, password safety, acceptable use, incident reporting, data handling, public records, payment fraud, remote work, mobile devices, and vendor/social engineering risks.
- Users with elevated risk roles must receive role-based training. This includes finance, HR, clerks, police/public safety administration, public works/utilities, department heads, elected officials, IT administrators, website administrators, and users with privileged access.
- Phishing simulations or practical exercises should be used where appropriate to reinforce reporting behavior, not to shame employees.
- Employees who repeatedly miss training or create elevated risk may have access restricted until corrective action is complete.

### Required Procedures

88. Maintain a training plan with required courses, target audiences, frequency, and completion tracking.
89. Assign training during onboarding before or shortly after access is granted.
90. Track completion and report overdue training to department heads and administration.
91. Provide targeted reminders after incidents, phishing campaigns, audit findings, or major policy updates.
92. Train elected officials and department heads on governance responsibilities and incident communication expectations.

### Minimum Evidence to Retain

- Training plan

- Completion reports
- Role-based training records
- Phishing exercise reports
- Corrective action records

## 18. Website, Domain, Social Media, and Public Communications Security Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes
<b>Policy Status</b>	Template language for municipal review and adoption

### Purpose

To protect the municipality's public digital presence, official communications, domain names, online forms, and citizen-facing services.

### Policy

- Municipal websites, domains, DNS, SSL/TLS certificates, social media accounts, online forms, and resident portals must have documented ownership, administrative access, MFA where available, and backup or recovery procedures.
- Official municipal social media accounts must be controlled by the municipality, not a personal account, and must have at least two authorized administrators where the platform allows.
- Public website content, emergency notices, council information, public meeting materials, and resident communications must follow approval, accessibility, retention, and public records procedures.
- Website vendors and marketing vendors must not be the sole holders of domain registrations, hosting credentials, DNS control, or website administrative credentials.
- Online forms must not collect confidential or sensitive information unless reviewed and approved for privacy, security, retention, and data routing.
- Security incidents affecting public communications, websites, domains, or social media must be escalated as cybersecurity incidents.

### Required Procedures

93. Maintain an inventory of domains, DNS providers, website hosts, content management systems, registrars, certificates, social media accounts, online forms, and administrators.
94. Review public-facing accounts and administrators at least quarterly.
95. Use MFA for website, registrar, DNS, social media, and resident portal administration where available.
96. Back up website content or maintain recovery capability for critical public information.
97. Review online forms before use and confirm where submitted data is stored, who receives it, and how long it is retained.

### Minimum Evidence to Retain

- Domain and website inventory
- Social media admin list
- Certificate expiration tracker
- MFA evidence
- Online form review records

## 19. Enforcement, Exceptions, and Policy Maintenance Policy

<b>Policy Owner</b>	Municipal Administrator / City Manager, IT Lead, and Information Security Officer
<b>Applies To</b>	Elected officials, employees, volunteers, interns, contractors, vendors, boards, commissions, and any person or entity with access to municipality systems or data
<b>Review Frequency</b>	Annual, and after material technology, legal, or risk changes

**Policy Status**

Template language for municipal review and adoption

**Purpose**

To ensure cybersecurity requirements are applied consistently, exceptions are managed transparently, and policies remain current.

**Policy**

- Failure to follow this policy may result in corrective action, access restriction, disciplinary action, contract remedies, or other action consistent with law, personnel policies, and contractual obligations.
- Security exceptions must be documented with business justification, risk, compensating controls, expiration date, and approval authority.
- Exceptions must not be permanent by default and must be reviewed at least annually.
- Policy conflicts, unclear requirements, or operational limitations must be escalated to administration, IT, security, HR, and legal counsel as appropriate.
- This policy manual must be reviewed annually, after significant incidents, after major technology changes, after major legal or regulatory changes, and before cyber insurance renewal where practical.

**Required Procedures**

98. Maintain a policy exception register with owner, risk, compensating controls, expiration, and approval status.
99. Review exceptions at least quarterly for high-risk exceptions and annually for all exceptions.
100. Document enforcement actions according to HR, legal, and procurement procedures.
101. Update the policy manual when standards, systems, vendors, laws, grant requirements, cyber insurance requirements, or risk conditions materially change.
102. Provide updated training or acknowledgement when policy changes materially affect employees.

**Minimum Evidence to Retain**

- Exception register
- Policy revision history
- Enforcement records where applicable
- Annual review record
- Updated acknowledgements

**Procedure Templates**

The following procedure templates are designed to be copied into municipal operating procedures, department manuals, onboarding/offboarding checklists, incident response runbooks, and vendor intake processes.

**A. New User Access Procedure**

103. Department head submits access request with employee name, role, start date, department, supervisor, systems needed, groups needed, device needed, and whether remote access is required.
104. HR or administration confirms employment, appointment, volunteer role, or contract status.
105. IT provisions unique account, MFA, device assignment, email, required applications, and role-based permissions.
106. User completes acceptable use acknowledgement, basic security training, and any role-specific training before full access is granted where practical.
107. IT records provisioning details in the access system, ticketing system, or onboarding checklist.

**B. Role Change Access Procedure**

108. Supervisor notifies IT, HR, and administration before role changes take effect where practical.
109. System owners review current access against the new role.
110. IT removes access that is no longer needed before adding new access whenever possible.
111. Privileged access requires separate approval and must be reviewed within 30 days after role change.
112. Access review evidence is stored with the personnel or access record according to retention requirements.

### C. Termination and Offboarding Procedure

113. HR, administration, or department head notifies IT immediately of termination, resignation, appointment end, contractor end, vendor end, or leave requiring access removal.
114. IT disables accounts, revokes sessions/tokens, removes remote access, disables MFA methods, and blocks privileged access at the required time.
115. Municipal devices, keys, access cards, badges, removable media, records, and credentials are recovered or documented as missing.
116. Mailboxes, files, records, and department data are preserved or transferred according to legal, retention, and business requirements.
117. Vendor and SaaS access associated with the user is removed or transferred.

### D. Lost or Stolen Device Procedure

118. Employee immediately reports the loss to supervisor and IT/security, including last known location, device type, whether confidential data may be present, and whether police report is needed.
119. IT attempts remote lock, wipe, tracking, session revocation, password reset, and account review where available.
120. Information Security Officer determines whether confidential data, public safety data, resident data, or credentials may have been exposed.
121. Legal, HR, cyber insurance, and leadership are notified when privacy, security, or reporting obligations may apply.
122. Incident record is closed only after containment, recovery, replacement, and lessons learned are documented.

### E. Cyber Incident Initial Response Procedure

123. Receive report and record who reported it, when, what happened, affected systems, observed indicators, screenshots, messages, and immediate business impact.
124. Classify severity as Low, Moderate, High, or Critical based on data exposure, public service impact, public safety impact, ransomware indicators, privilege compromise, or public visibility.
125. Contain using approved steps such as isolating device, disabling account, revoking sessions, blocking malicious sender, blocking network traffic, preserving logs, and notifying vendor support.
126. Escalate to municipal leadership, legal counsel, cyber insurance, incident response provider, Maryland cyber reporting channel, law enforcement, or other parties based on severity and obligation.
127. Coordinate internal and external communications through authorized leadership. Do not speculate publicly.
128. Document root cause, scope, remediation, recovery, notifications, costs, downtime, and after-action improvements.

### F. Payment Change and Fraud Verification Procedure

129. Any request to change banking, payment instructions, vendor contact, payroll destination, or wire/ACH details must be verified through a trusted phone number already on file, not through the request email.
130. Finance staff must obtain secondary approval for payment changes above a defined threshold.
131. Suspicious payment requests must be reported to finance leadership, IT/security, and administration immediately.
132. Email thread history, attachments, phone verification notes, and approval records must be retained according to finance and records requirements.

### G. Backup Restoration Test Procedure

133. Select system, dataset, or mailbox for test based on criticality and rotation schedule.
134. Confirm backup exists, date/time of backup, retention point, storage location, and responsible owner.
135. Restore to a test location or approved alternate location without overwriting production data unless part of an approved recovery exercise.
136. Validate that restored files, permissions, application data, and dependencies are usable.
137. Document result, time required, issues found, corrective actions, and next test date.

### H. Vendor Security Intake Procedure

138. Identify what municipal data the vendor will access, where it will be stored, and whether the vendor will connect to municipal systems.
139. Confirm whether MFA, logging, encryption, backups, data export, breach notification, subcontractor controls, and administrative control are available.
140. Review contract terms for data ownership, confidentiality, security responsibilities, breach notification, termination assistance, insurance, and data return or destruction.
141. Assign a municipal business owner and technical owner before the service is approved.

142. Add the vendor to the vendor inventory and schedule renewal review.

## Employee Acknowledgement Template

I acknowledge that I have received, read, and understand the [Municipality Name] Municipal IT and Cybersecurity Policy & Procedure Template, including acceptable use, data protection, incident reporting, remote work, device use, and public records responsibilities. I understand that municipal systems and data must be used only as authorized and that violations may result in corrective action, access restriction, disciplinary action, contract remedies, or other action consistent with law and municipal policy.

<b>Name</b>	
<b>Role / Department</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Supervisor / Witness if required</b>	

## Municipal Cybersecurity Annual Review Checklist

### Governance

Item	Complete	Owner	Notes / Evidence
Policy owner confirmed	[ ]		
Information Security Officer confirmed	[ ]		
Annual leadership briefing completed	[ ]		
Exception register reviewed	[ ]		
Cyber insurance requirements reviewed	[ ]		

### Identity and Access

Item	Complete	Owner	Notes / Evidence
MFA coverage reviewed	[ ]		
Privileged accounts reviewed	[ ]		
Terminated users removed	[ ]		
Vendor accounts reviewed	[ ]		
Shared accounts documented or eliminated	[ ]		

### Systems and Data

Item	Complete	Owner	Notes / Evidence
Asset inventory updated	[ ]		
Critical systems identified	[ ]		
Confidential data repositories reviewed	[ ]		
Retention schedules confirmed	[ ]		
Public records process reviewed	[ ]		

### Operations

Item	Complete	Owner	Notes / Evidence
Patch reports reviewed	[ ]		
Backup reports reviewed	[ ]		
Restore test completed	[ ]		
Vulnerability remediation tracked	[ ]		
Change process followed	[ ]		

### Incident Readiness

Item	Complete	Owner	Notes / Evidence
Incident contact list updated	[ ]		

Cyber insurance contact verified	[ ]		
Tabletop exercise completed	[ ]		
Public communication template reviewed	[ ]		
After-action items closed	[ ]		

## Vendors and Procurement

Item	Complete	Owner	Notes / Evidence
Vendor inventory updated	[ ]		
High-risk vendors reviewed	[ ]		
Contract security terms checked	[ ]		
Vendor remote access reviewed	[ ]		
SaaS inventory reconciled	[ ]		

## Optional Council Resolution Language

The following language is a starting point only and must be reviewed by municipal legal counsel before use.

WHEREAS, [Municipality Name] relies on information technology systems, digital records, communications platforms, public websites, and third-party service providers to deliver municipal services;

WHEREAS, cybersecurity incidents may affect public services, resident data, public trust, financial operations, public safety, legal obligations, and the continuity of municipal operations;

WHEREAS, the municipality desires to establish clear expectations for acceptable use, access control, data protection, incident reporting, vendor oversight, backup and recovery, and cybersecurity governance;

NOW, THEREFORE, BE IT RESOLVED that [Municipality Name] adopts the Municipal IT and Cybersecurity Policy & Procedure Template, as amended for local use, and directs the [Municipal Administrator / City Manager / Town Administrator / Clerk] to implement, maintain, and review the policy in coordination with department heads, IT, legal counsel, and other appropriate officials.

## Reference Links

- NIST Cybersecurity Framework 2.0 overview: <https://www.nist.gov/news-events/news/2024/02/nist-releases-version-20-landmark-cybersecurity-framework>
- Maryland DoIT Cybersecurity & Privacy Policy Suite: <https://doit.maryland.gov/policies/ci/Pages/default.aspx>
- Maryland DoIT Office of Security Management: <https://doit.maryland.gov/About-DoIT/Offices/Office-of-Security-Management/Pages/default.aspx>
- CISA Cybersecurity Performance Goals: <https://www.cisa.gov/cybersecurity-performance-goals-cpgs>
- CISA Cyber Essentials: <https://www.cisa.gov/resources-tools/resources/cyber-essentials>
- CISA StopRansomware Guide: <https://www.cisa.gov/stopransomware/ransomware-guide>
- Maryland Public Information Act information: <https://www.marylandcomptroller.gov/about/comptroller/pia.html>
- Maryland State Archives retention schedules: [https://msa.maryland.gov/msa/intromsa/html/record\\_mgmt1/toc.html](https://msa.maryland.gov/msa/intromsa/html/record_mgmt1/toc.html)
- CIS MS-ISAC: <https://www.cisecurity.org/ms-isac>

## **Model Municipal Ordinance**

### **Governance and Responsible Use of Artificial Intelligence Systems**

#### **Section 1. Purpose**

The purpose of this ordinance is to establish governance, transparency, and accountability standards for the use of Artificial Intelligence (AI) systems by the municipality. The intent is to ensure that AI technologies used by municipal departments support public service delivery while protecting residents' rights, maintaining human oversight, and promoting transparency in government decision-making.

This ordinance provides guardrails for how AI systems may be evaluated, approved, and used by the municipality and ensures that residents have visibility into the role such systems play in public operations.

#### **Section 2. Definitions**

For the purposes of this ordinance, the following definitions apply:

##### **Artificial Intelligence System (AI System)**

Any computational system, software, or algorithm that uses machine learning, statistical modeling, automated decision-making, generative AI, or similar techniques to produce outputs such as predictions, recommendations, classifications, or generated content that influence municipal operations or decisions.

##### **Automated Decision-Making System**

An AI system that produces decisions or recommendations that may materially influence decisions affecting residents, municipal services, enforcement actions, or administrative determinations.

##### **Human Review**

A process in which a qualified municipal employee evaluates and verifies AI-generated outputs before those outputs are used to inform or make a final decision.

##### **Municipal Department**

Any department, office, agency, board, or commission operating under the authority of the municipality.

#### **Section 3. Applicability**

This ordinance applies to any AI system that is:

1. Procured by the municipality

2. Developed internally by municipal staff or contractors
3. Used by municipal departments to support decision-making, operations, or public services

This ordinance does not prohibit the use of AI systems but establishes governance requirements and oversight standards for their responsible use.

#### **Section 4. Prohibited and Restricted Uses**

The municipality shall not deploy AI systems in ways that remove meaningful human oversight from decisions that materially affect residents.

The following uses are prohibited unless expressly authorized by the governing body through a public approval process:

##### **Fully Automated Decision-Making Affecting Residents**

AI systems shall not independently make final determinations regarding enforcement actions, benefits, permits, or other decisions affecting residents without meaningful human review.

##### **Real-Time Facial Recognition for Surveillance**

The use of real-time facial recognition technology for continuous surveillance of public spaces is prohibited unless specifically authorized by law and approved by the governing body.

##### **AI Systems That Discriminate or Produce Unlawful Bias**

AI systems known to produce discriminatory outcomes based on protected characteristics may not be deployed.

##### **Undisclosed AI Use in Resident Interactions**

Municipal systems interacting directly with residents must disclose when automated or AI-assisted technologies are being used.

#### **Section 5. Transparency and Public Disclosure**

The municipality shall maintain transparency regarding the use of AI systems in municipal operations.

At a minimum, the municipality shall maintain a publicly accessible record that includes:

1. The name and description of each AI system used by the municipality
2. The purpose of the system and the department responsible for its operation

3. A general description of the type of decisions or tasks the system supports

The municipality shall review and update this disclosure at least annually.

---

### **Section 6. Human Oversight**

AI systems shall be used as decision-support tools and shall not replace responsible human judgment in municipal governance.

Municipal employees responsible for decisions influenced by AI systems must:

1. Review AI-generated outputs before acting on them
2. Exercise independent judgment when evaluating those outputs
3. Retain the authority to override automated recommendations

No AI-generated output shall be treated as a final decision without human evaluation.

---

### **Section 7. Resident Rights and Appeals**

Residents who believe that an AI-assisted system has materially influenced a decision affecting them may request review through the municipality's administrative process.

Such requests may be submitted to the appropriate municipal office, such as the Town Manager, City Administrator, or other designated authority.

The municipality shall establish procedures to:

1. Receive complaints or concerns regarding AI-assisted decisions
  2. Conduct a meaningful human review of those decisions
  3. Escalate complex matters to legal counsel or appropriate authorities when necessary
- 

### **Section 8. Annual Review**

The municipality shall review its AI governance policy at least once per year to ensure that it remains aligned with technological developments, legal requirements, and community expectations.

Updates to the policy or AI system disclosures shall be made publicly available following each review.

---

### **Section 9. Effective Date**

This ordinance shall take effect upon adoption by the governing body.

Municipal departments currently using AI systems shall review those systems for compliance with this ordinance within six months of adoption.

Aliany Romero

05/04/2026

Cottage City Scholarship Essay

### Why is municipal government important?

Municipal government is important because it affects people's everyday lives more than they might realize. It's basically the local government in our town or city, and it handles the things you use and see every single day. While bigger governments deal with bigger issues, municipal governments focus on making sure your community is okay at the end of the day.

One of the biggest reasons municipal government matters is because it provides basic services people depend on. This includes things like picking up trash, fixing roads, making sure there's clean water, and having police and firefighters available when something goes wrong. These might seem like small things, but without them, daily life would quickly become stressful and unsafe. Imagine if trash was never collected or roads were never repaired it would be hard to live comfortably.

Another reason municipal government is important is because it gives people a voice. Local leaders, like mayors or city council members, are usually easier to reach than state or national leaders. That means people can speak up about problems in their area, like unsafe streets or lack of police. Since these leaders work closely with the community, they can make decisions that actually fit what people need.

Municipal government also helps shape what a town or city looks like. It decides where things like schools, parks, and businesses go. These decisions affect how people live, how easy it

is to get around, and what opportunities are available. Good planning can make a place feel safe, organized, and enjoyable to live in.

Overall, municipal government is important because it keeps communities running, listens to the people, and helps create a better place to live. Even though it might not always be noticed, it plays a huge role in everyday life.

Municipal government is important as it allows for governing to be handled within a specific community in a way separate from the state as a whole. This communal independence from the state is important because it allows for impact to be made specifically in that community without bringing it to state level. These areas include public safety, community management, daily services, and the ability to solve problems that meet the people's wants in the community.

The reason why keeping government at a lower level than the state is important is so that problems within that community are able to be taken care of with respect for what the people want. This allows for solutions to be made regarding the specific wants and needs of the people who are part of that community, and allows the people to partake in decision making for what fits best to take action on. Town meetings are one of the best ways for people to share their feelings on certain issues, like public safety. Some examples of solutions that can be put in place through municipal government are funding of rescue forces like police and firefighters, repair of damages to property or streets and sidewalks, and development of laws as a way of protecting the people.

Municipal government can be seen in dozens of communities through many different means, in which the community itself is able to participate greatly. There are a few ways I have personally seen municipal government used in my community. I have seen changes made for trash pickup and compost in the Hyattsville area, which has made it so that the communal area is a lot cleaner with help from the townspeople. I have also seen and have been a part of a group that came together to remove an invasive species of vines growing on the trees in nearby communities to help save the trees from dying. There are always many things happening in communities to let the people help decide what problems they think need to be solved, and

allowing many in that community to help out with the process. With all that said, the importance and inclusion of municipal government is very clear and present within communities.

Kailyn Williams

June 30<sup>th</sup>, 2026

Prompt: Why Is municipal government important?

A municipal government is essential since it is the form of government that has the most influence on the daily lives of citizens. Road maintenance, public schooling, emergency services provision, and development of safe neighborhoods and parks is just a fraction of what local governments do to make sure our communities are well-managed. Although national affairs get the most publicity, many of the decisions that influence our life are being made by the leaders of the communities that understand the specific needs of their communities.

Leadership experience and community service have provided me with knowledge of the significance of efficient local governance. Being a Vice President of Sigma Gamma Rho Sorority, Inc., I am involved in community service activities that are directed towards uplifting other people and making our contribution into the community. My role as an Event Coordinator for UMES Gospel Choir has allowed me to gain experience in organizing events and coordinating work of different people to provide an opportunity for interaction within our campus community. Participating in local events like the Aviation Summit and the Main Street Trick-or-Treat allows me to see how volunteer work in collaboration with local governments creates positive experiences for citizens.

Through such experiences, I have learned that leadership goes beyond having the title; it involves listening and serving and helping make the lives of other people better. My goal of serving other people through my entire aviation career, whether it be through military service or civic duties, was inspired by such experiences.

Leadership plays an important role in successful municipal governments. The leaders in a municipality should not only be accessible but also responsive to the demands of those people they serve. Communities can become stronger and more resilient through active involvement from local leaders and citizens.

The most important job for the municipal government is to keep everything, the basic services, running. They make sure that the water that comes from our tap is clean and that our trash and recycling are taken every week. They are in charge of our infrastructure, such as potholes, traffic lights, and clearing the snow off the roads and sidewalks. Without them, our town wouldn't be livable; there would be too many issues for us to be able to stay.

When there is an emergency, the municipal government takes charge. They manage and fund the local police/town hall officers. They manage the fire departments and ambulance services. Because they are local, they know the layout of the neighborhoods and could reach people in emergencies faster than the state or federal agency could. They could enforce safety rules in order to make sure that the houses and businesses are built correctly, and they won't cause danger for people there or around them.

They also decide what a town feels like to live in. The management of public places like playgrounds and parks, and libraries, is all of them. They decide where new houses can be built and where businesses should go and open. The planning that they do decides whether a town is either open or crowded, and if there are enough resources, grocery stores, and schools, for people to live there.

The best part of municipal government? How easy is it to get involved? While it is knowingly very hard to meet the president, anyone can go to a city council meeting and talk about an issue, and anyone can call an official. Maybe it is because you want a new bike lane or a better program for recycling, the people who help make those decisions are your neighbors. This makes the local government the most direct version of democracy that we have.

Municipal government is the foundation of a good and functioning society. They handle the issues that we can't see. They work to keep us clean, safe, and connected. It isn't always going to be on the news or national television, but they are the reason that communities can work so hard together and thrive.



## June Work Session Agenda

Tuesday, June 02, 2026 at 6:30 PM

3820 40th Avenue Cottage City, Maryland 20722

### **This meeting will be hosted on Zoom:**

<https://us02web.zoom.us/j/82409866461?pwd=kLBHmZvHtUGAAjbezJF3fPfelZXf2w.1>

**Phone: 301-715-8592 | Meeting ID: 824 0986 6461 | Passcode: 527527**

### **Call to Order and Roll Call 6:30 PM**

#### **Attendees**

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini-Chief of Police
- 8.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Denise Hamler-Resident
- 10.) Coach Montgomery-Mentoring Through Athletics
- 11.) Amy Sawyer-Resident
- 12.) Laura Guischarde- Resident
- 13.) Phone Caller- Unknown

### **Review of Agenda**

#### **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the end of the Board Work Session. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Resident Ms. Hamler gave the Commissioners two updates. The first was regarding the recently sold commercial properties located at 3700, 3708, 3712, and 3714 Bladensburg

Road, between 37th and 38th Avenue. The second update was about the Chesapeake Bay Grant and the requirements needed to meet the grant.

Commissioner Brooks brought up Resident Ann Young's concerns regarding the Cottage City Day flyer.

Commissioner Campos stated that Ann Young said the Cottage City Day flyer was unwelcoming.

Commissioner Brooks stated that Ann Young said a neighbor commented that residents must show identification and that the flyer was not welcoming.

Commissioner Durant stated that residents assumed the date listed on the flyer was the date of Cottage City Day.

The Commissioners discussed the issue further, and it was decided to remove the requirement to upload identification from the registration form.

## **Business**

### **1. Mentoring Through Athletics Presentation (Commission Discussion)**

Coach Montgomery provided an in-depth presentation on the Mentoring Through Athletics program and explained how it could be implemented in the Town if the Town decided to use the program for the children of the community.

Commissioner Salsich inquired about the age group served by the program.

Coach Montgomery stated that the age group is five to fourteen years old. Once the children turn fifteen or sixteen, many return to the organization to work and are paid to be part of the program.

Commissioner Durant inquired about which sports could be accommodated within the Town, noting that the tennis and basketball courts are Town property, but the athletic field does not belong to the Town and may require special permitting.

Coach Montgomery stated that the sports offered include cheerleading, basketball, flag football, soccer, chess, and volleyball.

Commissioner Brooks inquired about what the municipal budget support would entail.

Coach Montgomery stated that it depends on the number of children enrolled in the program. He provided an example of \$2,500.00 per week for 25 children.

Commissioner Brooks inquired whether, if the Town decided to move forward with the program, the cost would be approximately \$13,000.00 for two months.

Coach Montgomery stated that would be correct for two months.

### **2. Pollinator Garden Presentation (Commission Discussion)**

Commissioner Chair Wheatley stated that Commissioner Durant was recusing himself from the vote but would participate in the discussion.

Commissioner Durant confirmed that was the case.

Resident Amy Sawyer presented information about creating a pollinator garden in front of Town Hall and discussed the benefits of establishing the garden. She also explained that the project would help the Town receive additional points through Sustainable Maryland.

Commissioner Salsich stated that she supports the Pollinator Garden.

Commissioner Durant expressed his support for the Pollinator Garden.

Commissioner Chair Wheatley stated that she supports the Pollinator Garden.

Commissioner Campos expressed his support for the Pollinator Garden and inquired who would be performing the labor.

Amy Sawyer stated that the garden would require minimal labor, which could be completed by Public Works and members of the community working together.

Commissioner Brooks inquired whether there would be contracts in place and, once the project begins, who would ensure it is completed, as well as the project's timeline.

Amy Sawyer stated that she is willing to sign a Letter of Intent.

Commissioner Brooks stated that he would like to see that happen so that if one person becomes overwhelmed, another person can step in and complete the project.

**3. Motion To Suspend The Rules To Vote In The June Work Session (Commission Vote)**

**Motion**

**Commissioner Brooks made a motion to suspend the rules for voting.  
Commissioner Campos seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos,  
At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

**4. Port Town Sector Plan Letter of Support (Commission Discussion & Possible Vote)**

The Town Manager stated that the Town submitted a letter of support to meet the May 26 deadline for public comments regarding the Port Town Sector Plan. He presented the letter on behalf of the Commission for submission as public testimony and read the letter into the record.

**Commissioner Brooks made a motion to move forward with the letter.**

**Commissioner Durant seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos,  
At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

**5. Draft Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 (First Reading & Commission Discussion)**

The Town Manager read Draft Ordinance 2026-02, the proposed FY 2027 budget, and opened the floor for the Commissioners' discussion.

Commissioner Durant inquired whether the tax rates would remain the same.

The Town Manager informed him that they would remain the same.

Commissioner Chair Wheatley inquired about the amount budgeted for the Police Department and whether it included the proposed salary increases for the officers.

The Town Manager informed her that he believes those salaries are included in the budget.

Commissioner Chair Wheatley also inquired whether the General Government and Public Works budget includes the proposed salary increases for employees.

The Town Manager informed her that it does.

Commissioner Brooks stated that Line Item 6054.1 proposes \$5,395.00 for Family Relief in the new FY 2027 budget.

The Town Manager stated that the Share Food Program is budgeted at \$9,000.00 and that Family Relief is a carryover of \$20,610.00.

Todd Frankenfield stated that it is all General Fund money and that the ARPA funds would be fully expended by June 30, 2026.

Commissioner Brooks inquired about the total amount of both programs being funded from the General Fund.

Todd Frankenfield stated that the total is almost \$30,000.00.

Commissioner Chair Wheatley stated that the Commission may want to increase funding for training for staff, the Town Manager, and the Commissioners.

The Town Manager stated that he would update the training budget.

Commissioner Salsich inquired whether the Commission had previously discussed that the ARPA money for Family Relief was carried over from the previous year.

Todd Frankenfield stated that when the Town enters FY 2027, the grant dollars are no longer available and the remaining expenses become General Fund expenditures.

Commissioner Salsich stated that if there was money remaining in Family Relief that was not spent, it would essentially be gone.

Todd Frankenfield stated that, essentially, yes, because everything must be obligated before the end of the previous fiscal year.

**6. Proposed Ordinance: Governance and Responsible Use of Artificial Intelligence Systems (Commission Discussion)**

Commissioner Chair Wheatley stated that the ordinance is currently in draft form and could be tabled until next week after additional information becomes available and the Town Attorney has an opportunity to review the documentation.

Commissioner Durant stated that he agrees with tabling the discussion. He further stated that he does not see anything addressing chatbots or the use of artificial intelligence assistants, such as ChatGPT, Gemini, or Claude, for municipal staff during the course of their work. He suggested inquiring with Mr. Best about that issue. He also referenced the section stating that AI systems producing biased or discriminatory outcomes may not be deployed and suggested discussing with Mr. Best whether that section would be enforceable.

Commissioner Chair Wheatley stated that the first point Commissioner Durant raised is addressed in the new template she plans to discuss.

The Commissioners all supported tabling the ordinance until the following week.

**7. Resolution 2026-16 Capital Expenditure for A Police Vehicle (Commission Discussion)**

Chief Martini stated that, because of the money from the red-light cameras and speed cameras, they must put money back into the program. Ten percent goes back into the General Fund, and anything else goes back to the State. The Grant Manager and Treasurer realized that there would be extra funds that could be used to purchase assets for the Town or Police Department; otherwise, the funds would be paid to the State. The proposal to purchase a new vehicle was brought forward, and it needs to be completed by June 30, 2026. Three bids have been submitted.

Todd Frankenfield stated that this may need to be voted on tonight so that the Chief can make the purchase before the end of this fiscal year.

Commissioner Durant inquired whether this would be the acquisition of an additional vehicle or whether they would be disposing of one of the current vehicles and replacing it with the new one.

Chief Martini stated that this is the purchase of a new vehicle. Later down the line, there can be a discussion regarding the other vehicles because some of them are older and have high mileage.

Commissioner Salsich stated that she supports moving forward with the purchase of the vehicle.

Commissioner Campos asked whether this also included equipping the vehicle with all of the necessary police equipment.

Chief Martini stated that they want to take advantage of getting all of the equipment installed in the vehicle before the end of the fiscal year.

Commissioner Brooks stated that he supports the purchase. He also inquired whether this could be tied into the Mentoring Through Athletics after-school program.

Todd Frankenfield stated that there must be a direct connection between the speed camera revenue and how the funds are spent.

Chief Martini walked the Commission through the three vehicle bids and stated that Apple Ford Lincoln submitted the lowest bid. He also stated that the money could be used to create another painted crosswalk.

Commissioner Durant asked whether there would be an additional \$20,000.00 for outfitting the vehicle with equipment and whether there is any warranty.

Chief Martini stated that he requested a quote for the same equipment that had been installed in previous police vehicles. The remaining work, including the decals, sirens, and vehicle markings, would be completed by another company. Apple Ford Lincoln submitted the lowest bid.

Todd Frankenfield asked whether any of the quoted vehicles could be delivered before the end of this fiscal year.

Chief Martini stated that yes, the vehicle would be delivered to the Town before June 30, 2026.

The Town Manager read Resolution 2026-16, Capital Expenditure for a Police Vehicle, into the record.

### **Motion**

**Commissioner Brooks made a motion to approve the 2026-16 Resolution to purchase the Ford Explorer from Apple Ford Lincoln in the amount of \$48,283.00 with the total of \$70,000.00 that the delivery be done keys in hand this FY.**

**Commissioner Campos seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

## **8. FY 2026 Audit Proposals (Commission Discussion)**

The Town Manager stated that he was exploring new audit firms. He presented two companies for the Commission's consideration and discussion.

SBC - \$14,000.00

Lindsey & Associates - \$12,912.00

Todd Frankenfield stated that he does not agree with the statement that good governance requires changing auditors on a regular basis. He stated that the current auditor has experience with the Town, and his recommendation is to continue using the current auditor at the lower price.

Commissioner Salsich agreed with Mr. Frankenfield and supported continuing with Lindsey & Associates.

Commissioner Durant asked the Town Manager whether there was any reason to believe that Lindsey & Associates had not done a good job conducting the audit.

The Town Manager stated that was not the case. He explained that he had always been taught through the Maryland Municipal League (MML) that changing audit firms periodically provides a fresh set of eyes on the Town's financial records.

Commissioner Durant asked whether the Town had contacted any other municipalities for references regarding audit firms.

The Town Manager stated that he had not had time to do so, but he would add it to his list if the Commission wished to consider changing audit firms in the future.

Commissioner Chair Wheatley stated that she disagrees with Mr. Frankenfield's comments and noted that there were issues with Lindsey & Associates in the past. She stated that she would like to look for a new auditor, although she is willing to keep the current auditor for this year.

Commissioner Campos and Commissioner Brooks both agreed to continue with Lindsey & Associates for now but to explore new audit firms in the future.

Commissioner Durant stated that he supports staying with Lindsey & Associates for this year and reviewing new audit firms next year.

Commissioner Chair Wheatley stated that the Town is choosing to continue with Lindsey & Associates for now.

#### **9. Town of Cottage City Employee Handbook (Commission Discussion)**

The Town Manager stated that he updated the Employee Handbook so it can be used for the new fiscal year. He stated that he still needs to add the sick leave provisions for hourly employees and update the leave accrual language for salaried employees.

Commissioner Chair Wheatley inquired whether Resolution 2026-14 had been incorporated into the handbook.

The Town Manager stated that it still needs to be added.

#### **10. August Recess (Commission Discussion)**

The Town Manager asked whether the Commission wanted to take an August recess.

Four Commissioners—Salsich, Wheatley, Campos, and Brooks—agreed to the recess. Commissioner Durant did not support taking a recess.

Commissioner Brooks stated that even while in recess, the Commissioners are still working; the only thing that stops is the meetings.

Commissioner Chair Wheatley stated that the Commission's decision is yes to the August recess.

### **Closed Session**

#### **11. Motion To Go into A Closed Session (Commission Vote)**

This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)\_\_\_“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”.

The Commission proposes to enter into a closed session to discuss employee performance evaluations & merit Increases.

#### **Motion**

**Commissioner Brooks made a motion to go into close session at 9:21 PM.**

**Commissioner Campos seconded the motion.**

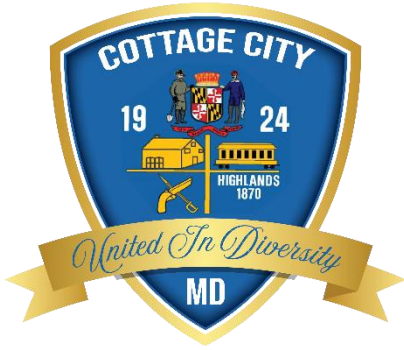
**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

### **Open Session Following Closed Session**

#### **Adjournment**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.



## June Regular Town Meeting Agenda

Wednesday, June 10, 2026 at 7:00 PM

3820 40th Avenue Cottage City, Maryland 20722

### **This meeting will be hosted on Zoom:**

<https://us02web.zoom.us/j/88902375079?pwd=SEcZhqra7qvB3A6lbuhaHkubPHSArk.1>

**Phone: 301-715-8592 | Meeting ID: 889 0237 5079 | Passcode:544736**

### **Call to Order and Roll Call 7:09 PM**

#### **Attendees**

- 1.) Commissioner Salsich- Ward 1
- 2.) Commissioner Durant- Ward 2
- 3.) Commissioner Chair Wheatley- Ward 3
- 4.) Commissioner Campos- Ward 4
- 5.) Commissioner Brooks- At-Large
- 6.) John Hoatson- Town Manager
- 7.) Chief Martini-Chief of Police
- 8.) Todd Frankenfield-Accountant ALTA CPA
- 9.) Kevin Best- Town Attorney
- 10.) Denise Hamler-Resident
- 11.) Amy Sawyer-Resident
- 12.) Conor Grew- Resident

### **Review of Agenda**

#### **Public Comments**

Anyone seeking to speak under Public Comments must sign in prior to the start of the Town Meeting. There is a 3-minute time limit. When you come up to speak, you will need to state your name, address, what organization that you represent and your topic of concern(s).

Resident Denise Hamler mentioned that the property at 3703 42nd Avenue, which is slated for the youth transitional home, is currently undergoing renovations.

The Town Manager stated that he was alerted about the renovations and reached out to Lindsey Sawyer with the County's Central Services Department. Ms. Sawyer was out of the office and would be returning the following day. The Town Manager also stated that he sent emails to Council Member Shayla Adams-Stafford and will update the Commissioners once additional information is received.

Commissioner Chair Wheatley stated that the Town should bring the County Executives into the conversation.

The Town Manager stated that he will contact them.

### **Consent Agenda**

#### **1. Approval of Minutes (May)**

Commissioner Chair Wheatley stated that on the second page, under Business, the discussion of the Eastgate "Port Sector Plan" should be changed to "Port Town Sector Plan."

Commissioner Chair Wheatley also stated that End Time Harvest Ministries was supposed to be removed, as she does not remember that being stated.

Commissioner Brooks stated that the amount should be \$2,000.00 rather than \$2,500.00, because the additional \$500.00 was a one-time increase for the previous year.

Commissioner Chair Wheatley stated that under the Commissioner Reports, the wording should be updated to "Mentoring Through Athletics."

#### **Motion**

**Commissioner Brooks made a motion to approve the May minutes with the edits proposed by the Commissioner Chair Wheatley.**

**Commissioner Campos seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

#### **2. Approval of Financials (May)**

**Commissioner Brooks made a motion to move forward with the May financials. Commissioner Durant seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

#### **3. Public Safety Report (Chief Martini)**

Chief Martini provided an overview of the Public Safety Report.

Commissioner Chair Wheatley inquired about what the Police Department was doing regarding vehicles parking on and blocking sidewalks.

Chief Martini stated that officers continue to notify residents when they are in violation by providing flyers and ongoing education regarding what is and is not permitted.

#### 4. **Public Works Report**

The Town Manager provided an update on the Public Works Department.

Resident Conor Grew inquired whether the Town needed someone to refurbish the old Firehouse sign.

The Town Manager informed him that the Town does, and if he has someone in mind, that would be very helpful.

Commissioner Chair Wheatley inquired whether Public Works would be painting all curb markings and creating curb lines at stop signs that currently do not have them.

The Town Manager stated that an assessment has already been completed, and Public Works will be painting all stop sign curbs and creating new curb lines where they do not currently exist.

Commissioner Chair Wheatley inquired about the plants that CPJ planted in the rear alley and asked how they were doing.

The Town Manager informed her that the plants look nice and that the alley is continuing to retain its beauty.

Commissioner Campos inquired whether CPJ would need a dumpster for the Firehouse project and asked what the next step for the Firehouse project would be.

The Town Manager stated that he spoke with CPJ, and they informed him that the contractor would be obtaining a dumpster and removing whatever materials need to be removed. He also stated that, in the meantime, the architect is able to maneuver around the existing conditions as needed.

#### **Commissioner Reports**

##### 5. **Ward 1**

No report.

##### 6. **Ward 2**

Commissioner Durant reported that he and Commissioner Chair Wheatley attended the Port Towns Quarterly Meeting, where they discussed the upcoming Bladensburg fireworks, the Sector Plan, and an event the Town is planning along the trail.

##### 7. **Ward 3**

No report.

8. **Ward 4**

No report.

9. **At-Large Report**

Commissioner Brooks stated that there will be a **Cottage City Camping** event for adults and children. He also stated that he would be checking the streetlights to ensure they are functioning properly and, if they are not, would submit the pole numbers to the Town Manager. He also inquired about the status of the drain ticket submission.

The Town Manager informed him that the drain ticket was submitted in the fall and that he would follow up to have it resubmitted if necessary.

**Old Business**

10. **Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 (Final Reading & Commission Vote)**

The Town Manager read Ordinance 2026-02: Adopt A Budget & Levy Property Taxes FY 2027 into the record.

Commissioner Chair Wheatley stated that she had a few questions in reference to the budget, specifically Line Item 5150 - Special Arts & Education. She asked whether the Holiday Give Aways were moved to Staff Appreciation and whether the Town would still be giving out giveaways.

The Town Manager stated that the Holiday Give Aways are for the staff, including Holiday Gift Cards and a Holiday Lunch. He also added that the Give Aways could come out of that line item as well.

Commissioner Chair Wheatley also inquired about the amount in the line item for the Seniors Camp.

The Town Manager informed her that Ms. Blue requested that amount and that it could be updated from Senior Camp to Senior Club.

Commissioner Chair Wheatley then inquired about the training budget for Public Works being zeroed out and asked whether they would still be attending MML.

The Town Manager stated that it could be updated or addressed through a budget amendment.

Commissioner Chair Wheatley inquired about the waste collection costs and asked whether Bates had increased its pricing.

The Town Manager stated that he would check with the Bates team.

Commissioner Chair Wheatley inquired about the Chief's training increasing to \$6,000.00, as well as another training line item for \$8,000.00, and asked whether that amount was for the officers.

The Town Manager informed her that the Chief would have training and conferences, and that the other officers would also receive training.

Commissioner Chair Wheatley inquired about the contractual services amounts of \$40,000.00 and \$72,000.00, and asked what was being paid to the accountant versus the grant manager.

The Town Manager informed her that \$40,000.00 is for the accountant and \$72,000.00 is for the grant manager, who was previously being paid through ARPA but is no longer being funded through that source.

Commissioner Brooks stated that Line Item 5065 - End Time Harvest Ministries should be \$2,000.00 instead of \$2,500.00.

The Commissioners all agreed to set Line Item 5065 - End Time Harvest Ministries back to \$2,000.00.

Resident Conor Grew raised questions regarding Veterans on the Rise entering the community and the impact they would have on the community, and asked whether policies and procedures would be put in place to keep residents safe.

The Town Manager requested time to conduct his due diligence and obtain answers to the questions that had been presented. He also requested that Mr. Grew put his questions in writing and email them to him.

### **Motion**

**Commissioner Brooks made a motion to approve Ordinance 2026-02 Adopt A Budget & Levy Property Taxes FY 2027. Commissioner Campos seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.**

**Motion Passes. No nays or abstentions.**

## **11. Pollinator Garden Agreement (Commission Vote)**

The Town Manager introduced the Pollinator Garden Agreement for Commission discussion.

Commissioner Brooks inquired about the section stating that Ms. Sawyer would receive reimbursements for incidental expenses.

Town Attorney Kevin Best stated that it is typical, when someone is doing pro-bono work, for there to be consideration as an element of a contract. This allows flexibility in the event she needs to purchase something necessary to perform the work, which would otherwise require the Town Manager to make the purchase.

### **Motion**

**Commissioner Salsich made a motion to accept the Pollinator Partnership Capstone Agreement between the Town of Cottage City and Amy Sawyer.**

Commissioner Campos seconded the motion.

Ward 1- Salsich Aye, Ward 2-Durant recused himself, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes.

### New Business

**12. Resolution 2026-17: Adopting The Revised Town of Cottage City Employee Handbook To Include Sick Leave For Part Time Employees & Revised Accrual Rates For Salaried Employees (Commission Vote)**

The Town Manager stated that the employee handbook had been updated and read the resolution into the record.

Commissioner Chair Wheatley inquired whether Resolution 2026-14 had been added to the Employee Handbook.

The Town Manager stated that he could add it.

Commissioner Chair Wheatley then inquired about changing the probationary period from 6 months to 1 year.

The Town Manager stated that he would look into it and make the appropriate updates.

### Motion

**Commissioner Brooks made a motion to move forward with the Town of Cottage City Resolution 2026-17 Adopting the Revised Town of Cottage City Employee Handbook to Include Sick Leave for Part Time Employees & Revised Accrual Rates for Salaried Employees.**

**Commissioner Campos seconded the motion.**

Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large- Brooks Aye.

Motion Passes.

**13. PALS: Wayfinding Branding & Signage Strategy Presentation (Commission Discussion)**

The Town Manager presented information regarding Wayfinding and suggested that residents and Commissioners visit Town Hall to view the information displayed on the presentation boards.

Resident Amy Sawyer inquired about the process for having the information presented in Spanish.

The Town Manager stated that he would work with the PALS program to determine whether the materials could be translated into Spanish.

## Updates

### **14. Town Manager Update**

The Town Manager stated that the Town will be hosting the Juneteenth event and the Camping Event with Colmar Manor. The Town will also be hosting an Invasive Workshop on June 23, 2026, at 7:00 PM. Cottage City Day will take place on August 15, 2026, from 12:00 PM to 4:00 PM, and everyone is encouraged to come out and celebrate their heritage. Register for the event by June 30, 2026, to receive priority.

### **Closed Session**

This meeting will be closed under General Provisions Art. § 3-305(b) only: (1)\_\_\_“To discuss the appointment, employment, assignment, promotion, discipline, demotion, compensation, removal, resignation, or performance evaluation of appointees, employees, or officials over whom this public body has jurisdiction; any other personnel matter that affects one or more specific individuals”.

The Commission proposes to enter into a closed session to conduct an interview for a candidate for the Cottage City Police Department.

Commissioner Chair Wheatley inquired about the time for the Juneteenth event.

The Town Manager informed her that the event is at 6:30 PM.

### **Motion**

**Commissioner Campos made a motion to go into close session at 8:39 PM.**

**Commissioner Brooks seconded the motion.**

**Ward 1- Salsich Aye, Ward 2-Durant Aye, Ward 3-Wheatley Aye, Ward 4-Campos, At-Large-Brooks Aye.**

### **Open Session Following Closed Session**

### **Adjournment**

All meetings are subject to closure pursuant to the Maryland Open Meetings Act: Pursuant to the Annotated Code of Maryland, State Government Article Section 10-508(a), the Council by majority vote may retire to executive or closed session at any time during the meeting. Should the Commission retire to executive or closed session the Chair will announce the reasons and a report will be issued at a future meeting disclosing the reasons for such closed session.

# Town of Cottage City

Item # 7.

## Balance Sheet As of June 30, 2026

	TOTAL	
	AS OF JUN 30, 2026	AS OF JUN 30, 2025 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
1009 Truist Savings x1643	0.00	303,173.53
1010 Savings - Capital One	5,199.23	5,192.84
1014 US Bank x5954	12,575.00	12,575.00
1015 Petty Cash Fund	466.03	466.03
1055 Savings - PNC	779,145.87	743,419.36
1060 Truist MM x4603	0.00	101,958.70
1061 Truist Operating Checking x1118	1,412,700.39	443,826.84
1062 Truist Public Fund Checking x6369	0.00	133.46
1065 Capital One CD	99,302.97	99,302.97
1072 Bill.com Money Out Clearing	1,729.73	19,401.39
<b>Total Bank Accounts</b>	<b>\$2,311,119.22</b>	<b>\$1,729,450.12</b>
Accounts Receivable	\$89,557.40	\$153,003.58
Other Current Assets	\$88,025.00	\$98,618.00
<b>Total Current Assets</b>	<b>\$2,488,701.62</b>	<b>\$1,981,071.70</b>
<b>TOTAL ASSETS</b>	<b>\$2,488,701.62</b>	<b>\$1,981,071.70</b>
<b>LIABILITIES AND EQUITY</b>	<b>\$2,488,701.62</b>	<b>\$1,981,071.70</b>

# Town of Cottage City

Item # 7.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
<b>Income</b>		
4000 Operating Revenue		
4005 Real Estate Taxes - Residential (54%)	463,751.70	466,257.00
4006 Real Estate Taxes - Commercial (46%)	396,302.32	402,087.00
4015 Personal Property Taxes	58,276.64	95,000.00
4025 Income Tax	149,755.92	105,000.00
4030 Highway User Tax	43,930.27	54,311.00
4035 Fines & Forfeitures	2,794.31	8,000.00
4040 Speed Camera Fines	605,607.53	375,000.00
4041 Speed Camera Fees	163,825.07	180,000.00
4042 Red Light Camera Fines	359,948.66	150,000.00
4043 Red Light Camera Fees	193,166.68	180,000.00
4055 Franchise Fees (Cable TV)	11,862.36	18,000.00
4065 Licenses - Town	2,756.11	7,000.00
4075 Permits	100.00	
4085 Police Aid	25,004.70	26,550.00
4095 Interest Income	35,838.39	25,000.00
4102 Town Hall Rental	8,400.00	1,800.00
4106 Solar Renewable Energy Credits	10,322.10	
4107.1 Donations	4,022.55	3,000.00
4200 Miscellaneous	29,479.77	
<b>Total 4000 Operating Revenue</b>	<b>2,565,145.08</b>	<b>2,097,005.00</b>
4106.5 Grant Revenue		
41040 Bond Bill		500,000.00
4109 Maryland Heritage Authority (MHAA)		45,000.00
4110 Maryland Historical Trust (MHT)		100,000.00
4120 CDBG Grant - Infrastructure	400,815.22	400,815.00
4129 Chesapeake Bay Trust - Senior	63,000.00	70,000.00
4130 Cable - PEG - Broadcast Equip.		10,570.00
4141 MD DHCH - NED Grant		185,000.00
4144 Fed-Stormwater		670,000.00
<b>Total 4106.5 Grant Revenue</b>	<b>463,815.22</b>	<b>1,981,385.00</b>
4201 Appropriated from Fund Balance		1,582,200.00
4202 Appropriated from Fund Balance ARPA		128,345.00
<b>Total Income</b>	<b>\$3,028,960.30</b>	<b>\$5,788,935.00</b>
<b>GROSS PROFIT</b>	<b>\$3,028,960.30</b>	<b>\$5,788,935.00</b>
<b>Expenses</b>		
5000 General Government		
5005 Salaries	204,983.22	200,000.00
5006 Overtime		2,500.00
5010 Commissioner Salaries	34,992.00	35,000.00
<b>Total 5005 Salaries</b>	<b>239,975.22</b>	<b>237,500.00</b>

# Town of Cottage City

Item # 7.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
5015 Payroll Taxes	18,649.76	16,200.00
5025 Health Insurance	16,717.69	14,000.00
5030 Retirement Benefits		7,000.00
5035 Workers Comp Ins.	17,652.06	15,200.00
5037 Unemployment Benefits	23,781.91	23,800.00
5040 Audit Fee	11,205.70	14,500.00
5065 Community Enhancement		
5065.10 Newsletter	8,579.96	7,000.00
5065.2 Port Towns CDC		15,000.00
5065.3 End Time Harvest Ministries	2,500.00	2,000.00
5065.4 Cottage City Scholarship	2,500.00	2,500.00
5065.5 Anacostia Watershed Donation		1,000.00
5065.6 Contribution to ATHA		1,000.00
5065.7 Fire Dept. Donation	2,000.00	1,000.00
5065.71 Green Team	821.10	1,200.00
5065.73 Food Pantry	103.98	5,000.00
5065.9 Summer Camp		900.00
<b>Total 5065 Community Enhancement</b>	<b>16,505.04</b>	<b>36,600.00</b>
5070 Community Garden	4,171.49	3,500.00
5071 Community Garden - 24 ARPA	343.28	11,448.00
5085 Contractual Services (Accounting Fees)	45,907.50	44,000.00
5086 Cell Phone	3,604.11	1,500.00
5087 Codification Services	995.00	2,000.00
5090 Election Expenses	976.24	1,200.00
5100 Insurance - Gen. & Public Offic	2,994.00	4,000.00
5107 IT Support	21,562.80	17,000.00
5115 Legal Fees	55,592.96	64,000.00
5120 Miscellaneous	2,428.22	2,000.00
5125 Membership Dues	3,954.00	4,000.00
5130 Commissioner Municipal Convention & Conf.	12,711.66	14,700.00
5135 Office Expense	37,565.69	31,000.00
5140 Printing & Legal Ads	510.00	1,000.00
5150 Special Events		
5150.11 Adult Mixer	491.55	500.00
5150.12 English Classes	1,000.00	2,000.00
5150.13 Black History Month	1,446.21	800.00
5150.14 Hispanic Heritage Month		800.00
5150.16 Native American Heritage Event		600.00
5150.18 Port Towns Legislative Dinner		300.00
5150.2 Easter Egg Hunt	663.54	800.00
5150.20 PGEMW - Town Sponsored Mtg		100.00
5150.22 Juneteenth	101.94	300.00
5150.23 Events Signage		4,000.00

# Town of Cottage City

Item # 7.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
5150.24 Holiday Giveaways	2,101.06	3,000.00
5150.3 Cottage City Day	11,114.67	11,000.00
5150.4 Halloween	1,143.17	750.00
5150.5 Breakfast with Santa	869.16	1,400.00
5150.7 Refreshments	7,266.56	7,500.00
5150.8 Senior Harvest Dinner	500.00	500.00
<b>Total 5150 Special Events</b>	<b>26,697.86</b>	<b>34,350.00</b>
5160 Town Communications	1,125.32	8,000.00
5165 Town Hall Maintenance & Repairs	22,267.86	12,000.00
5170 Town Hall Utilities	21,274.57	34,420.00
5175 Staff Training	7,569.71	4,000.00
5196 Website Hosting	12,730.30	12,800.00
<b>Total 5000 General Government</b>	<b>629,469.95</b>	<b>671,718.00</b>
5200 Public Works		
5205 Salaries	67,961.63	54,080.00
5210 Payroll Taxes	5,199.07	4,326.00
5211 Health Insurance	567.84	
5215 Workers Comp Ins.	14,500.20	14,000.00
5230 Equipment Maint & Operating Exp	26,691.62	25,000.00
5232 Gasoline	5,377.80	8,000.00
5235 Highway Lighting	18,142.90	24,000.00
5237 MML & Training Expenses	833.00	
5260 Roadway/Sidewalk Const. Maint. & Supplies	3,623.17	7,500.00
5271 Maintenance	37,554.73	35,000.00
5272 Tree Maintenance		10,000.00
5280 Uniforms	35.94	
5285 Vehicle Insurance		3,500.00
5305 Dumping Fees	13.25	2,400.00
5315 Mosquito Control		2,300.00
5320 Waste Collection & Disposal	139,126.33	121,643.00
<b>Total 5200 Public Works</b>	<b>319,627.48</b>	<b>311,749.00</b>
5400 Police Department		
5405 Salaries	158,438.79	380,783.00
5406 Overtime		10,000.00
<b>Total 5405 Salaries</b>	<b>158,438.79</b>	<b>390,783.00</b>
5415 Payroll Taxes	14,093.26	23,447.00
5425 Health Insurance	32,035.90	53,817.00
5430 Retirement	5,920.00	17,500.00
5435 Workers Comp Ins.	42,940.74	30,000.00
5438 Temp Police Clerk	34,141.29	
5440 Applicant Screening & Shots	565.00	1,000.00
5445 Auto Insurance	29,424.00	25,000.00
5485 National Night Out	112.00	1,000.00

# Town of Cottage City

Item # 7.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
5490 Office Expense & Operating Cost	19,449.30	12,000.00
5495 Police Liability Insurance	10,746.00	12,500.00
5500 Police Supplies	466.61	2,000.00
5505 Training	1,788.43	6,000.00
5506 Training - Police Chief	5,269.67	6,000.00
5515 Uniforms & Accessories	1,860.70	8,000.00
5520 Vehicle Operation & Maintenance	31,067.40	10,000.00
5525 Gasoline - PD	2,500.82	18,000.00
5534 Police Community Outreach	16,146.93	8,000.00
5537 Lexipol Law Enforcement	8,184.75	5,000.00
5538 Police Explorer Program		5,000.00
5539 SilverTrac		11,000.00
5540 Axion Tasers	3,689.14	4,000.00
5541 In Car Camera Upgrades	3,772.17	2,700.00
5542 Lefta System		3,000.00
5555 Expenses to Speed Camera Program		-180,700.00
5560 Red Light Camera Program Fees	193,166.68	180,000.00
5600 Speed Camera		
5600.1 Salaries		107,000.00
5600.2 Benefits		26,400.00
5600.3 Other Costs		35,200.00
5600.4 Vehicles		12,100.00
5600.5 Speed Camera Vendor Fees	163,705.07	180,000.00
5600.6 Speed Due to State	56,442.00	
<b>Total 5600 Speed Camera</b>	<b>220,147.07</b>	<b>360,700.00</b>
<b>Total 5400 Police Department</b>	<b>835,926.65</b>	<b>1,015,747.00</b>
6000 Grant Expenditures		
6002 MD DHCD - NED Grant		185,000.00
6010 CDBG Grant - Infrastructure	374,780.72	400,815.00
6016 Maryland Heritage Authority (MHAA)		90,000.00
6017 Maryland Historical Trust (MHT)		100,000.00
6021 Cable - PEG - Broadcast Equip	8,950.00	10,570.00
6044 Fed-Stormwater		670,000.00
6050 Chesapeake Bay Trust - Senior	68,108.00	70,000.00
6052 Bond Bill Expenses Firehouse	6,059.00	500,000.00
6054 ARPA Grant Expense	7,740.00	
6054.1 Family Relief Program	17,925.02	26,200.00
6054.15 ARPA Food Bank	19,021.53	15,000.00
6054.7 Grant Writer Salary	67,598.07	68,700.00
6054.8 Grant Writer Fringe	8,467.75	24,250.00
<b>Total 6054 ARPA Grant Expense</b>	<b>120,752.37</b>	<b>134,150.00</b>
<b>Total 6000 Grant Expenditures</b>	<b>578,650.09</b>	<b>2,160,535.00</b>
6500 Capital Outlays		

# Town of Cottage City

Item # 7.

## Budget vs. Actuals: Budget\_FY26\_P&L - FY26 P&L

July 2025 - June 2026

	TOTAL	
	ACTUAL	BUDGET
6501 General Government Capital Outlays		
6507 Town Hall Improvements	6,936.00	45,000.00
6511 Maryland Heritage Authority Match (MHAA)		90,000.00
6512 Maryland Historical Trust Match (MHT)		66,700.00
<b>Total 6501 General Government Capital Outlays</b>	<b>6,936.00</b>	<b>201,700.00</b>
6600 Public Works Capital Outlays		
6607 PW New Equipment	18,912.00	25,500.00
<b>Total 6600 Public Works Capital Outlays</b>	<b>18,912.00</b>	<b>25,500.00</b>
6700 Police Capital Outlays		
6701 Capital Outlays - Police Dept	59,297.00	75,000.00
<b>Total 6700 Police Capital Outlays</b>	<b>59,297.00</b>	<b>75,000.00</b>
<b>Total 6500 Capital Outlays</b>	<b>85,145.00</b>	<b>302,200.00</b>
<b>Total Expenses</b>	<b>\$2,448,819.17</b>	<b>\$4,461,949.00</b>
NET OPERATING INCOME	<b>\$580,141.13</b>	<b>\$1,326,986.00</b>
NET INCOME	<b>\$580,141.13</b>	<b>\$1,326,986.00</b>

# COTTAGE CITY POLICE DEPARTMENT

## Monthly Report



**June 2026**

“To Protect and Serve”

CHIEF OF POLICE

# COTTAGE CITY POLICE DEPARTMENT

## Calls Handled

## June

911 DISCONNECT	17
ACCIDENT	3
ANIMAL COMPLAINT	1
ASSIST FIRE EMS	1
BREAK IN IN PROGRESS	1
BREAK IN REPORT	1
CHECK WELFARE	3
CHECK WELFARE COMBINED	3
CHECK WELFARE MENTAL	1
DISORDERLY	9
DOMESTIC	1
FIGHT	2
FRAUD	1
HIT AND RUN	1
LOUD MUSIC COMPLAINT	3
MISC POLICE INCIDENT	8
MISSING PERSON	2
PARENTAL / CUSTODAIL ABDUCTION	1
PREMISE CHECK	5
PROPERTY ALARM COMMERCIAL	4
PROPERTY DAMAGE	2
STOLEN VHEICLE	1
SUBJECT STOP	2
SUSPICIOUS AUTO	1
SUSPICIOUS OCCAUTO	2
SUSPICIOUS PERSON	2
TAMPERING	1
THEFT FROM AUTO	1
TRAFFIC COMPLAINT	4
UNKNOWN TROUBLE	11
VANDALISM	1
VEHCIEL ACCIDENT COMBINED	1
<b>Total</b>	<b>97</b>

# COTTAGE CITY POLICE DEPARTMENT

## UPDATES

June 12, 2026  
 3722 Shepherd Street  
 Brentwood, MD  
 Homicide

June 23, 2026  
 Edwin's Tire Shop  
 4210 Bladensburg Road  
 Cottage City, MD  
 Burglary



PRINCE GEORGE'S COUNTY POLICE DEPARTMENT  
 Daily Crime Report  
 Thursday, July 2, 2026

COTTAGE CITY															
DCR Offense - VIOLENT	Friday 6/26	Saturday 6/27	Sunday 6/28	Monday 6/29	Tuesday 6/30	Wednesday 7/1	Thursday 7/2	7-Day Totals	Prev. 7 6/19-6/25	+/-	% Change	YTD 26 1/1-7/2	YTD 25 1/1-7/2	+/-	% Change
Murder	0	0	0	0	0	0	0	0	0	0	0%	0	1	-1	-100%
Sex Offense	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Rape	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Fondling	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Robbery	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Commercial Robbery	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Residential Robbery	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Citizen Robbery	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Carjacking	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Assault	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Non-Fatal Shooting	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Assault (Other Weapon)	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Assault (No Weapon)	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Domestic Violence	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
DV Non-Fatal Shooting	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
DV Assault (Other Weapon)	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
DV Assault (No Weapon)	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Violent Crime Total	0	0	0	0	0	0	0	0	0	0	0%	0	1	-1	-100%
DCR Offense - NON-VIOLENT	Friday 6/26	Saturday 6/27	Sunday 6/28	Monday 6/29	Tuesday 6/30	Wednesday 7/1	Thursday 7/2	7-Day Totals	Prev. 7 6/19-6/25	+/-	% Change	YTD 26 1/1-7/2	YTD 25 1/1-7/2	+/-	% Change
Burglary	0	0	0	0	0	0	0	0	1	-1	-100%	4	1	+3	+300%
Commercial Burglary	0	0	0	0	0	0	0	0	1	-1	-100%	3	0	+3	+300%
Residential Burglary	0	0	0	0	0	0	0	0	0	0	0%	1	1	0	0%
Other Burglary	0	0	0	0	0	0	0	0	0	0	0%	0	0	0	0%
Larceny	0	0	0	0	0	0	0	0	0	0	0%	7	12	-5	-42%
Theft from Auto	0	0	0	0	0	0	0	0	0	0	0%	5	11	-6	-55%
Other Theft	0	0	0	0	0	0	0	0	0	0	0%	2	1	+1	+100%
Stolen Vehicle	0	0	0	0	0	0	0	0	2	-2	-100%	6	3	+3	+100%
Property Crime Total	0	0	0	0	0	0	0	0	3	-3	-100%	17	16	+1	+6%
Violent Crime Total	0	0	0	0	0	0	0	0	0	0	0%	0	1	-1	-100%
Total Crime	0	0	0	0	0	0	0	0	3	-3	-100%	17	17	0	0%

Stay Vigilant!!!!

# COTTAGE CITY POLICE DEPARTMENT

## EVENTS

### June:

- Cottage City Dumpster Day  
June 6, 2026
- Cottage City Dumpster Day  
June 7, 2026
- Juneteenth Celebration  
June 18, 2026
- Let's Go Camping  
June 20, 2026
- Invasive Workshop & Dinner  
June 23, 2026
- American Bloom Celebration  
June 25, 2026
- Bladensburg Port Towns Fireworks  
July 2, 2026

### Upcoming Events:

- Cottage City Day Planning  
July 13, 2026
- Cottage City Day Planning  
July 27, 2026
- National Night Out (NNO)  
August 4, 2026
- Cottage City Day  
August 15, 2026

# COTTAGE CITY POLICE DEPARTMENT

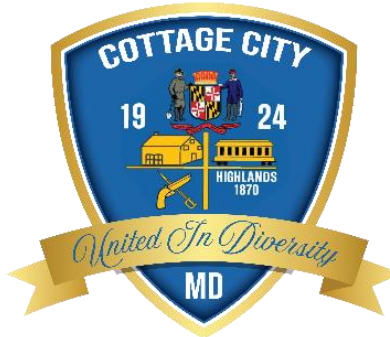
## TRAINING/MEETINGS

### June:

- Maryland Chiefs of Police Association  
June 10, 2026  
Chief D. Martini
  
- Bladensburg Fireworks Meeting  
June 12, 2026
  
- MML Training Conference  
June 13, 2026 – June 17, 2026  
Commissioners, Town Manager, Chief
  
- Municipal In-Service Training  
June 15, 2026 – June 16, 2026  
Acting Sergeant D. Thompson
  
- Heartsaver total First Aid CPR AED Course  
June 15, 2026  
Acting Sergeant D. Thompson
  
- Police Chief's Association of Prince George's County, Maryland  
June 30, 2026  
Chief D. Martini

### Upcoming Training:

- Police Chief's Association of Prince George's County, Maryland  
July 28, 2026  
Chief D. Martini



**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

The Honorable Chris Van Hollen  
United States Senate  
730 Hart Senate Office Building  
Washington, DC 20510

Dear Senator Van Hollen:

We, the Cottage City Commission, are deeply concerned with the dangerous pilot project allowing every state to raise weights of commercial trucks by 5.5 tons. Unfortunately, this effort has been included in the critical BUILD America 250 Act (H.R. 8870). Current supporters of bigger, more dangerous trucks want them on the roads for their own financial reasons. This effort disregards safety and common sense and is a move backwards in our goal of building a more sustainable, walkable, transit-friendly town.

Bigger and heavier trucks are not an answer to our communities' issues. Although Cottage City is very small in size, even we have to content with both local delivery trucks and through truck traffic, primarily using US (Alt) 1 and sometimes trucks on 38<sup>th</sup> Avenue, connecting the primary Route 1 in neighboring Brentwood.

Allowing even bigger trucks to thunder through our community past our schools and businesses would be a mark against safety and community investment of streets and small infrastructure. Furthermore, heavier trucks will burn more fuel, and that fact issue alone will work against our goals of sustainability, as the Cottage City Green Team is one of 51 Maryland towns that are certified under Sustainable Maryland. Greater fuel consumption results in additional carbon emission and causes health concerns in our communities with the release of particulate matter.

We wanted to join the growing chorus of voices speaking out against the continued push in Congress to allow significantly heavier commercial vehicles. We hope we can count on your vote against the “91k Pilot Project” should it come up for a vote.

Sincerely,

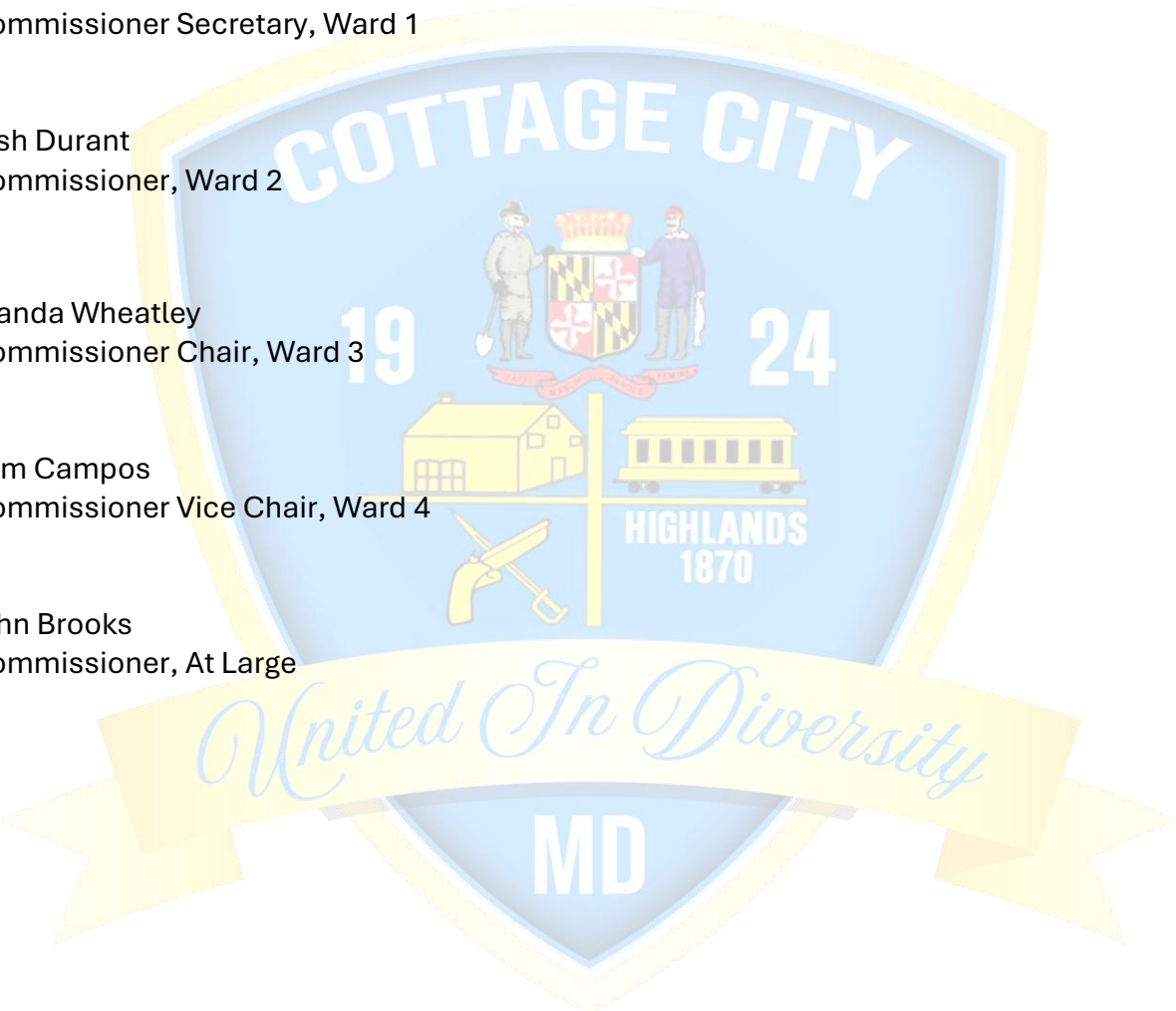
Julia Salsich,  
Commissioner Secretary, Ward 1

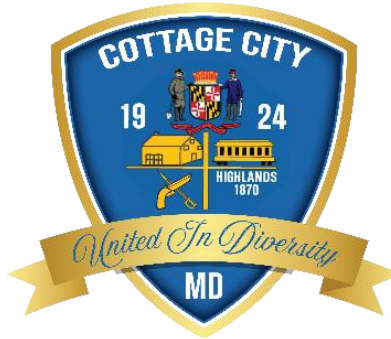
Josh Durant  
Commissioner, Ward 2

Wanda Wheatley  
Commissioner Chair, Ward 3

Tom Campos  
Commissioner Vice Chair, Ward 4

John Brooks  
Commissioner, At Large





**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

The Honorable Angela Alsobrooks  
United States Senate  
SR-374 Senate Office Building  
Washington, DC 20510

Dear Senator Alsobrooks:

We, the Cottage City Commission, are deeply concerned with the dangerous pilot project allowing every state to raise weights of commercial trucks by 5.5 tons. Unfortunately, this effort has been included in the critical BUILD America 250 Act (H.R. 8870). Current supporters of bigger, more dangerous trucks want them on the roads for their own financial reasons. This effort disregards safety and common sense and is a move backwards in our goal of building a more sustainable, walkable, transit-friendly town.

Bigger and heavier trucks are not an answer to our communities' issues. Although Cottage City is very small in size, even we have to content with both local delivery trucks and through truck traffic, primarily using US (Alt) 1 and sometimes trucks on 38<sup>th</sup> Avenue, connecting the primary Route 1 in neighboring Brentwood.

Allowing even bigger trucks to thunder through our community past our schools and businesses would be a mark against safety and community investment of streets and small infrastructure. Furthermore, heavier trucks will burn more fuel, and that fact issue alone will work against our goals of sustainability, as the Cottage City Green Team is one of 51 Maryland towns that are certified under Sustainable Maryland. Greater fuel consumption results in additional carbon emission and causes health concerns in our communities with the release of particulate matter.

We wanted to join the growing chorus of voices speaking out against the continued push in Congress to allow significantly heavier commercial vehicles. We hope we can count on your vote against the “91k Pilot Project” should it come up for a vote.

Sincerely,

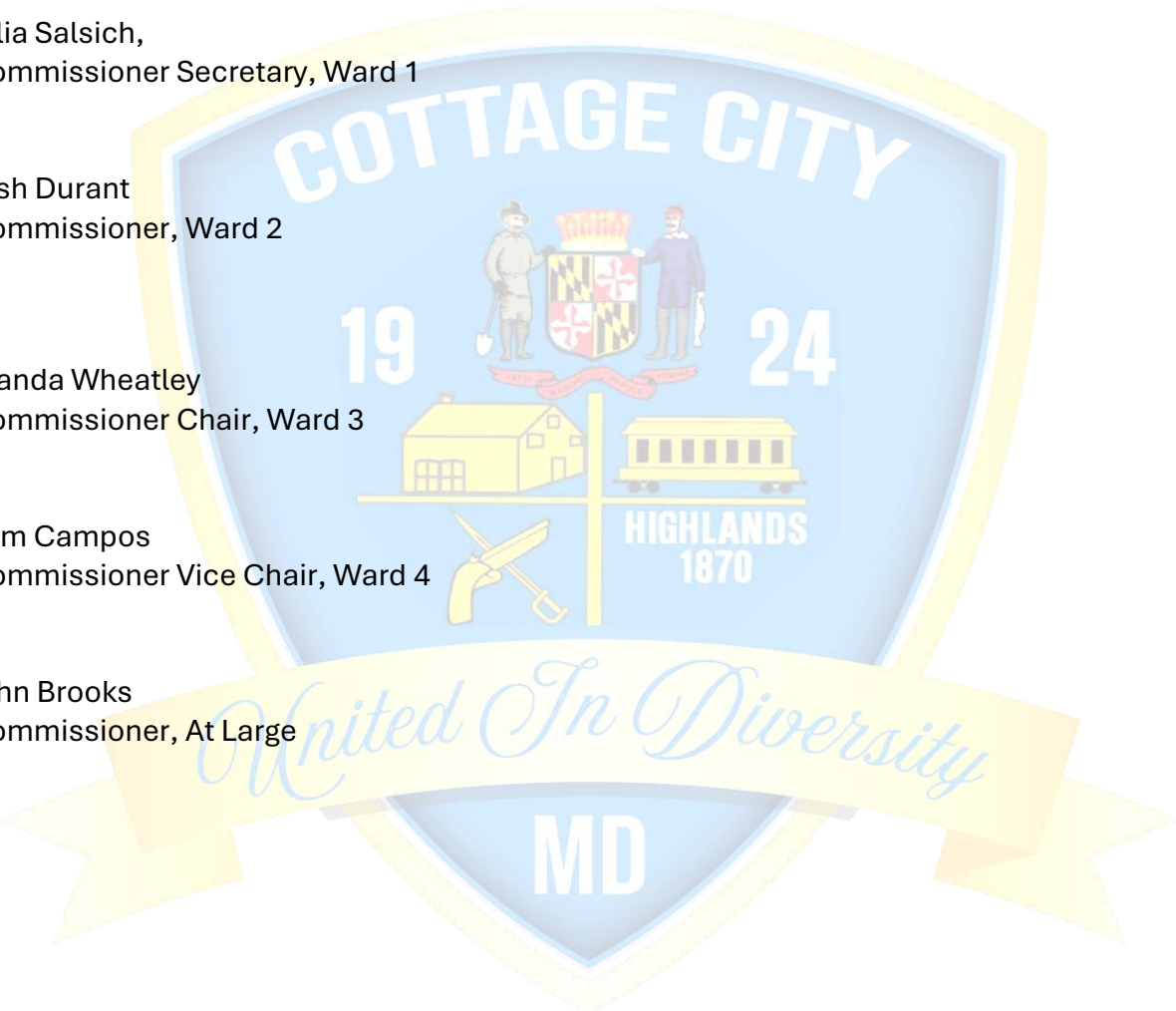
Julia Salsich,  
Commissioner Secretary, Ward 1

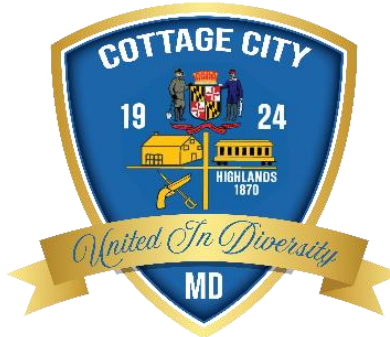
Josh Durant  
Commissioner, Ward 2

Wanda Wheatley  
Commissioner Chair, Ward 3

Tom Campos  
Commissioner Vice Chair, Ward 4

John Brooks  
Commissioner, At Large





**The Town of Cottage City  
3820 40<sup>th</sup> Avenue,  
Cottage City, MD 20722  
(301)-779-2161**

The Honorable Glen Ivey  
United States House of Representatives  
1610 Longworth House Office Building  
Washington, DC 20510

Dear Representative Ivey:

We, the Cottage City Commission, are deeply concerned with the dangerous pilot project allowing every state to raise weights of commercial trucks by 5.5 tons. Unfortunately, this effort has been included in the critical BUILD America 250 Act (H.R. 8870). Current supporters of bigger, more dangerous trucks want them on the roads for their own financial reasons. This effort disregards safety and common sense and is a move backwards in our goal of building a more sustainable, walkable, transit-friendly town.

Bigger and heavier trucks are not an answer to our communities' issues. Although Cottage City is very small in size, even we have to content with both local delivery trucks and through truck traffic, primarily using US (Alt) 1 and sometimes trucks on 38th Avenue, connecting the primary Route 1 in neighboring Brentwood.

Allowing even bigger trucks to thunder through our community past our schools and businesses would be a mark against safety and community investment of streets and small infrastructure. Furthermore, heavier trucks will burn more fuel, and that fact issue alone will work against our goals of sustainability, as the Cottage City Green Team is one of 51 Maryland towns that are certified under Sustainable Maryland. Greater fuel consumption results in additional carbon emission and causes health concerns in our communities with the release of particulate matter.

We wanted to join the growing chorus of voices speaking out against the continued push in Congress to allow significantly heavier commercial vehicles. We hope we can count on your vote against the “91k Pilot Project” should it come up for a vote.

Sincerely,

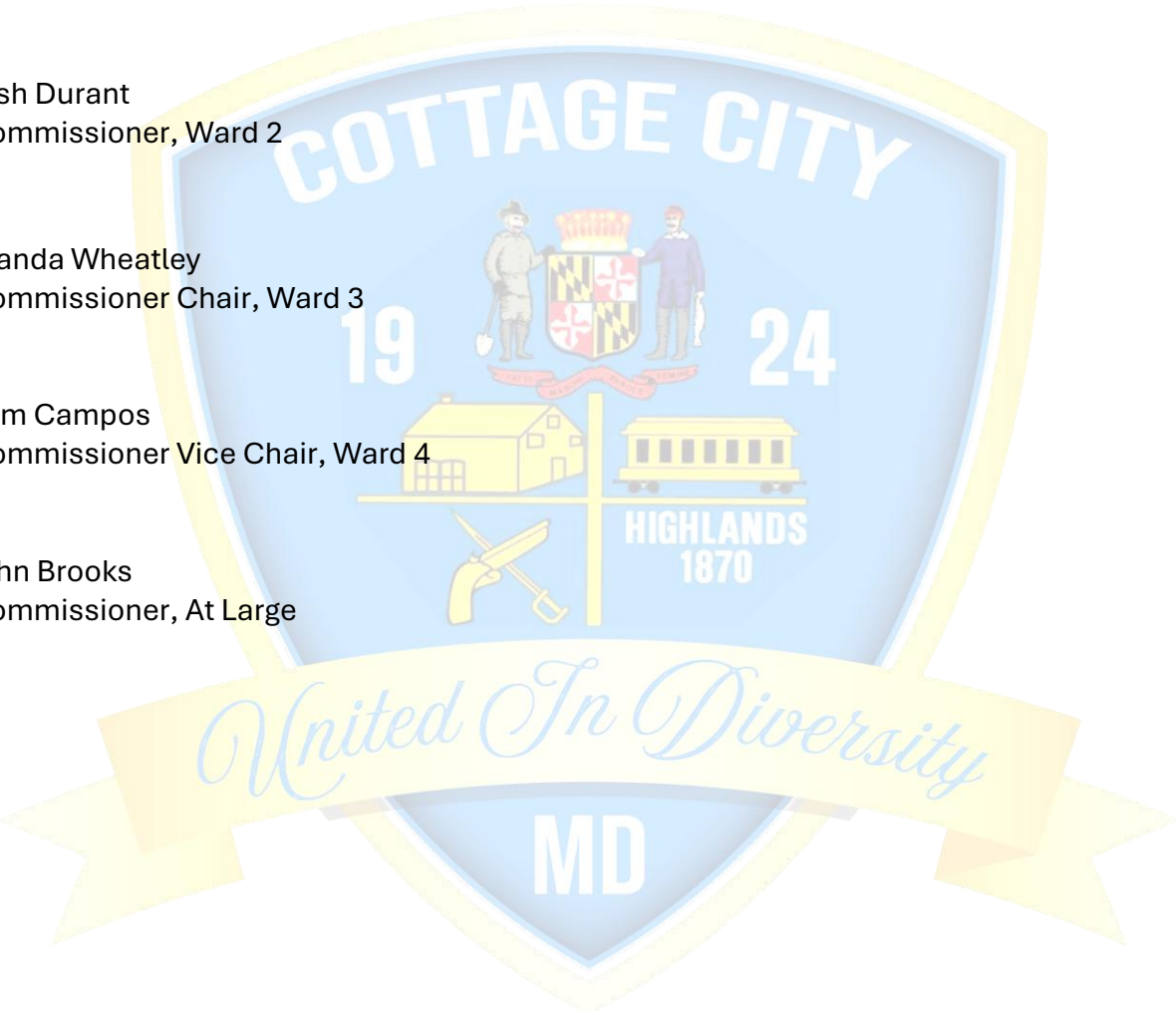
Julia Salsich,  
Commissioner Secretary, Ward 1

Josh Durant  
Commissioner, Ward 2

Wanda Wheatley  
Commissioner Chair, Ward 3

Tom Campos  
Commissioner Vice Chair, Ward 4

John Brooks  
Commissioner, At Large



Aliany Romero

05/04/2026

Cottage City Scholarship Essay

### Why is municipal government important?

Municipal government is important because it affects people's everyday lives more than they might realize. It's basically the local government in our town or city, and it handles the things you use and see every single day. While bigger governments deal with bigger issues, municipal governments focus on making sure your community is okay at the end of the day.

One of the biggest reasons municipal government matters is because it provides basic services people depend on. This includes things like picking up trash, fixing roads, making sure there's clean water, and having police and firefighters available when something goes wrong. These might seem like small things, but without them, daily life would quickly become stressful and unsafe. Imagine if trash was never collected or roads were never repaired it would be hard to live comfortably.

Another reason municipal government is important is because it gives people a voice. Local leaders, like mayors or city council members, are usually easier to reach than state or national leaders. That means people can speak up about problems in their area, like unsafe streets or lack of police. Since these leaders work closely with the community, they can make decisions that actually fit what people need.

Municipal government also helps shape what a town or city looks like. It decides where things like schools, parks, and businesses go. These decisions affect how people live, how easy it

is to get around, and what opportunities are available. Good planning can make a place feel safe, organized, and enjoyable to live in.

Overall, municipal government is important because it keeps communities running, listens to the people, and helps create a better place to live. Even though it might not always be noticed, it plays a huge role in everyday life.

Municipal government is important as it allows for governing to be handled within a specific community in a way separate from the state as a whole. This communal independence from the state is important because it allows for impact to be made specifically in that community without bringing it to state level. These areas include public safety, community management, daily services, and the ability to solve problems that meet the people's wants in the community.

The reason why keeping government at a lower level than the state is important is so that problems within that community are able to be taken care of with respect for what the people want. This allows for solutions to be made regarding the specific wants and needs of the people who are part of that community, and allows the people to partake in decision making for what fits best to take action on. Town meetings are one of the best ways for people to share their feelings on certain issues, like public safety. Some examples of solutions that can be put in place through municipal government are funding of rescue forces like police and firefighters, repair of damages to property or streets and sidewalks, and development of laws as a way of protecting the people.

Municipal government can be seen in dozens of communities through many different means, in which the community itself is able to participate greatly. There are a few ways I have personally seen municipal government used in my community. I have seen changes made for trash pickup and compost in the Hyattsville area, which has made it so that the communal area is a lot cleaner with help from the townspeople. I have also seen and have been a part of a group that came together to remove an invasive species of vines growing on the trees in nearby communities to help save the trees from dying. There are always many things happening in communities to let the people help decide what problems they think need to be solved, and

allowing many in that community to help out with the process. With all that said, the importance and inclusion of municipal government is very clear and present within communities.

Kailyn Williams

June 30<sup>th</sup>, 2026

Prompt: Why Is municipal government important?

A municipal government is essential since it is the form of government that has the most influence on the daily lives of citizens. Road maintenance, public schooling, emergency services provision, and development of safe neighborhoods and parks is just a fraction of what local governments do to make sure our communities are well-managed. Although national affairs get the most publicity, many of the decisions that influence our life are being made by the leaders of the communities that understand the specific needs of their communities.

Leadership experience and community service have provided me with knowledge of the significance of efficient local governance. Being a Vice President of Sigma Gamma Rho Sorority, Inc., I am involved in community service activities that are directed towards uplifting other people and making our contribution into the community. My role as an Event Coordinator for UMES Gospel Choir has allowed me to gain experience in organizing events and coordinating work of different people to provide an opportunity for interaction within our campus community. Participating in local events like the Aviation Summit and the Main Street Trick-or-Treat allows me to see how volunteer work in collaboration with local governments creates positive experiences for citizens.

Through such experiences, I have learned that leadership goes beyond having the title; it involves listening and serving and helping make the lives of other people better. My goal of serving other people through my entire aviation career, whether it be through military service or civic duties, was inspired by such experiences.

Leadership plays an important role in successful municipal governments. The leaders in a municipality should not only be accessible but also responsive to the demands of those people they serve. Communities can become stronger and more resilient through active involvement from local leaders and citizens.

The most important job for the municipal government is to keep everything, the basic services, running. They make sure that the water that comes from our tap is clean and that our trash and recycling are taken every week. They are in charge of our infrastructure, such as potholes, traffic lights, and clearing the snow off the roads and sidewalks. Without them, our town wouldn't be livable; there would be too many issues for us to be able to stay.

When there is an emergency, the municipal government takes charge. They manage and fund the local police/town hall officers. They manage the fire departments and ambulance services. Because they are local, they know the layout of the neighborhoods and could reach people in emergencies faster than the state or federal agency could. They could enforce safety rules in order to make sure that the houses and businesses are built correctly, and they won't cause danger for people there or around them.

They also decide what a town feels like to live in. The management of public places like playgrounds and parks, and libraries, is all of them. They decide where new houses can be built and where businesses should go and open. The planning that they do decides whether a town is either open or crowded, and if there are enough resources, grocery stores, and schools, for people to live there.

The best part of municipal government? How easy is it to get involved? While it is knowingly very hard to meet the president, anyone can go to a city council meeting and talk about an issue, and anyone can call an official. Maybe it is because you want a new bike lane or a better program for recycling, the people who help make those decisions are your neighbors. This makes the local government the most direct version of democracy that we have.

Municipal government is the foundation of a good and functioning society. They handle the issues that we can't see. They work to keep us clean, safe, and connected. It isn't always going to be on the news or national television, but they are the reason that communities can work so hard together and thrive.